

Ryarsh Primary School
Minutes of the Full Governing Body Meeting
held at the school on Thursday 16 November 2017 at 7pm

Present: Ruth Austin (Headteacher), Claire Crome, Niall Gardener, Steve Hill, Steve Hughes, Jon Naylor, Rachel Rowland (Chair), Stewart Speake, Carmel Sutton

In attendance: Vanessa Stevens (KCC Clerking Service)

		Action
1	<p>Welcome and apologies</p> <p>The Chair welcomed those present including new Parent Governor Niall Gardener whose term of office had started on 6 November 2017; introductions were made. Apologies for absence were accepted from Daniel Childs (Deputy Headteacher) (paternity leave), John Macnab (work) and Daniel Sproul (work). The meeting was quorate. Claire Crome advised that she would need to leave the meeting just before 9pm.</p>	
2	<p>Business interests</p> <p>The Chair of Governors declared that her husband James Rowland, who worked as a photographer, was being paid to produce vision and values displays for the school.</p> <p>Action: The Clerk to update the Governing Body (GB) spreadsheet and email to the Head for publication on the school website.</p>	Clerk
3	<p>Governing Body (GB) matters</p>	
3.1	<p>Re-appointment – Rachel Rowland’s re-nomination as Local Authority (LA) Governor had been approved by KCC’s Governor Appointment Panel (GAP) in October 2017, as confirmed via email by the Interim Governor Services Manager on 3 November 2017. Governors voted to reappoint Rachel Rowland as LA Governor for a term of office of four years.</p> <p>Action: The Clerk to send draft minutes of this meeting to notify Governor Services (Leadership & Governance Central) of Rachel Rowland’s reappointment as LA Governor.</p> <p>Action: Rachel Rowland to complete a new legal declaration form.</p>	Clerk Chair
3.2	<p>Terms of Reference – The Chair advised that the Governors of Mereworth Community Primary School had indicated their agreement in principle to form a Joint Panel with Ryarsh Primary School. They would vote to formally approve the arrangement at their next FGB meeting.</p> <p>Action: The Chair to advise the Clerk of the date on which Mereworth GB approved the Joint Panel Terms of Reference; Clerk to update Ryarsh Terms of Reference accordingly.</p>	Chair & Clerk
3.3	<p>Code of Conduct – Governors approved and signed the Code of Conduct 2017-18 which had been reviewed by the Chair. Remaining Governors to sign the new Code at the next FGB meeting.</p> <p>Action: The Clerk to place an item on the next FGB agenda for remaining Governors to sign the Code of Conduct.</p>	Clerk
3.4	<p>Skills audit – The Chair was compiling the skills audit matrix and would report on results once completed.</p> <p>Action: The Clerk to send the NGA skills audit form to Niall Gardener for completion and return to the Chair.</p>	Clerk, NG & Chair
3.5	<p>Get Information About Schools (GIAS) – The GIAS database required updating to ensure correct spellings of two Governors’ forenames and to add details of former Governor Iona Bell.</p> <p>Action: The Head to update GIAS as discussed.</p>	Head
3.6	<p>School website – Governors discussed the content of the GB page on the school website.</p> <p>Action: The Clerk to update the attendance spreadsheet and email to the Head for online publication.</p>	Clerk & Head

