

**Ryarsh Primary School**  
**Minutes of the Full Governing Body (FGB) Meeting**  
held at the school on Thursday 23 January 2020 at 7pm

**Governors present:** Daniel Childs (Headteacher), Niall Gardener, Estelle Hudson, Steve Hughes, Jon Naylor, Rachel Rowland (Chair), Carmel Sutton (Vice Chair)

**In attendance:** Vanessa Stevens (Clerk)

		Action
1	<p><b>Welcome and Apologies</b></p> <p>The Chair welcomed those present. Apologies for absence were accepted from Sarah Garrett (unwell), Steve Hill (SHi, prior commitment) and John Macnab (unforeseen circumstances). Stewart Speake (SS) would arrive after the start of the meeting due to work. The meeting was quorate throughout.</p>	
2	<p><b>Business 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>Governing Body (GB) Matters</b></p> <p>3.1 Parent Governor election – The Headteacher reported five nominations for the vacancy. A ballot was underway. The count would take place at 2.30pm on 29 January 2020 and the result would be notified in due course.</p> <p>3.2 Training – The Chair had emailed Governors regarding the bespoke Ofsted readiness training scheduled for 17 March with Offham and Discovery schools. 20 places were initially available and any additional places would be charged to the school at £7.50 each. Estelle Hudson (EH), Niall Gardener (NG) and the Chair had signed up.</p> <p><b>Action: Governors to sign up via CPD online for the bespoke Ofsted readiness training to be held on 17 March.</b></p> <p>3.3 Skills matrix – Governors had received the updated skills audit matrix (copy filed with minutes). The Chair noted that the GB's overall score for every criteria was at least three out of five. Governors agreed that this score was sufficient for the '<i>Experience of human resource (HR) policy and processes in the school sector</i>' criterion as HR support was outsourced to Schools Personnel Service (SPS). The '<i>Experience of inspection and oversight in the school sector</i>' criterion, which had also scored three, would be addressed at bespoke training on 17 March.</p>	Govs
4	<p><b>Minutes of Previous Meeting</b></p> <p>4.1 Governors approved, and the Chair signed, minutes and confidential minutes of the FGB meeting held on 21 November 2019. Signed minutes were placed on file.</p> <p>4.2 Governors shared updates on agreed actions as follows:</p> <ol style="list-style-type: none"> <li>1. EH, CS and SHu would continue to monitor the sex and relationships curriculum as part of Quality of Education monitoring.</li> <li>2. The Clerk had updated the skills audit matrix (discussed under minute 3.3).</li> <li>3. The Chair reminded Governors to continue to regularly review their website profiles.</li> <li>4. The Chair had arranged bespoke training on Ofsted readiness to be delivered by The Education People on 17 March 2020.</li> <li>5. <b>Action carried forward: SHi to check staff signatures for Keeping Children Safe in Education (KCSIE) during next monitoring visit.</b></li> <li>6. The Headteacher had reported the number of open social services cases in his Update to Governors (agenda item 5).</li> </ol>	SHi

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	<p>7. The Headteacher had discussed the school's three- to five-year vision with the School Improvement Adviser (SIA). Feedback was covered in Update report (agenda item 5).</p> <p>8. The Headteacher had contacted the apprenticeship levy adviser to discuss opportunities including graduate teacher programme (GTP) or equivalent schemes. Feedback was covered in Update report (agenda item 5). The Headteacher noted that the apprenticeship scheme might be useful in the event of admin vacancies.</p> <p>9. The Headteacher reported that the total value of the pay awards was £7,602 for the remainder of the financial year and £13,032 per annum.</p> <p>10. The Headteacher had updated the Scheme for Paying Governors' Allowances to include 'HMRC' and current mileage rates; see minute 8.7.</p> <p>11. The Headteacher reported that there was no requirement for a careers guidance policy in primary schools; further explanation was provided in the Headteacher's Update report (agenda item 5).</p> <p>12. The Headteacher had amended the Pay and Reward Policy to state that total contribution pay (TCP) allocations were 'as prescribed by the local authority'. SPS had been contacted regarding the difference in lengths of service needed to qualify for pay review for teachers versus teaching assistants (TAs). In response, SPS had indicated that the query could be answered at a cost of £35 per 15 minutes in line with the school's support package.</p> <p><b>Action: The Chair and the Headteacher to consider insertion of wording into Pay and Reward Policy to clarify the length of service criteria for pay reviews.</b></p> <p>13. The updated Pay and Reward Policy was further discussed under agenda item 8.4.</p> <p>14. The Chair, the Vice Chair and the senior leadership team (SLT) had discussed the confidential matter recorded in Part 2 confidential minutes of the previous FGB meeting.</p>	Chair & Head
5	<p><b>Headteacher's Report</b></p> <p>5.1 Overview – Governors had received for pre-reading the Headteacher's Update dated January 2020 and the Inspection Data Summary Report (IDSR) (copies filed with minutes; Update filed as confidential).</p> <p>5.2 Safeguarding – The Headteacher highlighted advice from SPS regarding historical situations in which it was difficult to obtain two full references for employees. The school was following advice to carry out risk assessments and keep documentary evidence.</p> <p>5.3 Staffing – Confidential discussion was recorded in Part 2 confidential minutes.</p> <p>5.4 IDSR – The Headteacher emphasised the need for Governors to be familiar and conversant with the IDSR which was a key document of interest to Ofsted.</p> <p>5.5 SIA visit – Confidential discussion was recorded in Part 2 confidential minutes.</p> <p>5.6 Curriculum – The Headteacher was working two mornings per week with subject leaders to strengthen the curriculum, most recently art and history. <b>A Governor asked whether the curriculum was also being discussed across the local schools' collaboration.</b> The Headteacher said that it was; in addition, the school was using staff meeting time to review different parts of the curriculum in detail. <b>A Governor asked whether the school would buy in schemes of work to supplement any parts of the curriculum.</b> The Headteacher said that it would where needed e.g. the Rising Stars Switched On Computing scheme. Consideration was also being given to buying in learning resources for French, and the school was pulling together resources from other schools. The Headteacher noted that bought-in resources were not personalised to Ryarsh children in the same way as were in-house resources. The Headteacher said that a detailed, sustainable, sequential and high quality curriculum would take time to develop. For example, Ryarsh's 48-page geography curriculum was based on maps and compass points; it started with the UK before zooming in to Kent and then to Ryarsh.</p> <p>Governors agreed that it was important to be able to demonstrate to Ofsted that plans for curriculum development were in place and that Governors had knowledge of the school's plans to address areas of focus e.g. the need for consistency. <b>A Governor asked who was responsible for the school's PE curriculum.</b> The Headteacher said that this was led by</p>	

5.7	<p>staff. The school bought in support from the sports education organisation TeamTheme; this focused on coaching and lesson delivery. The Headteacher was reviewing provision to ensure the best fit for the school. A Governor suggested using sports funding to appoint a part time PE teacher.</p> <p>Building updates – The new playground markings had been completed and a patch of wall had been repainted. <b>A Governor asked whether the delay on the Key Stage 1 outdoor area ramp and the path connecting the pod to the playground was impacting on accessibility.</b> The Headteacher said that currently it was not; however, the work remained a priority.</p>	
5.8	<p>Previous actions from Term 2 – Governors thanked the Headteacher for updates provided in section 7 of his Update report.</p>	
6	<p><b>School Action Plan and Governor Monitoring</b></p>	
6.1	<p>School Action Plan – Governors had received the updated School Action Plan (copy filed with minutes). Governors shared updates on recent monitoring visits:</p>	
6.2	<p>Behaviour and attitudes – SHi and EH had met with the Headteacher on 22 November 2019. EH reported that the visit had focused on identifying and addressing the root causes of children’s behaviour. The Headteacher had trained staff on the tracking of behaviour incidents on SIMS. The nurture room was now in use and was having a positive impact including in terms of providing space for children to prepare themselves for the day ahead. During SHi and EH’s monitoring visit there had been discussion of the possibility of an additional role to support the most vulnerable children suffering from attachment and/or trauma issues. The reflection room was being trialled three days per week for restorative justice for less serious incidents in the playground. Children were completing forms to reflect on poor behaviour and to consider what should change. Improvements had been made to the playground including playground markings and signs about behaviour. The school was providing additional support for those in need e.g. counselling. The format of assembly had been changed in order to facilitate discussion and follow up.</p>	
6.3	<p>Quality of Education – EH, Carmel Sutton and Steve Hughes had met with the Headteacher and discussed all of the action points from the Plan and the changes in the focus of Ofsted around the quality of education and how it would be monitored. They had discussed the quality of provision judgements which had not met the previous year’s performance and asked why they had changed and what were the next steps. The Headteacher had verbally shared the outcome of the SIA visit and the changes needed to ensure that the school’s curriculum documents were sufficiently detailed regarding the progression of specific skills and knowledge across each subject area. The monitoring visit had explored how this would be achieved through CPD and the Headteacher working with subject leaders. The Headteacher had shared the outcomes of the monitoring of reading both in class and at home. There would be a big focus on this in the following term in order to effect improvement. It was hoped that Year 6 maths booster sessions from January would increase the number of pupils achieving greater depth. In addition, there was a morning group running from 8.10am two days per week. A confidential comment was recorded in Part 2 confidential minutes.</p>	
6.4	<p>Personal development – Sarah Garrett and Jon Naylor had visited on 29 November 2019 and would visit again before Easter. Personal Development Week had been held in week 1 of the current term, focusing on: healthy bodies; healthy minds; the growth mindset; and, citizenship (including making Ryarsh green, food poverty, visit from the Dandelion Trust). EH relayed positive feedback about children’s engagement in Personal Development Week. The Headteacher gave examples of Year 6 children’s activities including putting together proposals for a healthy tuckshop and outside benches.</p>	
6.5	<p>Three- to five-year vision – The Headteacher said that the SIA had offered to lead a bespoke Governors’ discussion session on the school’s three- to five-year vision.</p>	

<p>7</p> <p>7.1</p> <p>7.2</p> <p>7.3</p> <p>7.4</p>	<p><b>Finance, Funding and Resources</b></p> <p>Finance monitoring – JN fed back on the budget monitoring meeting held on 10 January 2020; minutes of that meeting were signed by JN and retained on file. The revenue balance carried forward had increased from the originally forecasted figure (£54,799 expected outturn versus £43,716); this was largely due to staff changes. Governor approval was given to write off 19 items listed in minute 6 of the budget monitoring minutes. Governors were keen for any residual value of written-off assets to be clawed back e.g. by selling online. JN advised that the supply teacher contingency fund held in the voluntary fund account was approaching the target level. The Headteacher clarified that the target was equivalent to pay point M1 on the main pay scale. JN explained that the voluntary fund was unrestricted and must therefore be externally audited. JN said that the finance monitoring group had discussed the need to review extended schools prices with a view to ensuring consistency.</p> <p>Next meeting – The next meeting date of the finance monitoring group would be arranged via email.</p> <p><b>Action: The Clerk, JN, NG and DC to arrange next finance monitoring meeting.</b></p> <p>Pay award – Covered under minute 4.2.</p> <p>Pupil Premium and sports funding – No further updates.</p>	<p>Clerk, JN, NG &amp; Head</p>
<p>8</p> <p>8.1</p> <p>8.2</p> <p>8.3</p> <p>8.4</p> <p>8.5</p> <p>8.6</p> <p>8.7</p> <p>8.8</p> <p>8.9</p>	<p><b>Policies</b></p> <p>Capability Policy – Governors approved the Capability Policy (copy filed with minutes).</p> <p>Higher and Exceptional Achievers Policy – Governors considered the relevance of this Policy (copy filed with minutes) which had arisen from the historical focus within schools on 'gifted and talented' pupils. Governors noted that the school was committed to supporting attainment and progress for all pupils regardless of ability and agreed that the focus on raising progress for higher achievers was comprehensively covered within the School Action Plan. As such, the Higher and Exceptional Achievers Policy was no longer required as a separate document.</p> <p>Online Safety Policy – The Headteacher identified group chats as the main source of online issues among children. Governors approved the Online Safety Policy (copy filed with minutes).</p> <p>Pay and Reward Policy – Governors approved the updated Pay and Reward Policy which including new wording to clarify that pay decisions were based on performance rather than budget: 'All pay decisions made for teaching staff are based on the performance of that individual member of staff. Overall budgetary conditions are not considered when making pay decisions for individual staff.' A Governor observed that, contrary to section 12.3 of the Policy, Appendix 2 did not state the current value of special educational needs (SEN) payments. Governors asked the Headteacher and the Chair to check alignment with the School Teachers' Pay and Conditions Document (STPCD) and amend Appendix 2 accordingly.</p> <p><b>Action: The Headteacher and the Chair to amend Appendix 2 of the Pay and Reward Policy to ensure alignment with the STPCD with regard to the value of SEN payments.</b></p> <p>Staff Appointment and Safer Recruitment Policy – Governors approved the Staff Appointment and Safer Recruitment Policy (copy filed with minutes).</p> <p>Safeguarding Procedures for Managing Allegations Against Staff – Governors approved these Procedures (copy filed with minutes).</p> <p>Scheme for Paying Governors' Allowances – Governors reviewed and approved this Scheme (copy filed with minutes).</p> <p>Staff code of conduct – Discussion of the staff code of conduct (copy filed with minutes) was deferred pending correction of typographical errors and clarification of requirements regarding disqualification by association.</p> <p><b>Action: The Headteacher to amend draft staff code of conduct as above for discussion/approval at next FGB meeting.</b></p> <p>Whistleblowing Policy – A Governor advised that, due to potential conflicts of interest, it was widely considered best practice for employers to facilitate anonymous whistleblowing e.g. via a hotline. This was contrary to the SPS template which instead required employees to raise concerns to their line managers. Governors agreed it was important for employees to be able</p>	<p>Head &amp; Chair</p> <p>Head</p>

