

Ryarsh Primary School
Full Governing Body Meeting the final minutes
Thursday 12 July 2018 at 7:00 pm

Present: Ruth Austin (Headteacher), Carmel Sutton (Acting Chair)
 Daniel Childs, Stewart Speake, Niall Gardener, Steve Hill,
 John MacNab, Daniel Sproul, Clare Crome, Jon Naylor and
 Steven Hughes.

In Attendance: Daniel Rome (Clerk).

	Action
<p>1. Welcome and Apologies for Absence Rachel Rowland had expressed her apologies in advance of the meeting and these were subsequently accepted by Governors. Clare Crome had confirmed in advance of the meeting that she would be late arriving due to work commitments. James Sanderson from Gen 2 had been invited and then welcomed by Governors. Clare Crome arrived at 7:12 pm.</p>	
<p>2. Business Interest There was no business interest against agenda items declared. Governors were reminded to declare any interest that became relevant during the meeting.</p>	
<p>3. Minutes of previous Full Governing Body Meeting Governors approved, and The Acting Chair then authorised the minutes and confidential annex that had been produced for the Full Governing Body meeting held on 10 May 2018. They were then accordingly filed by The Clerk.</p> <p>Action Items The redrafting of the pay policy had been actioned by The Headteacher. Safety talk had been actioned by The Headteacher. General Data Protection Regulations had already been actioned by Governors. A meeting had been scheduled and revised platform finalised. Relevant training day had been attended by The Headteacher and The Chair. Governors had attended the most recent Inset Day at the school. Document on road safety had since been actioned. Local police officer had been in contact with the school to talk about safety.</p>	

	<p>The meeting with regard to the pupil excluded had materialised, and Governors were informed they had been transferred to another school now.</p> <p>Finance training had been scheduled for Autumn and would be reported on to Governors at the following meeting.</p> <p>The Health and Safety Monitoring Sheet would be actioned over the summer.</p> <p>KLZ email addresses were issued to Governors during the meeting however if there were any subsequent concerns to be resolved this would need to be addressed with the school.</p>	<p>Governors.</p> <p>Governors.</p> <p>Governors.</p>
<p>4.</p>	<p>Headteacher's Report</p> <p>Governors were informed that there were 210 pupils on the school roll, therefore at capacity. Attendance was reported as excellent, 97.5% across the classes. Disadvantaged pupils had improved their attendance in particular to 97.1%.</p> <p>Governors challenged whether the absences were caused by repeat offenders. This was not deemed to be an issue with a reduction in illness being the principal factor that had been managed.</p> <p>Recruitment for staff in time for September 2018 had proved to be a challenge for the school. Lauren Morris had been appointed on a permanent basis as a teacher following her maternity cover role. She would be teaching Year Six from September 2018. Maternity leave cover however had not been resolved for Year Three. Jo Malins would help teach class. Governors asked who would be helping and the school confirmed as being The Headteacher and The Deputy Headteacher. Governors challenged the impact of this decision, and the result was some extra time from each though percentage wise of the working week not deemed to be significant to affect other commitments. The school confirmed that this was the best option available and the priority was undoubtedly quality teaching.</p> <p>Governors asked what the logic was regarding the internal teaching changes. The school confirmed an increase in the subsequent effectiveness of everyone would be evidential and beneficial.</p> <p>Joy Humberson had been recruited by the school and would be teaching on a part time basis in Year One.</p> <p>The school confirmed that the transitional visits for pupils had gone well recently.</p> <p>The structure of Teaching Assistants was reported as being uncertain as this would be dependent on a pupil with SEN requirements being awarded an EHCP at the school. The decision with the parents was awaited.</p>	

