

**Ryarsh Primary School**  
**Minutes of the Full Governing Body Meeting**  
held at the school on Thursday 21 September 2017 at 7pm

**Present:** Ruth Austin (Headteacher), Daniel Childs (Deputy Headteacher), Claire Crome, John Macnab, Jon Naylor, Rachel Rowland (Chair), Stewart Speake, Daniel Sproul, Carmel Sutton

**In attendance:** Vanessa Stevens (KCC Clerking Service)

		<b>Action</b>
<b>1</b>	<p><b>Welcome and apologies</b></p> <p>The Chair welcomed those present. Apologies were accepted from Steve Hughes (prior commitment). The meeting was quorate. The Chair advised that Iona Bell had resigned from the Governing Body as of 7 September 2017.</p>	
<b>2</b>	<p><b>Business interests</b></p> <p>No business interests were declared against agenda items. Governors signed Register of Business Interests forms for 2017-18; forms were retained on file in school.</p>	
<b>3</b>	<p><b>Governing Body (GB) matters</b></p> <p>3.1 Elections – The Clerk had received one nomination for the role of Chair (Rachel Rowland) and one nomination for the role of Vice Chair (Carmel Sutton). With the Clerk chairing, Governors appointed Rachel Rowland to serve a further one-year term of office as Chair. The Clerk handed responsibility for chairing the meeting to the Chair. Governors appointed Carmel Sutton to serve a further one-year term of office as Vice Chair.</p> <p>3.2 Skills and training – Some Governors had completed and returned their 2017 skills audit forms. Other Governors were reminded to return theirs to the Chair as soon as possible.</p> <p><b>Action: Governors to return any remaining skills audit forms to the Chair.</b></p> <p>3.3 Membership and recruitment – The Chair had completed a form for reappointment as Local Authority Governor as her term of office was due to end on 3 December 2017. The Clerk had been advised by Governor Services that the form should be submitted for the Term 2 Governor Appointment Panel (GAP) meeting rather than the Term 1 meeting as the reappointment date was some way off. Following the resignation of Iona Bell, there was one Parent Governor vacancy; an election would be organised in school. Governors agreed that the letter to parents would include the Governors' role description so as to give prospective candidates an accurate picture of what was entailed. Of fundamental importance were enthusiasm, available time and a commitment to training.</p> <p><b>Action: The Vice Chair to provide a supporting statement for the Chair's reappointment as LA Governor, and to forward the form to Governor Services.</b></p> <p><b>Action: The Clerk to place an item on the next FGB agenda for reappointment of the Chair as LA Governor subject to approval of LA's Governor Appointment Panel.</b></p> <p><b>Action: The Head to administer the Parent Governor election process.</b></p> <p><i>At 7.20 p.m. Daniel Sproul arrived.</i></p>	<p>Govs</p> <p>CS</p> <p>Clerk</p> <p>Head</p>
<b>4</b>	<p><b>Governing Body structure and procedure</b></p> <p>4.1 GB impact in 2016-17 and objectives for 2017-18 – Consideration of GB impact and objectives was ongoing.</p> <p><b>Action: The Chair to canvass Governors' views via email.</b></p> <p>4.2 GB structure – Governors reviewed, and agreed to retain, the circle model of governance as it was working well and meeting the school's needs.</p> <p>4.3 Terms of Reference – The Clerk had emailed to the Chair the existing Terms of Reference for review plus the updated KELSI template for the circle model Terms of Reference. Governors</p>	<p>Chair</p>