3.7	<p>Action: All Governors to review their website profile and email the Office Manager with any amendments.</p> <p>Action: The Chair and the Head to review the GB information on the website to ensure it reflected the GB's remit and impact.</p> <p>Joint Panel – covered under minute 3.2.</p>	Govs Chair & Head
3.8	<p>Training and induction – Niall Gardener had booked to attend KCC's New Governors' Induction course on 3 February 2018. In the meanwhile, Niall would shadow Staff Governor Claire Crome and undertake monitoring of attendance and behaviour.</p>	
3.9	<p>Action: Niall Gardener and Claire Crome to arrange monitoring visit for Term 2.</p> <p>DBS checks – It was noted that Niall Gardener would need to obtain enhanced DBS clearance.</p>	NG & CC
	<p>Action: The Head to ask the office staff to contact Niall with a view to arranging his DBS application.</p>	Head & NG
4	Minutes of previous meeting	
4.1	<p>Governors approved, and the Chair signed, minutes and confidential minutes of the FGB meeting held on 21 September 2017. Governors approved, and the Chair signed minutes of the Extraordinary FGB meeting held on 22 September 2017.</p>	
4.2	<p>Governors shared updates on agreed actions as follows:</p>	
	<p>i. Skills audit forms discussed under item 3.4.</p>	
	<p>ii. The Vice Chair had provided a supporting statement for the Chair's re-appointment as LA Governor.</p>	
	<p>iii. The Clerk had placed an item on this agenda for re-appointment of LA Governor.</p>	
	<p>iv. The Head had administered the Parent Governor election process.</p>	
	<p>v. Action carried forward: The Chair and the Head to discuss Governors' canvassed views on GB impact and objectives.</p>	Chair & Head
	<p>vi. The updated Terms of Reference had been circulated (see minute 3.2).</p>	
	<p>vii. The Code of Conduct had been reviewed, approved and signed (see minute 3.3).</p>	
	<p>viii. The Joint Panel was discussed under minute 3.2.</p>	
	<p>ix. The Head had put the school vision on the website.</p>	
	<p>x. The Chair had not received a response regarding the cost of an additional school improvement support visit.</p>	
	<p>Action: The Chair to chase a response regarding the cost of an additional school improvement support visit.</p>	Chair
4.3	<p>Matters arising – None.</p>	
5	Governance and education matters	
5.1	<p>Bulletins – Governors had received via email the KCC Governor Services bulletins dated September and October 2017. Governors asked the Clerk to feed back to Governor Services the fact that, although the content of the bulletins was useful, it could be difficult to read due to the size and density of the text, especially on smaller devices.</p>	
	<p>Action: The Clerk to send feedback to Governor Services re. email bulletin format.</p>	Clerk
5.2	<p>General Data Protection Regulation (GDPR) – The Head advised that the school would implement LA guidance on the GDPR when it became available via the KELS website.</p>	
6	Headteacher's update	
6.1	<p>Overview – Governors had received for pre-reading: the Headteacher's Update; the School Summary Sheet; in-school analysis of Key Stage (KS) 2 SATs outcomes; the full SEF plus summary; and, the school prospectus (copies filed with minutes). Governors received verbal updates and discussed the reports as follows:</p>	
6.2	<p>Safeguarding – The Head and Daniel Sproul had reviewed actions identified in the July safeguarding self-review; all had been completed. It was confirmed that all staff had received safeguarding training and that supervision meetings had been set up for Early Years Foundation Stage (EYFS) staff in line with the new requirement. The Head said that the next action was for the School Council to write in their own words a child-friendly version of the school's Safeguarding Policy which would be displayed on posters in school. A Governor asked what</p>	

