

**Ryarsh Primary School**  
**Full Governing Body Meeting the final minutes**  
**Thursday 10 May 2018 at 7:00 pm**

**Present:** Ruth Austin (Headteacher), Rachel Rowland (Chair), Daniel Childs, Stewart Speake, Niall Gardener, Daniel Sproul, Carmel Sutton, John MacNab, Clare Crome, Jon Naylor and Steve Hill.

**In Attendance:** Daniel Rome (Clerk).

		<b>Action</b>
<b>1.</b>	<p><b>Welcome and Apologies for Absence</b>            Steve Hughes had expressed his apologies in advance of the meeting and these were subsequently accepted by Governors. Stewart Speake had confirmed in advance of the meeting that he would be late arriving due to work commitments.</p>	
<b>2.</b>	<p><b>Business Interest</b>            There was no business interest against agenda items declared.            Governors were reminded to declare any interest that became relevant during the meeting.</p>	
<b>3.</b>	<p><b>Minutes of previous Full Governing Body Meeting</b>            Governors approved, and the Chair authorised the minutes that were produced for the Full Governing Body meeting held on 22 March 2018 following a discussion. They were then accordingly filed by The Clerk.</p> <p><b>Action Items</b>            Membership and the attendance records had been made available for the school website.            The Headteacher had asked The Chair and Carmel Sutton to help regarding SATS observations on 14 May 2018.            Pupil Premium and Sports Funding would be included by The Clerk on the agenda for the meeting during Term Six.            Minutes from the support staff pay review meeting had been actioned.            The redrafting of the pay policy was required and would be actioned by The Headteacher.            Document on road safety had since been actioned.            Local police officer had not been in contact with the school to talk about safety, The Headteacher agreed to chase up.            Health and Safety monitoring report was issued to Governors during the meeting.</p>	<p><b>Ruth Austin.</b></p> <p><b>Ruth Austin.</b></p>

	West Malling quarry objection document had been issued before 24 March 2018.	
4.	<p><b>Headteacher's Update</b></p> <p><b>Safeguarding</b> Governors were advised that the school's Single Central Record had been checked by The Headteacher and The Chair and the statutory requirements had been reached. There were no referrals since the last meeting.</p> <p><b>Staffing</b> Deemed confidential and recorded under a separate annex.</p> <p><b>General Data Protection Regulation</b> This would be introduced on 25 May 2018, and there had been a data tool kit produced by the Department for Education to help with the preparation. Governors were encouraged by the school to read Section One which covered Raising Awareness. This process would update the data protection policies already in existence plus show compliance had been adhered to. The school asked Governors to decide how they wished to proceed. The options made available were a platform tool at a cost of £300 or a service data protection officer hired at £1400. After significant discussion Governors agreed to progress with the platform tool for best value purposes. The Chair agreed to suitably act for the school as the data protection officer to ensure that costs for this would be saved. This would be reviewed after a year to see if this proved to be effective and best value for the school. Relevant access would be available on a training day scheduled for 23 May 2018 and would be subsequently attended by The Chair and The Headteacher.</p> <p><b>Inset Day</b> Had been scheduled for the whole day for teaching staff on Friday 29 June 2018, of which Governors were invited to attend the morning event scheduled.</p> <p><b>Admission figures in September 2018</b> Places had been offered for new pupils in to Reception Class for September 2018. There were 45 first choice applicants and the distance for admission of pupils without a sibling for 2018 was reported as being 1.655 miles.</p> <p><b>Road Safety</b> Parents had been written to regarding issues with this a</p>	<p><b>Governors.</b></p> <p><b>Rachel Rowland and Ruth Austin.</b></p> <p><b>Governors.</b></p>

