

**Ryarsh Primary School**  
**Minutes of the Full Governing Body Meeting**  
held at the school on Thursday 22 November 2018 at 7pm

**Present:** Ruth Austin (Headteacher), Daniel Childs (Deputy Headteacher), Claire Crome, Niall Gardener, Steve Hill, Steve Hughes (from 7.30pm), John Macnab, Rachel Rowland (Chair), Stewart Speake, Carmel Sutton

**In attendance:** Vanessa Stevens (Clerk)

		Action
1	<p><b>Welcome and apologies</b></p> <p>The Chair welcomed those present. Apologies for absence were accepted from Daniel Sproul (unwell) and Jon Naylor (prior commitment). The meeting was quorate throughout.</p>	
2	<p><b>Business interests</b></p> <p>Governors were reminded to declare any business interests including those relating to agenda items. The Headteacher declared a friendship with Matt Stridgen of SRD Group (supplier of audio-visual and lighting equipment for the school).</p>	
3	<p><b>Governing Body (GB) matters</b></p> <p>3.1 Evidence of GB challenge – The Chair had received feedback via an email from the School Improvement Adviser (SIA) regarding GB minutes written by a previous temporary Clerk. The email had identified the need for minutes to show increased evidence of Governors’ challenge, particularly with regard to robust follow-up questions relating to impact. Governors agreed that the recent appointment of a knowledgeable Clerk would help to better capture the evidence of challenge at meetings. In addition, Governors were reminded of the need to ensure that they see first hand evidence of agreed actions in order to enable triangulation with the Headteachers’ reports; it was important for Governors to clearly document this both in their reports and at meetings.</p> <p>3.2 Appointments – The terms of office of Steve Hill, Jon Naylor, Stewart Speake and Carmel Sutton as Co-opted Governors were due to expire on 31 December 2018. All four of those Governors wished to be considered for reappointment. Based on the four nominees’ governance experience, skills, knowledge and training, Governors approved the four reappointments with effect from 1 January 2019.</p> <p><b>Action: The Clerk to update GB and CPD Online records to reflect the reappointments of Steve Hill, Jon Naylor, Stewart Speake and Carmel Sutton as Co-opted Governors.</b></p> <p>3.3 Joint Governor Panel – The Chair reported that the new Chair of Governors at Mereworth Community Primary School had advised that the proposal for a Joint Governor Panel had not yet been formally approved by the Mereworth GB. It was, however, likely that the proposal would be approved in the near future; as such, Ryarsh GB’s discussion of this item was deferred until to the Term 3 meeting.</p> <p>3.4 Governor Visits Policy – The Chair had circulated The Education People’s model Governor Visits Policy for consideration. Governors agreed that the GB’s existing Terms of Reference already provided sufficient guidance on monitoring visits and that, as a well-established GB with extensive experience of monitoring, further procedural clarification was not required at that time. Governors agreed to remove the reference to such a Policy from the Terms of Reference and to amend the School Action Plan so as to structure Governors’ input into clearly identifiable ‘Points for Follow-Up’.</p> <p><b>Action: The Chair to remove reference to a Governor Visits Policy from the Terms of Reference.</b></p> <p><b>Action: Governors to record Points for Follow-up on School Action Plan arising from monitoring visits.</b></p> <p>3.5 Training – The Chair advised that she would discuss the topic of bespoke Governor training with her counterparts at the following week’s meeting of collaboration schools’ Chairs.</p>	<p>Clerk</p> <p>Chair</p> <p>Govs</p>