	<p>measures were in place to ensure appropriate safeguarding of children who attended after-school clubs at times that coincided with parents' evenings. The Head explained that children attending after-school clubs were always under appropriate adult supervision; there were no circumstances in which adult visitors could come into contact with pupils attending clubs. A Governor asked about leadership responsibilities and workload associated with safeguarding cases. The Head said that both she and the Deputy Headteacher (DHT) were trained as Designated Safeguarding Officers and they shared the workload. At that time, there were five families receiving Early Help support and none receiving Social Services input. The Early Help process involved a lot of administrative work, and safeguarding was prioritised.</p> <p>6.3 Staffing – Confidential discussion recorded in Part 2 Confidential Minutes.</p> <p>6.4 Schools outcome summary and analysis – Governors scrutinised the KS2 SATS results summary analysis. Governors noted the relatively low progress scores in KS2 Reading and Maths and asked whether the school understood the reasons behind them. The Head said she was confident that staff understood, and could explain in depth, the reasons for each child's scores. A Governor asked whether outcomes data was addressed during the Teacher appraisal process. The Head confirmed that it was. Governors recognised that the adjustments which had been made to Year 6 provision were not judgements on the professional practice of any individual staff members; rather, they were speculative interventions, the impacts of which would be kept under review.</p> <p>Action: The Head to circulate the new Inspection Data Summary Report (IDSR) dashboard once available.</p> <p>6.5 SEF – The School Improvement Adviser had corroborated the school's new self-evaluation scores i.e. 2 (Good) for outcomes, 2 for quality of teaching, learning and assessment, and 3 (outstanding) for leadership and management. Governors were disappointed that assessment inflation by a former temporary Teacher was among possible contributing factors.</p> <p>6.6 New entrants meetings – A Governor asked about in-year admissions. The Head said there had been two in-year admissions from nearby Ryarsh Park, and one in Year R.</p> <p>6.7 Buildings – The Head and Steve Hill shared updates on the building project. The school had received formal planning permission for the construction of the proposed new hall. As the precise timescale for the project was yet to be agreed, Governors discussed illustrative dates. Work could begin on 30 March 2018 to construct an access corridor to the work area. Thereafter, children could access the school via the small gates as pedestrian access via the current route would not be possible. Access to the pod could be changed and a temporary access corridor created. Vehicular movement in the carpark could be prohibited at certain times in order to allow children to safely traverse that space. The major construction phase of the new hall could begin on 25 July 2018; the target date for completion was September 2018. It was understood that KCC was awaiting receipt of the remainder of the Redrow developer contribution from Tonbridge and Malling Borough Council (TMBC). A Governor asked whether it would be necessary to employ a Project Manager to ensure that the task did not fall to the Head. The Head said that KCC's Project Manager Natasha Petley was responsible for overseeing the project. Steve Hill volunteered to monitor the project's progress over the summer of 2018. A Governor asked whether the 2018 summer holiday should be extended into Term 1 in order to provide the builders with an additional week. The Head explained that it was not possible to extend the summer holiday any further than the scheduled INSET day due to the Kent Test schedule. Governors suggested that contingency arrangements were put in place for the Kent Test in case of unforeseen delays with the building project.</p> <p>Action: The Chair and Steve Hughes to chase the developer contribution from TMBC.</p> <p>Action: The Head to arrange use of the village hall as a contingency plan for the Kent Test.</p>	<p>Head</p> <p>Chair & S.Hu Head</p>
7	<p>School Action Plan and Governor monitoring</p> <p>Steve Hughes had carried out a monitoring visit on Special Educational Needs (SEN) with a focus on new entrants, children's needs, and funding. It was noted that site accessibility would require further review after the construction of the new hall.</p> <p>Action: Steve Hughes to circulate SEN monitoring report.</p>	S. Hu
8	Pupil Premium	

	<p>Governors had received for pre-reading the Ryarsh Primary School Pupil Premium strategy statement (copy filed with minutes) which covered: summary information; current attainment; barriers to future attainment; desired outcomes; planned expenditure; review of expenditure; and, additional detail. There had been no significant changes in provision since the previous academic year. The report had been published on the school's website.</p>	
9	<p>Finance</p> <p>Jon Naylor reported key headlines from the six month budget monitoring meeting. There had been a small increase in both income and expenditure compared to original forecasts. The forecasted in-year deficit was £96,108. The finance monitoring Governors had asked whether the school would be able to roll forward the sum of £143k (i.e. a sum in excess of the balance control mechanism (BCM)) for the third time, or whether a portion of that sum would need to be spent in order to avoid clawback. It was noted that the lack of expenditure on the new hall in the current academic year was a direct result of delays caused by KCC's actions earlier in the project. Governors recapped that previous requests to roll forward sums in excess of the BCM had been for the purpose of building the new hall, and they supported submission of a similar request this year. The Head had obtained quotes for the outside area. Governors considered whether there were any short-term low-cost outdoor improvements that could be implemented before March 2018; none were identified. The finance monitoring Governors had reviewed the school asset register and written off a toaster.</p> <p>Action: Finance monitoring group to circulate budget monitoring report.</p> <p>Action: The Head to re-send the BPS login to finance Governors so they could access monthly budget monitoring reports.</p>	Fin. Govs Head
10	<p>Policies</p> <p>10.1 Admissions Statement – Governors had received for pre-reading the Admissions Statement 2018 (filed with minutes). A Governor asked whether the school had a separate policy relating to in-year admissions, and whether the Head could exercise discretion regarding such decisions. The Head said that the school's waiting list was maintained and ranked in line with the school's admissions criteria; the school had adopted the standard KCC admissions criteria for community schools. Managed moves were dealt with under a different procedure.</p> <p><i>At 8.51pm Claire Crome left the meeting.</i></p> <p>10.2 Dignity at Work Policy – Governors approved the Dignity at Work Policy (filed with minutes) which they had received for pre-reading.</p>	
11	<p>Child protection and safeguarding</p> <p>No additional matters arising.</p>	
12	<p>Health & safety and premises</p> <p>Steve Hill and Stewart Speake had carried out health and safety monitoring. Unfortunately, notes of their visit could not be retrieved, and another visit would therefore be carried out. A verbal report was given, which identified the following issues to be addressed: a loose tap; a slippery area of floor; and, failure of the oven to light, thereby requiring staff to light manually. A Governor asked for staff to be reminded not to bring in any non-PAT-tested electrical goods, including as Christmas lights. A Governor asked the Head to ensure that all staff were aware of fault reporting systems.</p> <p>Action: The Head to remind staff not to bring in non-PAT-tested electrical goods, and to ensure staff awareness of fault reporting systems.</p>	Head
13	<p>Chair's report</p> <p>The Chair shared positive feedback from the School Improvement Adviser's recent visit, including commendations for:</p> <ul style="list-style-type: none"> • Good or better teaching and learning in all classrooms; • The quality of the learning environment; • Children's pride in their work; • Children's focused attitudes to learning; • The way in which playtimes were structured, including meaningful play, and efficient transition between learning and play. 	

