

<p>4</p> <p>4.1</p> <p>4.2</p>	<p>Minutes of Previous Meeting</p> <p>Governors approved, and the Chair signed, minutes and confidential minutes of the Full Governing Body (FGB) meeting held on 24 January 2019. Signed minutes were placed on file in school.</p> <p>Governors shared updates on agreed actions as follows:</p> <ol style="list-style-type: none"> The Chair had circulated the 20 Questions document. <p>Action: The Chair to update the 20 Questions document to take account of Governors' responses and recirculate.</p> <ol style="list-style-type: none"> Governors approved the amended GB Impact Statement which the Chair had shared via KLZ. <p>Action: The Headteacher to add the GB Impact Statement to the school website.</p> <ol style="list-style-type: none"> Action carried forward: John Macnab to add further detail to the School Action Plan regarding the impact of the verbal feedback strategy. There had been no arising special educational needs (SEN) matters for the present agenda. Action carried forward: During next monitoring visit, Niall Gardener and Steve Hughes to follow up on impact of the forthcoming theatre visit. The Staff Code of Conduct had been completed and signed. The Headteacher had contacted the catering company regarding its Brexit contingency plans. The company had bought in extra supplies and had put in place a contingency menu. A Governor asked whether the school anticipated problems purchasing any other resources. The Headteacher said that the school had ordered additional supplies including toilet rolls in case of problems with supply. 	<p>Chair</p> <p>Head JM</p> <p>NG & SHu</p>
<p>5</p> <p>5.1</p> <p>5.2</p> <p>5.3</p>	<p>Headteacher's update</p> <p>Overview – Governors had received for pre-reading the Headteacher's Update (filed with minutes). Governors received verbal updates and discussed matters arising as follows:</p> <p>Safeguarding – A Governor asked for an update on the three unspecified safeguarding referrals referenced in the Update. The Headteacher said that all three had been linked to one incident and had now been resolved.</p> <p>Staffing – A Governor asked about the hours being worked by the recently appointed caretaker. The Headteacher said that the new caretaker was working the same number of hours per week as the former caretaker, with the ability to work flexibly to meet the school's needs. The caretaker's current focus was on maintenance tasks including those which had not been under the remit of the builders. The Headteacher said that the new caretaker had settled well into the school and was bringing many skills to the role. A Governor asked where the new caretaker had seen the job advertised; the Headteacher did not know.</p> <p>A Governor asked whether the recently increased size of the school site would require an increase in the number of hours worked by the cleaning staff. The Headteacher confirmed that it would. Currently the school employed contract cleaners, which added an additional level of management; in the longer term, consideration would be given to how the caretaking and cleaning staff could work alongside each other. The Headteacher noted the possibility of buying in a one-off deep clean as an additional service.</p> <p>A Governor asked about the timing of the handover between the Year 6 Teacher and her maternity cover replacement in terms of the forthcoming SATs. The Headteacher gave assurance that the maternity cover appointee was a very experienced Teacher and that much of the SATs preparation would be done before handover. The Headteacher said that, since circulation of her Update, a resignation had been received from a part-time Year 1 Teacher who would be leaving the school at the end of the academic year. The arising permanent part-time vacancy had been advertised internally for a September start; the closing date was 29 March 2019 and it was anticipated that there would be interest in the vacancy from staff. The Headteacher reported that there had been four applications to date for the Key Stage 2 Teacher vacancy. A Governor asked whether the level of staff turnover was in</p>	

<p>5.4</p> <p>5.5</p> <p>5.6</p> <p>5.6.1</p>	<p>line with general expectations for schools. The Headteacher said that the recent rate of turnover was usual for Ryarsh and noted that some of the changes reflected maternity leave.</p> <p><i>At 8.04pm Steve Hughes arrived.</i></p> <p>Buildings – Immediately before the present meeting, Governors had walked around the newly extended building. The partial handover, including the new hall, had taken place the previous Monday. The new hall had already been used for gymnastics lessons, breakfast club, extended schools and for some events including the PTFA quiz. Lion Class had moved into a new classroom earlier that week and Koala Class would move to a new classroom the following week. Lunchtimes were running more efficiently. Book Base and intervention breakout spaces would be brought into use the following week. Governors commended the builders’ efficiency and communication with school staff. A Governor asked how the school community had coped during the building works. The Headteacher and the Deputy Headteacher said that children and staff had all coped well.</p> <p>A Governor asked about remaining tasks to be completed. The Headteacher said that there was still work to do on the new staffroom, toilets and Koala classroom; the grass area needed to be seeded, and a temporary partition needed to be removed from Seahorse classroom. The quote for the latter work had been negotiated down to minimise costs. A Governor asked for an update on the planned work to resurface and extend the playground. The Headteacher said that three quotes had been received and that the work would be done at cost using some donated materials thereby saving c£20k. The Headteacher said that the carpets needed to be replaced in the old staffroom, Koala classroom and the new library area. A Governor asked about the height of the new fencing in the playground and car park from a safety point of view; the Headteacher said it would be 1.8m high which was standard.</p> <p>The Headteacher said that six tenders had been received for demolition of the old corridor, construction of the kitchen corridor and rerouting of some services. The cheapest was from Whitstable-based company Hare Builders Ltd at £83,540. The Headteacher explained that the next steps in the process were: to ask whether the local authority could fund the work which had been tendered for; and, if not, to identify which elements of the original tender could be broken down into smaller projects based on their benefit to the children. Two quotes had been received for work on the Early Years Foundation Stage (EYFS) playground. The Headteacher noted the requirement in the Finance Policy for a competitive tendering process for sums above £50k. A Governor asked about the current budgetary position. The Headteacher said that there had been a brought forward balance of £108k; adjusted for the in-year deficit of c£7k, this meant a carried forward balance of c£101k, of which £40k was earmarked for the EYFS outdoor area. The school was also carrying forward £27k for the remainder of the building maintenance project. A Governor asked which budget the cost of the new fencing would come out of. The Headteacher said it would come out of the capital budget. The school had received an additional £9.5k in January, of which c£8k was earmarked for the fence. There was c£5-7k in the voluntary fund. In summary, Governors identified four priority areas:</p> <ol style="list-style-type: none"> 1. Demolition and weatherproofing; 2. EYFS; 3. Gates; and, 4. Playground. <p>Governors thanked the Headteacher and the Officer Manager for their hard work on the building project.</p> <p>Admissions figures – Governors noted that the number of applications for September 2019 was lower than the previous year. A Governor asked whether this reflected a historically low birth rate. The Chair said that, according to Office for National Statistics (ONS) data, this had not been the case.</p> <p>2019 surveys –</p> <p>Parent surveys – The Headteacher reported feedback from the recent parent survey (copy filed with minutes) including positive feedback on areas such as the learning environment, staff and communication. 93% of responses had been positive in relation to the change to verbal feedback within the new Marking Policy. The Headteacher said that, although feedback systems to parents had not changed since the previous year, 11 respondents had expressed dissatisfaction; the reasons for this were unknown. A Governor relayed feedback from some</p>	
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	<p>parents who had felt rushed during recent parent-teacher consultations due to appointments not running to time; some parents had also commented on the high level of noise in the pod. Governors acknowledged that, although these logistical factors did not have a bearing on the content of the consultations, they may have impacted parents' overall perception of the school's feedback systems.</p> <p>A Governor asked whether it was of concern that a relatively high proportion of parents did not know whether the school dealt effectively with bullying. The Headteacher said that this could be interpreted positively, in the sense that parents had never been in the position of needing to access that information. The Deputy Headteacher (DHT) said that staff had discussed the possibility of changing the structure of consultation evenings. Governors suggested, variously: running consultations for different Year groups on different evenings; hosting consultations in the new hall; standardising appointments; and/or, ringing a bell at the end of each allotted appointment to ensure the event ran to schedule.</p> <p>Action: The Headteacher to include a request in the school newsletter for feedback on any future proposed changes to parent evenings.</p> <p>Action: The Headteacher to circulate summarised parent survey results to parents and Governors.</p>	Head Head
5.6.2	Staff survey – The Headteacher shared examples of positive feedback including in response to a question regarding perception of improvements in school since the previous Ofsted inspection. The Headteacher said that there was a clear upward trend in staff perception of the staff team, organisation, communication, caring ethos, and striving to continually improve. The survey had received very few negative comments. Governors noted the importance of ensuring that positive action would be taken on all points arising from all surveys where possible and practical	
5.6.3	Governor survey – The Headteacher said that there had been six responses to the Governor survey. The Chair noted that three Governors were also employed as staff and would thus have been able to participate in the staff survey; similarly, the Parent Governors would have been able to participate in the parent survey.	
5.6.4	Impact – Governors congratulated the school on the overwhelmingly positive responses received to the surveys. A Governor asked about the impact of the surveys and what the school would do differently as a result. The Headteacher said that the Senior Leadership Team (SLT) would put in place any changes that were identified from the survey findings; the impacts of those changes would be monitored by Governors during future monitoring visits. Governors agreed to report on the impacts of survey findings at the Term 6 meeting.	
	Action: The Clerk to place an item on the Term 6 agenda for discussion of impact of surveys.	Clerk
6	School Action Plan	
6.1	Inspection Data Summary Report (IDSR) – Governors had received Ofsted's guidance for the primary ISDR (copy filed with minutes).	
6.2	Monitoring visits – Governors arranged monitoring visits as follows: <ul style="list-style-type: none"> • Leadership & Management (Carmel Sutton and Stewart Speake) – 2pm on 30 April 2019. • Behaviour (Jon Naylor and Claire Crome) – 10.30am on 5 April 2019. • Outcomes for Pupils (Niall Gardener and Steve Hughes) – 2pm on 5 April 2019. • EYFS (Carmel Sutton) – 2pm on 2 April 2019. • Finance – To be confirmed. • Pay Committee – 29 March 2019. 	
7	Finance, Funding and Resources	
7.1	Schools Financial Value Standard (SFVS) – Governors approved, and the Chair signed, the draft SFVS self-assessment form for submission to the local authority (copy filed with minutes).	
7.2	Budget monitoring – Update to follow at next meeting following forthcoming monitoring visit.	
8	Policies	
	The following had been shared via KLZ for pre-reading: Manual Handling Policy; Online Safety Policy; Supporting Pupils with Medical Conditions Policy; and, Special Educational	

	Needs and Disability (SEN&D) Policy. Positive feedback on the draft SEN&D Policy had been received from parents; Governors approved this Policy.	
9	Safeguarding, Child Protection and Wellbeing Discussion of the Prevent audit was deferred to the summer term.	
10	Health & safety and premises No further matters arising.	
11	General Data Protection Regulation (GDPR) The Chair reported that there had been one data breach in the reporting period. An email plus attachment had been sent to the wrong email address in error; the recipient had been contacted and had confirmed deletion of the email. A Governor asked whether there were any risks associated with the misdirected email and attachment. The Chair said there were not and that the incident did not pass the threshold for reporting to the Information Commissioner's Office (ICO). The Chair confirmed that she was registered with the ICO as the school's Data Protection Officer (DPO) and said that, although NGA advice was against Governors serving as DPOs, both The Key and the Department for Education toolkit had indicated that it was possible for volunteers to serve as DPOs. The Headteacher had asked EiS whether there was any functionality within Outlook to require provision of confirmation before sending emails with attachments to external contacts.	
12	Chair's report No further matters arising.	
13	Any other urgent business None.	
14	Impact of Meeting Governors had agreed to monitor the impact of any changes made as a result of recent surveys. Governors had discussed the next steps in the building project and how to make these affordable.	
15	Confidentiality No items were deemed to be confidential.	
16	Date of Next Meeting Thursday 9 May 2019 at 7pm.	

The meeting closed at 9.23pm.

Signed (Chair) _____

Date _____

Action Summary

1	Send election letter to parents; election to be held at the start of Term 5.	Head
2	Seek update from Chair of Mereworth regarding Joint Panel.	Chair
3	Register on GovernorHub and send feedback to Chair.	Govs
4	Update 20 Questions document and recirculate.	Chair
5	Add GB Impact Statement to school website.	Head
6	Add further detail to School Action Plan regarding impact of verbal feedback strategy.	JM
7	Follow up on impact of theatre visit.	NG & SHu
8	Include request in newsletter for feedback on any future proposed changes to parent evenings.	Head
9	Circulate summarised parent survey results to parents and Governors.	Head
10	Place item on the Term 6 agenda for discussion of impact of surveys.	Clerk