3.6 3.7	<p>Governance bulletin – Governors noted receipt of the most recent governance monthly bulletin.</p> <p>GB self-review – Governors discussed how to most effectively use the 20 Questions self-evaluation toolkit created by The Key, the National Governors' Association (NGA) and the All-Party Parliamentary Group on Education Governance and Leadership (copy filed with minutes). The Chair recommended adapting the toolkit to reflect the governance arrangements at Ryarsh; Governors agreed that this would be useful.</p> <p><b>Action: Governors to send to the Chair feedback on the 20 Questions toolkit, including suggestions for additional/supplementary questions.</b></p> <p><i>At 7.30pm, Steve Hughes arrived.</i></p>	Govs
4 4.1 4.2	<p><b>Minutes of Previous Meeting</b></p> <p>4.1 Governors approved, and the Chair signed, minutes of the Full Governing Body (FGB) meeting held on 4 October 2018. Signed minutes were placed on file in school.</p> <p>4.2 Governors shared updates on agreed actions as follows:</p> <ol style="list-style-type: none"> <li>1. The Clerk would continue to send updated attendance records to the Headteacher.</li> <li>2. Governors were reminded to report KLZ issues to Liz Burbidge (for access resets) or to EIS.</li> <li>3. The Clerk had uploaded the meeting documents to KLZ and notified Governors.</li> <li>4. <b>Action carried forward in line with annual review cycle: The Chair to update the GB statement on the school website in January.</b></li> <li>5. Bespoke training was covered above.</li> <li>6. 20 Questions toolkit was covered above.</li> <li>7. The Chair had amended and circulated the Terms of Reference.</li> <li>8. Joint Panel was covered above.</li> <li>9. The Headteacher had contacted the Kent County Council (KCC) Safeguarding Team re. coverage of peer-on-peer abuse in the model Child Protection Policy. The Chair had been advised that confusion had arisen from there having been two versions of the Policy. Thus, the school had been unaware that it had the wrong version of the Policy because there were two versions online, both dated September 2018.</li> <li>10. Daniel Sproul had arranged a visit which would include monitoring compliance of Child Protection Policy with s.95 of the 2018 KCSIE guidance.</li> <li>11. The Headteacher had conveyed Governors' thanks to staff for excellent SATs outcomes.</li> <li>12. The Chair had followed up the enquiry with the Parish Clerk regarding the Community Infrastructure Levy. The Parish Clerk had advised that the matter was being dealt with Tonbridge and Malling Borough Council.</li> <li>13. The Headteacher had contacted the Finance Governors regarding monitoring dates. All monitoring dates had been arranged (Steve Hughes and Niall Gardener 2pm on 3 January 2019; Carmel Sutton and Daniel Sproul 8am on 4 January 2019).</li> <li>14. Pupil Premium Strategy Statement was covered under item 7.</li> <li>15. Annual PE and Sport Premium report covered under item 7.</li> <li>16. The Headteacher had amended the Pay and Reward Policy as agreed.</li> <li>17. The Chair had monitored that all appropriate actions had been taken in response to the previously-discussed Schools Personnel Service (SPS) issue.</li> <li>18. The Headteacher had applied for KCC to conduct an assessment to see whether the school qualified for a road crossing patrol which would increase safety and provide a visual reminder of the importance of road safety.</li> </ol>	Chair
5 5.1 5.2 5.3	<p><b>Headteacher's update</b></p> <p>5.1 Overview – Governors had received for pre-reading the Headteacher's Update and the Ryarsh Primary School prospectus for 2018/19 (copies filed with minutes). Governors received verbal updates and discussed matters arising as follows:</p> <p>5.2 Safeguarding – The SIA had checked and corroborated that the school met statutory safeguarding requirements. The Safeguarding Policy had been updated to reflect new guidance around peer-on-peer abuse.</p> <p>5.3 Staffing – Confidential discussion recorded in Part 2 Confidential Minutes.</p>	

<p>5.4</p> <p>5.5</p> <p>5.6</p>	<p>SEF – Governors had received for pre-reading the SEF and SEF Summary document (copies filed with minutes). The Headteacher had moved all of the SEF judgements back to 1 (Outstanding). The SIA had noted that the school’s self-evaluation was robust and that it aligned with the evidence he had seen. Governors agreed that the wording of the Teaching, Learning and Assessment statement should be amended to ‘100% of teaching is now at least good with outstanding features...’.</p> <p><b>Action: The Headteacher to amend the Teaching, Learning and Assessment wording in the SEF Summary to ‘100% of teaching is now at least good with outstanding features...’.</b></p> <p><b>A Governor asked whether the Headteacher had updated the SEF judgements before or after the SIA’s visit.</b> The Headteacher said that she had updated the judgements before the SIA’s visit. Governors recognised that, under the current inspection framework, judgements for Outcomes acted as a limiting factor for overall Ofsted grades. <b>A Governor asked whether all of the SEF Areas for Development were included in the School Action Plan.</b> The Headteacher confirmed that they were. <b>A Governor asked whether any actions were required to be taken in relation to the FGB minutes issue raised by the SIA.</b> It was agreed that this was not necessary as the issue had related to a previous temporary Clerk.</p> <p><b>A Governor asked how achievement of the target to ‘Improve outcomes in foundation subjects through the impact of assessment and subject leader monitoring’ would be measured.</b> The Headteacher explained that detailed progress data would be tracked for each of the foundation subjects using the school’s bespoke assessment system that had been introduced during the previous year. <b>A Governor asked whether the SIA had visited all classes.</b> The Headteacher confirmed that he had and that he had provided positive feedback on all classes. <b>A Governor asked whether the reference in the SEF Summary to the profile of teaching being 100% good referred to the current academic term.</b> The Headteacher said that the figure was based on the last academic year; however, from observations and learning walks carried out in the current academic year, it was believed that the same high standards continued to be maintained.</p> <p>Admissions for September 2019 – Governors commended the school on having received more applications per school place than any other school in the Tonbridge or Maidstone areas, not least given the opening of other local schools in recent years. Governors commended the high regard in which the school was evidently held, and noted that the slight reduction in applications compared to the previous year reflected wider demographic trends, namely a fall in the birth rate. <b>A Governor asked whether the school had reached its published admission number (PAN) in all classes.</b> The Headteacher said that there was one space in Year 3; most recently, that space had been offered to a family that was awaiting the outcome of an admissions appeal for another school. The Headteacher outlined the process which required the school to wait two weeks after writing to an applicant’s home address before offering the place to another child.</p> <p>Buildings – Steve Hill reported that the brickwork was almost finished and that there had been a one-week delay on the lintels due to bad weather. The next major step was construction of the hall roof, followed by construction of the lower corridor roof. The project was scheduled for completion before Easter. There was a positive working relationship between the school and the contractors, and discussions were being held to ensure the most efficient use of the limited space available during the works. The Headteacher reported that changes had been made to fire exits and to access to Seahorse Class. Consideration was being given to the location of noticeboards. The school and PTA had agreed arrangements for the audio-visual and lighting systems for the new hall. It was noted that, as the hall construction project neared completion, it would be necessary to provide access to the roof space from 3.30pm to the end of each day; this would impact on the use of rooms during those times. It was noted that the cost of some additional items had been prohibitive e.g. a wall to divide the staffroom. Some choices remained to be finalised e.g. blinds for the school hall, and finishings of the Year 3 classroom (currently Book Base). Steve Hill reported that plans for the reception area had been released that day by KCC and would go to tender in early 2019.</p>	<p>Head</p>
<p>6</p>	<p><b>School Action Plan and Governor monitoring</b></p> <p>Term 2 Governor monitoring visits were due to begin the following day. Any issues arising from these would be addressed at the Term 3 meeting.</p>	
<p>7</p> <p>7.1</p>	<p><b>Pupil Premium and PE &amp; Sport Premium</b></p> <p>Pupil Premium – Governors had received for pre-reading the Pupil Premium Strategy Statement 2018-19 (copy filed with minutes). Governors noted that the latest outcomes data for pupils in</p>	

