

Ryarsh Primary School
Minutes of the Full Governing Body Meeting
held at the school on Thursday 4 October 2018 at 7pm

Present: Ruth Austin (Headteacher), Daniel Childs (Deputy Headteacher), Niall Gardener, Steve Hill, John Macnab, Jon Naylor, Rachel Rowland (Chair), Stewart Speake, Carmel Sutton

In attendance: Vanessa Stevens (Clerk)

		Action
1	<p>Welcome and apologies</p> <p>The Chair welcomed those present. Apologies for absence were accepted from Claire Crome (family illness), Steve Hughes (work commitment). The meeting was quorate throughout.</p> <p>Action: The Clerk to send updated attendance records to the Head for the school website.</p>	Clerk
2	<p>Business interests</p> <p>Governors were reminded to declare any business interests against agenda items. No business interests were declared during the meeting. Governors reviewed and re-signed business interest forms for 2018-19. Signed forms were retained on file.</p>	
3	<p>Governing Body (GB) matters</p> <p>3.1 Elections – A sole nomination for the role of Chair had been received from Rachel Rowland. With the Clerk temporarily chairing, Governors voted to appoint Rachel to serve a further one-year term of office as Chair. A sole nomination had been received for the role of Vice Chair from Carmel Sutton. Governors voted to appoint Carmel to serve a further one-year term of office as Vice Chair.</p> <p>3.2 Training – The cross-collaboration bespoke training session on finance, which had been due to take place at Mereworth Primary School, had been postponed.</p> <p>3.3 Governance updates – Relevant current governance issues were covered elsewhere on the agenda.</p> <p>3.4 Communication – Some Governors were continuing to experience difficulties accessing KLZ. Problems including those related to password resets and desktop access to email. The Headteacher provided Governors with the phone number for the EIS helpdesk (0300 065 8800). Governors were invited to email the Headteacher so that details of issues could be uploaded to the ICT support section of KLZ; they could also access support via the office staff. Governors agreed to use KLZ rather than email for the distribution and sharing of meeting papers and GB documents. This would avoid the need to download documents onto personal devices, and would therefore assist compliance with the General Data Protection Regulation (GDPR).</p> <p>Action: Governors to report persistent KLZ issues to EIS or the Headteacher.</p> <p>Action: The Clerk to upload documents for future meetings to KLZ and advise Governors via email.</p>	Govs Clerk
4	<p>Governing Body Structure and Procedure</p> <p>4.1 GB impact – The Chair drew Governors' attention to agenda item 16 (Impact of Meeting) which would appear as a standing item on future agendas in line with best practice. Governors were asked to give thought to the positive impacts that the present meeting would have on outcomes at Ryarsh. The Chair noted that the Governing Body's statement on the school website would benefit from updating.</p> <p>Action: The Chair to update the Governing Body's statement on the school website.</p> <p>4.2 GB self-evaluation – Governors reaffirmed their commitment to continuously updating their knowledge in key areas such as safeguarding and Special Educational Needs and Disabilities (SEND). They agreed the importance of training, in particular bespoke courses within the collaboration on issues such as safeguarding, extended schools, government policy changes, and monitoring. Governors also noted the value of in-house training provided by school leaders,</p>	Chair

