

Ryarsh Primary School
Minutes of the Full Governing Body Meeting
held at the school on Thursday 18 May 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), Stewart Speake, Carmel Sutton

In attendance: Vanessa Stevens (KCC Clerking Service)

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| 1 | <p>Welcome and apologies</p> <p>The Chair welcomed those present. Apologies for absence were accepted from Daniel Sproul (work commitment). John Macnab had advised that he would arrive late due to transport delays. 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>No matters arising.</p> | |
| 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 20 March 2017.</p> <p>4.2 Governors shared updates on agreed actions:</p> <ul style="list-style-type: none"> • The Chair and the Head had reviewed and updated the school's list of job interview questions. • The Head had circulated the updated School Action Plan. • Governors had carried out agreed monitoring visits. • Schools Financial Value Standard assessment was discussed under item 8 (Finance). • The Chair had circulated an excerpt from the updated Governors' Handbook. | |
| 5 | <p>Headteacher's Update</p> <p>5.1 Overview – Governors had received for pre-reading the Headteacher's Update May 2017 (copy filed with minutes). Governors discussed the report as follows:</p> <p>5.2 Staffing – There had been eight applications for the recently advertised Key Stage 2 Teacher vacancy; of those, four had been shortlisted for interview.</p> <p>5.3 Admissions for September 2017 – The Head had received queries from parents of prospective new pupils regarding the date by which contracts must be exchanged on Ryarsh Brickworks properties in order to qualify as locally resident. The Head said that the date was 10 February 2017. All paperwork from prospective enrolees had been carefully checked to ensure the application process was fair, rigorous and in line with the school's agreed Admissions Policy. Governors recognised the potential of future local housing developments to further reduce the distance figure for non-sibling entrants.</p> <p>5.4 INSET day – Governors were invited to attend the morning of the INSET day on 23 June. Action: Governors to notify the Head regarding attendance at the 23 June INSET day. <i>At 7.20pm John Macnab arrived.</i></p> <p>5.5 Pupil, parent, staff and Governor surveys 2017 – The Head had circulated detailed survey response data to Governors via email. Governors noted that the majority of pupil feedback was positive, which reflected well on the school. Governors were keen for statistical summaries of survey data to be shared via the school's website. Iona Bell offered to undertake some work summarising the data. Governors discussed why a significant proportion of respondents had not known how bullying was dealt with by the school. They noted the subjective definition of</p> | Govs |

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| 5.6 | <p>'bullying' and the fact that individuals who had not been affected by it would have had no reason to acquaint themselves with the school's policy in this area. Governors discussed how the survey questions might be revised to encourage provision of greater detail about areas for improvement.</p> <p>Action: Iona Bell to summarise survey data to be shared via the school's website.</p> <p>Action: The Head to review format of pupil, parent, staff and Governor surveys.</p> <p>Buildings – Confidential discussion recorded in Part 2 Confidential Minutes.</p> | IB Head |
| 6 | <p>Policies</p> <p>Governors approved the Data Protection Policy, the Finance Policy, the Marking and Feedback Policy, and the Presentation Policy (copies filed with minutes).</p> | |
| 7 | <p>School Action Plan</p> <p>7.1 Overview – The Head had circulated via email the School Action Plan as at 9 May 2017. The Plan had been updated following recent monitoring visits; Governors discussed findings from those visits as follows:</p> <p>7.2 Leadership and Management (Jon Naylor and Stewart Speake) – The current focus was on leadership training for two members of staff and ensuring that all subject leaders were skilled in evaluating their subject. All eight core curriculum subjects were being assessed (one subject per class). The plan was for all class Teachers to assess all eight subjects from September 2017; a review would be conducted in July 2017 to ensure preparedness for this. The school was waiting for new hall plans to be finalised by KCC. A project plan would be needed to ensure the smooth operation of the school during construction and to minimise any disruption. Governors recognised the magnitude of the task of overseeing the project.</p> <p>7.3 Quality of Teaching and Learning (Iona Bell and Carmel Sutton) – The milestone had been met with 100% of teaching judged as at least good and 71% judged as outstanding. The Newly Qualified Teacher (NQT) was progressing well. There had been a significant improvement in Year 1 phonics outcomes. The visit had also addressed staff well-being, the results of the survey, and the focus on pupils' progress, safety and happiness. The follow-up visit would focus on the use of children's books to evidence provision. Confidential item recorded in Part 2 Confidential Minutes.</p> <p>7.4 Personal Development, Behaviour and Welfare (Claire Crome and Steve Hill) – Attendance remained above the milestone, and the 100% attendance reward programme continued to be successful. Pupils' enjoyment and motivation remained high after receiving certificates and rewards. Pupil sickness and winter (skiing) holidays had had an adverse effect on percentages. The Head reported that an outbreak of chickenpox in Dolphin Class had negatively impacted attendance. Governors noted the challenge of engaging parents around the issue of unauthorised absence and asked how the school was addressing this. The Head said she had revised the letter regarding unauthorised absence to highlight the link between attendance and attainment and to include individual children's own attendance figures. The Head was considering how the PTFA might be involved in attendance-promoting initiatives e.g. prize raffle.</p> <p>7.5 Outcomes for pupils (Steve Hughes and John Macnab) – Phonics training for Teachers had been well received, and work on year 2 phonics was being reviewed and assessed. A review of Writing assessment by Teachers was being conducted by the Head and the Deputy Headteacher. The Head had reminded Teachers of Writing enrichment events available to them. 79% of disadvantaged children were at the expected level in Writing, with 100% of Key Stage 1 children at this level. The school was introducing counselling services for disadvantaged children to address social and emotional needs which may be affecting learning. Plans were being made for disadvantaged children for the summer. The Head was confident that all appropriate support was in place for Year 6 children to help them work towards the end of year targets, while recognising that, at the time of the meeting, only 80% were at the expected standard in Maths. The Head was also confident that the end of Year 6 targets had been set correctly. A Governor asked how the impact of counselling provision would be measured. The Head explained that positive impacts could be inferred from use of a 'strengths and difficulties' questionnaire at the start and end of interventions.</p> <p>Action: Steve Hughes to circulate the Special Educational Needs (SEN) monitoring report.</p> <p>7.6 Effectiveness of the Early Years (Carmel Sutton and Dan Sproul) – The Writing milestone had been met with some children ahead of their targets and one pupil already exceeding. Progress</p> | SHu |

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| | <p>was impressive, as evidenced in books. In terms of parental involvement, the two weekly observation system had been successful and parents were contributing well. Staff feedback was positive, and progress was pleasing in this area. In terms of observations, the new target tracker system was preferred by staff and was making life easier on a day to day basis. There had been discussion of the different observation systems available (Tapestry). Governors understood the importance of using the same assessment system across the school in order to assess progress. Pupils were on track to achieve their targets in Phonics and milestones.</p> | |
| 8 | <p>Finance</p> <p>8.1 Budget monitoring and year-end figures – Jon Naylor presented the Finance Monitoring Group report dated 28 April 2017 (copy filed with minutes). In 2016-17 there had been total income of £912,531 and total expenditure of £898,952, leaving a balance of £13,579. There had been an underspend of £90k mainly due to delays in building the new hall, which had in turn delayed internal refurbishment works and the extension of the Year R outside play area. There was a rollover of £143,430; that sum exceeded the balance control mechanism (BCM) by £77,569. Permission to exceed the BCM had been obtained from KCC. Unspent capital balances of £12,804 would be carried forward into the year 2017-18.</p> <p>8.2 Three year budget plan 2017-20 – The Finance Monitoring Group had scrutinised the budget plan during a visit on 12 May 2017 (filed with minutes). The plan showed forecasted cumulative revenue balances C/F of £36,414.15, -£13,180.36 and -£87,247.67 respectively for the years 2017-18, 2018-19 and 2019-20. For the same respective years it showed cumulative capital balances C/F of £12,453.00, £18,602.00 and £24,751.00. Governors recognised the financial implications of staff progression up the main pay scale and increased support staff increments. Governors identified the need to balance the commitment to maintaining the school's Outstanding rating against the imperative for financial sustainability in the long term. Governors noted the need to put in place by May 2018 a plan to address the forecasted deficit for 2018-19 and beyond. Governors approved the three year budget plan 2017-20 for submission to the local authority.</p> <p>Action: The Head to submit the three year budget plan to the local authority.</p> <p><i>At 8.40pm Steve Hughes left the meeting.</i></p> <p>8.3 Schools Financial Value Standard (SFVS) self-assessment form – The Head had submitted the SFVS self-assessment form to the local authority ahead of the 31 March deadline.</p> <p>8.4 School asset register – The Finance Monitoring Group had monitored the school asset register on 28 April 2017. It had been agreed to write off 19 broken or obsolete items; all electrical items would be recycled under the WEEE scheme.</p> <p>8.5 Sport funding funding – The Head presented a document titled <i>Our vision for PE at Ryarsh Primary School</i> (copy filed with minutes). A Governor asked whether sports coaching provided appropriate progression through the school. The Head said that the coach had been given the school's progression plan so that provision could be tailored accordingly. A Governor asked about the coach's qualifications. The Head said that the coach was a qualified coach, although not a qualified PE Teacher. A Governor asked whether and how the school established baselines in PE since the removal of levels. The Head said that the school was developing formal criteria for non-core subjects including PE. Governors discussed the importance of building pupils' lifelong interest in sports e.g. via connections with local sports groups and events. It was suggested that a list of such groups and events could be maintained in school, possibly by a new part-time TA; the Chair had sent to the Head details of the new national Apprenticeship Levy which the school might be able to access to fund that role.</p> <p>8.6 Pupil Premium funding – The Head presented a document titled <i>Ryarsh Pupil Premium strategy statement</i> (copy filed with minutes) which covered current attainment, barriers to future attainment, planned expenditure, and outcomes. Governors thanked the Head for the thorough report and commended the use of creative initiatives such as summer tuition.</p> | Head |
| 9 | <p>Child protection and safeguarding</p> <p>Action: The Head and Daniel Sproul to meet three times per year to discuss safeguarding matters.</p> | Head & DS |
| 10 | <p>Health & safety and premises</p> | |

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| | During a monitoring visit, Stewart Speake and Steve Hill had noticed that the roof of the pod had become weathered in some places and there was potential for water ingress if not addressed in the near future. Water temperatures were being monitored and a boiler element was due to be replaced. | |
| 11 | Chair's report No matters arising. | |
| 12 | Any other urgent business The Head advised of a change in arrangements for the annual Year 6 residential trip with effect from the following school year, namely the change of venue to Woodbridge PGL Centre in Suffolk. This change would significantly reduce the travel time and would bring the trip into step with the current curriculum. It would also allow day visits to be scheduled on the outward and return journeys either side of three days at Woodbridge itself. The cost of the trip would rise from £310 to £370. Governors supported the change in arrangements. | |
| 13 | Confidentiality Items 5.6 (whole) and 7.3 (part) were deemed to be confidential; see Part 2 Confidential Minutes. | |
| 14 | Date of next meeting FGB: Thursday 13 July 2017 at 7pm. Action: Term 6 monitoring visits: <ul style="list-style-type: none"> • 4 July at 9am – Early Years (CS & DS). • 13 July at 2pm – Quality of Teaching, Learning and Assessment (IB & CS). • 18 July at 3.15pm – Attendance (CC & SHi). • 14 July at 8.45am – Outcomes for Pupils (JM & SHu). • 3 July at 9am – Leadership and Management (JN & SS). • TBC – Health & Safety (SHi & SS). • TBC – Safeguarding (DS). | Govs |

The meeting closed at 9.20pm.

Signed (Chair) _____

Date _____

Action Summary

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| i. | Notify the Head regarding attendance at the 23 June INSET day. | Governors | |
| ii. | Summarise survey data to be shared via the school's website. | IB | |
| iii. | Review format of pupil, parent, staff and Governor surveys. | Head | |
| iv. | Circulate the SEN monitoring report. | S.Hu | |
| v. | Submit the three year budget plan to the local authority. | Head | |
| vi. | Meet three times per year to discuss safeguarding matters. | DS & Head | |
| vii. | Carry out agreed monitoring visits in term 6. | Governors | |