6.5	<p><b>have played a part.</b> The Head said that those were among the insights that further analysis of the results, along with anecdotal evidence and Teachers' feedback on children's experiences, would produce.</p> <p>Collaboration – Governors agreed that it would be a sensible contingency measure to establish a Joint Panel with another GB or GBs. Governors agreed to adopt the KELSI template Joint Panel Terms of Reference with effect from this meeting on the condition that at least one other school in the local collaboration agreed to a reciprocal arrangement.</p> <p><b>Action: The Chair and Head to approach other GBs in the collaboration regarding a reciprocal Joint Panel agreement. Thereafter, the Chair to inform the Clerk of the date(s) on which those other GBs formally adopted the Joint Panel Terms of Reference in order that the Ryarsh Terms of Reference could be updated accordingly.</b></p>	Chair & Clerk
6.6	<p>Vision statement – Governors agreed that the draft school vision statement for 2017 – '<i>Here at Ryarsh Primary School we are dedicated to providing a safe, nurturing and happy learning environment. We are united by a strong sense of community and work together to enthuse and inspire all learners to give their very best.</i>' – perfectly captured the caring and aspirational ethos of the school.</p> <p><b>Action: The Head to put the school vision statement on the website.</b></p>	Head
6.7	<p>Dates for the diary – Governors were invited to attend a farewell assembly (2.30 p.m.) and tea party (3.15 p.m.) on 15 December 2017 for departing staff member Janice Deadman who had worked hard in a variety of roles at the school for over 30 years.</p>	
6.8	<p>Buildings – A document summarising the planned development had been circulated to Governors via email. The Head said that the ramp referred to in her written Update had since been removed from the plan as it was no longer required due to the level of the path around the outside of the main building. The Head explained that an objection previously submitted by the Environment Agency based on flood risk data had not taken account of floor levels; as such, Kier would need to provide that data to enable the flood risk assessment to be updated. It was not expected that the plan would need to be looked at again by the Planning Committee prior to approval. <b>A Governor asked whether all of the £160k developer contribution would be put towards the building work.</b> The Head confirmed that it would, with the remainder being paid by KCC. <b>A Governor asked about the timescale for completing the project.</b> The Head said that a September 2018 finish date was looking hopeful rather than certain. Governors suggested early purchase of building materials so as to pre-empt any price rises.</p>	
7	<p><b>School Action Plan</b></p> <p>Governors approved the School Action Plan 2017-18 (copy filed with minutes); key priorities as follows:</p> <p><b>1. Effectiveness of Leadership and Management</b></p> <ul style="list-style-type: none"> <li>• Utilise and develop our Ryarsh curriculum progression and assessment procedures.</li> </ul> <p><b>2. Quality of Teaching, Learning and Assessment</b></p> <ul style="list-style-type: none"> <li>• Create a personalised Ryarsh teaching and learning framework.</li> <li>• Further improve the quality of children's learning in Topic and Science, including greater enrichment opportunities.</li> </ul> <p><b>3. Personal Development, Behaviour and Welfare</b></p> <ul style="list-style-type: none"> <li>• Enhance children's personal development, behaviour and welfare opportunities through outdoor learning.</li> <li>• Broaden children's experiences of spiritual, moral, social and cultural learning.</li> </ul> <p><b>4. Outcomes for pupils</b></p> <ul style="list-style-type: none"> <li>• Further improve outcomes for disadvantaged pupils in writing.</li> <li>• Improve the outcomes of higher attainers in Maths.</li> <li>• Improve pupil outcomes in reading.</li> </ul> <p><b>5. Effectiveness of the Early Years: quality and standards</b></p> <ul style="list-style-type: none"> <li>• Further improve the percentage exceeding in writing GLD.</li> <li>• Improve parental involvement in the Early Years.</li> </ul>	

	<b>6. Further develop collaboration and support for other schools (woven through all other priorities).</b>	
<b>8</b>	<p><b>Finance</b></p> <p>The Head reported that the deficit recovery plan had been approved by KCC and that no further action was required. KCC's main concern had been the in-year deficits in all three years i.e. the implications for long-term sustainability. Governors recognised the need to find a way of more accurately stating expected income for the second and third years of the budget; historically, conservative forecasts had underestimated income, in part due to caution in case funds such as sports funding were subsequently withdrawn. The Chair thanked the Head for her work on the budget.</p>	
<b>9</b>	<p><b>Policies</b></p> <p>9.1 Child Protection Policy – Governors approved the draft Child Protection Policy (copy filed with minutes).</p> <p>9.2 Pay and Reward Policy – The government and KCC had issued diverging sets of guidance around uplifts to Teachers' pay, and it would be for Governors to determine which changes to implement. The Pay Committee, which was due to meet the following day, would scrutinise a range of costed options (including KCC's, unions' and hybrid models) and make a recommendation for consideration at an extraordinary meeting of the FGB to be held immediately after the Committee's meeting (7.30 p.m.). It was noted that no provision had been made by central government to resource the proposed pay uplifts; flat budgets meant that schools would be required to fund any rises from their own budgets.</p>	
<b>10</b>	<p><b>Annual SEND report</b></p> <p>Governors had received for pre-reading the annual SEND report (copy filed with minutes) which they approved for publication. Governors commended the DHT on having passed his SENCo training.</p>	
<b>11</b>	<p><b>Monitoring updates</b></p> <p>All monitoring visits had been booked.</p>	
<b>12</b>	<p><b>Child protection and safeguarding</b></p> <p><b>A Governor asked whether there were any trends in terms of safeguarding issues at the school, and what the impacts of those might be.</b> The Head identified a significant increase in the number of families receiving input from Early Help (a lower tier of support than Social Services input). The DHT said that a unified referral system for the various support services was in the pipeline; such a system would enable referrals to be triaged by service providers rather than it being incumbent upon schools to determine the level of concern and which process to follow. That term there had been one Social Services two Early Help referrals; this included one Social Services referral that had been stepped down to Early Help. There were no particular patterns or trends to report.</p>	
<b>13</b>	<p><b>Health &amp; safety and premises</b></p> <p>No matters arising for discussion.</p>	
<b>14</b>	<p><b>Chair's report</b></p> <p>14.1 Training – Governors were encouraged to attend events listed on the Governor training programme for 2017-18 e.g. updated training on the Prevent strategy.</p> <p>14.2 Edubase – Governor Services had circulated a reminder about the requirement to publish Governors' details on the DfE's Get Information About Schools (GIAS; formerly Edubase) database. It was confirmed that all Ryarsh Governor details were up to date.</p> <p>14.3 School improvement support – KCC had written to advise that the school would receive two rather three school improvement support visits that year. Upon enquiry it had transpired this was due to reduced government funding for school improvement activity. The Chair had emailed the local MP who had written to KCC; KCC had written to the school to say that a third visit could be provided if the school paid for it. The Chair had raised the point that all schools, including those like Ryarsh which were rated Outstanding, were committed to improvement.</p> <p><b>Action: The Chair to find out the cost of a third school improvement support visit.</b></p>	Chair

<b>15</b>	<b>Any other urgent business</b> <b>A Governor asked how the new Year R intake had settled and whether there were any particular issues affecting that cohort.</b> The Head identified a range of challenges including SEN, health issues and toileting needs.	
<b>16</b>	<b>Confidentiality</b> Items 5.2.iii (whole) and 6.3 (part) were deemed confidential; see Part 2 Confidential Minutes.	
<b>17</b>	<b>Meeting and monitoring dates</b> (all FGBs to be held at 7 p.m. at the school) <ul style="list-style-type: none"> <li>• 16/11/17</li> <li>• 25/01/18</li> <li>• 22/03/18</li> <li>• 10/05/18</li> <li>• 12/07/18</li> </ul> Monitoring dates covered under item 11.	

Signed (Chair) \_\_\_\_\_

Date \_\_\_\_\_

#### Action Summary

i.	Return remaining skills audit forms to the Chair.	Govs	
ii.	Provide a supporting statement for the Chair's reappointment as LA Governor, and forward the form to Governor Services.	CS	
iii.	Place item on next FGB agenda for reappointment of Chair as LA Governor.	Clerk	
iv.	Administer the Parent Governor election process.	Head	
v.	Canvass Governors' views on GB impact and objectives.	Chair	
vi.	Circulate the updated 2017-18 Terms of Reference.	Chair	
vii.	Review and circulate the Code of Conduct for 2017-18. The Clerk to place an item for signature of the new Code on the next FGB agenda.	Chair (& Clerk)	
viii.	Approach GBs in the collaboration re. reciprocal Joint Panel agreement; inform Clerk of date(s) for insertion into Terms of Reference.	Chair(& Clerk)	
ix.	Put the school vision statement on the website.	Head	
x.	Find out the cost of a third school improvement support visit.	Chair	