

Ryarsh Primary School
Minutes of the Full Governing Body Meeting
held at the school on Thursday 26 January 2017 at 7pm

Present: Ruth Austin (Headteacher), Iona Bell, Daniel Childs (Deputy Headteacher), Claire Crome, Steve Hill, Steve Hughes, John Macnab, Jon Naylor, Rachel Rowland (Chair), Daniel Sproul, Stewart Speake

In attendance: Vanessa Stevens (KCC Clerking Service)

		Action
1	<p>Welcome and apologies</p> <p>The Chair welcomed those present. Apologies for absence were accepted from Carmel Sutton (work commitment). Claire Crome and John Macnab had advised they would likely arrive late due to parents' evenings. Daniel Sproul and Steve Hill advised they would need to leave early due to prior commitments. The meeting was quorate throughout.</p>	
2	<p>Business interests</p> <p>No business interests were declared against agenda items.</p>	
3	<p>Governing Body (GB) matters</p> <p>Governors discussed attendance at, and impacts of, recent training. The Chair and Daniel Sproul had attended safeguarding training; the Chair had fed back on the session in a constructive way. The Chair and Daniel Childs had booked to attend safer recruitment training on 16 March 2017. Steve Hughes had attended training on understanding the GB's responsibility in relation to special educational needs (SEN); the session had provided useful information on funding.</p> <p><i>At 7.10pm Claire Crome joined the meeting.</i></p> <p>Recent Governor training sessions had identified key questions to ask during monitoring. Governors considered how best to report on the school's responses to those questions as there was not scope to do so within the School Action Plan. It was agreed that Governors would report on any ad hoc monitoring in separate visit reports which would be circulated with agendas and filed with corresponding minutes.</p>	
4	<p>Minutes of previous meeting</p> <p>4.1 Governors approved, and the Chair signed, minutes of the Full Governing Body (FGB) meeting held on 17 November 2016.</p> <p>4.2 Governors shared updates on agreed actions:</p> <p style="padding-left: 20px;">i. Steve Hughes had completed the Prevent training.</p> <p>Action carried forward: John Macnab to confirm completion of Prevent training.</p> <p style="padding-left: 20px;">ii. The Head said that all School Action Plan milestones had been reviewed; the timescale in place had worked well.</p> <p style="padding-left: 20px;">iii. Jon Naylor reported that accounting for overheads incurred by extended schools services was under review. Following initial data analysis, any remaining issues would be discussed with the Office Manager.</p> <p style="padding-left: 20px;">iv. The school had been quoted £1,080 for removal of all identified asbestos from the site. Governors were satisfied that this quote represented best value.</p> <p style="padding-left: 20px;">v. Steve Hill had circulated the health and safety monitoring report to Governors.</p> <p style="padding-left: 20px;">vi. The Head's next meeting with the Headteachers of Kings Hill and Mereworth Schools was scheduled for March. The Head had emailed the collaboration memorandum of understanding to the other two Headteachers with a view to it being edited at the meeting. The Chair of Governors at the Discovery School had communicated disappointment at that school's withdrawal and had hoped that the change of circumstance would not affect the collaborative work undertaken to date.</p>	JM

4.3	Matters arising – None.	
5	Headteacher's Update	
5.1	Overview – Governors had received for pre-reading the Headteacher's update (filed with minutes). The Head gave verbal updates and Governors discussed the report as follows:	
5.2	Staffing – The Head reported that one person had been appointed to the three part time vacancies.	
5.3	INSET day – The Head said that INSET training on dyslexia had been valuable for staff supporting children with dyslexic traits as well as children with formal diagnoses.	
5.4	Phonics – Governors commended the improvement of Year 1 mock phonics screening results on those carried out the previous year. With reference to Year 2 phonics, a Governor asked whether any of the 10 children retaking the phonics screen had SEN. The Deputy Headteacher (DHT) advised that none had formal diagnoses at that stage. A Governor asked whether insecure phonics learning had any impact on reading ability. The Head said that children with less secure phonics knowledge experienced greater difficulty in sounding out words. As such, their enjoyment of, and confidence in, Reading was limited; this in turn reduced their confidence in Writing. A Governor asked how provision was being tailored to meet those children's needs. The Head said that Teachers were looking at children's phonic ability on an individual basis to identify and address their particular needs e.g. difficulties blending despite having a good grasp of the correspondence between graphemes and phonemes.	
5.5	Comparison tables for Key Stage 2 results – Governors commended the school's excellent performance in terms of both attainment and progress data, and thanked all staff across the school for their hard work. A Governor reported social media coverage of a league table that placed the school as 15 th in Kent excluding private and grammar schools. Another Governor reported that the school had appeared in a list published in <i>The Telegraph</i> of the top 100 schools in the country. The Head confirmed that positive coverage of the school would be included within school's prospectus.	
5.6	Buildings – Confidential discussion recorded in Part 2 Confidential Minutes.	
6	Policies	
	<i>At 8.20pm Steve Hill left the meeting.</i>	
6.1	Sponsorship and Advertising Policy – Governors discussed whether the PTA should be exempt from this Policy. Governors noted that many PTA fundraising events benefited from donations e.g. summer fete banners and sponsorship. Governors agreed that there was a distinction between the school and the PTA. Governors approved the Sponsorship and Advertising Policy.	
6.2	Special Educational Needs and Disabilities (SEN&D) Policy – A Governor asked about site accessibility for people with disabilities. The Head confirmed that this was covered in the school's Accessibility Plan. A Governor asked about access to Listening Ear. The Head said it was available to all. A Governor asked whether improvements other than progress data were tracked for children with SEND. The DHT confirmed that the impact of interventions was evaluated in terms of impacts on behaviour and social interaction as well as impact on academic outcomes. A Governor asked whether that information was published on the school's website. The DHT confirmed that it was included in the Annual SEN Report which was published online. A Governor asked whether third party contractors who worked directly with children (e.g. to provide after-school activities) were trained in SEND. The Head advised that child-specific knowledge was shared with relevant providers to enable activities to be tailored to children's specific needs. The DHT advised that individual summary sheets were being compiled for each child with SEND in order to record which behavioural techniques worked well for each child; that information would inform discussions with third party providers so as to best meet children's needs. Governors approved the SEND Policy, subject to specification regarding third party contractors. Action: The Head to clarify SEND Policy with regard to third party contractors.	Head
6.3	Health and Safety Policy – Governors approved the Health and Safety Policy.	
6.4	Staff Appointment and Safer Recruitment Policy – A Governor asked about the use of a health questionnaire in recruitment. The Head advised this was administered by Occupational Health and that the school was not privy to any information disclosed by candidates. A Governor asked whether Occupational Health had ever advised an appointment on the grounds of	

6.5	<p>health. The Head said that they had not. Governors approved this Policy.</p> <p>Higher and Exceptional Achievers Policy – A Governor asked about publication of information relating to higher and exceptional achievers. The Head advised that it was included in the school's prospectus. Governors approved the Higher and Exceptional Achievers Policy.</p>	
7	<p>School Action Plan</p> <p>Governors had received for pre-reading the updated School Action Plan (updated pages filed with minutes). Governors agreed that the new visit reporting format was working well.</p>	
8	<p>Finance</p> <p>Jon Naylor presented minutes of the finance monitoring meeting held on 6 January 2017 (copy filed with these minutes). The nine month budget monitoring report forecasted a revenue surplus of £139,270 at the year end, with rising pupil numbers offsetting the anticipated reduction in central government funding. The surplus exceeded the school's balance control mechanism (BCM) by £73,480; the school had applied to retain the excess amount to be put towards the cost of the proposed new hall. A Governor asked why that sum had been accrued. The Head explained that the school had been unable to progress large planned projects such as the hall in the current financial year. A smaller proportion of the accrual was attributed to the school's generally prudent attitude to expenditure. The Head clarified that this prudence was not at the expense of necessary investment in the daily operation of the school. This was evidenced by the similarity of the school's financial profile to other similar schools in benchmarking reports.</p> <p><i>At 8.50pm Daniel Sproul left the meeting.</i></p>	
9	<p>Child protection and safeguarding</p> <p>Following the training discussed under item 3, Daniel Sproul had met with the Head to discuss documentation of staff completion of safeguarding training. The Head had provided evidence of this, including the single central record.</p>	
10	<p>Health & safety and premises</p> <p>10.1 Health and safety – The Health and Safety Policy had been updated to reference weekly and three-yearly checks.</p> <p>10.2 Premises – Steve Hughes advised that schools were required to have in place short-, medium- and long-term plans to address any site areas which were not accessible to people with disabilities e.g. wheelchair accessible doors and ramps, and doorbells/switches at accessible heights. A Governor noted that the sinks in two classrooms only provided cold water; this made handwashing unpleasant for the children.</p> <p>Action: Steve Hill, Steve Hughes and Stewart Speake to review the school's Accessibility Plan to enable identification of priority actions; also to consider other priority actions e.g. hot water supply to classrooms.</p>	S.Hi, S.Hu & SS
11	<p>Chair's report</p> <p>No matters arising.</p>	
12	<p>Any other urgent business</p> <p>No matters arising.</p>	
13	<p>Confidentiality</p> <p>Item 5.6 was deemed to be confidential; see Part 2 Confidential Minutes.</p>	
14	<p>Date of next meeting</p> <p>Monday 20 March 2017 at 7pm.</p>	

The meeting closed at 9.00pm.

Signed (Chair) _____

Date _____

Action Summary

i.	Confirm completion of Prevent training.	JM	
ii.	Clarify SEND Policy with regard to third party contractors.	Head	
iii.	Review the school's Accessibility Plan to enable identification of priority actions; also to consider other priority actions e.g. hot water supply to classrooms.	S.Hu, S.Hi & SS	

Approved