

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

Participants:

Governors Daniel Childs (Headteacher), Sarah Garrett (from 7.20pm), Steve Hill, Abbie Holyer, Estelle Hudson, Steve Hughes, Jon Naylor, Rachel Rowland (Chair), Stewart Speake, Carmel Sutton (Vice Chair)

Clerk Vanessa Stevens

		Action
1	<p>Welcome and Apologies</p> <p>The Chair welcomed everyone to the meeting. Apologies for absence were accepted from Niall Gardener (NG, work commitment). Sarah Garrett (SG) had advised that her arrival would be delayed due to childcare. The meeting was quorate throughout.</p>	
2	<p>Declaration of 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>Minutes of Previous Meeting</p> <p>3.1 Approval of minutes – Governors approved minutes and Part 2 confidential minutes of the FGB meeting held on 24 September 2020 for signature by the Chair.</p> <p>Action: The Chair to provide signed minutes of 24 September 2020 FGB meeting.</p> <p>3.2 Updates on actions –</p> <ul style="list-style-type: none"> • Item 3.2 – The Chair and the Headteacher had discussed the Terms of Reference; see minute 4.2. • Item 3.3 – The Clerk had updated and circulated the code of conduct. Stewart Speake (SS) confirmed his agreement with the code. • Item 3.4 – The Chair had taken away some action points from the bespoke Ofsted training on 16 October 2020. • Item 4.1 – The Chair had provided signed minutes of the 16 July 2020 FGB meeting. • Item 5.3 – The action arising from the confidential minutes was no longer applicable. • Item 5.5 – The finance monitoring pair and the Headteacher had remodelled the extended schools forecast at the six month budget monitoring meeting. • Item 6.3 – Governor monitoring visits were covered under agenda item 6. • Item 6.6 – The Clerk had finalised and shared the governor visits policy. • Item 8.2 – The Headteacher had checked the staff counselling service referral arrangements and shared the direct phone number with staff. • Item 8.3 – Steve Hughes (SHu) and SS confirmed that they had read and understood Parts 1 and 2 of the Keeping Children Safe in Education (KCSIE) 2020 guidance. • Item 8.3 – Steve Hill (SHi) had not yet seen evidence of the designated safeguarding leads' (DSLs') training and staff safeguarding training. • Item 9.2 – The Pay Committee had met on 23 October 2020. • Item 10.2 – The Headteacher had amended the appraisal policy as agreed. • Item 12 – Governors had reviewed their website profiles. Estelle Hudson had sent her photo for the website to the school office. Abbie Holyer's (AH's) photo had been added to the website and AH was in the process of updating her profile. 	Chair

<p>4</p> <p>4.1</p> <p>4.2</p> <p>4.3</p> <p>4.4</p> <p>4.5</p> <p>4.6</p>	<p>Governing Body (GB) Matters</p> <p>Membership – The Chair had emailed John Macnab, whose term of office as a parent governor had recently expired, to thank him for his contribution to the GB.</p> <p>Action: The Headteacher to organise a parent governor election. Governors to speak with parents to raise awareness of the vacancy.</p> <p>Terms of Reference – Governors approved the GB Terms of Reference 2020/21 which the Clerk had adapted from The Education People’s model as advised by the Chair. The Chair clarified that there would be three finance monitoring visits per year: one at six months, one at nine months and one at year end. The budget monitoring report would continue to be circulated to FGB six times per year.</p> <p>Code of Conduct – Covered under minute 3.2.</p> <p>Training – AH had completed the first half of The Education People’s governor induction training. AH and SHi had completed online Prevent training. Carmel Sutton (CS) and the Headteacher had previously undertaken Prevent training through their employment. The Headteacher advised that Prevent training should be refreshed to ensure it remained up to date.</p> <p>Governance Handbook – The Clerk had signposted updates to the Governance Handbook which came into effect in October 2020.</p> <p><i>At 7.20pm, SG joined the meeting.</i></p> <p>Governance bulletin – Governors had received The Education People’s November update. Governors noted the need for them to understand the expenditure and impact of covid-19 catch-up funding.</p>	<p>Head</p>
<p>5</p> <p>5.1</p> <p>5.2</p> <p>5.3</p> <p>5.4</p>	<p>Headteacher’s Update</p> <p>Report – Governors had received the Headteacher’s Update dated November 2020, the school prospectus and the policies discussed under agenda item 8 (shared via KLZ). The Headteacher presented his report and gave verbal updates.</p> <p>Safeguarding – The Headteacher said that evidence of staff members’ signed KCSIE declarations would be shown to SHi during safeguarding monitoring. A governor asked about staff access to children’s records on the CPOMS system which the school was introducing from January 2021. The Headteacher explained that different staff would be given different levels of access as appropriate e.g. DSLs would have the highest level of access, while teachers would have a lower level of access. The Headteacher was considering running parallel paper-based and computerised systems in the short term in order to allow time for staff to become fully conversant with the new system. Additional laptops had been purchased which staff could use to access CPOMS. Confidential discussion was recorded in Part 2 confidential minutes.</p> <p>Staffing – Governors congratulated Amanda Harris on her appointment to the role of Deputy Headteacher (DHT) from January 2021. Governors were pleased that the school would be fully staffed from the start of term 3. The Chair said that it had been necessary to take a creative approach to recruitment due to restrictions imposed during the pandemic. Whilst it had been creative with recruitment, the school had continued to maintain its usual high standards.</p> <p>Covid-19 update – The Headteacher said that the school had received very positive feedback following a covid-19 spot check visit from Public Health England (PHE). The Headteacher had taken the opportunity to ask a lot of questions around social distancing, ventilation, and what actions should be taken in different scenarios. Based on conversations with other school leaders, the Headteacher reported a local spike in covid cases and acknowledged that it was not unlikely that Ryarsh might be affected in the coming months. The Headteacher said that implementing protocols for identifying and contacting close contacts of suspected covid cases was very time consuming for school leaders and sometimes involved working significant extra hours at weekends. A governor asked whether there were any transmission risks associated with the movement of staff between classes. The Headteacher said that teachers did not move between classes although the higher level teaching assistant (HLTA) and one other member of staff (who provided support to a Year 2 child and a Year 6 child) did. Bubbles</p>	

