

Ryarsh Primary School
Minutes of the Full Governing Body (FGB) Meeting
held at the school on Thursday 26 September 2019 at 7pm

Present: Daniel Childs (Acting Headteacher), Niall Gardener, Sarah Garrett, Steve Hill, Estelle Hudson, Steve Hughes, John Macnab, Rachel Rowland (Chair), Stewart Speake, Carmel Sutton (Vice Chair)

In attendance: Vanessa Stevens (Clerk)

		Action
1	Welcome and Apologies	
1.1	Welcome and apologies – The Clerk welcomed those present. Apologies for absence were accepted from Jon Naylor (JN; work). Steve Hughes (SHu) and Stewart Speake (SS) had advised they would arrive late due to work.	
1.2	Election of Chair – A sole nomination for the role of Chair had been received from Rachel Rowland (RR). With the Clerk chairing, Governors voted to appoint RR to serve a further one-year term of office as Chair. RR chaired the meeting from this point forward.	
1.3	Election of Vice Chair – A sole nomination for the role of Vice Chair had been received from Carmel Sutton (CS). Governors voted to appoint CS to serve a further one-year term of office as Vice Chair.	
1.4	Quorum – The meeting was quorate throughout.	
2	Business Interests Governors were reminded to declare any business interests including those relating to agenda items. No new interests were declared during the meeting. Governors reviewed and signed declaration of business interest forms for 2019-20.	
3	Governing Body (GB) Matters	
3.1	Communication – The Chair had received confirmation of all Governors' mobile phone numbers. Governors reviewed options for electronic communication and agreed to retain use of KLZ rather than subscribe to the extended GovernorHub package.	
3.2	GB priorities – At their informal pre-meeting on 9 September, Governors had evaluated GB performance and identified the following focus areas for the year ahead: <ol style="list-style-type: none"> 1. To use the GB skills audit to inform GB development. 2. To formulate a clear three- to five-year vision for the school. 3. To monitor the policy review cycle. 4. To raise the GB profile and strengthen communication with parents by contributing to the school newsletter and updating Governors' website profiles. <p>Action: The Chair and the Acting Headteacher (AHT) to discuss the policy review cycle.</p> <p>Action: Governors to review website profiles and notify the Office Manager of any changes.</p>	Chair & AHT Govs
3.3	GB constitution and structure – Governors reviewed the existing constitution (four Parent Governors, one Local Authority Governor, one Staff Governor, one Headteacher Governor and five Co-opted Governors operating the circle model of governance) and agreed it continued to best meet the school's needs.	
3.4	Membership and succession planning – SHu was due to finish his term of office as a Parent Governor on 1 November 2019. Governors were keen to retain SHu on the GB beyond that date on the basis of his governance experience and professional skillset. SHu resigned from	

	the Parent Governor role and was immediately appointed into the Co-opted Governor vacancy for a further four-year term of office. Action: The AHT to organise a Parent Governor election.	AHT
3.5	Terms of Reference – The Chair had uploaded The Education People’s latest template Terms of Reference to KLZ for pre-reading. Governors approved adoption of that document subject to: minor typographical and stylistic amendments; and, personalisation to reflect the GB’s own procedures (including for virtual attendance), the agreed delegation of Governors’ responsibilities, and the Clerk’s contractual responsibilities. Action: The Chair to finalise and circulate the Terms of Reference.	Chair
3.6	Code of Conduct – The Education People had issued an update template Code of Conduct for 2019-20. Action: The Chair to review The Education People’s updated Code of Conduct template for approval and signature at the Term 2 FGB meeting.	Chair
3.7	Training – Estelle Hudson (EH) had booked to attend The Education People’s Governor Induction course on 2 November 2019. Governors were keen to arrange Ofsted readiness training in partnership with collaborating schools’ GBs. Action: The Chair to contact collaboration schools’ Chairs to discuss Ofsted readiness training. Action: Sarah Garrett (SG) to book to attend Governor Induction training.	Chair SG
3.8	Governance updates – No further matters arising.	
4	Minutes of Previous Meeting	
4.1	Governors approved, and the Chair signed, minutes and confidential minutes of the FGB meeting held on 11 July 2019. Signed minutes were placed on file.	
4.2	Governors shared updates on agreed actions as follows: 1. Governors had ensured they could access KLZ. 2. The Clerk had contacted Governors to confirm mobile phone numbers on record. 3. Steve Hill (SHi) and SS had circulated a report on the recent health and safety visit. 4. Action carried forward: SHu and the AHT to carry out a site accessibility survey. 5. The AHT had checked the log book and confirmed that the procedure for receiving children’s prescribed medications was consistently followed in the office. 6. The AHT had asked collaboration schools about their numbers of safeguarding incidents. In the previous year, other schools had recorded between four and seven incidents; at Ryarsh, there had been eight. The AHT said this reflected the school’s strong safeguarding culture. A Governor asked whether all eight incidents had happened in school. The AHT said that most had happened on site but some were outside of school.	SHu & AHT
5	Acting Headteacher’s Report	
5.1	Overview – Governors had received for pre-reading: the AHT’s Update dated September 2019; the local authority data summary; the interim staffing structure for September to December; and, diary dates for 2019-20 (copies filed with minutes).	
5.2	Safeguarding – The AHT said that a safeguarding incident had occurred which he and the Chair had discussed during the summer holiday. The incident had been resolved and the matter had reached a satisfactory conclusion. During the week before the present meeting, there had been one racist incident (use of racist language by a young child). The incident had been reported to the local authority on the live server and had been dealt with by talking with the child who had used the racist language and the victim.	
5.3	Staffing – Governors reviewed the content and format of the staffing structure diagram. The AHT said that the new Higher Level Teaching Assistant (HLTA) would be in place by the end of the week and was a very strong in-house candidate. A Governor asked whether the	

	<p>school would back-fill the role vacated by the new appointee. The AHT confirmed that it would. Confidential discussion was recorded in Part 2 Confidential Minutes.</p>	
5.4	<p>Personal development – The AHT said that the focus since the start of term had been on personal development. During a school visit, the Chair had seen classroom wall displays on the theme of ‘About Me’ which featured each child’s interests. One class had introduced a ‘Photo of the week’ display where children could write positive comments about a peer.</p>	
5.5	<p>2019 SATs results – The AHT presented the data tables on pp 2-3 of the Update and explained that the Maths progress score of -1.1 was due to some children not having reached their predicted scores based on prior attainment. Governors noted the impact of historical cohort issues and were satisfied that, although the Maths score was something of a disparity, it was still very close to the national average. During monitoring, SHu and Niall Gardener (NG) had raised the fact that the cohort had not received additional Maths support. The AHT acknowledged that it was necessary to review how children were challenged in Maths and gave assurance that Maths was now a key focus area. The AHT said that discussions were starting to be had around the link between cognition and metacognition, and that he was looking at other schools’ practice. A Governor asked whether the school had considered using the Singapore bar model method for teaching Maths. The AHT said that wholesale uptake of particular schemes could sometimes stifle teaching; instead, staff found it useful to take elements from different methods to meet children’s learning needs e.g. the concrete, pictorial and abstract approach to Maths.</p> <p>A Governor asked why there had been a decrease in achievement of a good level of development (GLD) from 86.7% in 2017 and 2018 to 80% in 2019. The AHT said it was because the Year R baseline assessment used a total fit approach and two children had not met all of the criteria. Governors acknowledged the importance of accurate assessment in order to identify and meaningfully address children’s needs. Governors commended the school’s generally strong performance across the board in relation to national averages in all three reported years (2017, 2018 and 2019).</p>	
5.6	<p>Collaboration – The AHT had had a very positive meeting with the Headteacher of Mereworth Primary School who had taken on the role of Headteacher Mentor. Each of their meetings would focus on a different element of headship.</p>	
5.7	<p>Buildings – The school had hosted visits from staff of two other schools who were interested in seeing how Ryarsh had developed its outdoor learning area. The AHT said that the outdoor space would particularly benefit children’s personal and social education. The AHT thanked SHi for the huge amount of work he had undertaken on the outdoor area during the summer holiday. Adaptations such as the installation of zero threshold doors and new metal railings had been completed. The school was awaiting confirmation of planned work to install a ramp and connecting path to the pod. A proposal was being submitted for a wildlife garden. The AHT advised that the school would need to make a contribution towards the cost of the care suite. A Governor asked about the impact of the new hall and intervention rooms. The AHT said that the hall was being used for: indoor PE lessons including the Balance, Education and Movement (BEAM) programme; assemblies; lunchtimes; drama activities; and, other events. The new intervention rooms were regularly booked out, and there was scope to further increase the use of the new library.</p> <p><i>At 8.40pm Stewart Speake arrived.</i></p>	
5.8	<p>Previous actions from School Action Plan – Governors thanked the AHT for clearly identifying actions carried forward from the previous School Action Plan.</p>	
5.9	<p>Events – The AHT said that a Make A Difference Day had been organised for 1-5pm on 18 October, to be resourced by a local garden centre.</p>	
5.10	<p>Brexit – The AHT said that a full risk assessment had been undertaken using the local authority’s guidance on Brexit. The catering company had carried out its own risk assessment and confirmed that contingency plans were in place. The AHT said that many staff lived within walking distance of the school and that it was therefore unlikely that the school would need to close due to insufficient staff-to-child ratios in the event of traffic disruption.</p>	

<p>6</p> <p>6.1</p> <p>6.2</p> <p>6.3</p> <p>6.4</p> <p>6.5</p>	<p>School Action Plan and Governor Monitoring</p> <p>School Action Plan 2019-20 – Governors approved the draft School Action Plan 2019-20 (filed with minutes).</p> <p>Vision – Deferred to next meeting in order to allow sufficient time for in-depth discussion.</p> <p>Monitoring responsibilities – Governors allocated monitoring responsibilities as follows:</p> <ul style="list-style-type: none"> • Leadership and management – John Macnab (JM) & NG. • Quality of education – EH, CS & SHu. • Behaviour and attitudes – SHi and EH. • Personal development – JN and SG. • Effectiveness of the Early Years – CS and SS. • Health and safety – SS and JM. • Finance – NG and JN. • SEN – SHu. • Safeguarding – SHi. • Headteacher’s performance management and Pay Committee – RR, CS and SS. <p>Monitoring visit calendar – Governors scheduled monitoring visits for Term 2.</p> <p>Matters arising – A Governor asked about uptake of summer holiday provision. The AHT said that two (of three identified) families had taken up the offer of tutoring, and the children who had participated had made a positive start in Term 1. Questionnaire feedback from participants was awaited.</p>	
<p>7</p>	<p>Special Educational Needs and Disabilities (SEND)</p> <p>Governors had received for pre-reading the Annual Report on the Implementation of the SEND Policy dated July 2019 (copy filed with minutes). Governors commended the fact that attendance by children with SEN was only 0.5 of a percentage point below that of other children. The AHT said that there had been a focus on closing the gap in attendance and that work with families had been successful. A Governor asked about the widening gap between attainment by children with SEN and attainment by other children. SHu said that this had been captured in Term 6 monitoring. A Governor asked whether Target Tracker tracked SEN. The AHT confirmed that it did; in addition, manual tracking was used to capture the nuance of progression by children with SEN. A Governor asked whether internal data would continue to be regularly tracked despite the fact that Ofsted inspections would no longer look at internal data. The AHT confirmed that it would.</p>	
<p>8</p> <p>8.1</p> <p>8.2</p> <p>8.3</p> <p>8.4</p> <p>8.5</p>	<p>Finance, Funding and Resources</p> <p>Pay Committee – The Pay Committee was due to meet before 31 October 2019.</p> <p>Budget monitoring – The Chair and NG had arranged to carry out budget monitoring on 4 October (apologies from JN).</p> <p>Finance reports – The Schools Financial Value Standard (SFVS) framework had been updated to include a requirement for finance monitoring reports to be shared with FGB at least six times per year, including reference to second and third year financial impacts. Governors delegated responsibility for receiving the monthly reports to the finance monitoring Governors.</p> <p>Pupil Premium report – Governors had received for pre-reading the Pupil Premium Strategy Statement for 2019-20 (copy filed with minutes).</p> <p>Sports Funding report – Governors had received for pre-reading the report titled Evidencing the Impact of the Primary PE and Sports Premium (copy filed with minutes). A Governor noted that 83% of children leaving Year 6 had been able to swim competently, confidently and proficiently over a distance of at least 25 metres, and asked what could be done to meet the expectation of 100% in future years. Governors suggested: remedial lessons for Year 4; postponing swimming lessons until Year 5 (by which point children may already have learned outside school); and/or, using sports funding to provide additional coaching. A Governor asked whether swimming lessons were tailored to children’s</p>	

10.4	Designated safeguarding leads (DSLs) – A Governor asked whether the school’s DSLs were appropriately trained. The AHT said that Mrs Hale’s training was up to date and that the AHT was booked to attend training.	
11	Health & safety and premises No further matters arising.	
12	General Data Protection Regulation In her capacity as Data Protection Officer, the Chair confirmed that there had been no data breaches in the reporting period.	
13	Chair’s Report No further matters arising.	
14	Any Other Business No further matters arising.	
15	Impact of Meeting Governors had approved the School Action Plan for 2019-20 and allocated monitoring responsibilities to ensure the school was held accountable for achieving its targets. Governors had provided challenge around data and discussed the need to improve the proportion of children who learned to swim 25m. Governors had scrutinised the draft Admissions Policy and tasked the AHT with obtaining local authority advice.	
16	Confidentiality Item 5.3 (part) was deemed confidential to the GB and was recorded in Part 2 Confidential Minutes. Item 18 (whole) was deemed confidential to non-staff Governors and was recorded in Part 3 Confidential Minutes.	
17	Meeting Dates Governors agreed the following meeting dates (all 7-9pm): <ul style="list-style-type: none"> • 21 November 2019 • 23 January 2020 • 19 March 2020 • 7 May 2020 • 16 July 2020 	
18	Staffing <i>At 9.35pm the AHT and the Staff Governor left the meeting.</i> Confidential discussion was recorded in separate Part 3 Confidential Minutes for distribution to non-staff Governors only.	

The meeting closed at 9.40pm.

Signed (Chair) _____

Date _____

Action Summary

1	Discuss the policy review cycle.	Chair & AHT
2	Review website profiles and notify the Office Manager of any changes.	Governors
3	Organise a Parent Governor election.	AHT
4	Finalise and circulate the GB Terms of Reference.	Chair

5	Review The Education People's updated Code of Conduct template for approval and signature at the Term 2 FGB meeting.	Chair
6	Contact collaboration schools' Chairs to discuss Ofsted readiness training.	Chair
7	Book to attend Governor Induction training.	SG
8	Carry out a site accessibility survey.	SHu & AHT
9	Monitor swimming.	JN & SG
10	Contact local authority admissions team regarding wording of Admissions Statement.	AHT
11	Circulate finalised Pay Policy as agreed above.	AHT
12	Confirm that all staff have signed to confirm they have read KCSIE 2019. Safeguarding Governor SHi to check this during next visit.	AHT & SHi

Approved