

Ryarsh Primary School
Minutes of the Full Governing Body Meeting
held at the school on Monday 20 March 2017 at 7pm

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

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 Iona Bell (work commitment) and Stewart Speake (unwell). The meeting was quorate.</p>	
2	<p>Business interests</p> <p>No business interests were declared against agenda items.</p>	
3	<p>Governing Body (GB) matters</p> <p>The Chair and the Deputy Headteacher (DHT) had attended Safer Recruitment training the previous week. The Chair had used the session to consider how the school's list of job interview questions could be further developed e.g. inclusion of more in-depth questions which required candidates to consider how they would deal with hypothetical situations.</p> <p>Action: The Chair and the Head to review and update the school's list of job interview questions.</p>	Chair & Head
4	<p>Minutes of previous meeting</p> <p>4.1 Governors approved, and the Chair signed, the minutes and confidential minutes of the Full Governing Body (FGB) meeting held on 26 January 2017.</p> <p>4.2 Governors shared updates on agreed actions:</p> <ul style="list-style-type: none"> i. John Macnab had completed the online Prevent training. The Head confirmed that all Governors had now completed the training. ii. The Head advised that the Special Educational Needs and Disability (SEND) Policy had not yet been discussed with third party contractors; due to changes in attendance at football club, dissemination of SEND information to coaches was not a current issue. iii. The School Accessibility Plan was covered under item 10.2. <p>4.3 Matters arising – None.</p>	
5	<p>Headteacher's Update</p> <p>5.1 Overview – Governors had received for pre-reading the Headteacher's update (filed with confidential minutes due to identifying information). The Head gave verbal updates and Governors discussed the report as follows:</p> <p>5.2 Staffing – Confidential discussion recorded in Part 2 Confidential Minutes.</p> <p>5.3 Admissions – Governors commended the school on the increase in first choice applications from 37 in 2016 to 50 in 2017 despite the increase in places at other schools in the locality. The Head advised that 13 of the applicants had sibling links at the school. A Governor asked about the reasons for the increase in first choice applications. The Head identified the promotion during open days of the school's warm, safe and friendly community atmosphere, as illustrated by the school choir, videos of school life, and pupil-led tours of the site. Feedback from prospective pupils' parents had been very positive, including praise for putting the children 'at the heart of everything'. The prospectus had been well received; the Head identified scope to include additional information about Modern Foreign Languages (MFL) in future versions.</p> <p>5.4 Progress data – The Chair and the Head shared positive feedback from the School Improvement Adviser's most recent report. The report commended wide-ranging elements of school life including: the thoroughness of the school's data calculations and projections; pupils'</p>	

<p>5.5</p> <p>5.6</p> <p>5.7</p>	<p>problem-solving abilities; and, progress in Phonics. Governors commended the Year 4 cohort progress data (page 2 of Headteacher's Update) and thanked staff for their hard work.</p> <p>Attendance – The Head said that attendance data, including graphs, had been shared with parents at recent parents' evenings.</p> <p>Milestones check – The Head presented the Milestones check data (page 5 of Update) and advised that the figures would be discussed in staff meetings to ensure that staff were not being unduly cautious with regard to Writing assessment. Claire Crome gave a verbal update on the Remarkable Ryarsh Readers club, which was a lunchtime initiative to facilitate sharing and enjoyment of books by Pupil Premium children in Key Stages 1 and 2. The club was taking part in a Reading project based on the Kate Greenaway Children's Book Awards; this involved acting as 'judges' of the shortlisted books and selecting their own preferred title ahead of formal announcement of the official winner later in the year. As part of the project, each child would receive a copy of their favourite book to keep.</p> <p>Buildings – Confidential discussion recorded in Part 2 Confidential Minutes.</p>	
<p>6</p> <p>6.1</p> <p>6.2</p> <p>6.3</p>	<p>Policies</p> <p>Extended Schools Services Policy – Jon Naylor had thoroughly reviewed the accounting for overheads incurred by extended schools services. The Office Manager had advised that the proportion of site running costs incurred by extended schools services was 14%; that figure was a function of the percentage of space used and the percentage of school operating hours during which the activities were provided. When applied uniformly across all operational costs, the 14% rate produced a forecasted net loss of c£7k per annum for extended schools services. A Governor asked about parents' use of the online booking system. The Head said that the system was currently only available for extended schools services although there was scope to develop it to enable bookings for events such as parents evenings. Governors approved the updated Extended Schools Services Policy (copy filed with minutes).</p> <p>Sex and Relationships Policy – Governors approved the updated Sex and Relationships Policy (copy filed with minutes).</p> <p>Single Equality Scheme including Accessibility Plan – Governors approved the updated Single Equality Scheme including Accessibility Plan (copy filed with minutes).</p>	
<p>7</p>	<p>School Action Plan</p> <p>Governors discussed online storage and sharing of the live School Action Plan. Staff already had access to it via the shared drive.</p> <p>Action: The Head to circulate via email a timed update of the School Action Plan at the end of terms 2, 4 and 6.</p> <p>Action: Governors to carry out the following monitoring visits:</p> <ul style="list-style-type: none"> • 24 March at 3.15pm – SEN (DC & SHu). • 31 March or 18 April at 9am – Early Years (CS & DS). • 21 April at 8.45am – Quality of Teaching, Learning and Assessment (IB & CS). • 25 April at 9.30am or 3.30pm – Attendance (CC & SHi). • 28 April at 10.30am – Outcomes for Pupils (JM & SHu). • 28 April at 1.15pm – Finance (RR & JN). • 28 April at 1.15pm – Leadership & Management (JN & SS). • TBC – Health & Safety (SHi & SS). 	<p>Head</p> <p>Govs</p>
<p>8</p> <p>8.1</p> <p>8.2</p>	<p>Finance</p> <p>Budget monitoring – Finance Governors were due to meet in April to carry out finance year-end monitoring. A Governor asked whether the school had received approval of its formal request to carry forward reserves in excess of the balance control mechanism (BCM). The Head said that formal confirmation was still awaited.</p> <p>Schools Financial Value Standard (SFVS) – The Chair outlined the purpose of the SFVS self-assessment form which had been circulated in draft form for pre-reading (copy filed with minutes). Governors approved the form for submission to the local authority by 31 March 2017.</p>	

8.3	Action: The Head to submit the SFVS self-assessment form to the local authority. Priorities for provisional budget 2017-18 – Governors were invited to contribute suggestions for priority spending areas for 2017-18. The Head identified the school's commitment to using more Teacher time to cover classes. In addition, Governors suggested for consideration: upgrades to the ICT suite and network; improvements to the library; and, funding of Reading initiatives. Governors were keen to receive suggestions from members of staff.	Head
9	Child protection and safeguarding No matters arising.	
10	Health & safety and premises Steve Hughes and Stewart Speake had reviewed the Schools Accessibility Plan and compiled a list of site improvement priorities, none of which were urgent. The site had been reviewed in terms of accessibility by people with disabilities and people who use wheelchairs. A Governor asked about the removal of asbestos from the school building. The Head advised that this was scheduled for the Easter holiday. There remained some asbestos in the air raid shelter; the integrity of that asbestos had not been compromised and so did not pose any health risk. Governors agreed to further discuss removal of the air raid shelter asbestos in the context of future playground developments.	
11	Chair's report The Chair drew attention to a section in the updated Governors' Handbook which related to six key features of good governance. Action: The Chair to circulate relevant section of updated Governors' Handbook.	Chair
12	Any other urgent business	
12.1	The Chair had received a Note of Visit from the School Improvement Adviser's recent visit.	
12.2	Governors decided not to enter a team in the forthcoming quiz night.	
13	Confidentiality Items 5.2 and 5.7 were deemed to be confidential; see Part 2 Confidential Minutes.	
14	Date of next meeting 18 May 2017 at 7pm.	

The meeting closed at 8.40pm.

Signed (Chair) _____

Date _____

Action Summary

i.	Review and update the school's list of job interview questions.	Chair & Head	
ii.	Circulate a timed update of the School Action Plan at the end of terms 2, 4 and 6.	Head	
iii.	Carry out monitoring visits as per item 7.	Governors	
iv.	Submit the SFVS self-assessment form to the local authority.	Head	
v.	Circulate relevant section of updated Governors' Handbook.	Chair	