

**Ryarsh Primary School**  
**Minutes of the Meeting of the Full Governing Body (FGB)**  
**held on Thursday 16 July 2020 at 7pm via Zoom**

**Participants:**

**Governors** Daniel Childs (Headteacher), Niall Gardener, Sarah Garrett, Steve Hill, Abbie Holyer, Estelle Hudson, Steve Hughes (from 7.23pm), John Macnab, Jon Naylor, Rachel Rowland (Chair), Carmel Sutton

**Clerk** Vanessa Stevens

		<b>Action</b>
1	<p><b>Welcome and Apologies</b></p> <p>The Chair welcomed everyone to the meeting. Apologies for absence were accepted from Stewart Speake (work). Steve Hughes (SHu) had advised he would join the meeting late due to work. The meeting was quorate throughout.</p>	
2	<p><b>Declaration of Interests</b></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><b>Minutes of Previous Meetings</b></p> <p>3.1 Approval of minutes – Governors approved minutes of the extraordinary FGB (EFGB) meeting held on 11 June 2020 and the minutes and Part 2 confidential minutes of the EFGB meeting held on 25 June 2020 for signature by the Chair.</p> <p><b>Action: The Chair to provide signed minutes of 11 and 25 June 2020 EFGB meetings.</b></p> <p>3.2 Updates on actions –</p> <p><u>11 June 2020</u></p> <ul style="list-style-type: none"> <li>• Item 3.2 – The Headteacher had researched the requirement to publish data showing the school’s public sector equality duty and had amended the Single Equality Scheme to read:  ‘We maintain and publish quantitative and qualitative information showing our compliance with the public sector equality duty (PSED) set out in clause 149 of the Equality Act 2010. This includes: <ul style="list-style-type: none"> <li>• Information each year about our school population.</li> <li>• Specific and measurable objectives, based on our collected and published evidence, which demonstrate how we plan to tackle inequalities and reduce or remove them.</li> <li>• Monitoring our equality objectives regularly and reporting annually on progress towards achieving them.’</li> </ul> </li> <li>• Item 5 – The Chair had circulated a list of monitoring priorities.</li> </ul> <p><u>25 June 2020</u></p> <ul style="list-style-type: none"> <li>• Item 4 – <b>Action carried forward: The Headteacher to circulate recovery plan ideas sheets to Governors for input.</b></li> <li>• Item 5 – Governors had agreed monitoring responsibilities via email.</li> </ul>	Chair
4	<p><b>Headteacher’s Update and Governor Monitoring</b></p> <p>4.1 Report – Governors had received the Headteacher’s Update dated June 2020 (copy filed with minutes).</p> <p>4.2 School data summary – The Headteacher highlighted the gender imbalance (89 boys and 122 girls) and the increased eligibility for free school meals (FSM) up from 0.48% in June 2019 to 3.8% in July 2020. There had been one racist incident in the school year; this had</p>	Head

Ryarsh Primary School FGB minutes 16 July 2020. These minutes have been reviewed and were confirmed by the Governing Body on 24 September 2020 to be a true and accurate record of the meeting and any decision making.

