

Ryarsh Primary School
Minutes of the Full Governing Body (FGB) Meeting
held at the school on Thursday 21 November 2019 at 7pm

Governors present: Daniel Childs (Headteacher), Niall Gardener, Sarah Garrett, Estelle Hudson, Steve Hughes, John Macnab, Jon Naylor, Rachel Rowland (Chair), Carmel Sutton (Vice Chair)

In attendance: Vanessa Stevens (Clerk)

		Action
1.1	<p>Welcome and Apologies</p> <p>The Chair welcomed those present including Claire Crozier (CC, Teacher). Governors congratulated Dan Childs on his appointment as Headteacher following a robust recruitment process. Apologies for absence were accepted from Stewart Speake (SS, work). The meeting was quorate throughout.</p>	
1.2	<p>Curriculum Update</p> <p>Governors had received for pre-reading the Department for Education's guidance on relationships education, relationships and sex education (RSE) and health education plus a timeline for adopting the new guidance with effect from September 2020 (copies filed with minutes). CC said that the school's existing curriculum was already mostly compliant with the new requirements, although there were some changes to be made to the science curriculum e.g. naming external parts of the body. Parents could not withdraw their children from the science element of the national curriculum. CC noted the importance of teaching children about puberty before they experienced it. Schools had flexibility to determine their own schedule with regard to RSE and to decide how to address the LGBT section of the curriculum; consideration was being given to both matters. The school recognised the importance of celebrating all types of family structures and preparing children for life in a diverse and inclusive world.</p> <p>CC was looking at the existing framework and the new guidelines to ensure that information was finetuned and cascaded to staff. Staff were reviewing the current learning resources to ensure they remained up to date. The school had renewed its membership of the PSHE Association. CC and the Headteacher had attended collaboration meetings, and staff from other schools had offered to discuss their own learning resources; this included Mereworth Primary School which was trialling the new statutory resources. CC was keen to discuss the updated curriculum with Governors during monitoring visits. CC planned to audit staff confidence to teach the new curriculum at a staff meeting in January. New teaching schemes would be researched with a view to agreeing a new programme of study from March. There was some crossover between the new curriculum and teaching in the computing curriculum e.g. healthy online relationships.</p> <p>Action: Estelle Hudson (EH), Carmel Sutton (CS) and Steve Hughes (SHu) to monitor the SRE curriculum as part of Quality of Education.</p> <p>At 7.27pm Governors thanked CC and CC left the meeting.</p>	EH, CS & SHu
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>	
3.1	Code of Conduct – Governors approved and signed the Code of Conduct 2019-20 (retained on school file).	
3.2	Parent Governor election – The Headteacher said that no nominations had so far been received ahead of the 27 November deadline.	

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5.4	SEF – The Headteacher was working on a review of the SEF to summarise outcomes from 2018/19 and the school's current areas of focus. The Headteacher was due to meet with the School Improvement Adviser on 2 December; at that meeting, consideration would be given to the likely outcome in the event of an Ofsted inspection within the immediate short-term.	
5.5	Admissions 2020 – The Headteacher reported that all of the new entrants meetings had taken place. The school had emailed prospective parents after their visits to thank them for attending and to invite any questions. The Headteacher had adapted his introductory talk in response to feedback. Governors looked at feedback forms completed by prospective new parents and noted that the responses were very positive. The Headteacher said that the September 2020 intake of children with a sibling link was likely to be much lower than usual (only six to eight children). Regardless of this, the Headteacher was confident that Year R would be full from September based on positive feedback. Governors noted that the number of first choice preferences for the school in 2019 (31) was lower than the previous year; Governors recognised the impact of demographic factors (e.g. birth rate) on applications. A Governor asked how many pupils were currently on roll. The Headteacher said 208; there was a waiting list for some Year groups, and a child was visiting the following day for a taster day.	
5.6	Curriculum impact of new relationships, sex and health education guidance – Covered under item 1.2.	
5.7	Building updates – The Headteacher said that the rubber lines for the Year R playground had been completed at the significantly reduced cost of £850 (versus c£2.5k). Staff from some local schools had visited to look at the outdoor area as an example of excellent Year R outdoor provision. The Headteacher had asked the Specialist Teaching and Learning Service to contact Gen2 to emphasise the urgent need to install the ramp and connecting path. A Governor asked about the impact of delays to this work. The Headteacher said that there was one child who was not able to get down the steps unaided; in the event of a fire drill or emergency, that child would require assistance to leave the building. A Governor asked about the fire door opposite the staff room. The Headteacher said that Gen2 had confirmed it was not appropriate for use as a fire door.	
5.8	Previous actions from Term 1 – The Headteacher was awaiting a response from swimming instructors that he had contacted. A Governor asked whether records were kept of children's progress in swimming. The Headteacher confirmed that they were. The Headteacher was reviewing expenditure of forest school and exploring the potential to save money while maintaining the quality of provision.	
6	School Action Plan and Governor Monitoring	
6.1	School Action Plan – The Vice Chair and SS had visited to monitor Effectiveness of Early Years Foundation Stage (EYFS) on 18 November, including transition, outdoor space utilisation, and the improvement of child-initiated Maths activities e.g. the Maths challenge table. The EYFS outdoor area was being well used. The Headteacher said that the cohort included two children with education, health and care plans (EHCPs) and noted that some children were arriving with low baseline scores. The Headteacher commended the hard work of the EYFS staff. The Vice Chair shared positive feedback on the calmness of the EYFS learning environment and the high level of engagement demonstrated by the children. The focus areas for the monitoring pair's next visit would be phonics, including Teaching Assistants' (TAs') training in this area, and midyear progress and predictions. The Headteacher said that the cohort was currently two children away from achieving the good level of development (GLD) target. Reports from other monitoring pairs' forthcoming visits would be discussed at the next FGB meeting.	
6.2	Vision – Governors deferred discussion of the school's three- to five- year vision until the next meeting. Action: The Headteacher and the Chair discuss development of the school's three- to five- year vision with the School Improvement Adviser.	Head & Chair
7	Finance, Funding and Resources	
7.1	Finance monitoring – The Chair reported on the Finance monitoring meeting held on 4 October 2019. Governors had noted feedback from Kent County Council following the	

