

## RYARSH PRIMARY SCHOOL

### Minutes of the Full Governing Body meeting held at the school at 7pm on Thursday 24 September 2015

**Present:** Ruth Austin (Headteacher), Steve Hughes, John Macnab, Rachel Rowland (Chair), Daniel Sproul, Carmel Sutton

**In attendance:** Daniel Childs (Deputy Headteacher, Co-opted Governor nominee), Vanessa Stevens (KCC Clerking Service)

1	<b>Apologies for absence</b>	<b>Action</b>
	The start of the meeting was delayed until 7.15pm due to Governor training. Apologies were accepted from Iona Bell, Steve Hill, Jon Naylor and Stewart Speake.	
2	<b>Business interests</b>	
	No business interests were declared during the meeting.	
3	<b>Governing Body (GB) matters</b>	
3.1	Election of Chair and Vice Chair – Self-nominations for the roles of Chair and Vice Chair were received from incumbents Rachel Rowland and Carmel Sutton respectively. With the Clerk chairing, Governors discussed and approved the reappointment of the nominees to the roles.	
3.2	Staff Governor election – The Head advised that Teaching Assistant (TA) Claire Crome had been elected to the Staff Governor post that day and would attend future meetings.	
3.3	Appointment of Co-opted Governor – Governors appointed Deputy Headteacher (DHT) Daniel Childs as a Co-opted Governor.  <b>Action: The Clerk to send welcome letters and membership forms to the two new Governors.</b>	Clerk
3.4	Virtual governance – Governors discussed the virtual governance briefing note (filed with minutes) and agreed that Governors would be permitted to attend remotely by means of live telephone or video link only in exceptional circumstances at the discretion of the Chair. As a small village school, Governors lived in close proximity and it was considered unlikely that the provision for virtual governance would ever be invoked.  <b>Action: The Chair to insert a brief statement (standing order) regarding virtual governance into the Terms of Reference.</b>	Chair
3.5	Skills audit – Only one skills audit form had been completed and returned.  <b>Action: Governors to forward completed skills audit forms to the Chair for collation.</b>	Govs
3.6	Training – Discussion of training needs to be carried forward until skills matrix compiled.	
4	<b>Governing Body structure and procedure</b>	
4.1	GB structure – Governors reviewed the GB structure and agreed to continue using the circle model of governance as it best met the needs of the school. Memberships of the Pay Committee and the Appeals Committee to be confirmed at the next FGB meeting.	
4.2	Delegation of responsibilities –  <b>Action: The Chair and the Vice Chair to review the delegation of GB responsibilities with reference to the latest versions of the NGA delegation planner and to map GB tasks onto a yearly planner to ensure completion during school year.</b>	Chair, Vice



	<p>Two quotes had been received, for £11k and £15 respectively. The quotes had been higher than anticipated and the Head would obtain further quotes. <b>Governors asked whether the quotes were from KCC-approved builders</b>; the Head confirmed that they were. A Governor suggested that a breakout space could alternatively be provided in the form of an external standalone unit.</p> <ul style="list-style-type: none"> <li>The Chair had written to Oakwood Park regarding the rescheduling of their induction day.</li> </ul>	
6	<p><b>Headteacher's update</b></p> <p>6.1 Overview – The Head presented the Headteacher's Update report (filed with minutes).</p> <p>6.2 Staffing – Governors recognised the advantages of combining the DHT and Special Educational Needs Co-ordinator (SENCo) roles. <b>A Governor asked how the cost of the new arrangement compared to previous SENCo provision</b>; the Head advised that it was less expensive even when taking into account the cost of the DHT's one-year SENCo training and his one day per week release. There had been positive feedback on the new arrangement from parents. <b>A Governor asked who was responsible for undertaking SEN assessments</b>. The Head said they were being done by appropriately-trained TAs and that Georgette Williams (Kings Hill) was continuing to assist with interpreting dyslexia assessment data and advising on implications and next steps. Since circulation of the Headteacher's Update report, one TA had resigned with effect from half term. Governors agreed that the current staffing structure best met the needs of the school. Confidential discussion recorded in Part II Confidential Minutes.</p> <p>6.3 Buildings – Confidential discussion recorded in Part II Confidential Minutes.</p> <p>6.4 Future Updates – Governors asked for future reports to include updates on Target Tracker data, including interim progress reports and data for vulnerable groups e.g. Pupil Premium.</p> <p>6.5 Making Figures Speak for Themselves data – Reports had been circulated. Governors commended the school on achieving its highest Key Stage 1 data for several years. Achievement of the phonics screening pass mark had been consistently high at 80% for the past three years. In the Early Years Foundation Stage (EYFS), achievement of a Good Level of Development (GLD) had decreased from 83% in 2014 to 70% in 2015. Progress by the 2015 cohort was on a par with the previous cohort. The Head advised that a new baseline assessment system was being piloted before becoming statutory the following year. The timing of assessment had been brought forward to the start of Year R. Attainment in Key Stage 2 had been very good, with achievement of level 4+ consistently above local and national averages. Governors noted that 88% of pupils had achieved 2+ levels of progress in Reading compared to 91% locally and nationally. The Head said that the result was lower than anticipated and that appropriate interventions had been put in place to support children. The school had unsuccessfully appealed some Reading scores. The Head advised that, because the 83% score on combined level 4b+ was below the expected 85%, the school was unlikely to be graded as outstanding. <b>A Governor asked whether the excellent outcomes and high achievement in KS1 had been at the cost of outcomes in KS2</b>. The Head explained that it had not, as the two KSs were taught separately by different staff. Governors expressed commitment to supporting the school in improving outcomes.</p>	
7	<p><b>School Plan</b></p> <p>Governors approved the School Action Plan priorities for 2015-16 (filed with minutes):</p> <ol style="list-style-type: none"> <li>The quality of provision is never less than consistently good, with many aspects of outstanding teaching;</li> <li>New assessment procedures are embedded so that all stakeholders have a clear understanding of achievement against expected standards;</li> <li>Attainment is improved so that at least 85% of children in each cohort reach the expected standards in reading, writing and maths;</li> <li>Children's understanding of cultural diversity equips them to be thoughtful, caring and</li> </ol>	

	<p>active citizens in wider British society;</p> <p>5. Positive learning behaviour is improved so that children develop greater resilience and independence;</p> <p>6. Our curriculum covers a progression of skills in a highly stimulating learning environment.</p>	
8	<p><b>Policies</b></p> <p>Governors agreed with changes made to the School Uniform Policy (copy filed with minutes; changes highlighted in yellow).</p>	
9	<p><b>Finance</b></p> <p>The Chair advised of an ongoing KCC delay with budget systems. Six month budget monitoring was due on 12 October 2015.</p>	
10	<p><b>Governor visit reports</b></p> <p>No matters arising.</p>	
11	<p><b>Chair's report</b></p> <p>The Chair advised of another planning application on the nearby stables, of which the school had not been notified by the local authority. The Chair had written to oppose the proposed warehousing and distribution complex, enclosing copies of previous objection correspondence. The application had been refused.</p>	
12	<p><b>Any other urgent business</b></p> <p><b>Action: The Head to update school website with sports funding information.</b></p>	Head
13	<p><b>Confidentiality</b></p> <p>Item 6.2 (part) and item 6.3 were deemed to be confidential; see Part II Confidential Minutes.</p>	
14	<p><b>Meeting dates</b></p> <p>Thursday 26 November 2016 at 7pm.</p>	

The meeting closed at 9.10pm

Signed \_\_\_\_\_

Date \_\_\_\_\_

### Action Summary

1	Send welcome letters and membership forms to two new Governors.	Clerk	
2	Insert standing order regarding virtual governance into Terms of Reference.	Chair	
3	Forward completed skills audit forms to the Chair.	Govs	
4	Review delegation of GB responsibilities and GB tasks onto yearly planner.	Chair, Vice	
5	Review/update Terms of Reference, Standing Orders and Code of Practice; circulate ahead of next FGB meeting.	Chair	
6	Place item on next FGB agenda for signature of updated Code of Practice.	Clerk	
7	Contact School Adviser regarding HT Performance Management meeting.	Chair	
8	Circulate pen portrait form to Governors.	S Hughes	
9	Return completed forms to Liz Burbidge.	Govs	
10	Research examples of school websites and report back to FGB.	S Hughes	
11	Update school website with sports funding information.	Head	