	<p>fortnight ago. Various improvements were still being acted upon by the school with the authorities.</p> <p><b>Placement Excluded Pupil</b> Governors were advised that there had been a meeting with local schools and Kent County Council to decide on the placement of an excluded pupil. The school confirmed that Ryarsh would not be a suitable location due to the hazardous nature of current building works, no school hall and no withdrawal location. Governors asked whether there would be any relevant funding to be obtained should Ryarsh be asked to enrol the pupil, however The Headteacher confirmed that unfortunately there would not be. A further meeting with Area Education Officer Jared Nehra had been scheduled for the purposes of a decision required.</p> <p><b>Buildings Update</b> Work regarding the air raid shelter had progressed. The project for the new hall commissioned however still required a contractor who needed to be appointed. The anticipated start date was 18 June 2018, with an expected completion of the project before Christmas.</p>	<p><b>Ruth Austin.</b></p> <p><b>Ruth Austin.</b></p>
<p><b>5.</b></p>	<p><b>School Action Plan and Governor Monitoring</b> Governors had agreed before with the updates which had been incorporated within the school plan.</p>	
<p><b>6.</b></p>	<p><b>Finance</b> Within the budget over the following three years a confirmed roll over of £108,922 was reported to Governors which had been approved by Kent County Council. This was £11,910 less than was forecast a month ago, due to additional unexpected costs. There would be a deficit of £60,687 to be managed during the first year due to the building project which was taking place. The surplus balance over Balance Control Mechanism had already been authorised from the conclusion of the 2017 – 2018 financial year. There would be no funding increases over this time, with costs such as rises in staff salaries to be absorbed. There would be an expected deficit in the second year of £3,386 and another deficit during the third year of £27,026. Anticipated expenditure for Year One would be £994,809, for Year Two would be £932,380 and for Year Three would be £951,542.</p>	
<p><b>7.</b></p>	<p><b>Policies</b> Once checked and the wording had been amended where required, Governors approved the renewal of school policies on Finance, Educational Visits and Behaviour.</p>	

8.	<p><b>Governor Training</b> There were no reports available. Finance Training was agreed for Governors to attend in due course after a discussion, with Mereworth School to be informed of who would be attending.</p>	<p><b>Daniel Childs and Stewart Speake.</b></p>																						
9.	<p><b>Safeguarding</b> This had already been discussed under Headteacher's Update.</p>																							
10.	<p><b>Health and Safety Premises Visit</b> This was actioned on 19 March 2018 and had already been discussed under Headteacher's Update. The monitoring sheet needed to be produced and subsequently issued.</p>	<p><b>Steve Hill.</b></p>																						
11.	<p><b>The Chair's Report</b> Admissions item deemed to be confidential and recorded under separate annex. KLZ email addresses, procedures for how to be actioned would be circulated.</p>	<p><b>Daniel Childs.</b></p>																						
12.	<p><b>Any Other Urgent Business</b> Governors asked whether Jo Malins would be leaving, and the school replied this was not the case. Governors asked whether Colin Barnes had returned, and the school confirmed he had.</p>																							
13.	<p><b>Confidentiality</b> Staff items in Section 4 and Admissions item from Section 11 under separate annex.</p>																							
14.	<p><b>Following Meeting Plus Action Items</b> Thursday 12 July 2018 at 7:00 pm.</p> <table border="1" data-bbox="268 1263 1123 1906"> <thead> <tr> <th>Action Item</th> <th>Who</th> </tr> </thead> <tbody> <tr> <td>Pay Policy redrafting the document</td> <td>Ruth Austin</td> </tr> <tr> <td>Safety talk</td> <td>Ruth Austin</td> </tr> <tr> <td>General Data Protection Regulation</td> <td>Governors</td> </tr> <tr> <td>Platform tool required training day</td> <td>Ruth Austin - Rachel Rowland</td> </tr> <tr> <td>Inset Day attendance</td> <td>Governors</td> </tr> <tr> <td>Road safety</td> <td>Ruth Austin</td> </tr> <tr> <td>Progress meeting for excluded pupil</td> <td>Ruth Austin</td> </tr> <tr> <td>Finance Training</td> <td>Daniel Childs – Stewart Speake</td> </tr> <tr> <td>Health and Safety Monitoring Sheet</td> <td>Steve Hill</td> </tr> <tr> <td>KLZ Email Addresses Procedure</td> <td>Daniel Childs</td> </tr> </tbody> </table>	Action Item	Who	Pay Policy redrafting the document	Ruth Austin	Safety talk	Ruth Austin	General Data Protection Regulation	Governors	Platform tool required training day	Ruth Austin - Rachel Rowland	Inset Day attendance	Governors	Road safety	Ruth Austin	Progress meeting for excluded pupil	Ruth Austin	Finance Training	Daniel Childs – Stewart Speake	Health and Safety Monitoring Sheet	Steve Hill	KLZ Email Addresses Procedure	Daniel Childs	
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Meeting closed at 8:50 pm.

Signed:

Date:

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Ryarsh Primary School Full Governing Body Meeting the final minutes 10.05.2018.

Initials: