

Ryarsh Primary School
Minutes of the Full Governing Body Meeting
held at the school on Thursday 25 January 2018 at 7pm

Present: Ruth Austin (Headteacher), Daniel Childs (Deputy Headteacher), Claire Crome (present from 7.12pm), Niall Gardener, Steve Hill, Steve Hughes (present from 8.35pm), John Macnab, Jon Naylor, Rachel Rowland (Chair), Stewart Speake (present from 8.05pm), Daniel Sproul, Carmel Sutton

In attendance: Vanessa Stevens (KCC Clerking Service)

		Action
1	<p>Welcome and apologies</p> <p>The Chair welcomed those present. Advance warning of late arrival had been received from Steve Hughes (traffic delays) and Stewart Speake (work). 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>3.1 Code of Conduct – Daniel Childs, John Macnab and Daniel Sproul signed the Code of Conduct for 2017-18 (now up to date for whole GB).</p> <p>3.2 Skills audit – The Chair had that day received the final completed skills audit form to be incorporated into the GB skills matrix. The GB’s collective skillset was generally very strong; the areas of least strength were experience of charity law (which was relevant to academies rather than maintained schools such as Ryarsh) and procurement.</p> <p>Action: The Chair to circulate the finalised skills matrix.</p> <p>3.3 Training – Governors were reminded of the invitation to attend a joint bespoke training session on Managing Parental Complaints, with a focus on social media, at 7-9pm on 5 February 2018 at Mereworth Primary School. A Governor asked about children’s access to social media at school; the Head said that children were banned from bringing mobile phones into school. Niall Gardener had booked to attend the KCC Governors’ Induction course on 3 February 2018.</p> <p>3.4 Joint Panel agreement – The Chair advised that Mereworth GB was likely to approve the Joint Panel Terms of Reference now they had been clarified; timescale to be confirmed in due course.</p> <p><i>At 7.12pm Claire Crome arrived.</i></p>	Chair
4	<p>Minutes of previous meeting</p> <p>4.1 Governors approved, and the Chair signed, minutes and confidential minutes of the FGB meeting held on 16 November 2017. Signed minutes were retained on file in school.</p> <p>4.2 Governors shared updates on agreed actions as follows:</p> <ol style="list-style-type: none"> 1. The Clerk had updated the GB spreadsheet and emailed to Head for school website. 2. The Clerk had sent draft minutes of the November FGB meeting to Governor Services as evidence of Rachel Rowland’s reappointment as Local Authority (LA) Governor. 3. The Chair had completed a new legal declaration form following her reappointment as LA Governor. 4. As per minute 3.4 above, the Chair would advise the Clerk of the date of Mereworth GB’s approval of the Joint Panel terms of reference in due course. 5. The Clerk had placed an item on the present agenda for signature of the Code of Conduct. 6. NG had completed the skills audit form and forwarded it to the Chair. 7. The Head had updated the Get Information About Schools database. 8. The Clerk had updated the attendance spreadsheet and emailed it to the Head for the school website. <p>9. Action carried forward: All Governors to review their website profiles and advise the</p>	Govs

<p>4.3</p>	<p>Head of any changes.</p> <p>10. The Chair had circulated a draft GB impact statement (filed with minutes) to be published on the school website. Governors approved the statement subject to the specification that the best staff were developed as well as employed at all levels; consideration would be given as to whether to insert the word 'positive' before 'impact' in the context of Oversight.</p> <p>11. NG and CC had arranged an attendance and behaviour monitoring visit for Term 2.</p> <p>12. NG had successfully applied for an enhanced DBS check.</p> <p>13. The Chair and the Head had discussed GB impact and objectives.</p> <p>14. The Chair had chased a response regarding the cost of an additional school improvement support visit. After having decided to pay for such a visit, the school had been informed that the School Improvement Advisor Nouredin Khassal was leaving KCC and the school would receive an additional visit from its new Advisor in any case.</p> <p>15. The Clerk had forwarded to Governor Services the GB's feedback re the email bulletins.</p> <p>16. Action carried forward: The Head to circulate the Inspection Data Summary Report dashboard once available.</p> <p>17. The Head said that KCC believed the Redrow developer contribution had been released by Tonbridge and Malling Borough Council (TMBC).</p> <p>18. The Head had contacted the village hall with a view to establishing contingency plans in the event of unforeseen delays on the school hall building project. The Head advised that, although the village hall would be suitable for PE lessons, it was not suitable for hosting the Kent Test as children would fare better in a familiar and controlled environment e.g. the school's pod.</p> <p>19. Steve Hughes had not circulated the SEN monitoring report.</p> <p>20. The Finance Governors had circulated the budget monitoring report.</p> <p>21. The Head had re-sent the BPS login to Finance Governors so they could access monthly budget monitoring reports.</p> <p>22. The Head had reminded staff not to bring in non-PAT tested electrical goods and had ensured staff awareness of fault reporting systems.</p> <p>Matters arising – None.</p>	<p>Head</p>
<p>5</p> <p>5.1</p> <p>5.2</p> <p>5.3</p> <p>5.4</p>	<p>Headteacher's update</p> <p>Overview – Governors had received for pre-reading: the Headteacher's Update (copy filed with minutes). Governors received verbal updates and discussed the reports as follows:</p> <p>Staffing – The school had appointed a strong candidate, Lauren Morris, to provide maternity cover teaching in Year 1. In Year 2, cover would be provided by Claire Whittle and Jo Malins – members of staff already known to the children – and a straightforward handover was anticipated. The newly appointed PE Teaching Assistant (TA) had been accompanying children to offsite PE events; this had helped to minimise disruption to other TAs' working practices. Governors commended the excellent work of Ryarsh colleagues Viv Leach and Sarah Jennings, and Schools Finance Services' employee Krystal Payne, who were providing cover during the Office Manager's 12 week absence. Confidential update recorded in Part 2 Confidential Minutes.</p> <p>Growth Mindset week – Governors commended the school's collaboration with Wrotham school on languages and cultural learning.</p> <p>Attainment update –</p> <p><i>Phonics</i> – In the Term 2 mock screening check, 20 children had achieved at least the pass mark of 32/40; this was higher than the previous year's cohort who had gone on to achieve the school's highest ever phonics results. However, the current cohort was not expected to better the previous year's outcome as the lower achieving children in the current cohort were achieving below the previous year's lower achievers. A further mock would be sat around Easter; the formal test would be in June.</p> <p><i>Mock SATs</i> – The Head explained that the tests were used to calculate probabilities of each child reaching expected or higher levels. The Head was awaiting updated probability data and had followed this up. Predictions for achievement of expected and higher levels were, respectively: 83% and 40% for Reading (possible progress score of -0.9); 97% and 37% for Maths (progress -0.4); and, 93% and 37% for grammar, punctuation and spelling (no progress data available). A Governor asked why there had been disparities between Teacher assessments and test outcomes two years running. The Head acknowledged the disparity and explained that it was</p>	

	<p>not uncommon for disparities to be wider in Reading than in Maths due to the difference in assessment methods used. A Governor asked what was being done to address the issue. The Head identified changes to Teacher assessment methods for Reading and Maths, plus the provision of 30 home/school licences for the online Lexia reading resource. The Deputy Headteacher (DHT) explained that the system provided tailored programmes and interventions to meet children’s individual needs; these included fluency and speed-based tasks to help children read more quickly. A Governor asked about other positive impacts of Lexia on teaching and learning. The Head said it enabled Teachers to run reports showing children’s usage, attainment and progress, and that it helped staff to identify gaps in children’s learning; it was also effective in teaching key skills that children required in test scenarios e.g. retrieval.</p> <p>A Governor asked how the school was supporting learning in Maths for children achieving at different levels, including higher achievers. The Head said that children were taught in split groups on Friday mornings and that she taught the higher achieving group. An online tutorial system was being used to support learning for lower attaining children in Maths; feedback from children had been very positive. Five children were on the Third Space learning programme. This provision was in addition to other tailored interventions. Staff Governor Claire Crome reported that children were very keen to learn and were voluntarily attending lunchtime sessions to discuss areas which they had found challenging in class.</p> <p>5.5 General Data Protection Regulation (GDPR) – There had been little in the way of formal advice from the LA. The Head had updated the school’s privacy notice (copy filed with minutes) and the school was already well prepared for the introduction of GDPR in terms of existing data storage processes. The next step was for the school to appoint a Data Protection Officer.</p> <p><i>At 8.05, Stewart Speake arrived.</i></p> <p>The Chair and other Chairs had recently discussed Governors’ use of personal email addresses. The Chair quoted advice received from the Area Governance Officer on 23 January 2018, which she had since challenged: “All Boards are being advised to use school email addresses in readiness for GDPR. Even if there are no sensitive issues sent to personal email addresses there may be the potential that under FOI the personal emails may be under scrutiny. As professional board’s [sic] providing robust governance, boards in terms of culture, ethos and values should be the role models, leading from the top and therefore if school emails are the expected standard for staff they should be role modelled by the Board too. Boards should ensure they are following their e-safety policy.” Governors agreed to continue using their current email addresses as no personal or sensitive data was transmitted or stored, and they remained committed to acting in accordance with data protection requirements. Governors awaited formal guidance from the LA.</p> <p>5.6 Buildings update – The Head and Steve Hill were soon to meet with the new Kier link person who had previously worked with the school on the construction of the pod. The new hall project was on track to begin in the Easter holiday. Kier had requested details of room schedules; the Head and Steven Hill would review these. Kier was due to meet potential contractors the following week; the company had advised that project completion by the start of Term 1 would depend on contractors’ availability to work through the summer. Regardless of whether or not the hall was completed by then, the school would have seven classrooms plus space for mealtimes and half-school assemblies; if necessary, the village hall could be used for whole-school gatherings. Some short-term disruption and noise would be unavoidable.</p>	
6	<p>School Action Plan and Governor monitoring</p> <p>Governors had completed all scheduled monitoring visits for Term 2 and the School Action Plan had been accordingly updated (filed with minutes).</p>	
7	<p>Deputy Headteacher’s presentation</p> <p>The DHT gave a presentation on his National Professional Qualification for Headship (NPQH) project which was focused on improving outcomes in foundation subjects (handout, including project action plan, filed with minutes). A Governor asked about the anticipated impact of the project on children’s learning at Ryarsh and how this would be measured. The DHT explained that the impact of the action plan would be evidenced through increases in the proportion of children meeting and exceeding milestone expectations, as demonstrated by triangulating evidence from different sources such as books and data. A Governor asked whether measurable improvements in outcomes were expected in the first year of the project i.e. whether 2017-18 was an implementation phase or a delivery phase. The DHT confirmed that the project’s first full cycle would be in the year 2018-19; however, as subject</p>	

	<p>leaders would give feedback to class Teachers in the second half of 2017-18, some positive measurable outcomes were also expected in the current year. Governors agreed that establishing the new system in itself represented a positive outcome for the current year.</p> <p><i>At 8.35pm, Steve Hughes arrived.</i></p> <p>Governors commended the background work that had been undertaken to set up the project. This included establishing staff expectations and compiling baseline data for foundation subjects, something which was not routinely done at other schools. A Governor asked how the school would ensure robust Teacher assessment of the foundation subjects. The DHT said that, as part of monitoring, subject leaders were looking at evidence in children's books to triangulate against data for a sample of lower, middle and higher achieving children. A Governor asked whether the baseline subject data would be shared with parents e.g. via the school's website. The DHT said that there were no plans to publish this information. KCC's School Improvement Adviser had commented on the commercial sensitivity of the Ryarsh system and the potential to develop it for sale. The DHT distributed a feedback sheet (copy filed with minutes) which Governors completed and returned to the DHT.</p>	
8	<p>Finance</p> <p>Governors had received for pre-reading the minutes of the Finance Monitoring Group meeting held on 12 January 2018 (copy filed with minutes). Jon Naylor summarised key headlines from the Group's detailed discussion of: nine month budget monitoring; unspent balances; asset register; and, the expenditure and impact of Pupil Premium and sports funding.</p>	
9	<p>Policies</p> <p>Governors approved the Health and Safety Policy, the Staff Code of Conduct, the Staff Discipline and Conduct Policy, and the Whistleblowing Policy.</p> <p>Action: Finance Governors to review the Pay Policy ahead of approval at next FGB meeting.</p>	Finance Govs
10	<p>Child protection and safeguarding</p> <p>No matters arising.</p>	
11	<p>Health & safety and premises</p> <p>No matters arising.</p>	
12	<p>Chair's report</p> <p>The Chair's update on the GDPR was covered under minute 5.5.</p>	
13	<p>Any other urgent business</p> <p>The Chair had received communication from one Governor and one member of the community regarding car parking problems outside the school. Governors were made aware of two recent incidents which had been discussed by the Chair and the Head. Governors suggested possible interventions including: installing CCTV; recording and/or photographing incidents and near misses; and, appointing a road crossing patrol (the Head advised that the cost of this would be incurred by the school). Governors discussed how to raise parents' awareness of the danger of inconsiderate road use, and agreed that an item would be placed in the school newsletter and that a question would be included in the parent questionnaire concerning travel to school.</p> <p>Action: The Head to place a road safety item in the school newsletter and include in the parent questionnaire a question concerning travel to school.</p>	Head
14	<p>Confidentiality</p> <p>Part of item 5.2 was deemed confidential and recorded in Part 2 Confidential Minutes.</p>	
15	<p>Meeting date</p> <p>FGB: 22 March 2018 at 7pm. Apologies were received from Carmel Sutton (work commitment).</p>	

Signed (Chair) _____

Date _____

Action Summary

1	Circulate the finalised skills matrix.	Chair
2	Review website profiles and advise the Head of any changes.	All Governors
3	Circulate the Inspection Data Summary Report dashboard once available.	Head
4	Review the Pay Policy ahead of approval at next FGB meeting.	Finance Governors
5	Place a road safety item in the school newsletter and include in the parent questionnaire a question concerning travel to school	Head

APPROVED