	<p>and agreed that 30-minute training sessions would be included in the FGB agendas for Term 2 (Pupil Premium and PE and Sport Premium) and 4 (subject to be decided nearer the time). Governors agreed to carry forward GB self-evaluation to the Term 2 meeting.</p> <p>Action: The Chair to liaise with other Chairs in the collaboration to identify topics and arrange dates for bespoke training sessions.</p> <p>Action: The Clerk to add an item to the Term 2 FGB agenda for discussion of the 20 Questions created by The Key, the National Governors' Association (NGA) and the All-Party Parliamentary Group (APPG) on Education Governance and Leadership.</p>	<p>Chair</p> <p>Clerk</p>
4.3	<p>GB structure – Governors reviewed the existing constitution (four Parent Governors, one Local Authority Governor, one Staff Governor, one Head Teacher Governor and five Co-opted Governors operating the circle model of governance) and agreed it continued to best meet the school's needs.</p>	
4.4	<p>Terms of Reference – The Chair had circulated the draft Terms of Reference for 2018-19. The Chair and the Headteacher had compared the updated KELSI template with the school's previous version and amended where necessary to ensure alignment with Ryarsh practice and policy (in particular, the Pay and Reward Policy). Governors approved the draft Terms of Reference subject to the specification of the delegated spending limits set out in the Finance Policy. Governors deferred discussion of the Joint Panel until Term 2, by which time the Chair would obtain confirmation from Mereworth Primary School's Chair of Governors that their GB was happy to continue with the arrangement and to adopt the revised KELSI Terms of Reference.</p> <p>Action: The Chair to amend the GB Terms of Reference as agreed and to circulate the final version.</p> <p>Action: The Chair to obtain Mereworth Governors' consent to continue with Joint Panel arrangement using updated KELSI Terms of Reference.</p>	<p>Chair</p> <p>Chair</p>
4.5	<p>Link Governor – Governors noted that the issue of mental health, in particular young people's mental health, had recently had a high profile within public discourse. Governors discussed different ways in which the subject could be addressed and monitored in schools, and considered whether appointment of a dedicated Link Governor for mental health would best meet the school's needs. In conclusion, Governors decided against this option and instead agreed that any relevant mental health matters would be covered in the Headteacher's Updates. This arrangement would continue subject to ongoing review.</p>	
4.6	<p>Code of Conduct – Governors signed the Code of Conduct for 2018-19.</p>	
5	<p>Minutes of previous meeting</p>	
5.1	<p>Governors approved, and the Chair signed, minutes and confidential minutes of the Full Governing Body (FGB) meeting held on 12 July 2018 and minutes of the extraordinary meeting of the FGB held on 10 September 2018. Signed minutes were placed on file in school.</p>	
5.2	<p>Governors shared updates on agreed actions as follows:</p> <ul style="list-style-type: none"> • The Finance training had been postponed. • The health and safety monitoring sheet had been shared on KLZ by the Office Manager. • The Deputy Headteacher had addressed KLZ email issues. 	
5.3	<p>Matters arising – None.</p>	
6	<p>Headteacher's update</p>	
6.1	<p>Overview – Governors had received for pre-reading the Headteacher's Update, the Keeping Children Safe in Education (KCSIE) (2018) guidance, the Staffing Structure for 2018, the School Summary Sheet, and a list of diary dates (copies filed with minutes). Governors received verbal updates and discussed matters arising as follows:</p>	
6.2	<p>Safeguarding – Governors confirmed that they had received and read the updated KCSIE guidance. A Governor noted that guidance on the issue of peer-on-peer abuse had been added to the updated 2018 KCSIE guidance, and asked whether the school's Child Protection Policy covered the matter sufficiently. The Headteacher advised that the school's Policy was based on a KCC template that contained scant reference to the issue. A Governor asked how the school's single central record was maintained and monitored. The</p>	

	<p>Headteacher explained that it was maintained in school, had been checked by the School Improvement Adviser, and was monitored for completeness by the Chair of Governors.</p> <p>Action: The Headteacher to contact the KCC Safeguarding Team re. coverage of peer-on-peer abuse in the model Child Protection Policy.</p> <p>Action: The designated Safeguarding Governor (Dan Sproul) to monitor the compliance of the Child Protection Policy with s.95 of the 2018 KCSIE guidance.</p>	Head DS
6.3	<p>Staffing – A Governor asked how the new Teacher had settled in. The Headteacher said that the new Teacher had settled very well and had built good working relationships with colleagues. Two staff members (the Key Stage (KS) 1 leader and Year 1 Teacher, and a part-time Year 3 Teacher) were due to return from maternity leave in December; this would provide plenty of time for thorough handovers.</p>	
6.4	<p>SATs results update – Governors congratulated staff and pupils on exceptionally good results, and asked the Headteacher to convey thanks to staff for their hard work. The Headteacher presented key headlines from the School Summary Sheet. KS1 results were significantly above the national average across the board in all measures. Governors recognised the importance of excellent progress scores as well as attainment.</p> <p>Action: The Headteacher to convey Governors’ thanks to staff for the excellent SATs outcomes.</p>	Head
6.5	<p>Collaboration – The Headteacher and Deputy Headteacher had attended cross-collaboration meetings of, respectively, Headteachers and Deputy Headteachers. It was noted that Offham Primary School had joined the collaborative group of schools and that a programme of collaborative work was in place for the academic year.</p>	
6.6	<p>Buildings – Steve Hill gave a verbal update on the progress of the building works. The drainage had been re-rerouted and a new tank and dual pumps installed. Preparatory work was needed before the construction of new doorways and the installation of windows. The building project had got off to a smooth start and was progressing well, with minimal disruption to the use of the school site. Construction work would pause over the Christmas holiday. An update on the expected timescale for completion would be given at the next progress meeting. A Governor highlighted the need to think about next steps for the playground as this was not covered by the KCC funding. A Governor reported a third party’s offer of voluntary assistance with preparing the site of the playground for reinstatement. The Chair had contacted the Parish Clerk to enquire about the prospect of a contribution from the Community Infrastructure Levy to aid the improvement of the school’s reception area.</p> <p>Action: The Chair to follow up enquiry with Parish Clerk regarding Community Infrastructure Levy.</p>	Chair
7	School Action Plan and Governor monitoring	
7.1	School Action Plan 2018-19 – Governors approved the School Action Plan 2018-19 (copy filed with minutes).	
7.2	Monitoring – No further updates.	
7.3	Actions arising from monitoring visits – Steve Hill reported that a small number of minor issues had been identified during the most recent health and safety monitoring visit. Completion of these would be monitored during future visits.	
8	Annual Special Educational Needs and Disabilities (SEND) Report	
	Governors approved the Annual SEND Report for 2017-18 (copy filed with minutes).	
9	Finance	
9.1	Budget monitoring – Finance Governors would meet to discuss the six- and nine-month budget monitoring reports in due course. <p>Action: The Headteacher to contact the Finance Governors re. monitoring dates.</p>	Head
9.2	Annual Pupil Premium Strategy Statement – Governors had received this for pre-reading (copy filed with minutes). Governors were asked to re-read the document and bring any questions to the Term 2 FGB meeting.	

9.3	<p>Action: Governors to bring questions on the Annual Pupil Premium Strategy Statement to next meeting.</p> <p>Annual PE and Sport Premium report – The Headteacher had circulated this in advance of the meeting. Governors were asked to re-read the document and bring any questions to the Term 2 FGB meeting.</p> <p>Action: Governors to bring questions on Annual PE and Sport Premium report to next meeting.</p>	Govs Govs
10	<p>Policies</p> <p>10.1 2019 Admissions Statement – Governors approved the 2019 Admissions Statement (copy filed with minutes). The Headteacher said that in the previous year there had been one application for deferred admission for a child born three months prematurely at the end of August. The application had been approved although this did not guarantee that the child would be allocated a place at Ryarsh.</p> <p>10.2 Child Protection Policy – Governors approved the Child Protection Policy (copy filed with minutes).</p> <p>10.3 Pay and Reward Policy – The Chair explained the draft Pay and Reward Policy (copy filed with minutes) had been revised in line with new guidance around the (respectively, widened and narrowed) ranges of Deputy Headteacher’s and Headteacher’s pay scales. The Headteacher explained the requirement for the Policy to also reflect the new pay deal, which effected pay rises of 3.5% for the main pay scale, 2% for the upper pay scale and 1.5% for the leadership pay scale. It was understood that schools would receive funding to cover the increases in Teachers’ pay caused by the new requirements. A Governor asked whether pay at Ryarsh was in line with other schools. The Headteacher confirmed that it was and that the gap which had existed the previous year had been closed. Governors approved the Pay and Reward Policy subject to the amendment of section 28.3 to state only that “The Governing Body / Headteacher may at its discretion make a cash award to recognise members of support staff who have undertaken a specific task or project.”</p> <p>Action: The Headteacher to amend the Pay and Reward Policy as agreed.</p>	Head
11	<p>Safeguarding, Child Protection and Wellbeing</p> <p>All relevant matters were covered elsewhere on the agenda.</p>	
12	<p>Health & safety and premises</p> <p>Steve Hill reported that the building contractor had a very positive and thorough attitude to health and safety matters. The site was being well managed and appropriate health and safety notices were in place.</p>	
13	<p>General Data Protection Regulation (GDPR)</p> <p>In her role as Data Protection Officer (DPO), the Chair had designed a template to be used for reporting data breaches. The Chair reported that Schools Personnel Service (SPS) had dealt with an issue on behalf of the school during the summer. The Chair outlined the incident, the response to that incident, and the actions that the Headteacher had taken. The issue did not meet the threshold for reporting to the Information Commissioner’s Office (ICO).</p> <p>Action: The Chair to monitor that all appropriate actions had been taken in response to the SPS issue.</p>	Chair
14	<p>Chair’s report</p> <p>No further matters to report.</p>	
15	<p>Any other urgent business</p> <p>The Headteacher had attended a meeting concerning local road safety matters. Ryarsh and Birling Parish Councils had been asked to identify possible options for a £25k developer contribution to be spent on traffic calming measures. The Headteacher said that parents’ preference was for a pedestrian crossing to be installed; Governors supported this proposal, although noted the value of other suggestions such as improved HGV signage.</p> <p>Action: The Headteacher to report back to Governors on future road safety meetings.</p>	Head