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	<p>authority. Governors agreed, for clarity, to amend the Pay and Reward Policy to specify that TCP allocations were 'as prescribed by the local authority'. A Governor asked whether a statement should be added to the Pay and Reward Policy to specify that decisions on pay were based on performance rather than the budget.</p> <p>Action: The Headteacher to: find out why the Pay and Reward Policy states different length of service criteria for pay review for Teachers versus TAs; and, amend the Policy to state that TCP allocations were 'as prescribed by the local authority'.</p> <p>Action: The Chair and the Headteacher to consider adding a statement to the Pay and Reward Policy to specify that pay decisions were based on performance rather than budget.</p>	<p>Head</p> <p>Chair & Head</p>
9	<p>Safeguarding, Child Protection and Wellbeing</p> <p>EH and Jon Naylor (JN) signed to confirm that they had read the Department for Education's Keeping Children Safe in Education 2019 guidance. JN relayed a reminder from recent training that safeguarding concerns must always be prioritised above the issue of data protection.</p>	
10	<p>Health & safety and premises</p> <p>A Governor asked for an update on plans to create a nurture room. The Headteacher said that the school was looking to develop a space into a nurture room that could be used in particular by children with high level trauma and attachment needs. There were plans to repaint the room, and parents had been donating toys and furnishings.</p>	
11	<p>General Data Protection Regulation</p> <p>In her capacity as Data Protection Officer, the Chair confirmed that there had been no data breaches in the reporting period.</p>	
12	<p>Chair's Report</p> <p>No further matters arising.</p>	
13	<p>Any Other Business</p> <p>Governors expressed gratitude for the current high level of parental engagement including PTFA participation. The Headteacher highlighted the positive impact of the recent Make a Difference Day; plans were underway for a repeat event. The Headteacher said the school would soon advertise for parent librarians which would help to strengthen the school's sense of community. A Governor asked about opportunities for children to use the library. The Headteacher said that children were very keen to use the library, for example during lunchtimes, and that its opening hours were being reviewed to facilitate this.</p>	
14	<p>Impact of Meeting</p> <p>As a result of the meeting, Governors were better informed about the forthcoming changes to the relationships education curriculum. Governors had scrutinised policies and challenged the Headteacher to provide further clarification where necessary. The Headteacher had provided a follow-up on previous discussions of swimming. The Governing Body skills audit was in hand and, once finalised, would enable clear identification of future training needs. Governors had agreed to discuss the school's three- to five-year vision with the School Improvement Adviser.</p>	
15	<p>Confidentiality</p> <p>Items 5.3 and 7.3 were deemed confidential and was recorded in Part 2 Confidential Minutes.</p>	

The meeting closed at 9.10pm.

Signed (Chair) _____

Date _____

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Action Summary

1	Monitor the SRE curriculum as part of Quality of Education.	EH, CS & SHu
2	Add completed skills audit form information to the skills matrix.	Clerk
3	Governors who had not already done so: Review website profiles and notify the Office Manager of any changes.	Govs
4	Contact The Education People on behalf of collaboration to arrange bespoke training session on Ofsted readiness.	Chair
5	Check staff signatures for KCSIE during next monitoring visit.	SHi
6	Report the number of open social services cases in future Updates to Governors.	Head
7	Discuss development of the school's three- to five- year vision with the School Improvement Adviser.	Head & Chair
8	Contact the Apprenticeship Levy adviser to discuss opportunities including GTP or equivalent schemes.	Head
9	Report the total value of the pay awards at the next FGB meeting.	Head
10	Update the Scheme for Paying Governor's Allowances to include 'HMRC' and current mileage rates; updated Scheme to be approved at next meeting.	Head
11	Source a model policy for careers guidance in primary schools.	Head & Chair
12	Find out why the Pay and Reward Policy states different length of service criteria for pay review for Teachers versus TAs; and, amend the Policy to state that TCP allocations were 'as prescribed by the local authority'.	Head
13	Consider adding a statement to the Pay and Reward Policy to specify that pay decisions were based on performance rather than budget.	Chair & Head