

Ryarsh Primary School
Minutes of the Full Governing Body Meeting
held at the school on Thursday 11 July 2019 at 7pm

Present: Ruth Austin (Headteacher), Daniel Childs (Deputy Headteacher), Niall Gardener, Steve Hill, Estelle Hudson, Steve Hughes, John Macnab, Jon Naylor, Stewart Speake, Carmel Sutton (Vice Chair of Governing Body)

In attendance: Vanessa Stevens (Clerk)

		Action
1	<p>Welcome and Apologies</p> <p>In the absence of Rachel Rowland (RR, Chair of the Governing Body), the meeting was chaired by Carmel Sutton (CS; Vice Chair of Governors; hereafter, 'Chair' for the purpose of these minutes). The Chair welcomed those present and Governors accepted Rachel Rowland's apologies for absence (holiday). John Macnab's arrival was delayed due to car problems. 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 Staff Governor election – The Headteacher reported that, following the resignation of Claire Crome, nominations had been sought for a new Staff Governor. No expressions of interest had been received during the nomination period; however, a member of staff had since come forward and the Chair had contacted that person to discuss the role. Procedural advice would be sought from the Area Governance Officer. The Headteacher confirmed that the Deputy Headteacher (DHT) would act up into the Headteacher Governor role following her departure at the end of Term 6. This would temporarily vacate a Co-opted Governor position which Governors agreed would remain unfilled pending appointment of a permanent Headteacher.</p> <p>Action: The Clerk to obtain Area Governor Officer advice regarding staff election process.</p> <p>3.2 Skills audit – Prior to the meeting, the Clerk had circulated the GB skills audit matrix (copy filed with minutes) so that Governors could review their scores. The matrix had been updated to reflect learning from recent training. Governors agreed to revisit the skills matrix in Term 1 when identifying training needs for the year ahead.</p> <p>3.3 Training – Estelle Hudson (EH) had booked to attend The Education People's Governor Induction course on 2 November 2019. Steve Hughes (SHu) had booked to attend The Education People's training course on Headteacher appraisal and performance-related pay on 9 July; however, this had been postponed until 5 September.</p> <p>3.4 Governance bulletin – Governors had received for pre-reading The Education People's monthly governance bulletin for June 2019 (copy filed with minutes).</p> <p>3.5 KLZ emails – The Clerk had asked Governors to confirm that they could access their KLZ email accounts. Governors were reminded of the importance of regularly signing in to KLZ and were asked to ensure they could do so by the end of the summer. The DHT signposted Governors to guidance notes on how to access KLZ from different devices.</p> <p>Action: All Governors to ensure they could access KLZ before the start of Term 1.</p> <p>3.6 GB communication – Governors gave permission for the Chair of Governors to contact them via text message.</p> <p>Action: The Clerk to check that Governors' mobile phone details are up to date.</p>	<p>Govs</p> <p>Clerk</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 and confidential minutes of the Full Governing Body (FGB) meeting held on 9 May 2019. Governors also approved, and the Chair signed, the confidential minutes of the extraordinary meeting of the FGB held on 28 June 2019; the draft had been circulated via KLZ email addresses to non-staff Governors. Signed minutes were placed on file.</p> <p>Governors shared updates on agreed actions as follows:</p> <ol style="list-style-type: none"> 1. The Head and CS had reviewed the safeguarding statement. 2. The Clerk had sent Governors' Induction training course dates to EH. 3. Niall Gardener (NG) and CS were acting as mentoring buddies to EH. 4. Ofsted guidance was covered in the Headteacher's Report (agenda item 5). 5. Allocation of monitoring responsibilities was scheduled for Term 1. 6. The Head said that the most recent DfE guidance on educational visits would not affect practice at Ryarsh. The DHT would act as the school's Educational Visits Coordinator from September. 7. GB self-evaluation was scheduled for Term 1 and midyear 2019-20. 8. Governors were scheduled to discuss the school's new three- to five-year vision at their informal pre-meeting in Term 1. 9. Discussion of total contribution pay (TCP) costs was covered at the finance meeting. 10. Steve Hill (SHi) and Stewart Speake (SS) had carried out a full health and safety audit and identified action points including mould removal and doors. The Headteacher said that a list of issues had been given to the Keir representative during their visit earlier that day. Keir had recorded the mould-affected wall as a defect, said that the wall was still drying out, and advised washing the affected area and seeing whether it returned. <p>Action: SHi and SS to circulate a report on the recent health and safety visit.</p> <p>11. Action carried forward: SHu and the DHT to carry out a site accessibility survey.</p>	<p>SHi & SS</p> <p>SHu&DC</p>
<p>5</p> <p>5.1</p> <p>5.2</p>	<p>Headteacher Report</p> <p>Overview – Governors had received for pre-reading the Headteacher Report dated July 2019 and the draft key priorities for 2019-20 (copies filed with minutes). Governors received verbal updates and discussed matters arising as follows:</p> <p>Staffing structure 2019-20 – With reference to her forthcoming departure and change of role, the Headteacher said that she had enjoyed working at Ryarsh and thanked Governors for their support and commitment to the school. The main bases of handover had been covered with the DHT, who would be acting up into the Headteacher role until a permanent replacement for the outgoing Headteacher was in place. The Headteacher and DHT had worked through the local authority's headteacher transition pack, which included finance matters. The DHT and Finance Governor Jon Naylor (JN) were due to meet on 12 July.</p> <p>The Headteacher presented key headlines relating to staffing arrangements (pp1-2 of Report). The new Year 3 Teacher had been in to school to get to know the children. Since circulation of the Report, a new part time Teacher had been appointed who would bring 30 years of school experience, including special educational needs co-ordinator (SENCo) and leadership experience. The Headteacher said that the arrangements for September 2019 would provide a good level of stability during the interim period until the appointment of a substantive headteacher.</p> <p>A Governor asked how many Designated Safeguarding Leads (DSLs) would be in place from September. The Headteacher said that the DHT was already qualified as a DSL and that Claire Hale would attend training the following week so that two members of the senior leadership team could carry out the role. A Governor asked whether it was appropriate for the DHT to carry out the SENCo role while acting as Headteacher. The Headteacher explained that, although a substantive headteacher could not be a SENCO, it was permissible for acting headteachers to do so; as such, the arrangement which the school had put in place was appropriate.</p> <p>A Governor asked about the allocation of Teaching Assistants (TAs). The Headteacher said that decisions had been made based on children's needs and that the level of need had</p>	

been highest in Years 5 and 6. **A Governor asked whether the lack of full time TA cover across the school was due to financial reasons.** The Headteacher explained the need to achieve a balance between meeting individual children's needs through the provision of one-to-one TA support and providing whole class TA cover. There had never been full time TA cover in Key stage (KS) 2 and such cover was not essential. **A Governor asked where the new Higher Level TA (HLTA) role fitted into the staffing structure.** The Headteacher said that HLTAs were able to cover lessons which had been prepared by a Teacher; the new recruit was an experienced HLTA who had covered a good lesson at interview. The DHT said that the appointee had demonstrated an adaptable approach and was good at engaging the children. The Headteacher said that the appointee was on the pathway to teaching via an Open University degree which would enable her to continue into teacher training. **A Governor asked whether the sole HLTA role could be potentially isolating as it was neither a TA nor a Teacher role.** The Headteacher said that the HLTA was very welcome to attend Teacher briefings and TA briefings; the role required flexible working across the school, and the appointee was good at building relationships.

A Governor asked what impact there would be on staffing when a Teacher who was currently on maternity leave returned to work in March. The Headteacher said that she would like the school to be able to retain the temporary maternity cover Teacher for a whole year, although it would need to be financially viable and any decision would depend on the circumstances at the time. **A Governor asked whether the Headteacher was confident that an in-year change of Year 6 Teacher would not detrimentally affect provision in Year 6.** The Headteacher said that the situation would be monitored and that appropriate support would be put in place if needed. The DHT said that he had spoken with the temporary Teacher about monitoring; the timetable for this would be flexible starting from September and would include book looks and learning walks. **A Governor asked about recruitment of a new PT TA.** The Headteacher said that recruitment was underway and that there had been some strong applications for the role; interviews were scheduled for the following week. **A Governor asked how the new cleaners had settled in.** The Headteacher said that they were doing a great job and working well under the management of the caretaker. Confidential discussion was recorded in Part 2 Confidential Minutes.

- 5.3 Buildings Update – The Headteacher said that the old corridor had been removed. Governors thanked the Headteacher for securing £11k of funding from the local authority. Work on the Early Years area, including a new surface and canopy, was due to begin the following week and would be completed by September. **A Governor asked about plans for the kitchen corridor.** SHi said that new double doors had been installed. It had not been possible to secure funding for the kitchen corridor; as such, that area remained to be upgraded in the future. **A Governor asked whether any asbestos remained on site.** SHi said there was some asbestos in the tiles in the corridor which had been flooded; those tiles would be safely removed during the summer. On behalf of the GB, the Chair thanked the Headteacher and SHi for their hard work on the building project.

The DHT reported on the planned installation of a care suite for use by a child with particular medical needs. A meeting had been held with the local authority's physical disabilities adviser to identify site accessibility issues to be addressed, including: zero threshold doors in Key Stage 1 area; installation of ramp to outdoor area; path to pod; and, installation of care suite, including bed and hoist. A suitable area for the care suite had been identified, and installation would cost the school £7.5k with the remainder to be paid for by the local authority. The DHT said that chairs, tables and handrails would be provided by the occupational therapy team. The next planning meeting was due to take place the following day; issues to be addressed included fire evacuation procedures. **A Governor asked whether the care suite could be used by other members of the school community.** The DHT confirmed that the care suite would be a resource for the whole school and that it could also be used as a medical room. The Headteacher anticipated that the installation of the care suite would increase the number of applications from other children with similar needs. Confidential discussion was recorded in separate Part 2 Confidential Minutes.

- 5.4 INSET – NG and RR had attended the recent INSET day.

- 5.5 Ofsted 2019 – The Headteacher outlined the new Ofsted framework which would take effect from September 2019. The framework was structured around four criteria: Quality of education (Intent, Implementation and Impact); Behaviour and attitudes; Personal development; and, Leadership and Management. Ofsted inspectors would no longer look at

	internal data. Governors noted that the allocation of monitoring responsibilities would need to be reviewed in line with the new framework.	
6	<p>Standards and Achievement Report</p> <p>Governors had received that day the Standards and Achievement Report dated July 2019 (copy filed with minutes). The Headteacher presented the Report and highlighted key headlines from the data. Attainment of expected level or above at KS2 was higher than national in all areas including combined attainment: reading 87% (73% nationally); 93% writing (78% nationally); maths 87% (79% nationally); grammar, punctuation and spelling (GPS) 90% (78% nationally); and, combined 77% (65% nationally). The Headteacher said that the full national data would be published in the autumn. A Governor asked about the impact of interventions on the school's data. The Headteacher said that there had been double teaching (i.e. two Teachers) for a period of time in one class; however, there was no evidence of accelerated progress as a result of that. The DHT noted that the current Year 6 cohort's attainment of expected or above in combined had been 60% at the end of their time in Year 3; Governors commended the interim increase and congratulated the school on the headline figures, especially in light of historical challenges faced by that cohort.</p> <p>Governors congratulated the school on the high achievement of expected or above in all areas at KS1: reading 87%, writing 90%, maths 87% and combined 87%. The Headteacher noted the slight dip in Year 1 phonics outcomes; the school improvement adviser had said it was not necessary to adjust the target as there had been cohort-specific factors which would not affect results in the following year. The Headteacher explained the definition of good level of development (GLD) and noted that four children had not reached expected levels in English and Maths and that two other children had not reached the expected level in Personal, Social and Emotional Development (PSED). A Governor asked how achievement of PSED was measured in relation to five year old children. The Headteacher explained the use of skills and behaviour standards against which children were evaluated. The Headteacher said that the in-year assessment data (p6 of Report) was provisional, pending submission of Teachers' final assessments on Friday 12 July.</p>	
7	<p>School Action Plan</p> <p>The DHT presented the draft key priorities for 2019-20 which reflected the new Ofsted framework (tabled copy filed with minutes). The DHT said that within Quality of Education there would be a focus on developing the library; the PTFA was setting money aside for books and furniture. A Governor asked whether the school had its own librarian. The DHT said that currently it did not. With reference to the Leadership and Management priority, the Chair said that a question had been raised in exit interviews regarding the anonymity of staff surveys. With reference to the Early Years Foundation Stage (EYFS), a Governor asked whether forest school was suitable for, and accessible by, all children. Confidential comment recorded in Part 2 Confidential Minutes.</p>	
8	<p>Finance, Funding and Resources</p> <p>8.1 Finance meeting minutes – Governors had received via KLZ the draft minutes of the finance monitoring meeting held on 9 May 2019. Those present at that meeting agreed that the minutes were an accurate representation of discussions held. The minutes were signed by Jon Naylor (Chair of the finance monitoring meeting) and filed.</p> <p>8.2 Budget plan 2019-22 – The Headteacher confirmed that the school's three year budget plan for 2019-22 had been submitted to the local authority ahead of the deadline.</p> <p>8.3 Budget monitoring – The next budget monitoring meeting was due to take place the following day. This would include discussion of sports funding and Pupil Premium.</p>	
9	<p>Policies</p> <p>9.1 Complaints Policy – The Headteacher had updated the school's Complaints Policy with reference to the most recent KELSI template (copy filed with minutes). Governors approved this Policy.</p> <p>9.2 Drugs and Substance Misuse Policy – Governors had received for pre-reading the draft Drugs and Substance Misuse Policy (copy filed with minutes), Governors approved this Policy subject to the removal of the equal opportunities statement on p5 as this was covered elsewhere in the school's policies. A Governor asked about the school's admin procedure for receiving children's prescribed medications to be held on site. The Headteacher said</p>	

	<p>that all medicines were handed in to the office with the appropriate form and marked with the child's name. Governors asked the Headteacher to check that this procedure was consistently followed and to report back to the GB.</p> <p>Action: The Headteacher and DHT to check that the procedure for receiving children's prescribed medications was consistently followed in the office.</p>	Head & DC
10	<p>Safeguarding, Child Protection and Wellbeing</p> <p>Governors had received for pre-reading the school self-review of safeguarding, including the Prevent Duty audit, and the 2018-19 annual safeguarding report to Governors (copies filed with minutes). A Governor asked what was meant by 'requests for support made to integrated front door'. The Headteacher explained that this referred to an online system for requesting specialist help. The Chair asked Governors to consider standing for the role of Safeguarding Governor from Term 1. A Governor asked how the school's number of safeguarding incidents compared to other schools within the collaboration.</p> <p>Action: The Headteacher / DHT to ask collaboration schools about their numbers of safeguarding incidents.</p>	Head / DC
11	<p>Health & safety and premises</p> <p>No matters arising.</p>	
12	<p>General Data Protection Regulation (GDPR)</p> <p>The Chair relayed an update from the Chair of Governors, who had served as Data Protection Officer for the past year. The school had subscribed to the Schools Personnel Service (SPS) reporting system; this had proved good value for money, as it allowed all involved to be notified when a data breach was recorded and provided useful management information. There had been two incidents that year; both had been reported to the DPO, who had completed a standard template copied from the SPS system. As reported at the time, the DPO was satisfied that both incidents had arisen from human error and that there was no systemic lack of control of oversight, although procedures around the publication of photographs of children had been reinforced. The Chair of Governors was satisfied that the in-house appointment to the DPO role had been cost effective, and had volunteered to continue in the role for another year. Governors agreed to retain the existing arrangement for a further year, and agreed that specialist external support could be bought in in the event of a major data breach. The DPO had advised that there had been no data protection breaches during the current reporting period.</p>	
13	<p>Vice Chair's report</p> <p>No matters arising.</p>	
14	<p>Any other urgent business</p> <p>Governors received an update on Year 5's recent bushcraft trip to Penshurst Place. SS relayed feedback from the children that the trip would have benefitted from a wider range of activities. The DHT said that pupil behaviour had not been as good as the school would have liked. A Governor asked whether the school would repeat the bushcraft trip. The Headteacher and the DHT said that it would. A Governor suggested asking the bushcraft providers about their wet weather plan. The Headteacher reported on the recent Year 6 residential trip to Suffolk. The children's behaviour had been good and they had worked well in teams. Feedback had been given to the venue regarding the poor Wi-Fi signal which had impeded contact with families; contact had instead been maintained via parent mail.</p>	
15	<p>Impact of Meeting</p> <p>Governors had ensured that appropriate leadership and staffing arrangements had been put in place ahead of the Headteacher's departure. Governors had challenged outcomes, especially those for Year 6. They had discussed plans for site adaptations, including a care suite, as well as specialist SEN interventions to meet children's needs.</p>	
16	<p>Confidentiality</p> <p>Part of items 5.2, 5.3 and 7 were deemed to be confidential and were recorded in Part 2 Confidential Minutes. Additional agenda item 19 was deemed to be confidential and recorded in Part 3 Confidential Minutes for distribution to non-staff Governors only.</p>	

17	Date of Next Meeting Informal pre-meeting: 9 September 2019 at 7pm (hosted by John Macnab). FGB meeting dates for 2019-20 to be agreed at that meeting.	
18	Additional Item – Presentation to Headteacher On behalf of the GB, the Chair thanked the Headteacher for her hard work during her time as leader of Ryarsh Primary School. The Chair commended the way in which the Headteacher consistently put the children and their needs at the heart of school life, and thanked her for her commitment to teamwork and transparency. Governors agreed that the Headteacher was leaving the school in a strong position. Governors presented the Headteacher with a thankyou card and gift of flowers.	
19	Additional Item – Headteacher Recruitment At 9.30pm, the Headteacher and the DHT left the meeting. Confidential discussion was recorded in Part 3 Confidential Minutes, for distribution to non-staff Governors only.	

The meeting closed at 9.40pm.

Signed (Chair) _____ Date _____

Action Summary

1	Obtain Area Governor Officer advice regarding staff election process.	Clerk
2	Ensure can access KLZ before the start of Term 1.	Govs
3	Check that Governors' mobile phone details are up to date.	Clerk
4	Circulate report on recent health and safety visit.	SHi & SS
5	Carry out a site accessibility survey.	SHu & DC
6	Check that the procedure for receiving children's prescribed medications is consistently followed in the office; to report back to Governors.	Head & DC
7	Ask collaboration schools about their numbers of safeguarding incidents.	Head / DC