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	to choose how to raise concerns and accordingly deferred discussion of this Policy pending further review. <b>Action: The Headteacher and the Chair to further review the draft Whistleblowing Policy in line with best practice.</b>	Head & Chair
8.10	Health and Safety Policy – Governors noted that the Health and Safety Policy required review. The health and safety risk assessment had not been carried out as the school was awaiting information following the new building works e.g. fire zones. <b>Action: The Headteacher and SS to review the Health and Safety Policy.</b>	Head & SS
8.11	Policy awareness – <b>A Governor asked how staff were informed about the school’s policies.</b> The Headteacher said that policies were provided to new members of staff upon joining the school. Staff were also informed whenever a policy which required their signature was updated e.g. staff code of conduct. <b>A Governor asked whether there was a culture of policy awareness in the school.</b> The Headteacher said that, where appropriate, staff were consulted and invited to have input into policies and that updated policies were put into a central digital folder. <b>A Governor asked whether all staff could access the digital folder.</b> <b>Action: The Headteacher to ensure that all staff could access the digital folder of policies.</b>	Head
9	<b>Safeguarding, Child Protection and Wellbeing</b> SS signed to confirm that he had read the Department for Education’s KCSIE 2019 guidance.	
10	<b>Health &amp; safety and premises</b> No matters arising.	
11	<b>General Data Protection Regulation</b> In her capacity as Data Protection Officer, the Chair confirmed that there had been no data breaches in the reporting period.	
12	<b>Chair’s Report</b> No matters arising.	
13	<b>Any Other Business</b>	
13.1	Leadership support – <b>A Governor asked the Headteacher whether there was any other support that would benefit him in his new role.</b> The Headteacher said that he felt very well supported by the GB.	
13.2	Fireworks event – The Headteacher said that the PTFA had suggested holding a fundraising fireworks display by Phoenix Fireworks. The company would oversee safety arrangements and discussions would be had regarding car parking. A Governor recommended consideration be given to environmental concerns and to navigating any supply chain issues. <b>A Governor asked about implications if the event had to be cancelled due to bad weather.</b> The Headteacher said that he believed that the company requested money after the event; if the event was cancelled, only the deposit (approx. 20%) would be lost and the remaining cost of the event would not have to be paid.	
13.3	Recruitment – Confidential discussion was recorded in Part 2 confidential minutes.	
14	<b>Impact of Meeting</b> Governors had received the finance monitoring report and had discussed feedback from the SIA’s visit. Governors had reviewed several policies and provided challenge around these. Governors understood the importance of familiarity with the IDSR and had shared updates on recent monitoring visits.	
15	<b>Confidentiality</b> Items 5.3 (whole), 5.5 (whole), 6.3 (part) and 13.3 (whole) were deemed confidential and recorded in Part 2 confidential minutes.	

16	<p><b>Next Meeting</b></p> <p>19 March 2020 at 7pm.</p> <p>New date for term 6 FGB meeting: Monday 20 July 2020 at 7pm.</p>	
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The meeting closed at 9.10pm.

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

Date \_\_\_\_\_

**Action Summary**

1	Sign up via CPD online for bespoke Ofsted readiness training on 17 March.	Govs
2	Check staff signatures for Keeping Children Safe in Education (KCSIE) during next monitoring visit.	SHi
3	Consider insertion of wording into Pay and Reward Policy to clarify the length of service criteria for pay reviews.	Chair & Head
4	Arrange next finance monitoring meeting.	Clerk, JN, NG & Head
5	Amend Appendix 2 of Pay and Reward Policy to ensure alignment with STPCD with regard to the value of SEN payments.	Head & Chair
6	Amend draft staff code of conduct as above for discussion/approval at next FGB meeting.	Head
7	Further review the draft Whistleblowing Policy in line with best practice.	Head & Chair
8	Review the Health and Safety Policy.	Head & SS
9	Ensure that all staff could access the digital folder of policies.	Head