

Ryarsh Primary School
Minutes of the Full Governing Body (FGB) Meeting
held at the school on Thursday 19 March 2020 at 7pm

Governors present: Daniel Childs (Headteacher), Niall Gardener, Sarah Garrett, Estelle Hudson, Steve Hughes, John Macnab, Rachel Rowland (Chair), Stewart Speake, Carmel Sutton (Vice Chair)

		Action
1	<p>Welcome and Apologies</p> <p>The Chair welcomed those present. Apologies for absence were accepted from Steve Hill (SHi), Abbie Holyer, Jon Naylor and Vanessa Stevens (Clerk) (precautionary measures during COVID-19 pandemic). The meeting was quorate throughout. Notes of the meeting were taken by the Chair.</p>	
2	<p>Business Interests</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>Governing Body (GB) Matters</p> <p>3.1 Training – The bespoke training session on Ofsted Preparedness scheduled for 17 March 2020 had been cancelled due to the COVID-19 pandemic. The training would be rescheduled by The Education People in due course.</p> <p>3.2 GB self-evaluation – Item carried forward.</p>	
4	<p>Minutes of Previous Meeting</p> <p>4.1 Governors approved, and the Chair signed, minutes and confidential minutes of the FGB meeting held on 23 January 2020. Signed minutes were retained in school.</p> <p>4.2 Governors shared updates on agreed actions as follows:</p> <ul style="list-style-type: none"> • Item 3.2 – Governors had signed up for the (subsequently postponed) Ofsted training. • Item 4.2 – SHi had checked staff signatures for Keeping Children Safe in Education (KCSIE). • Item 4.2 – The Headteacher and the Chair had amended the Pay and Reward Policy to clarify the length of service criteria for pay reviews; the updated draft was approved under minute 8. • Item 7.2 – Arrangements for finance monitoring were being discussed via email. • Item 8.2 – The Headteacher and the Chair had amended Appendix 2 of the Pay and Reward Policy to ensure alignment with the STPCD with regard to the value of SEN payments. • Item 8.8 – The Headteacher had amended the draft staff code of conduct as agreed for discussion/approval at the present FGB meeting. • Item 8.9 – The Headteacher and the Chair had further reviewed the draft Whistleblowing Policy in line with best practice. • Item 8.10 – The Headteacher and Stewart Speake (SS) had reviewed the Health and Safety Policy. • Item 8.11 – The Headteacher had ensured that all staff could access the digital folder of policies. 	
5	<p>Headteacher's Report</p> <p>5.1 Overview – Governors had received for pre-reading the Headteacher's Update dated March 2020 (filed as confidential).</p>	

Ryarsh Primary School minutes of FGB meeting 19 March 2020. These minutes have been reviewed and were confirmed by the Governing Body on 7 May 2020 to be a true and accurate record of the meeting and any decision making.

5.2	Staffing – The Headteacher shared confidential updates on staffing (recorded in Part 2 confidential minutes).	
5.3	Buildings – Since the Headteacher wrote his Update, Gen2 had visited the school and agreed to undertake all of the items on the snagging list. They would review the roof space of the old part of the building for fire compliance. Governors stated that there was no firebreak in the roof space which ran the whole length of the old building.	
5.4	Admissions – Governors noted that the admissions figures for the year were excellent and were up on the previous year. There were relatively few sibling links in the incoming cohort (just seven or eight) compared to the usual number (around 13 to 15).	
6	<p>School Action Plan and Governor Monitoring</p> <p>There were no actions arising from visits other than confirmation from SHi that staff had signed the KCSIE declaration. As statutory testing had been cancelled due to the COVID-19 pandemic, there would be no need for governors to monitor compliance with test procedures.</p>	
7	<p>Finance, Funding and Resources</p> <p>7.1 Finance monitoring – The Headteacher outlined the school's financial position as per section 8 of his Update report. Based on financial monitoring carried out in February, it was expected that the school would finish the year with an in-year deficit of £65,745, compared to the expected deficit of £59,369. This variance was due to a number of factors including increased overheads and maintenance costs, unexpected furniture replacements, an increase in electricity costs and significant PE costs for the financial year. It was expected that the school would carry forward a balance of £37,340. The end-of-year budget closedown had been brought forward to 20 March due to the pandemic. The Headteacher advised that the office manager was confident she could meet this revised deadline.</p> <p>The Headteacher explained that the overspend on PE funding was due to a bill from the Forest School. The school's energy costs had risen due to the size of the building. A governor asked whether the school left lights on for security, as he often passed the school and saw lights on but no cars in the car park. The Headteacher said that there was a rolling programme to upgrade all lights to sensor activated lights to prevent lights being left on unintentionally. In addition, there was a programme of works to be done in relation to health and safety and fire safety; the Headteacher would be presenting this to the local authority who would work with the school to deliver the necessary changes. A governor asked whether the school had suffered any damage during the recent floods in the village. The Headteacher said that the school had been unaffected but that it would be prudent to investigate having sandbags or floodbags to hand. It was noted that the culvert opposite the school had been cleared which should reduce the risk of flooding.</p> <p>7.2 Schools Financial Value Standard (SFVS) – For the benefit of newer governors, the Headteacher explained that the SFVS provided an audit of the school's accounting practices. Plans were in place to address sections of the SFVS self-evaluation where the school was graded as partly, rather than fully, compliant. The Headteacher explained that an apparently anomalous result (a section which totalled to 101%) was the result of a rounding error rather than a fundamental error in the calculations. Governors approved the SFVS self-evaluation for submission to Kent County Council.</p> <p>7.3 Pupil Premium and sports funding – Governors agreed that updates on Pupil Premium and sports funding would be added to the agenda for the finance monitoring pair, ensuring that there were regular updates. The monitoring pair would then report back to the FGB.</p>	
8	<p>Policies</p> <p>Governors approved the following documents (copies filed with minutes): Acceptable use policy (a brand new policy for the school); Health and safety policy; Pay and reward policy; Special educational needs and disabilities (SEN&D) policy; Sponsorship and advertising policy; Staff code of conduct; Supporting pupils with medical conditions policy; and, Whistleblowing policy. The Chair explained the disqualification by association process and the changes to the staff code of conduct. The Headteacher explained that the school had asked staff who work in the early years foundation stage (EYFS) or extended schools to self declare as enhanced DBS checks were not exhaustive and did not cover, for example, crimes committed abroad.</p>	

9	<p>Safeguarding, Child Protection and Wellbeing</p> <p>No further matters arising.</p>	
10	<p>Health & safety and premises</p> <p>Health & safety and fire were covered elsewhere on the agenda. Since the agenda was circulated, there had been significant developments in the government's response to the COVID-19 pandemic and the school would be closing the following day until further notice. Children with education, health and care plans (EHCPs) or allocated social workers (the school had none of the latter although some were in the referral process) would be entitled, but not obliged, to attend school. The school was awaiting clarification of the definition of key workers. Forms had been sent to parents asking them to notify the school if their children were planning to attend during the closure. All children would be provided with a learning pack designed to consolidate learning for the rest of the term. Staff would be looking at remote learning options during the following week, using the government guidance to try and follow the planned curriculum as closely as possible.</p> <p>A governor asked whether the school was planning to deliver lessons via Facetime. The Headteacher said that all options were being investigated. The ideal solution would be a platform where children could feed back and ask questions. A governor suggested Google classroom; however, it was noted that this and many other platforms were designed primarily for secondary school pupils. The Headteacher had contacted the School Improvement Adviser for advice on remote learning platforms but he had not been able to offer any.</p> <p>The Chair and the Headteacher had agreed that there was no expectation for the school to remain open over the Easter holiday and that staff wellbeing was crucial. However, support staff, teachers and teaching assistants (TAs) had said that they would be happy to work a day or so during their holidays if it would help alleviate childcare issues for key workers. A governor asked which staff would be at school the following week. The Headteacher said that all staff would be at school on Monday; thereafter, they would work out a staffing rota based on the number of children who were attending.</p> <p>A governor asked whether parents could communicate with staff via email. The Headteacher confirmed that this was in place. The local authority had provided guidance around safeguarding and the Headteacher would ensure compliance. A governor asked about provision of meals to children who were entitled eligible to receive free school meals. The Headteacher said that he was liaising with the catering company and did not yet know their plans. A governor suggested that, in the event of the catering company being unable to provide food, the school could liaise with managers of the nearby Duke of Wellington pub to see if they could help.</p> <p>A governor asked whether PE coaches would be retained. The Headteacher said that it would depend on the number of children attending school and the advice on social distancing. A governor asked whether office staff would be able to continue performing tasks which were essential to the running of the school e.g. payroll. The Headteacher explained that payroll was run by Schools' Personnel Service and that the one key task had been budget closedown, as discussed above. The Headteacher confirmed that teachers already had access to a virtual private network (VPN) which allowed them to work from home accessing shared material on the school's network.</p>	
11	<p>General Data Protection Regulation</p> <p>In her capacity as Data Protection Officer, the Chair confirmed that there had been no data breaches in the reporting period.</p>	
12	<p>Chair's Report</p> <p>The Chair confirmed that all monitoring visits would be suspended until further notice. Consideration would given at the next meeting as to how governors could evidence monitoring against the school plan.</p>	
13	<p>Any Other Business</p> <p>13.1 Declaration of interest – A governor asked whether they needed to declare the fact that they socialised with a member of staff on a regular basis. The Headteacher and the Chair said that this did not need to be declared, but thanked the governor for raising this.</p>	

13.2	Extended schools – A governor asked whether the extended schools provision would continue during the school closure. The Headteacher confirmed that it would, subject to need.	
14	Impact of Meeting Governors identified the following positive impacts of the meeting: <ul style="list-style-type: none"> • Governor involvement in the fire assessment and H+S review; • Policies updated after governor review; • Finance monitoring updated per SFVS guidance; and, • Governor involvement in recruitment. 	
15	Confidentiality Item 5.2 was deemed confidential and recorded in Part 2 confidential minutes.	
16	Next Meeting Term 5: Thursday 7 May 2020 at 7pm; to be held virtually. Term 6: Monday 20 July 2020 at 7pm. Action: SHu to investigate Microsoft Teams. Action: The Chair to set up a WhatsApp group for ease of communication.	SHu Chair

The meeting closed at 8.45pm.

Signed (Chair) _____ Date _____