	<p>receipt of Pupil Premium (PP) had been generally very strong. The Headteacher said that the two Key Stage (KS) 1 children in receipt of PP had achieved higher than their peers. At KS2, four children in receipt of PP had made better or similar progress to their comparable peers (i.e. those with similar starting points), although one child in receipt of PP child had lower outcomes in reading and maths.</p> <p><b>A Governor asked about the eligibility criteria for PP.</b> The Headteacher explained eligibility as it related to Ever 6 status, former Looked After Child (LAC) status, children of Service personnel, and adopted children. Governors recognised the diversity of life experiences and educational needs represented among the recipient group. <b>A Governor asked whether the differential allocation of PP according to different eligibility criteria might inadvertently disadvantage some children.</b> The Headteacher gave assurance that the needs of all children were appropriately assessed and addressed through precise tailoring of targeted interventions regardless of their eligibility (or not) for PP funding. With reference to the provision of termly book parcels for PP recipients, a Governor suggested that arrangements could be reviewed in future years to avoid siblings taking home identical resources.</p> <p>7.2 PE and Sport Premium – Governors had received for pre-reading the PE and Sport Premium Review 2017-18 (copy filed with minutes). <b>A Governor asked how the school evaluated the effectiveness of bought-in sports coaching.</b> Citing the five key indicators (page 1 of Review), the Headteacher gave the following examples: recording attendance at extra-curricular clubs (79% in 2017-18); staff participation in lessons (evidence of increased engagement); and, use of staff audits to evaluate level of confidence to teach and identify strands to strengthen e.g. dance. <b>A Governor asked what long-term strategies were in place to raise Teachers’ confidence and ability to deliver PE and sport.</b> The Headteacher explained that Teachers attended coach-led sessions, and that coaching sessions contained an element of CPD. Teachers retained overall responsibility for delivering the PE and sport curriculum and taught one of two weekly sessions for their respective classes. The Staff Governor reported that staff actively participated in coach-led sessions.</p> <p><b>A Governor asked for how long the school expected to continue to receive PE and sport funding.</b> The Headteacher said that the funding had been confirmed until 2020 and that the amount received had recently increased. It was anticipated that the use of sports coaches would decrease over time. <b>A Governor asked how else the funding would be spent, aside from on coaching.</b> The Headteacher said that the school had employed a PE Teaching Assistant one afternoon per week. As a result, the number of sports events at which the school had been represented had increased from nine to 21 between successive years.</p> <p><b>A Governor asked how the school would measure the quality of outcomes in PE and sport, for example tracking the number of pupils representing the school at events, and/or through skills assessments.</b> The Headteacher said that skills assessments were carried out by Teachers during lessons; participation in inter-school sports was not measured. <b>A Governor asked whether the school set data targets for PE outcomes;</b> the Headteacher said it did not. A Governor suggested carrying out a survey to measure whether children’s participation in sports activities in school influenced their engagement in sports outside of school i.e. as a measure of achievement of the key indicator which included ‘kick-starting healthy active lifestyles.’ The Headteacher thanked the Governor for this suggestion.</p> <p><b>Action: The Headteacher to carry out a sport participation survey to measure effectiveness in promoting healthy active lifestyles.</b></p>	Head
8	<p><b>Finance</b></p> <p>8.1 Budget monitoring – The six-month budget monitoring had been completed and submitted to KCC. Discussion of the monitoring was carried forward in the absence of Finance Governor Jon Naylor.</p> <p>8.2 Pay Committee – The Chair reported that the Pay Committee had met on 28 September 2018 to scrutinise anonymised pay award information, review the Pay Policy, and ratify the pay decisions made by the Headteacher.</p>	
9	<p><b>Policies</b></p> <p>9.1 Anti-bullying Policy – Governors had received this Policy for pre-reading (copy filed with minutes).</p>	

9.2	Charging and Remissions Policy – Governors had received this Policy for pre-reading (copy filed with minutes).	
9.3	Child Protection Policy – Governors approved the Child Protection Policy which had been circulated for pre-reading (copy filed with minutes).	
9.4	Marking and Feedback Policy – Governors had received the Marking and Feedback Policy for pre-reading (copy filed with minutes). The Deputy Headteacher (DHT) said that, following INSET discussion of case studies and research, changes had been made to make the Policy more efficient while maintaining impact for the children and remaining mindful of staff wellbeing and workload. The revised Policy was focused on three M's: meaningful, manageable and motivating. Teachers were all aware of the new approach and there had been positive feedback on initiatives such as marking stamps. Over coming weeks, there would be discussion in staff meetings of the revised Policy's impact with reference to evidence in children's books. <b>A Governor asked how the new approach to marking and feedback had been communicated to parents.</b> The DHT said that parents had been informed of the new Policy via parents' evenings and parents' open morning sessions. A Governor suggested sending a link to parents to signpost the Policy on the school website and putting a note in the school newsletter. The Headteacher said that parents' feedback on the revised Policy would also be obtained via the parent survey during the spring. In response to a request, the Headteacher confirmed that sufficient supplies of marking stamps would be available for use by TAs.	
9.5	Photographic Image Use Policy Governors had received this Policy for pre-reading (copy filed with minutes).	
<b>10</b>	<b>Safeguarding, Child Protection and Wellbeing</b> No matters arising for discussion.	
<b>11</b>	<b>Health &amp; safety and premises</b> A Governor noted that the steps to the pod sometimes became slippery with leaves. <b>Action: The Headteacher to ensure removal of leaves from pod steps and to talk to the building contractor about improving grip underfoot.</b>	Head
<b>12</b>	<b>General Data Protection Regulation (GDPR)</b> There had been no data breaches.	
<b>13</b>	<b>Chair's report</b> No further matters to report.	
<b>14</b>	<b>Any other urgent business</b> No matters arising for discussion.	
<b>15</b>	<b>Impact of Meeting</b> Governors had discussed the SEF documents and had a clear understanding of the school's areas for development. Governors had been reminded of the need to evidence robust scrutiny and challenge of the school. They had demonstrated this with regard to matters including the expenditure and effectiveness of PP and PE and sport funding, and the Marking and Feedback Policy.	
<b>16</b>	<b>Confidentiality</b> Item 5.3 was deemed to be confidential and recorded in separate Part 2 Confidential Minutes. The Headteacher's Report was filed as confidential due to identifying information. The minutes of the Pay Committee meeting held on 28 September 2018 were deemed to be confidential.	
<b>17</b>	<b>Date of Next Meeting</b> Thursday 24 January 2019 at 7pm.	

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

Date \_\_\_\_\_

## Action Summary

1	Update GB and CPD Online records to reflect reappointments of Steve Hill, Jon Naylor, Stewart Speake and Carmel Sutton as Co-opted Governors.	Clerk
2	Remove reference to Governor Visits Policy from Terms of Reference.	Chair
3	Record Points for Follow-up on School Action Plan arising from monitoring visits.	Governors
4	Send to the Chair feedback on the 20 Questions toolkit, including suggestions for additional/supplementary questions.	Governors
5	Update the GB statement on the school website in January.	Chair
6	Amend the Teaching, Learning and Assessment wording in the SEF Summary to '100% of teaching is now at least good with outstanding features...'. Approved	Headteacher
7	Carry out a sport participation survey to measure effectiveness in promoting healthy active lifestyles.	Head
8	Ensure removal of leaves from pod steps and talk to building contractor about improving grip underfoot.	Head