16	Impact of Meeting Governors had congratulated the school on its excellent outcomes data for 2017-18 and agreed new school development priorities for the year ahead. They had reviewed monitoring responsibilities to ensure oversight of progress towards targets. Governors had re-elected experienced and knowledgeable colleagues to the roles of Chair and Vice Chair, and had identified GB training priorities. Governors had monitored the progress of the building project, in particular the health and safety aspects of the site works. The Headteacher had been tasked with contacting the Safeguarding Team to ensure that the Child Protection Policy appropriately addressed issues covered in the updated KCSIE guidance.	
17	Confidentiality No items were deemed confidential.	
18	Meeting Dates Governors confirmed FGB meeting dates for 2018-19, all at 7pm, as follows: <ul style="list-style-type: none"> • 22 November 2018 • 24 January 2019 • 21 March 2019 • 9 May 2019 • 11 July 2019 	

Signed (Chair) _____ Date _____

Action Summary

1	Send updated attendance records to Head for school website.	Clerk
2	Report persistent KLZ issues to EIS or the Headteacher.	Govs
3	Upload documents for future meetings to KLZ and advise Governors via email.	Clerk
4	Update Governing Body's statement on school website.	Chair
5	Liaise with collaboration Chairs to identify topics and arrange dates for bespoke training sessions.	Chair
6	Add item to Term 2 agenda for discussion of the 20 Questions for GB self-evaluation.	Clerk
7	Amend GB Terms of Reference as agreed and circulate the final version.	Chair
8	Obtain Mereworth Governors' consent to continue with Joint Panel arrangement using updated KELSI Terms of Reference.	Chair
9	Contact KCC Safeguarding Team re. coverage of peer-on-peer abuse in model Child Protection Policy.	Head
10	Monitor compliance of Child Protection Policy with s.95 of the 2018 KCSIE guidance.	DS
11	Convey Governors' thanks to staff for excellent SATs outcomes.	Head
12	Follow up enquiry with Parish Clerk regarding Community Infrastructure Levy.	Chair
13	Contact Finance Governors re. monitoring dates.	Head
14	Bring questions on the Annual Pupil Premium Strategy Statement to next meeting.	Governors
15	Bring questions on Annual PE and Sport Premium report to next meeting.	Governors
16	Amend Pay and Reward Policy as agreed.	Head

17	Monitor that all appropriate actions had been taken in response to the SPS issue.	Chair
18	Report back to Governors on road safety meetings.	Head

Approved