Approved

14	Any other urgent business	
14.1	Exit interviews – Following the resignation of former Governor Iona Bell, it was agreed that staff exit interviews would be carried out by Carmel Sutton and Steve Hill.	
14.2	Head's appraisal – The Head's appraisal had been completed.	
15	Confidentiality	
	Part of item 6.3 was deemed confidential and recorded in separate Part 2 Confidential Minutes.	
16	Date of next meeting	
	Thursday 25 January 2018 at 7pm.	

The meeting closed at 9.05pm.

Signed (Chair) _____

Date _____

Action Summary

i.	Update the GB spreadsheet and email to Head for school website.	Clerk
ii.	Send draft minutes to notify Governor Services of Rachel Rowland's reappointment as LA Governor.	Clerk
iii.	Complete a new legal declaration form.	Chair
iv.	Advise the Clerk of the date on which Mereworth GB approved the Joint Panel Terms of Reference; Clerk to update Ryarsh Terms of Reference.	Chair & Clerk
v.	Place item on next agenda for remaining Governors to sign Code of Conduct.	Clerk
vi.	Send NGA skills audit form to Niall Gardener for completion and return to the Chair.	Clerk, NG & Chair
vii.	Update Get Information About Schools (formerly Edubase) as discussed.	Head
viii.	Update attendance spreadsheet and email to Head for school website.	Clerk & Head
ix.	Review website profiles; email the Office Manager with amendments.	All Governors
x.	Review GB information on website to ensure it reflects the GB's remit and impact.	Chair & Head
xi.	Arrange monitoring visit for Term 2.	NG & CC
xii.	Ask office staff to contact Niall re. DBS application	Head & NG
xiii.	Discuss Governors' canvassed views on GB impact and objectives.	Chair & Head
xiv.	Chase response regarding cost of additional school improvement support visit.	Chair
xv.	Send feedback to Governor Services re. email bulletin format.	Clerk
xvi.	Circulate Inspection Data Summary Report dashboard once available.	Head
xvii.	Chase the developer contribution from TMBC.	Chair & S.Hu
xviii.	Arrange use of village hall as a contingency plan for the Kent Test.	Head
xix.	Circulate SEN monitoring report.	S.Hu
xx.	Circulate budget monitoring report.	Finance Govs
xxi.	Re-send the BPS login to finance Governors so they could access monthly budget monitoring reports.	Head
xxii.	Remind staff not to bring in non-PAT-tested electrical goods, and to ensure staff awareness of fault reporting systems.	Head