	<p>been reported to Governors at the time. The Headteacher said that the school had improved its identification of pupils with special educational needs (SEN).</p> <p>4.3 Safeguarding – The Headteacher said that no child protection referrals had been made since the last meeting. There were three open safeguarding cases for children receiving support from either early help or social services. <b>A Governor asked what information had been given to parents regarding online safety.</b> The Headteacher said that parents had been sent the school's online safety policy and top tips on how to stay safe online; these would be sent out again in September.</p> <p>4.4 Staffing structure for 2020-2021 – The staffing structure had been shared with parents. The Headteacher reported on the successful recruitment of class teaching assistants (TAs) for Years 1 and 4, one-to-one TAs for Years R and 2, and a cleaner. Resignations had been received from an acting assistant headteacher, a midday supervisor and a TA. Confidential discussion was recorded in Part 2 confidential minutes.</p> <p>4.5 Current provision – The Headteacher said that the existing seven small groups (bubbles) were currently full (maximum of 15 children per bubble). The school had prioritised the core areas of reading, writing (including spellings) and maths and was using weekly themes to bring together other areas of the curriculum to provide wider curriculum opportunities for the children. Resources for Years R, 1, 6 and were being uploaded to Google Classroom and teachers were using that platform to provide materials to support parents to deliver learning for Years 2 to 5 at home. Teachers in Years 2 to 5 were also working for 2.5 days per week to support bubbles in school via online learning. The school had carried out a risk assessment for children on the SEN register. Six out of 13 children with SEN had been attending school; within this group, three out of five children with education, health and care plans (EHCPs) were attending.</p> <p>The Headteacher reported that more vulnerable children had returned to school; this included adopted children and children in receipt of early help support. It had not been necessary to close any bubbles due to illness since the previous meeting. The wellbeing of children had been generally very strong and the vast majority of children had been delighted to return to school. Staff were anticipating additional challenges in September when all children returned. The Headteacher said that staff were mentally and emotionally exhausted and he commended their tremendous support in keeping the school open this term. All teachers and support staff were working on site and the school was taking action to support the wellbeing and mental health of the whole school community.</p> <p>4.6 Buildings – The headteacher advised that work was due to be carried out to resurface part of the adventure trail, repair the playground and install new lighting in some rooms.</p> <p>4.7 INSET days – The Headteacher reported that the five INSET days in 2019-20 had been used for CPD linked to the school action plan as follows:</p> <ul style="list-style-type: none"> <li>• School action plan and safeguarding refresher training.</li> <li>• Teaching of mathematics.</li> <li>• Building our curriculum.</li> <li>• Attachment and behaviour training.</li> <li>• End of year self-review including work on recovery plan.</li> </ul> <p>Further discussion of the school's recovery plan and action plan was scheduled for the INSET day on 1 September.</p> <p><i>At 7.23pm SHu joined the meeting.</i></p> <p>4.8 Monitoring – John Macnab (JM) fed back on health and safety monitoring carried out on 15 July. The discussion had focused on infection control measures (exclusive bubbles with allocated staff members; staggered timings; site layout), staff use of common areas, attendance, risk capture processes, and planning for September (Year group bubbles; arrival and lunchtime arrangements; contingency plans in case of confirmed covid-19 case and/or school closure). To date, four members of the school community had been tested for covid; all responses were negative. The school had been able to purchase sufficient personal protective equipment (PPE) for its basic operation. All planned health and safety related remedial works had been completed although it had not yet been possible for them to be inspected. A follow-up monitoring visit would be undertaken on site at the start of the</p>	
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	<p>summer holiday; the visit would be conducted in line with government guidance around social distancing.</p> <p>Sarah Garrett (SG) fed back on wellbeing monitoring carried out via conversations with children and staff. Staff felt that the team was working well together; new working relationships had formed during recent months and staff had enjoyed working in their designated bubbles. There had been lower than usual expectations around pupil behaviour and outcomes. Staff said that the additional planning and workload had been challenging at times. They valued the 'shout out board' which was used to post positive feedback and thanks to colleagues. Staff had highlighted the likelihood of gaps in children's levels come September and identified the possibility for some children to struggle with the return to school. Generally, children had reported feeling very safe in school; they had coped well with being in bubbles, including in mixed cohort bubbles, and they liked the new reward system of bubble points. Children had been affected by tiredness and changes to their usual routines.</p> <p><b>Action: JM to circulate health and safety monitoring report.</b></p> <p><b>Action: The Chair to circulate wellbeing monitoring report.</b></p> <p><b>Action: Abbie Holyer (AH) and Carmel Sutton (CS) to circulate report on curriculum monitoring scheduled for 17 July 2020.</b></p> <p><b>Action: SHu to circulate report on SEN monitoring scheduled for 20 July 2020.</b></p> <p><b>Action: Steve Hill (SHi) to monitor safeguarding until November.</b></p>	<p>JM Chair AH &amp; CS SHu SHi</p>
5	<p><b>Wider Reopening of School</b></p> <p>The Headteacher had circulated the September school opening plan dated July 2020 which had gone out for staff consultation that week (copy filed with minutes). The plan set out protocols and procedures in the following areas: minimising risks; school operations; curriculum, behaviour and pastoral support; assessment and accountability; and, contingency plans. Some minor changes had been made in response to staff feedback e.g. music teaching, children's access to books; and test and trace data collection. The finalised plan would be sent to parents during w/c 20 July. The school's risk assessment had been reviewed and was in line with the recovery plan ('Step Up September'). The Chair thanked the Headteacher for his work on planning for September.</p> <p><b>Action: The Headteacher to circulate the Step Up September recovery plan.</b></p> <p><b>A Governor noted that social distancing was likely to remain in force for some time and asked whether any changes were required to help reinforce the new site arrangements e.g. signage, tape, entrance and exit routes.</b> The Headteacher said that the families of children who were currently attending school were already familiar with the site arrangements and that there would be increased adult presence on the playground from September to direct those newly returning to school. Despite the absence of formal signage, routes into and out of the school were made clear by the layout of the site. Pick up times were clearly displayed and would be updated for September. The corridor would be used only by Dolphin class; the other classes would enter their classrooms through external doors. <b>A Governor asked whether the five-minute allocated drop-off and pick up slots were realistic.</b> The Headteacher said that the staggered timetable was ambitious but achievable; the dual rationale was to maximise learning time for children and minimise waiting time for parents with children in different Years. Based on the smooth running of the current system, no problems were anticipated for September. <b>A Governor asked whether body temperature screening would continue in September.</b> The Headteacher said that it would not; it had been offered as an additional precaution and was not required by government guidance.</p> <p><b>A Governor asked what arrangements were in place to assist new Year R children on their first day.</b> The Headteacher said that a team of meet and greeters would welcome new pupils and show them the way around the site. <b>A Governor asked whether the buddying system for Year R and Year 6 pupils would be workable this year given that the two cohorts would be in separate bubbles.</b> The Headteacher said that the buddying system had been adapted; children had been paired up and current Year 5 children had made buddy boxes containing letters and Ryarsh bears. The boxes had been delivered to</p>	<p>Head</p>

	<p>the incoming Year R children and arrangements would be put in place to enable some form of virtual contact between buddies.</p> <p><b>A Governor asked how the school would support families who were reluctant to return in September.</b> The Headteacher acknowledged that the September return might be an issue for some children and adults. Parents would be advised sensitively of the expectation for all children to return and would be invited to communicate with the school so that any concerns could be addressed. The school was holding transition meetings with families who were reluctant to return. A survey would be carried out to gauge parents' intention to return and identify any families in need of additional support. The transition day planned for w/c 20 July had been well received by parents and children. The Headteacher said that the school would also liaise with parents of children with high medical needs regarding arrangements for their return.</p> <p><b>A Governor asked for clarification of after school club arrangements, specifically in relation to maintaining separation between bubbles.</b> The Headteacher explained that extended schools provision would be split into four zones:</p> <ul style="list-style-type: none"> <li>• Zone 1 - Bubble 1: Reception</li> <li>• Zone 2 - Bubble 2: Year 1/2</li> <li>• Zone 3 - Bubble 3: Year 3/4</li> <li>• Zone 4 - Bubble 4: Year 5/6</li> </ul> <p>Resources would be organised into different boxes for each bubble and would be cleaned at the end of each session. Initially, food would not be provided and children would need to bring their own. This would enable maximum levels of supervision of the separate bubbles and would be reviewed in due course with a view to reintroducing food provision at a later stage. <b>A Governor asked how many supervisors there would be.</b> The Headteacher said there would be three supervisors between the four zones. <b>A Governor asked whether siblings in different bubbles or zones would have to stay apart at school.</b> The Headteacher confirmed that they would for the time being.</p>	
6	<p><b>Finance and Resources</b></p> <p>Governors had received the CFR codes with cost centres budget profile details report dated 30 June 2020 and feedback on the three year budget plan submitted to Kent County Council (KCC) on 22 May 2020 (copies filed with minutes). The Headteacher reported that the school was expecting additional income of £41,873, the vast majority of which was from successful higher needs funding applications. The school had already invested a significant proportion of that funding in staffing; this accounted for the majority of the £21,344 increase in expenditure. From September, the school would be able to increase expenditure against other cost centres in order to invest in services and interventions to further support children, especially those with SEN. The school had submitted feedback to KCC in response to the queries that were raised regarding the three year budget plan.</p> <p>The Headteacher emphasised the uncertainty around demand for extended services from September. Finance monitor Jon Naylor noted the potential budgetary implications of a significant fall in demand in terms of staffing costs and apportionment of overheads between the main school and the extended provision. The Headteacher confirmed that extended schools places could be booked online and said that the topic of extended schools would be discussed with parents via Zoom.</p>	
7	<p><b>Policies</b></p> <p>Governors had received the home learning policy and the presentation policy for pre-reading (copies filed with minutes). <b>Governors asked how much time children were expected to spend on home learning and whether wording could be added to the home learning policy to specify an upper time limit.</b> The Headteacher said that home learning was broadly divided into short burst tasks and longer pieces of curriculum work.</p> <p><b>Action: The Headteacher to add wording to the home learning policy to clarify expectations for home learning.</b></p>	Head

8	<b>AOB</b>	
8.1	Data protection – In her role as Data Protection Officer, the Chair reported that there had been no data breaches since the GB's previous meeting.	
8.2	Year 6 transition – <b>A Governor asked how the occasion of Year 6 transition had been marked given the restrictions imposed by the pandemic.</b> The Headteacher listed the following: a filmed Graduoke which would be made into a DVD; photo sketches by a professional sketch artist; a photo compilation of Year 6's time at Ryarsh; staff videos; messages from buddies; a socially distanced picnic and shirt-signing; hoodies; and a leavers' book compiled by Louise Parfitt.	
8.3	Expressions of thanks – The Headteacher thanked Governors for their incredible support of himself and the school during the past year, especially given the recent challenging circumstances. The Chair thanked the Headteacher for his strong leadership of the school in his first year in post and thanked the entire GB for their work, input and enthusiasm. The Headteacher invited Governors to attend the staff barbeque on 22 July; the Headteacher confirmed that the event had been risk assessed and social distancing would be in place.	
9	<b>Confidentiality</b> Part of item 4.4 was deemed to be confidential and recorded in Part 2 confidential minutes.	
10	<b>Next Meeting</b> Pre-meeting: 1 September 2020 at 7pm. To include: review of monitoring roles (health and safety, safeguarding, SEND, finance); finalised school plan for 2020-21. <b>Action: The Chair to contact Governors regarding 1 September pre-meeting.</b>	Chair

The meeting closed at 8.36pm.

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