

Ryarsh Primary School
Minutes of the Full Governing Body Meeting
held at the school on Thursday 9 May 2019 at 7pm

Present: Ruth Austin (Headteacher), Niall Gardener, Steve Hill, Estelle Hudson, Steve Hughes (present from 7.45pm), John Macnab, Jon Naylor, Rachel Rowland (Chair), Carmel Sutton

In attendance: Vanessa Stevens (Clerk)

		Action
1	<p>Welcome and Apologies</p> <p>The Chair welcomed those present including new Parent Governor Estelle Hudson (EH). Apologies for absence were accepted from Daniel Childs (Deputy Headteacher) and Stewart Speake (attendance at Year 5 overnight bush craft trip at Penshurst Place). Claire Crome had emailed the Chair regarding her resignation from the Governing Body. Steve Hughes' arrival was delayed by traffic. The meeting was quorate throughout.</p>	
2	<p>Business Interests</p> <p>Governors were reminded to declare any business interests including those relating to agenda items. No new interests were declared during the meeting.</p>	
3	<p>Governing Body (GB) Matters</p> <p>3.1 GB impact – The Chair reminded Governors of the importance of ensuring and evidencing GB impact during meetings.</p> <p>3.2 Parent Governor election – EH had been elected to serve a four-year term of office with effect from 8 May 2019. At the Chair's invitation, EH outlined her professional experience as Director of Service Development at a children's hospice, including responsibilities for: service improvement; engagement with children and families; budgetary oversight; staff management; measurement of outcomes; and, Board meeting attendance.</p> <p>3.3 Safeguarding Governor – Following the departure of former Governor Daniel Sproul, it was necessary to reallocate responsibility for monitoring safeguarding. Governors agreed that Carmel Sutton (CS) would take on that responsibility until the end of the current school year. All monitoring responsibilities would be reviewed at the beginning of the next school year.</p> <p>Action: The Headteacher and CS to review the safeguarding statement.</p> <p>3.4 Joint Panel – The Chair recapped that the Chair of Mereworth Community Primary School GB had verbally indicated agreement to establishing a Joint Panel with Ryarsh GB; however, formal confirmation was awaited. The Headteacher said that, since the draft Complaints Policy had been shared via KLZ, a new template had been published which enabled additional panel members to be sourced from any other maintained schools. Governors noted this update and agreed that it would be useful to retain an informal agreement with Mereworth as a first port of call in the event of a joint panel.</p> <p>3.5 Training – For the benefit of EH, the Chair explained the provision of Governor training via the service level agreement with The Education People, and highlighted the Governors' Induction course which all new members of the GB were asked to attend. Governors discussed the provision of buddying support to EH via phone and in person.</p> <p>Action: The Clerk to send Governors' Induction training course dates to EH; EH to book to attend.</p> <p>Action: Niall Gardener (NG) and CS to act as buddies to EH and to provide mentoring support as needed.</p> <p>3.6 Ofsted update – The Chair briefed Governors on work by Ofsted to review and update its inspection framework to include the following four criteria: Quality of education; Behaviour and attitudes; Personal development; and, Leadership and Management. The Chair noted that the combination of the existing Quality of teaching and learning and Outcomes criteria into the Quality of education criterion reduced the relative weighting assigned to attainment within the</p>	<p>Head & CS</p> <p>Clerk & EH</p> <p>NG & CS</p>

	<p>overall judgement. The proposed new framework would place an increased emphasis on the curriculum; as such, this would become a key area for Governor scrutiny and monitoring.</p> <p>The Headteacher said that the school was well placed in terms of readiness to introduce the new curriculum-focused framework. Ofsted would look at external data (Key Stage (KS) 1 and KS2, Early Years Foundation Stage (EYFS), phonics and multiplication checks) rather than internal data. A Governor asked whether the frequency of internal of internal assessment would also decrease following the introduction of the new Ofsted framework. The Headteacher said that it would not significantly decrease because assessment would remain an intrinsic part of teachers' knowledge of children's attainment and progress and it would continue to inform planning. A Governor asked whether the School Action Plan would be restructured to reflect the new Ofsted areas. The Headteacher confirmed that it would. Governors agreed to allocate monitoring responsibilities for the new Ofsted areas at the start of Term 1.</p> <p>Action: The Headteacher to provide Governors with an overview of the new Ofsted judgement categories.</p> <p>Action: Governors to allocate monitoring responsibilities for the new Ofsted areas at the start of Term 1.</p> <p>3.7 Governance bulletin – Governors noted receipt of the April edition of The Education People's bulletin (copy filed with minutes). A Governor highlighted the bulletin's reference to staff workload reduction and asked how the school was addressing this. The Headteacher said that, due to the excellent quality of teaching at Ryarsh, the school was able to be minimally prescriptive with regard to teachers' planning. In addition, the introduction of verbal feedback for marking had had a positive impact in terms of helping to reduce teachers' workloads.</p> <p>3.8 Educational visits – A Governor said that DfE guidance on educational visits had been updated and asked about any impacts of this. The Headteacher said she would find out and report back. The Headteacher explained that the school was discharging its responsibility for risk assessing overnight visits by buying in a (previously free of charge) local authority service to carry out this function.</p> <p>Action: The Headteacher to report back on any impacts of updated DfE guidance on educational visits.</p> <p>3.9 GovernorHub – The free trial of the online GovernorHub resource had expired. Following discussion, Governors agreed not to sign up to the extended GovernorHub package; instead, GB documents would continue to be shared via KLZ and school email addresses.</p>	<p>Head</p> <p>Govs</p> <p>Head</p>
<p>4</p> <p>4.1</p> <p>4.2</p>	<p>Minutes of Previous Meeting</p> <p>Governors approved, and the Chair signed, minutes of the Full Governing Body (FGB) meeting held on 21 March 2019. Signed minutes were placed on file in school.</p> <p>Governors shared updates on agreed actions as follows:</p> <ol style="list-style-type: none"> 1. The Parent Governor election had been held (minute 3.2). 2. The Chair had contacted the Chair of Mereworth regarding the Joint Panel (minute 3.4). 3. The GovernorHub free trial had ended (minute 3.9). 4. The Chair had updated the 20 Questions (now 19 Questions) GB self-evaluation document and shared it via KLZ. <p>Action: Governors to self-evaluate using the 19 Questions at their informal pre-meeting in Term 1 and again as a midyear review in 2019-20.</p> <ol style="list-style-type: none"> 5. The Head had updated the GB impact statement on the school website. 6. John Macnab had added further detail to the School Action Plan regarding the impact of the verbal feedback strategy. 7. Niall Gardener and Steve Hughes had followed up on the impact of the theatre visit. 8. The Headteacher confirmed that parental feedback on any future proposed changes to parents' evenings would be sought in due course. 9. The Headteacher had circulated summarised parent survey results to parents and Governors. 	<p>Govs</p>

4.3	<p>10. The Clerk had placed an item on the draft agenda for Term 6 for discussion of impact of surveys.</p> <p>Matters arising – The Headteacher reported a recommendation made at a Headteachers' Briefing for school governing bodies to set three- to five-year visions for their schools, as opposed to the current annual school development plans. Governors were receptive to this recommendation and acknowledged that parents of newly enrolling Year R pupils would likely be interested in knowing the school's forward plans for their children's time at the school.</p> <p><i>At 7.45pm Steve Hughes arrived.</i></p> <p>A Governor asked how the GB could begin formulating a three- to five-year vision for the school. The Headteacher suggested using the school's existing vision statement as a basis for those discussions. Governors were keen to obtain feedback and input from all stakeholders (children, parents, staff and the GB) and noted that the idea from the hall project had itself come out of a similar consultation exercise. Governors agreed to prioritise discussion of a new three- to five-year vision at the start of the new school year.</p> <p>Action: Governors to discuss the new three- to five-year vision at their informal pre-meeting in Term 1.</p>	Govs
5	<p>Headteacher's update</p> <p>5.1 Overview – Governors had received for pre-reading the Headteacher's Update and a summary of feedback to parents following the recent surveys (copies filed with minutes). Governors received verbal updates and discussed matters arising as follows:</p> <p>5.2 Staffing – The Headteacher said that there was a focus on the Year 6 teaching arrangements. Confidential discussion was recorded in separate Part 2 Confidential Minutes. A Governor asked how many applications had been received for the KS2 Teacher vacancy. The Headteacher said there had been a low number of applications (four or five); this reflected recruitment difficulties across the teaching profession due to a reduction in the number of trainees and the relatively high dropout rate. The Headteacher signposted the government's new Early Career Framework which provided training and support to early career teachers over a period of two years. The Headteacher reported that, since circulation of her Update, a second cleaner had been appointed.</p> <p>5.3 Buildings – The Headteacher said that the official opening of the new hall had taken place, attended by Kent County Councillors Sarah Hohler and Matthew Balfour and the Deputy Mayor of Tonbridge and Malling. The Headteacher reported that the newly created Rainbow and Harmony rooms were being very well used including by teaching assistants (TAs) working with small groups and pairs and by staff for meetings with parents. The Headteacher said that the school had borne the cost of carpet, decoration and furniture that was not covered by Kent County Council (KCC) funding. Work on the playground had been carried out over the recent Easter holiday. The PTFA's next focus was the development of the library.</p> <p>Governors recorded their thanks to Andy Bate, a parent who had facilitated the playground at a very competitive price, and to Stewart Speake who had put a lot of time into the building project. They also expressed thanks to Steve Hill for the huge contribution of time and energy that he had made to the hall project, including involvement at the planning stage, including with drawings, and several weeks of practical assistance on site. Governors commended the Headteacher for her hard work in project managing the new build. A Governor said that, from a parent's perspective, the project had been seamless and the level of disruption on school life had been minimal. Governors recognised the tolerance and adaptability of staff during the building work, and agreed to invest in the staffroom (décor etc.) to provide a high quality space for them to use.</p> <p>With reference to the Update's mention of the new pedestrian gate at the front of the school, a Governor asked at what times of day the vehicle gate would be closed. The Headteacher said that the vehicle gate would be closed from 8:40am to 8:55am and from 3pm to 3:20pm; this would reduce vehicle movement and the use of the playground as a drop-off point. A Governor asked about quotes received for the reduced works (demolition of the school corridor plus new partitions at either end, along with new windows and external doors). The Headteacher said that the lowest quote was c£11k; it was anticipated that KCC's Area Education Officer would confirm this in writing within the coming week. The Headteacher said that both the corridor demolition work and the work on the EYFS outside space were due to be completed by September. A Governor asked whether there was any</p>	

5.4	<p>additional work planned for the kitchen corridor; the Headteacher and Steve Hill said there was not.</p> <p>Admissions figures for September 2019 – The Headteacher said that admissions figures for September 2019 were similar to those for the previous September. A Governor asked whether the school would have a waiting list; the Headteacher anticipated that it would. Governors reported a frequent misperception among local families that it was difficult to get a child into the school due to oversubscription. A Governor asked how many of the September 2019 Year R intake had sibling links to existing Ryarsh pupils. The Headteacher said they numbered approximately 13 or 14. The Headteacher noted that the school was above the national average in terms of rates of children with EHCPs; conversely, the school had relatively low rates of children with SEN. A Governor asked about the potential of medical needs to affect attendance data. The Headteacher said that the school always sought and followed guidance from children’s specialist medical teams with regard to school attendance. The school was able to contextualise the reasons for medical-related absences; this was important in terms of Ofsted as attendance could be used as a measure of parental engagement. Confidential discussion was recorded in separate Part 2 Confidential Minutes.</p>	
6	<p>School Action Plan and Governor Monitoring</p> <p>6.1 Leadership and Management – With reference to pp3-6 of the updated School Action Plan (copy filed with minutes), CS summarised her and Stewart Speake’s (SS’s) monitoring visit on 30 April 2019. They had spoken to subject leaders in Science and RE about the use of monitoring to inform planning. The staff had demonstrated a thorough understanding of how to use the data. There had been an inconsistency between staff supplying the data to the subject leaders; this was being addressed, and a need for more CPD in this area had been identified. CS said that video self reflection had been successfully embedded in the monitoring process along with peer feedback. After the visit to the John Stainer School, teachers had been working on improving pupil behaviour during transition times. Years 5 and 6 had been walking to class on their own, which had improved their learning time. During their next monitoring visit, CS and SS planned to talk to teachers about peer reflection and video reflection and its impact, and to monitor displays following feedback from the John Stainer visit.</p> <p>6.2 Quality of Teaching, Learning and Assessment – With reference to pp7-11 of the School Action Plan, Steve Hill (SHi) and John Macnab (JM) briefed Governors on their monitoring visit carried out on 2 May 2019. They had reviewed the quality of provision for Terms 1 to 4 and noted that targets had been achieved with outstanding features in all classes and that targets had been met for terms 3 and 4. The school was on track to meet its aspirational targets in Terms 5 and 6. As a primary mechanism of feedback for children, verbal feedback had been shown to maintain levels of provision and outcome whilst releasing time for teachers to improve other areas. SHi and JM had scrutinised parent survey responses, challenged the consistent use of verbal feedback for all children, and examined the targeted provision of staff CPD. During their next visit, SHi and JM planned to monitor the consistency of tracking verbal feedback evidence across the teaching staff and to monitor the existence of appropriate CPD plans for staff. They would also monitor the availability of CPD materials within the staffroom and review the use of the new teaching areas.</p> <p>A Governor asked how the school differentiated between good and outstanding provision. The Headteacher explained that the school used a personalised framework that had been developed with reference to the Ofsted criteria. SHi said that, in addition, the school carried out benchmarking against external standards and sought feedback from the School Improvement Adviser and other schools within the local collaboration. Governors commended the school on the fact that, at the end of Term 4, provision was at least good with outstanding features in 100% of classes and outstanding in 57% of classes.</p> <p>6.3 Personal Development, Behaviour and Welfare – With reference to pp12-18 of the School Action Plan, Jon Naylor reported on his and Claire Crome’s monitoring visit on 5 April 2019. The pair had found that pupil-focused activities appeared to be working well and delivering positive benefits to the pupils and the school. JN identified key areas for follow up during their next visit: pupil advocates (specifically whether there were any groups that were not having an impact on their subject); and, the use of the behaviour initiative (which linked feelings to behaviour and consequences) to reinforce positives as well as dealing with challenging behaviour.</p>	

<p>6.4</p> <p>6.5</p>	<p>Outcomes for Pupils – With reference to pp18-27 of the School Action Plan, Niall Gardener and Steve Hughes said that, based on their monitoring visit on 5 April 2019, they were very pleased with the outcomes achieved and with the interventions put in place to improve results. Governors congratulated the school on having made significant progress towards closing the gap between outcomes for disadvantaged children and outcomes for other children. The Headteacher explained that the gap in outcomes had not yet been closed to the same degree in all groups; although the gap had been closed in terms of attainment of the 'expected' standard, the gap persisted at the higher level of attainment i.e. 'above expected'. During their next visit, NG and SHu planned to look at: the scope for holiday booster support; plans to address any gaps in writing outcomes; result of the external EYFS moderation; and, plans for library improvement and the scope to factor this into Reading outcomes/targets.</p> <p>Effectiveness of the Early Years – With reference to pp28-31, CS reported on her monitoring visit on 2 April 2019. CS had met with the class teacher and discussed progress on agreed actions. CA said that Target Tracker had been fully embedded and was being used to communicate regularly with parents; the feedback on this had been excellent. Greater challenge had been achieved by using weekly challenges, which in time would be differentiated to suit the needs of individual pupils. The outdoor area had benefitted from the use of the Tuff spots and storage, and the class teacher was hoping to repurpose the shed as a role-play and reading area. Quotes for the development of the outside area had been received but were high; the Headteacher had approached the builders to see whether the project could be achieved in stages, starting with the demolition of the old corridor. All of the awaited equipment had been delivered. Targets for the end of Term 4 had been achieved and the teacher was confident that target percentages for a good level of development (GLD) and the early learning goals (ELG) set for the end of term 6 would be met and hopefully exceeded. In her next visit, CS would: receive progress updates on the planned redevelopment of the outside areas; monitor the progress targets set for the end of term 6; and, discuss the outcomes of the moderation.</p>	
<p>7</p> <p>7.1</p> <p>7.2</p> <p>7.3</p>	<p>Finance, Funding and Resources</p> <p>Pay Committee – Governors had received for pre-reading the draft minutes of the Pay Committee meeting held on 29 March 2019. These were approved as an accurate record, signed by the Chair, and placed on file. CS recapped that the Committee had looked at anonymised examples of appraisal evidence in order to monitor the school's adherence to its agreed appraisal policy and procedures. The Chair said that the evidence included impacts on outcomes for pupils. The Headteacher explained that KCC's Total Contribution Pay (TCP) system only applied to support staff; in that system, appraisal fed into, but was not the sole basis for, judgements. Governors asked the Headteacher to provide the finance monitoring pair with the overall cost of TCP at the next finance meeting so that they could understand the impact on budgets.</p> <p>Action: The Headteacher to provide the finance monitoring pair with the overall cost of TCP at the next finance meeting.</p> <p>Budget monitoring – JN reported that budget monitoring had been undertaken immediately prior to the present FGB meeting. The yearend monitoring report had shown a positive variance of £54,782 for the revenue balance carried forward. Actual total revenue income had been c£30k greater than expected and expenditure had been c£25k less than expected. Expenditure on teaching and education support staff had both increased above the original forecasted figures; the reasons for this were understood. The revenue balance for the year was -£5,906. The rollover of £103,016 was just over the school's balance control mechanism (BCM) which was c£101k. The school had submitted the appropriate paperwork to the local authority in order to roll forward the amount in excess of the BCM.</p> <p>Three year budget forecast – The finance monitoring pair had scrutinised the three year budget forecast reports which were broken down by cost centres and/or ledger levels, along with the accompanying codes sheet (copies filed with minutes of the budget monitoring meeting).The reports showed cumulative revenue balances to be carried forward of £43,715.78 (2019/20), £28,841.10 (2020/21) and £4,102.29 (2021/22). For the above three years, the cumulative capital balances were forecasted as, respectively, £0, £6,308 and £12,616. A Governor asked whether the three year budget forecast included projections of SEN and high needs funding income and expenditure. The Headteacher said that this was not factored in as the school did not yet know what level of expenditure</p>	<p>Head</p>

	would be required to support children with needs in the coming academic year(s) e.g. whether any additional provision could be delivered by existing staff. Based on their detailed scrutiny and discussion of the three year budget forecast, the finance monitoring pair recommended the three year budget forecast for approval by the GB. Governors formally approved the three year budget forecast for submission to the local authority.	
7.4	Schools Financial Value Standard (SFVS) – The SFVS self-assessment had been submitted to the local authority ahead of the March deadline.	
7.5	School asset register – There were no items to be written off.	
7.6	Sport funding and Pupil Premium funding – Discussion carried forward to Term 6 meeting.	
8	Policies	
8.1	Complaints Policy – Review of this Policy was deferred to the next meeting of the FGB as a new template had been published by The Education People.	
8.2	Finance Policy – Governors approved this Policy (copy filed with minutes).	
9	Safeguarding, Child Protection and Wellbeing	
	The Headteacher advised that she would present the full safeguarding audit at the Term 6 FGB meeting. During the audit, the Headteacher had identified the need for some recently appointed Governors and staff members to undertake the Prevent training.	
10	Health & safety and premises Action: SHi and SS to carry out a full health and safety audit after completion of the building works. Action: SHu and the Deputy Headteacher (DC) to carry out a site accessibility survey.	SHi & SS SHu & DC
11	General Data Protection Regulation (GDPR)	
	The Chair confirmed that there had been no data protection breaches during the current reporting period.	
12	Chair's report	
	No matters arising.	
13	Any other urgent business	
	No matters arising.	
14	Impact of Meeting	
	Governors had provided challenge around recruitment, including the new Year 6 Teacher and forward planning. Governors had shared updates on their recent monitoring of the School Action Plan and had agreed areas for future monitoring. Governors had approved the three year budget forecast for submission to the local authority, and had provided challenge regarding value for money in relation to TCP.	
15	Confidentiality	
	Part of items 5.2 and 5.4 were deemed to be confidential due to potentially identifying details and were therefore recorded in separate Part 2 Confidential Minutes.	
16	Date of Next Meeting	
	Thursday 11 July 2019 at 7pm. Apologies received from Rachel Rowland; CS to chair.	

Signed (Chair) _____

Date _____

Action Summary

1	Review the safeguarding statement.	Head & CS
2	Send Governors' Induction training course dates to EH; EH to book to attend.	Clerk & EH
3	Act as buddies to EH and to provide mentoring support as needed.	NG & CS
4	Provide Governors with an overview of the new Ofsted judgement categories.	Head
5	Allocate monitoring responsibilities for the new Ofsted areas at the start of Term 1.	Govs
6	Report back on any impacts of updated DfE guidance on educational visits.	Head
7	Self-evaluate using 19 Questions at pre-meeting in Term 1 and midyear in 2019-20.	Govs
8	Discuss the new three- to five-year vision at their informal pre-meeting in Term 1.	Govs
9	Provide the finance monitoring pair with the overall cost of TCP at the next finance meeting.	Head
10	Carry out full health and safety audit after completion of the building works.	SHi and SS
11	Carry out a site accessibility survey.	SHu & DC