

**Ryarsh Primary School**  
**Minutes of the Full Governing Body Meeting**  
held at the school on Thursday 13 July 2017 at 7pm

**Present:** Ruth Austin (Headteacher), Iona Bell, Daniel Childs (Deputy Headteacher), Claire Crome, Steve Hill, Steve Hughes, John Macnab, Jon Naylor, Rachel Rowland (Chair), Stewart Speake, Daniel Sproul, Carmel Sutton

**In attendance:** Vanessa Stevens (KCC Clerking Service)

		Action
1	<p><b>Welcome and apologies</b></p> <p>The Chair welcomed those present. There were no apologies for absence; all Governors attended and the meeting was quorate. Iona Bell had advised she would arrive late due to work.</p>	
2	<p><b>Business interests</b></p> <p>No business interests were declared against agenda items.</p>	
3	<p><b>Governing Body (GB) matters</b></p> <p>3.1 Training – There were no updates on training. A skills audit would be undertaken in September to identify any training needs.</p> <p>3.2 Code of Conduct – The Code of Conduct would be reviewed and approved along with the Terms of Reference at the next formal FGB meeting.</p> <p>3.3 GB impact and priorities for development – Governors deferred detailed discussion until the informal GB meeting in term 1. They noted the positive impact of the revised School Action Plan format and the closer focus of monitoring visits on Plan priorities. The Chair relayed positive feedback from a recent visit from KCC School Improvement Adviser (SIA) Nouredin Khassal.</p> <p>3.4 Membership – Governors supported the reappointment of Rachel Rowland as the Local Authority Governor with effect from 3 December 2017.</p> <p><b>Action: The Clerk to forward the LA Governor re-nomination form to the Chair for completion by Chair and Vice Chair.</b></p>	Clerk, Chair & Vice
4	<p><b>Minutes of previous meeting</b></p> <p>4.1 Governors approved, and the Chair signed, the minutes and confidential minutes of the Full Governing Body (FGB) meeting held on 18 May 2017.</p> <p>4.2 Governors shared updates on agreed actions:</p> <ul style="list-style-type: none"> <li>• Governors had notified the Head regarding attendance at the 23 June INSET day.</li> <li>• Iona Bell had not summarised survey data to be shared via the school's website.</li> <li>• The survey format would be reviewed in January.</li> <li>• <b>Action carried forward: Steve Hughes to circulate the SEN monitoring report by the end of Term 6.</b></li> <li>• The Head had submitted the three year budget plan to the local authority; see item 10 for further discussion.</li> <li>• The Head and Daniel Sproul had met the previous week to discuss safeguarding; see item 11.</li> <li>• Monitoring visits for term 6 were underway. The Head and John Macnab rescheduled the Outcomes monitoring visit for 8.30am on 20 July 2017.</li> </ul> <p>4.3 Matters arising – No additional matters were raised.</p>	S.Hu
5	<p><b>Headteacher's Report</b></p> <p>5.1 Overview – Governors had received for pre-reading the Headteacher's Report dated June 2017 (copy filed with minutes). Governors received updates and asked questions as follows:</p> <p>5.2</p>	



7.2	<p>the local collaboration. Governors approved the draft Key Priorities subject to the agreed amendments.</p> <p><b>Action: The Head to amend the School Plan Key Priorities as agreed.</b></p> <p>SEF – Governors had received for pre-reading the SEF and the SEF Summary (copies filed with minutes); covered under item 5.</p>	Head
8	<p><b>Policies</b></p> <p>8.1 Attendance Policy – Governors approved the Attendance Policy, which had been circulated for pre-reading (copy filed with minutes).</p> <p>8.2 Home Learning Policy – Governors agreed the Home Learning Policy which had been circulated for pre-reading (copy filed with minutes).</p> <p>8.3 Penalty Notice Code of Conduct – Governors had received for pre-reading the Penalty Notice Code of Conduct (copy filed with minutes) which was based on the KCC template. <b>A Governor asked what action the school took when parents lied about taking their children on holiday.</b> The Head said the procedure was to write to notify the parent(s) that there were reasonable grounds to believe they had taken their child(ren) on holiday and to issue a fine.</p> <p><b>Action: The Head to write to advise all parents of the revised Penalty Notice Code of Conduct.</b></p> <p>8.4 Lockdown Policy – Governors had received the new Lockdown Policy for pre-reading (copy filed with minutes). <b>A Governor asked about the frequency of lockdown drills.</b> The Head said the requirement was for staff to do one practice per year; there was no formal requirement to involve children in the drill. Governors approved the Lockdown Policy.</p>	Head
9	<p><b>School Action Plan – monitoring</b></p> <p>Carried forward to informal meeting in September.</p>	
10	<p><b>Finance</b></p> <p>10.1 Budget 2017-20 – The Head had submitted the three year budget plan to the local authority ahead of the 31 May deadline. There had been a requirement to resubmit the budget due to the size of the in-year deficit in year 3 which gave a net deficit of £87k.</p> <p>10.2 Deficit recovery plan – The Head explained that a deficit recovery plan had been compiled in order to address the budget deficit identified above. The school had appointed a 1:1 TA from September. KCC had exhausted its high needs funding reserves; as such, schools would receive less money under revised allocation arrangements. The PTFA would pay for the Forest School. Expenditure had been revised downwards where this would not affect provision e.g. ICT learning resources. The school would no longer seek to recruit a 1:1 Midday Meals Supervisor from September. Prices for extended schools provision would be increased by £1 per session. The deficit recovery plan forecasted a cumulative revenue budget of £3k at the end of year 3. Governors approved, and the Chair signed, the deficit recovery plan for submission to KCC the following day.</p> <p><b>Action: The Head to submit the deficit recovery plan to KCC.</b></p> <p>10.3 Sport funding and Pupil Premium – No updates.</p>	Head
11	<p><b>Child protection and safeguarding</b></p> <p>The Head and Daniel Sproul had completed the annual safeguarding self-evaluation (report filed with minutes). Governors considered the five actions set out on page 15 of the report:</p> <ul style="list-style-type: none"> <li>• 'To improve further, a reference to the full safeguarding policy will be included in the visitor's safeguarding leaflet.' <b>Governors agreed.</b></li> <li>• 'To improve further, volunteers with a DBS check who do engage in regulated activity (e.g. reading with individual children outside the classroom) should also sign to say that they have read and understood the safeguarding policy. <b>Governors agreed.</b></li> <li>• 'School council to write a child friendly safeguarding policy with support from a DSL.' <b>Governors agreed.</b> 'Governors to consider whether we wish to provide a parent friendly version of the safeguarding policy.' <b>Not agreed</b>, on the basis that literate parents could read the full version of the Safeguarding Policy.</li> <li>• 'Headteacher and FS/KS1 Leader to update supervision arrangements for EYFS staff to ensure it fully complies with LA guidance.' <b>Governors agreed.</b></li> </ul>	

	<ul style="list-style-type: none"> <li>• 'Improve site security around car park/playground fence following completion of planned building works.' <b>Governors agreed.</b></li> </ul>	
12	<b>Health &amp; safety and premises</b> There were no matters arising in addition to those raised above.	
13	<b>Chair's report</b> The Chair had met with the Chairs of Governors of Discovery, Kings Hill and Mereworth Schools; the group would meet again in September. Governors were keen to explore opportunities for collaborative work. Governors agreed that their choice of bespoke training in 2017-18 would be made with reference to the skills audit to be undertaken in September. <i>At 9.15pm, Steven Hughes left the meeting.</i>	
14	<b>School trip</b> Steve Hill reported on the Year 6 residential trip to Devon. Although the weather had been bad, the children had enjoyed the trip and behaved very well, as noted by members of the public. Governors thanked Steve, Claire Crome and the other members of staff who had given up their time to make the trip a success. A suggestion had been made for staff to receive a day off following residential trips which involved being on call 24 hours per day. The Year 4 trip had also gone well; thanks were conveyed to Steve Hughes for the tents.	
15	<b>Any other urgent business</b> None.	
16	<b>Confidentiality</b> No matters were deemed to be confidential.	
17	<b>Meeting dates</b> <b>Action: The Head and the Chair to advise of first FGB date for 2017-18; subsequent dates to be arranged at that meeting.</b>	Head & Chair

*The meeting closed at 9.30pm.*

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

### Action Summary

i.	Forward the LA Governor re-nomination form to the Chair for completion by Chair and Vice Chair.	Clerk, Chair, Vice	
ii.	Circulate SEN monitoring report by the end of Term 6.	S Hughes	
iii.	Obtain HR advice regarding a long-term staff sickness absence.	Head	
iv.	Amend the School Plan Key Priorities as agreed.	Head	
v.	Write to advise all parents of the revised Penalty Notice Code of Conduct.	Head	
vi.	Submit the deficit recovery plan to KCC.	Head	
vii.	Advise of first FGB date for 2017-18.	Head & Chair	