

**Ryarsh Primary School**  
**Minutes of the Full Governing Body (FGB) Meeting**  
**held on Thursday 7 May 2020 at 7pm via Zoom**

**Participants:**

**Governors** Daniel Childs (Headteacher), Niall Gardener, Sarah Garrett, Steve Hill, Abbie Holyer, Estelle Hudson, Steve Hughes, John Macnab, Jon Naylor, Rachel Rowland (Chair), Carmel Sutton (Vice Chair)

**Clerk** Vanessa Stevens

		<b>Action</b>
1	<p><b>Welcome and Apologies</b></p> <p>The Chair welcomed participants to the meeting. Apologies for absence were accepted from Stewart Speake (work). The meeting was quorate throughout. The Chair reminded participants to preserve the confidentiality of the meeting.</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 Terms of Reference – Governors agreed to amend the GB’s Terms of Reference to remove the requirement for meetings to be chaired by someone who is ‘present in person’.</p> <p><b>Action: The Clerk to amend the Terms of Reference to remove the requirement for meetings to be chaired by someone who is ‘present in person’.</b></p> <p>3.2 Delegation of responsibilities – No changes were made to the delegation of Governors’ responsibilities.</p> <p>3.3 Contingency arrangements – In the event of the Chair’s absence, meetings would be chaired by the Vice Chair in line with usual practice. In the event of the Clerk’s absence, notes of GB meetings would be taken by the Chair.</p> <p><i>At 7.09pm Steve Hill (SHi) joined the meeting; delay due to technical issues.</i></p>	Clerk
4	<p><b>Minutes of Previous Meeting</b></p> <p>4.1 Governors approved the draft minutes and confidential minutes of the FGB meeting held on 19 March 2020 for signature by the Chair.</p> <p><b>Action: The Chair to provide signed minutes and confidential minutes of FGB meeting held on 19 March 2020 for filing when school reopens.</b></p> <p>4.2 Governors shared updates on agreed actions as follows:</p> <ul style="list-style-type: none"> <li>• Item 16 – The decision had been taken to use Zoom rather than Microsoft Teams for virtual GB meetings.</li> <li>• Item 16 – The Chair had set up a GB WhatsApp group for ease of communication.</li> </ul>	Chair
5	<p><b>Provision during school closure</b></p> <p>5.1 Governor updates – The Headteacher was circulating weekly updates to Governors (copies dated 17 and 25 April filed with minutes); these covered safeguarding, staffing, remote learning, school priorities, health &amp; safety and buildings, and other key issues.</p> <p>5.2 Onsite provision – The school had been open throughout the Easter holiday and would remain open on the 8 May bank holiday. Those attending were children of key workers. Although children with education, health and care plans (EHCPs) were also entitled to attend, their parents had chosen for them to stay at home. The numbers of children attending were fairly consistent, ranging from three to nine (most on Wednesdays, fewest on Thursdays and Fridays). The children were accommodated in one classroom with sufficient space to</p>	

Ryarsh Primary School minutes of FGB meeting 7 May 2020. These minutes have been reviewed and were confirmed by the Governing Body on 11 June 2020 to be a true and accurate record of the meeting and any decision making.

<p>5.3</p> <p>5.4</p>	<p>facilitate social distancing. Learning activities were led by adults working on a rota basis; most staff were attending one day per week, although the Headteacher was attending three days per week and Acting Assistant Headteacher Mrs Hale was attending two. There was always a designated safeguarding lead (DSL) and a first aider on site.</p> <p>Provision of education for all children – The Headteacher demonstrated Google Classroom which was a free online service being used by the school to deliver home learning. The platform provided a virtual classroom and a virtual staffroom where staff could trial new ideas; there was also a designated virtual classroom for the incoming Year R intake. Parents were given codes to access the relevant class pages. Every Sunday, staff updated Google Classroom with new maths, reading and writing activities. Provision had also been made for other curriculum areas. Other resources included links to videos made by staff, educational YouTube videos, worksheets and support/direction for parents and carers. The latter included extension activities to enable further exploration of different areas of learning. Families also had access to craft videos by teaching assistants (TAs) and planning resources. In the current week, activities had been linked to the VE Day 75<sup>th</sup> anniversary celebrations.</p> <p>The Headteacher explained how Google Classroom facilitated interactive learning, for example via interactive assignments and peer interaction. Use of the platform had been well received by parents. Governors corroborated this and relayed positive feedback from parents which included: ability of parents to select activities for their children; absence of deadlines; easy-to-navigate format; breadth and depth of learning activities; clear structure and progression between activities; links to other resources; and, children’s enjoyment of learning. The Headteacher said that the school had taken a phased approach to the introduction of Google Classroom so as not to overwhelm families with a high volume of resources in one go. <b>A Governor asked whether parents could contact their child(ren)’s class teacher(s).</b> The Headteacher said that they could, via email and the Google Classroom contact function.</p> <p><b>A Governor asked the frequency with which children were handing in work completed at home.</b> The Headteacher said this varied depending on each family’s circumstances. Staff were not able to provide formal marking but the provision of feedback was helping to increase children’s confidence and self-esteem. Governors relayed positive parental feedback on staff responses to work submitted by children. The Headteacher noted that the local authority had commended the school’s provision. On behalf of the GB the Chair had emailed staff via the Headteacher to thank them for their hard work. Governors recognised the huge volume of work involved in providing home learning and acknowledged that the unprecedented circumstances in which schools were operating had radically changed the nature of the teaching role. The Chair praised staff for their adaptability.</p> <p><b>A Governor asked whether progress data was being recorded during the school closure.</b> The Headteacher said it was not feasible. When the children returned to school, it would be necessary to put in place a recovery curriculum with a focus on mental health, rebuilding relationships, and transition back to the learning environment. There would be formative assessment of children’s levels in order for learning to be pitched appropriately.</p> <p><b>A Governor asked whether staff were providing live lessons via Google Classroom or any other platform.</b> The Headteacher said that the decision had been taken not to provide live teaching online due to potential safeguarding issues. Recorded lessons had also been ruled out as staff were working from home (which raised potential privacy issues) and it was against union guidance for them to go onto the school site in order to record lessons. Staff were already working at full capacity. <b>Governors asked whether any benefit could be gained from live interactions between children at set points during the school.</b> The Headteacher confirmed that Google Classroom enabled children to interact and said that there was scope to consider introducing weekly live class assemblies using an appropriate platform. The Headteacher reported that the majority of other local primary schools had similarly ruled out live lessons for the reasons outlined above.</p> <p>Personal development – The Headteacher said that children were being set ‘personal best’ challenges and personal development activities. Staff were directing parents towards relevant online resources. The VE Day celebration activities had been well received. Children had been producing self portraits to display outside the school. The Headteacher noted that there was budgetary provision for personal development and mental health and that money had been allocated for support such as counselling and play therapy. <b>A Governor asked whether children who ordinarily accessed sensory circuits were receiving extra</b></p>	
-----------------------	--	--

	<p><b>support in place of this provision.</b> The Headteacher said that it was unfortunately not possible to offer an alternative, although the school was continuing to give support and guidance to parents.</p> <p>5.5 Home-learning guidance – The school had increased its number of online subscriptions in order to widen the range of activities available to families.</p> <p>5.6 Equality of access – Spare laptops were being loaned to families whose children received pupil premium funding. Other families without computing equipment were collecting printed packs of learning resources from the school.</p> <p>5.7 Free school meals – The school had experienced significant challenges in sourcing the £15-per-week food vouchers for children in receipt of free school meals via the government's chosen provider, Edenred. One family had become eligible for free school meals since the beginning of the school closure.</p> <p>5.8 Daily returns – The school was submitting the required daily returns to the Department for Education and Kent County Council (KCC). <b>A Governor asked whether the school was recording the number of children who made contact each day.</b> The Headteacher said it was not, although it was monitoring engagement with Google Classroom and making contact via phone and/or email with families who were not engaging.</p> <p>5.9 Plans for reopening – The Headteacher said that the challenge involved in enforcing the 2m social distancing guidance among children posed the most significant risk factor in the future reopening of the school. A government announcement on the subject was expected on 10 May. The teaching unions were proposing their own five rules for reopening. The Headteacher said that classrooms had been measured in order to calculate how many children could be seated whilst maintaining social distancing. The number was approximately between nine and 12 not including a safe pathway for children to enter and exit the room. Between 15 and 20 children could be accommodated in the hall.</p>	
6	<p><b>Health &amp; Safety and Premises</b></p> <p>6.1 Government guidance – Covered under item 5.</p> <p>6.2 First aid arrangements – Covered under item 5.</p> <p>6.3 Routine premises checks – The Headteacher said that the new caretaker had settled in brilliantly to the role and was seamlessly continuing with the schedule of regular premises checks. The caretaker was also working on the path and developing the wildlife garden.</p> <p>6.4 Covid-19 update – There had been no known or suspected cases of covid-19 within the school community.</p> <p>6.5 Building use and maintenance – Site development works by Amey and KCC were underway. The ramp and pathway in the Key Stage 1 outdoor area were on track for completion the following week.</p>	
7	<p><b>Safeguarding and Wellbeing</b></p> <p>7.1 Covid-19 safeguarding toolkit – The Headteacher had shared the Covid-10 safeguarding toolkit (copy filed with minutes) which had been personalised to the school using The Education People's template. The Headteacher explained the traffic light (red, amber, green) system used to denote social services / early help involvement: red = current involvement, amber = previous involvement, green = no involvement. For children coded red or amber, risks had been identified and mitigation measures put in place.</p> <p>7.2 Child Protection Policy addendum – Governors ratified approval of the Child Protection Policy addendum (copy filed with minutes) which had been shared in draft form with the GB and staff and approved as an urgent action by the Chair.</p> <p>7.3 Welfare and wellbeing – Covered under item 5. SHi reported that the school's internet safeguarding measures were strong.</p> <p>7.4 Staff matters – The Headteacher and other staff were holding regular meetings via Zoom; these covered issues such as workload and wellbeing. Monday meetings were keeping in touch meetings for all adults within the school community; Wednesday meetings included review of any families with concerns; and, on Fridays there was a virtual staff social. So far, most remote staff CPD had focused on Google Classroom; however, staff could access other</p>	

	<p>online training and there would be an increased focus on this as Google Classroom became securely embedded across the school. <b>A Governor asked about TAs' presence on site.</b> The Headteacher said that TAs had been included on the staffing rota. The local authority had begun to release virtual training for TAs. Confidential discussion was recorded in Part 2 confidential minutes.</p>	
8	<p><b>Finance and Resources</b></p> <p>8.1 Schools Financial Value Standard (SFVS) – The Headteacher confirmed that the SFVS self-evaluation had been submitted to KCC ahead of the 31 March deadline.</p> <p>8.2 Budget monitoring / three year budget plan – Jon Naylor (JN) said that, from initial review, the three year budget plan showed a good level of rollover and a strong year-end position. Adjustments had been made to the budget to reflect an expected decrease in income. The Headteacher said that the budget was prudent; there was a high level of uncertainty including around the impact of social distancing measures on extended schools provision. The local authority had said it expected an increase in income in year 2 of the budget in the region of £70k-£80k. JN, Niall Gardener (NG) and the Headteacher would scrutinise the budget in detail, including any impacts of the covid-19 pandemic, ahead of formal approval at an Extraordinary FGB (EFGB) meeting and submission to the local authority. <b>A Governor asked whether midday meals supervisory staff would be furloughed.</b> The Headteacher said that the local authority had advised the school against furloughing staff. Governors understood that it was not possible to furlough government staff in any event.</p> <p><b>Action: JN, NG and the Headteacher to scrutinise three year budget for EFGB approval and submission.</b></p> <p>8.3 Contracts / service agreements – The Headteacher was looking at reviewing the grounds maintenance contract slightly.</p>	JN, NG & Head
9	<p><b>Policies</b></p> <p>9.1 Attendance Policy – This Policy had been updated to combine the model policy from The Key with the school's existing policy. <b>A Governor asked whether the Policy had been enforced prior to the school closure.</b> The Headteacher said it had not, although the need may arise in the future. For the majority of non-attendance cases, the school was aware of reasons. The Headteacher had written to families who were nearing the threshold at which enforcement action could be considered for unauthorised absence (10 sessions or five days). No child had so far exceeded the threshold in the current academic year. The Headteacher recommended retaining the existing provision for enforcement unless there were extenuating circumstances. Governors approved this Policy (copy filed with minutes).</p> <p>9.2 Extended Schools Services Policy – The majority of changes related to the terms and conditions section. Governors approved this Policy (copy filed with minutes).</p> <p>9.3 Finance Policy – A few minor changes had been made e.g. to reflect the increased frequency with which budget monitoring information must be shared with the GB. A section regarding transfer of £3,000 into the voluntary fund had been removed as schools were no longer able to do this. Governors approved this Policy (copy filed with minutes).</p> <p>9.4 Single Equality Scheme including Accessibility Plan – The action plan had been updated along with sections in green font on the circulated draft (copy filed with minutes). A Governor noted that the eighth guiding principle stated, 'We maintain and publish quantitative and qualitative information showing our compliance with the public sector equality duty (PSED) set out in clause 149 of the Equality Act 2010.' The Governor asked what data was published and where. Governors approved this policy.</p> <p><b>Action: The Headteacher to clarify the requirement to publish data showing the school's public sector equality duty (PSED) set out in clause 149 of the Equality Act 2010.</b></p>	Head
10	<p><b>Headteacher's Update</b></p> <p>Governors had received the Headteacher's Update dated May 2020 (copy filed with confidential minutes). Confidential discussion was recorded in Part 2 confidential minutes.</p>	

11	<b>Chair's Update</b>	
11.1	Actions – Aside from the Chair's approval of the Child Protection Policy addendum (covered under minute 7.2) there were no urgent actions to report.	
11.2	Headteacher's performance management – This had been carried out prior to lockdown. The next review would take place in the autumn.	
11.3	Leadership and management – In lieu of their usual weekly face-to-face meetings, the Headteacher and the Chair were keeping in touch via phone and email.	
12	<b>AOB</b>	
12.1	Data protection – In her capacity as Data Protection Officer, the Chair confirmed that there had been no data breaches in the reporting period. The Chair had reviewed the use of Zoom and was satisfied that it was in line with school policy as it did not involve sharing personal data.	
12.2	Governor monitoring – The Chair sought Governors' thoughts on the format and scope of monitoring until the end of the school year. <b>Action: Governors to feed back thoughts on monitoring to the Chair for collation.</b>	Govs & Chair
12.3	Commendation – On behalf of the GB, the Vice Chair thanked the Headteacher for his hard work and fantastic response to the school closure. The Chair thanked the Headteacher for his detailed weekly updates to Governors.	
13	<b>Confidentiality</b>	
	Items 7.4 (part) and 10 (whole) were deemed to be confidential and recorded in Part 2 confidential minutes.	
14	<b>Next Meeting</b>	
	FGB: Monday 20 July 2020 at 7pm. Additional meeting(s) to be convened as necessitated by the evolving circumstances.	

The meeting closed at 20.49 hrs.

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

### Action Summary

1	Amend Terms of Reference to remove requirement for meetings to be chaired by someone who is 'present in person'.	Clerk
2	Provide signed minutes and confidential minutes of FGB meeting held on 19 March 2020 for filing when school reopens.	Chair
3	Scrutinise three year budget for EFGB approval and submission.	JN, NG & Head
4	Clarify requirement to publish data showing the school's public sector equality duty (PSED) set out in clause 149 of the Equality Act 2010.	Head
5	Feed back thoughts on monitoring for collation	Govs & Chair