	Two new lunchtime supervisors had been appointed. The premises manager Colin Barnes would not be presently able to return to work for September 2018 because of a serious health condition.	
5.	<p>Standards plus Achievement Report</p> <p>The data returned for Key Stage Two was reported as being good. In particular the writing results were outstanding with an excellent quality of work produced. The reading was confirmed as being strong with the one pupil confirmed as below target. Governors asked if a reported illness for a student would affect their score. The school advised that a return within a fortnight would allow for a test to be taken again providing there was no contact with pupils who had sat the examination. Mathematics was reported to Governors as being stronger than last year, and the scaled results obtained were confirmed as being above the National Average. Key Stage One would need to improve the results produced however, and the school had confirmed a plan would be suitably implemented. Phonics though was reported as being strong and every pupil had managed to pass. Governors had congratulated the school on their success.</p>	
6.	<p>Governor Training</p> <p>There was nothing reported under this particular section.</p>	
7.	<p>School Action Plan</p> <p>The Key Priorities had been drafted and were confirmed to Governors.</p> <p>Effectiveness of Leadership and Management. Quality of Teaching, Learning and Assessment. Personal Development, Behaviour and Welfare. Outcomes for Pupils. Effectiveness of the early years, quality and standards.</p> <p>The plan was to learn from those outstanding schools who had plenty of confirmed innovative suggestions for improvement management. By adhering to particular goals would allow greater value for pupils as they progressed. This would be supported by accelerated reading planned and the intended library expansion. Steve Hill left the meeting at 8:35 pm.</p>	
8.	<p>Finance</p> <p>There was nothing reported under this particular section.</p>	
9.	<p>Policies</p> <p>The following were approved by Governors in the meeting.</p>	

	<p>GDPR Data Protection, GDPR Privacy Notice, GDPR School Workforce Privacy Notice, Finance and Draft Pay and Reward. Governors were advised that the final document had a right of appeal if applicable.</p> <p>The Supporting Medical Condition Policy would follow, which would include the suitable management of asthma inhalers.</p>	
10.	<p>Safeguarding</p> <p>This would be discussed at a following meeting.</p>	
11.	<p>Health and Safety Premises Visit</p> <p>The monitoring sheet would need to be produced and then suitably issued.</p> <p>A meeting would be scheduled by Governors to allow this particular requirement to be progressed.</p>	<p>Steve Hill And Stewart Speake.</p>
12.	<p>National Professional Qualification Headship Project</p> <p>The Deputy Headteacher informed Governors of progress that had been made. The intended focus would be on a change in development through a cultural shift being managed and the implementation of an historical development system. Through progression of the project there would be more structure and more detail to be monitored.</p> <p>Each year would have had their key qualities identified, and this would be measured against the coverage required by The National Curriculum. Once the requirements of subjects were connected then outcomes were suitably produced, and assessments recorded. Progress would be monitored against Key Objectives that had been set. Particular emphasis of the results would be placed on the knowledge of pupils and whether this needed to be improved. Standards would be kept, and leadership of staff developed. Governors however were made aware of issues that the school had experienced with technology. Clare Crome left the meeting at 9:08 pm.</p>	
13.	<p>The Chair's Report</p> <p>No items were disclosed under this particular section.</p>	
14.	<p>School Residential Trips</p> <p>Year Four were still to attend their excursion. Year Five had travelled to Penshurst Place and Year Six visited Bawdsey Manor in Suffolk. These had proved to be successful and had been booked by the school again.</p>	
15.	<p>Any Other Urgent Business</p> <p>Governors were advised of the need for parents to be reminded to park their cars in a safe location when visiting the school.</p> <p>A designated route for emergency services would need to be planned around the school.</p>	<p>Governors. Governors.</p>
16.	<p>Confidentiality</p> <p>School project was recorded under a separate annex.</p>	

17. Following Meeting Plus Action Items 10 September 2018 Pre Meeting, 27 September 2018 Meeting.		
	Action Item	Who
	Finance Training	Daniel Childs – Stewart Speake
	Health and Safety Monitoring Sheet	Steve Hill
	KLZ Email Addresses Procedure Issues	Daniel Childs
	Car Safety Management	Governors
	Emergency Services Plan	Governors

Meeting closed at 9:30 pm.

Signed:

Date: