

Ryarsch Primary School
Minutes of the Meeting of the Full Governing Body (FGB)
held on Thursday 24 September 2020 at 7pm via Zoom

Participants:

Governors Daniel Childs (Headteacher), Niall Gardener (NG), Sarah Garrett (SG), Steve Hill (SHi), Abbie Holyer (AH), Estelle Hudson (EH), Steve Hughes (SHu), John Macnab (JM), Jon Naylor (JN), Rachel Rowland (RR, Chair), Carmel Sutton (CS, Vice Chair)

Clerk Vanessa Stevens

		Action
1	Welcome and Apologies	
1.1	Welcome – The Chair welcomed everyone to the meeting.	
1.2	Election of Chair – A sole nomination for the role of Chair had been received from RR. With the Clerk chairing, Governors voted to appoint RR to serve a further one-year term of office as Chair. RR chaired the meeting from this point forward.	
1.3	Election of Vice Chair – A sole nomination for the role of Vice Chair had been received from CS. Governors voted to appoint CS to serve a further one-year term of office as Vice Chair.	
1.4	Apologies – Apologies for absence were accepted from Stewart Speake (SS, work). The meeting was quorate throughout.	
2	Declaration of Interests Governors were reminded to declare any business interests including those relating to agenda items. No new interests were declared during the meeting.	
3	Governing Body Matters	
3.1	Constitution and structure – Governors reviewed the existing constitution (four Parent Governors, one Local Authority Governor, one Staff Governor, one Headteacher Governor and five Co-opted Governors operating the circle model of governance) and agreed it continued to best meet the school's needs.	
3.2	Terms of Reference – The Clerk had circulated The Education People's model Terms of Reference and Standing Orders 2020/21 template for review (highlighted to identify changes from previous version). Governors deferred approval of this document until term 2 as there were a small number of issues for the Chair and the Headteacher to first discuss. Governors agreed to retain the GB's existing Terms of Reference in the meanwhile. Action: The Chair and the Headteacher to discuss the draft Terms of Reference; Governors to read and provide feedback on same.	Chair & Head
3.3	Code of conduct – The Chair recommended adoption of The Education People's model Code of Conduct for School Governing Boards 2020/21. In response to a Governor's query, the Chair recapped the requirement for Governors to use school emails for all governance communication both within and outside the school (p5). For the benefit of newer Governors, the Chair explained that Governor challenge (p5) would be provided during monitoring visits, by scrutinising evidence of progress and impact with reference to school's targets. Governors unanimously approved the Code of Conduct subject to the deletion of irrelevant red font sections, plus addition of 'where possible' to the following statement (p6): 'We will make full efforts to attend all meetings, including any held virtually, and where we cannot attend explain in advance why we are unable to.' Action: Clerk to update Code of Conduct as agreed above and circulate to GB. SS to confirm agreement with Code at next FGB meeting.	Clerk / SS

3.4	<p>Training –AH had signed up for The Education People’s online Governor Induction training in November. The Chair reminded Governors to sign up for bespoke training on the Ofsted framework to be held online at 6.30pm on 13 October 2020.</p> <p>Action: Governors to sign up for online training on Ofsted framework (13 October).</p>	Govs
4	<p>Minutes of Previous Meeting</p> <p>4.1 Approval of minutes – Governors approved minutes and Part 2 confidential minutes of the FGB meeting held on 16 July 2020 for signature by the Chair.</p> <p>Action: The Chair to provide signed minutes of 16 July 2020 FGB meeting.</p> <p>4.2 Updates on actions –</p> <ul style="list-style-type: none"> • Item 4.8 – Monitoring reports were covered under minute 6.4. • Item 5 – The Headteacher had circulated the Step Up September recovery plan. • Item 7 – The Headteacher had added wording to the home learning policy to clarify expectations for home learning; the policy had been communicated to parents. • Item 10 – The GB’s informal meeting had been held on 1 September 2020. 	Chair
5	<p>Headteacher’s Update</p> <p>5.1 Report – Governors had received the Headteacher’s Update dated September 2020 (shared via KLZ). The Headteacher presented the report and gave verbal updates.</p> <p>5.2 Safeguarding – The recent INSET day had covered safeguarding practices and procedures and online safety training; all staff had now received safeguarding training. All staff (including visiting staff) were provided with the school’s child protection policy and the updated Keeping Children Safe in Education (KCSIE) guidance. Most staff had signed to confirm they had read those two documents; outstanding signatures were being chased.</p> <p>5.3 Staffing – There were vacancies for two Midday Meals Supervisors, a Deputy Headteacher (DHT) and a Key Stage 1 Leader; the latter had been advertised in case of internal appointment to the DHT role. The Headteacher explained that the decision to extend the role of Assistant Headteachers until the appointment of a new DHT in January would provide increased leadership capacity and ensure contingency planning in event of the Headteacher’s absence. There had been a high level of interest in the DHT vacancy. The staffing structure diagram (shared via KLZ) had been updated to show staffing numbers. A Governor asked whether staff would be rewarded for their exceptionally hard work in the present circumstances. The Headteacher said that all staff would receive at least half a day’s release time in term 2. Confidential information was recorded in Part 2 confidential minutes.</p> <p>5.4 Covid-19 update – The Headteacher said that it was taking up to a week to book and obtain covid-19 tests. Many of the school’s original 10 tests had been used and more were on order. Pupil attendance was good compared to many other schools. Staff were exhausted by the intensity of implementing new routines and systems. The children had coped well with the return to school. Staff were fielding a high number of enquiries from parents who were unsure of possible covid symptoms and what to do if their children felt unwell. A Governor raised the topic of cleaning and asked how staff had responded to this new responsibility. The Headteacher said that cleaning routines were working well; all staff had responded positively and were helping with regular cleaning of touch points and tables. This was preferable to extending the cleaners’ hours as that would increase the number of adults with whom children potentially came into contact. Deep cleans would be carried out in the event of any confirmed cases of covid-19 or if a child was symptomatic. In the event of a confirmed case, the school would seek advice via the new phone hotline which had replaced the old Public Health England (PHE) hotline. More teachers were having to provide playtime cover due to the need to maintain separation between bubbles. Staff were undertaking a lot of their planning, preparation and assessment (PPA) at home. Staff contact with children’s books was being minimised by reducing the use of written feedback and increasing the use of verbal feedback.</p>	

Ryarah Primary School FGB minutes 24 September 2020. These minutes have been reviewed and were confirmed by the Governing Body on 19 November 2020 to be a true and accurate record of the meeting and any decision making.

5.5	<p>The Headteacher had received a phone call from PHE to audit his knowledge of covid-19 safeguarding procedures. The Headteacher intended to provide feedback on this exercise. A Governor asked whether any unexpected issues had arisen since the start of term. The Headteacher identified the challenge posed by the lack of covid-19 testing capacity and the time taken to explain the isolation requirements to parents. In terms of education, there was a significant gap in children’s progress since March; on the positive side, children had settled well and quickly adapted to new routines. A Governor asked how the school was addressing parents’ uncertainty regarding covid-19 symptoms. The Headteacher said that the school had distributed a parent guide which included information on symptoms; this was helping to address parents’ uncertainty about how to distinguish between mild and consistent coughs. The school had prepared for the new NHS contact tracing app and had displayed its unique QR code in the window to be scanned by visitors.</p> <p>Finance monitoring – The Headteacher reported that the school’s revenue balance had increased since circulation of the Update. The Headteacher and the Office Manager had reviewed the budget and increased provision for English and maths interventions and CPD in line with the school’s improvement priorities. There were plans to recruit a member of staff to work with two children with a higher level of special educational needs (SEN). The Headteacher recommended detailed review of the extended schools provision; uptake was currently at a maximum of 10 children, which had financial implications. A Governor asked whether the low uptake was due to the pandemic. The Headteacher said that all local schools except one had been similarly affected. Governors noted that the extension of the government’s jobs furlough scheme and its work-from-home guidance might impact the uptake of extended schools provision. Confidential information was recorded in Part 2 confidential minutes.</p> <p>Action: Finance Governors and the Headteacher to remodel the extended schools forecast at the six month budget monitoring meeting.</p>	JN, NG & Head
6	<p>School Action Plan and Governor Monitoring</p> <p>6.1 School plan – Governors approved the School Improvement Plan 2020/21 (shared via KLZ). On behalf of the GB, the Chair thanked the Headteacher for his hard work and commended the plan’s new format.</p> <p>6.2 Monitoring – The Chair noted that Governors needed to ensure that remote monitoring remained robust and evidence-based. Governors confirmed the allocation of monitoring responsibilities as follows:</p> <ul style="list-style-type: none"> • Leadership and Management: JM & NG. • Quality of Education: EH, AH & RR. • Behaviour and attitudes: SS & SHi. • Personal development: SG & EH. • Early years: CS & SHu. • Finance: JN & NG. • SEN: SHu. • Safeguarding: SHi. • Headteacher’s performance management: RR, CS & SS. • Pay Committee: RR, SS & AH. • Health & Safety: SS & SHi. <p>6.3 Monitoring visits –</p> <p>Action: Governors to arrange monitoring visits for the start of term 2. The Chair to email a reminder after half term for pairs to send suggested monitoring dates to the Headteacher.</p> <p>6.4 Visit reports – Term 6 monitoring reports on curriculum (CS & AH) and health & safety (JM) had been circulated and shared via KLZ.</p> <p>6.5 HT performance management – A meeting had been scheduled for the Headteacher, the Chair, CS, SS and external adviser Rosemary Ferguson.</p>	Govs & Chair

9	Finance and Resources	
9.1	<p>Budget monitoring – Governors had received the CFR Codes With Cost Centres Budget Profile Details Report dated 31 August 2020 (shared via KLZ). JN said that the six month budget monitoring would take place close to the October half term. Governors carried forward to the term 2 meeting discussion of the frequency of finance monitoring visits and reports (model Terms of Reference specified six visits and six reports per year).</p> <p>Financial risk register – Governors approved the financial risk register dated September 2020 (shared via KLZ).</p>	Chair
9.2	<p>Pay Committee –</p> <p>Action: The Chair to convene a meeting of the Pay Committee before 31 October.</p>	
9.3	<p>Pupil Premium report – Governors approved the annual pupil premium report published on the school's website. A Governor asked whether the difference between the £13.5k funding and the £15k expenditure on interventions would be made up from the school's main budget. The Headteacher confirmed that the difference would be funded from different cost centres as appropriate e.g. English and maths budgets. The Headteacher noted that pupil premium funding was intended for use in improving provision for all children.</p>	
9.4	<p>Sports funding report – Governors had received the sports funding report titled Evidencing the Impact of the Primary PE and Sports Premium 2020-21 (shared via KLZ). A Governor asked whether the school was on track with its sports premium funding. The Headteacher said that the school had previously received two invoices at once which had resulted in a variance; for the coming period, however, the budget would be much closer to the forecast. A Governor asked whether swimming lessons would soon resume. The Headteacher said that he was waiting to hear back from Larkfield Leisure Centre regarding their covid-19 safety measures; depending on the response, the school might need to consider other providers. Governors approved the sports funding report.</p>	
10	Policies	
10.1	Admissions – Governors approved the admissions statement for September 2021 (shared via KLZ).	Head
10.2	Appraisal policy – Governors approved the appraisal policy (shared via KLZ) subject to amendment to read that the Headteacher's objectives would be agreed by the Headteacher, the external adviser and the Headteacher's performance management group.	
10.3	Child protection policy – Governors approved the child protection policy dated September 2020 (shared via KLZ).	
10.4	Teaching and learning policy – Governors had received the updated teaching and learning policy (shared via KLZ). There were no questions arising.	
10.5	Panels – Governors noted advice from The Education People that complaints and HR panel processes should continue to operate remotely due to the pandemic.	
11	Chair's Update	
	In her capacity as Data Protection Officer, the Chair confirmed that there had been no data breaches in the reporting period.	
12	AOB	
	The Headteacher was actioning the new requirement for the school's website to include the name of the SENCo and a link to benchmarking. The Headteacher and the Office Manager were auditing and updating the whole website, including a new covid-19 page plus information on the curriculum, data, staffing and new entrants' meetings. The media company which had made the recent Year 6 graduoke video had been engaged to film a virtual tour of the school site; this would appear on the school's website with voiceover narration by Ryarsh pupils. Governors commended the use of the film for reinforcing the	

	<p>school's commitment to covid-19 safety. The Headteacher said that, depending on government guidance, it might soon be possible to run some socially distanced after-school site tours. The Chair advised that her husband (a professional photographer) would be able to take Governor profile pictures of EH and AH for the website at no cost.</p> <p>Action: All Governors to review / write their personal profile for the school website; new / updated profiles to be sent to the Admin Assistant.</p> <p>Action: The Chair to liaise with EH and AH re. website profile photos.</p>	<p>Govs</p> <p>Chair, EH & AH</p>
13	<p>Confidentiality</p> <p>Parts of items 5.3 and 5.5 were deemed to be confidential and recorded in Part 2 confidential minutes.</p>	
14	<p>Meeting Dates</p> <p>Governors confirmed FGB meeting dates (all 7pm):</p> <ul style="list-style-type: none"> • 19 November 2020. • 21 January 2021. • 18 March 2021. • 13 May 2021. • 15 July 2021. 	
15	<p>Impact</p> <p>Governors had scrutinised the school's actions, risk assessment and contingency plans to protect children and staff during the current covid-19 crisis. Governors had discussed the school's improvement plan, remote learning plans and safeguarding arrangements and had reviewed and/or approved four policies. Governors had considered staff wellbeing and discussed the possible resumption of swimming lessons subject to appropriate safety measures.</p>	

The meeting closed at 9.12pm.

Signed (Chair) _____

Date _____