	<p>had been assigned their own midday meals supervisors (MMSs) in order to minimise the risk of transmission. A governor asked whether there could arise a situation in which only some children in a given bubble would need to be sent home. The Headteacher said that Department for Education (DfE) advice would be obtained and implemented in every situation; this included regarding spacing on classroom seating plans and the duration of children's proximity to each other. The Headteacher said that staff were constantly reminding parents of the need for social distancing on the school site. A governor noted that, despite the school's best efforts, some families were nonetheless continuing to mingle at public playgrounds. A governor asked about the timing of staggered arrivals in the morning. The Headteacher said that arrivals had been staggered an additional five minutes apart. Confidential discussion was recorded in Part 2 confidential minutes.</p> <p>5.5 SEF – The Headteacher anticipated that the SEF would be ready for discussion at the term 3 FGB meeting.</p> <p>5.6 Admissions for September 2021 – The Headteacher confirmed that the pre-lockdown after-school site tours had complied with the social distancing rules in place at that time. The tours had been well received and there had been positive feedback from current parents in response to the virtual tour video on the school website. A governor asked whether a covid safety update would be added to the school prospectus. The Headteacher said that it was more appropriate for that information to sit on the school website as it could be easily updated to reflect changing circumstances and guidance. The Headteacher was optimistic that on-site tours would be able to recommence at some point in the near future. A governor asked whether it would be possible to host a day of site tours during the Christmas holiday. The Headteacher said that this would not be appropriate for wellbeing reasons; staff were exhausted after a challenging couple of terms and it would not be appropriate to ask them to work additional hours in the holiday.</p> <p>5.7 Attendance – The Headteacher said that, with the exception of covid-related absences, pupil attendance would be 98%; this likely reflected the lower than usual transmission of winter colds and flu.</p> <p>5.8 Buildings – The Headteacher said that quotes had been obtained for the playground improvements; the best quote had been received from a company that the school had used previously. Repair work to the dolphin class toilets had been completed that day; the recent problems had been traced to installation issues.</p> <p>Action: The Headteacher, SS and NG to carry out health and safety monitoring including fire safety.</p> <p>5.9 Finance monitoring – The Headteacher screen-shared the draft covid catch-up funding report which set out whole-school and targeted intervention approaches. A governor asked whether staff had identified children who had received limited parental support with home learning during lockdown. The Headteacher confirmed that they had. A governor asked whether all of those children would receive additional tutoring. The Headteacher said that not all would; receipt of tutoring would depend on the level of need, in particular in Year 6 where there was limited time in which to catch up on missed learning. Lower down the school there was more time to catch up using in-class interventions. A governor asked how this would be monitored. The Chair said that it would be monitored at the aggregate cohort level under the quality of education section of the school plan. The results of this monitoring would be fed back via updates to FGB three times per year.</p> <p>The Headteacher reported that the extended schools daily pricing structure had changed to £6 for breakfast club, £6 for the first hour of after school club and £12 for the whole after school session including a meal. Jon Naylor said that the finance monitoring pair and the Headteacher had discussed learning resources provision and the imperative to invest in resources that would benefit the school's current pupils; the school was in a healthy financial position which enabled this. A governor noted the potential of the covid-related disruption to adversely affect children's life chances in the long term and asked whether more money should be allocated to facilitate catch-up in the short term. The Headteacher said that he would circulate the school's catch-up plan which clearly set out spending plans for an amount significantly above the £16k allocated by the government. The Chair explained that this plan would evolve through successive</p>	<p>SS+NG</p>
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5.10	<p>iterations, thereby enabling a flexible response to the school's changing needs over time. Governors would continue to monitor the implementation and impact of the plan.</p> <p>Action: The Headteacher to circulate the covid catch-up plan.</p> <p>Action: SHu to investigate potential source of matched funding for the school.</p> <p>Previous actions from Term 6 – At the recent finance monitoring meeting, governors had asked the Headteacher to look again at catering costs during the school closure. The Headteacher reported that, in line with the KCC framework and government guidelines, the school had had to continue paying for meals during the period of partial school closure, despite meals not being provided. The amount charged was based on the average number of meals served historically. The Headteacher explained that budget codes J14 and J15 related, respectively, to free school meals and universal free school meals. The school received £33,500 from the local authority to pay for those meals. As there were no plans to reduce this income, the school had to pay for the meals that it would have theoretically provided rather than the meals that were actually provided.</p>	Head SHu
6	<p>School Improvement Plan and Governor Monitoring</p> <p>6.1 The Chair asked governors to send their monitoring reports to the Headteacher before Christmas.</p> <p>Action: Governors to contact the Headteacher to arrange remote monitoring visits.</p> <p>6.2 Leadership and Management – Governors appointed CS to monitor leadership and management with NG.</p>	Govs
7	<p>Safeguarding, Health & Safety and Premises</p> <p>7.1 KCSIE – The Chair reminded anyone who had not already done so to confirm via GovernorHub that they had read parts 1 and 2 of the KCSIE 2020 guidance.</p> <p>Action: The Clerk to chase any remaining KCSIE declarations on GovernorHub.</p> <p>7.2 Covid-19 risk assessment and contingency plans – Covered under agenda item 5. The Headteacher said that schools were now legally required to provide remote learning; at Ryarsh, this was in place and working well.</p> <p>7.3 Wellbeing – As reported in the Headteacher's update, the Headteacher had checked staff counselling service referral arrangements. An email had been sent to all staff to provide them with the website containing contact details and further information about the service. The Headteacher had carried out a staff wellbeing survey at the end of September; this had yielded positive responses from staff. The Headteacher acknowledged that staff were increasingly concerned about the local and national situation with respect to covid-19. The Headteacher said that staff were very tired and fatigued after the challenges of terms 1 and 2 and he emphasised the importance of ensuring that all colleagues were well looked after. The absence rate among staff was very low. The office staff were working from home on some days. During the virtual parents' evening, each member of staff had received a goody bag as a token of thanks for their hard work.</p> <p>The Headteacher said that, despite pupils being noticeably tired, behaviour remained very good. The introduction of dedicated playground equipment for each class had been well received. There was frequent communication between parents and staff, including via Google Classroom, and the virtual parents' workshop had been successful. A governor observed that children were happy to be back at school and commended staff on their professionalism in ensuring that school life continued as normally as possible. A governor asked about the availability of the bereavement box as a support tool within school. The Headteacher said that the box was held by a teaching assistant who had received bereavement training. The wellbeing toolkit was already being used.</p> <p>A governor asked about wellbeing support for the Headteacher. The Headteacher said that as part of his CPD he was working with a specialist coach; a key focus of their work was on headteacher wellbeing which was very helpful. Support was also provided by the Chair. A governor asked whether the Headteacher could share responsibility for weekend work, for example implementing covid protocols, with the new DHT. The Headteacher said that he envisaged so. The Chair thanked the Headteacher and staff for their ongoing hard work in exceptionally challenging circumstances.</p>	Clerk

8	<p>Special Educational Needs and Disabilities (SEND)</p> <p>Governors approved for publication the annual SEND report which had been shared via KLZ. A governor asked whether the number of pupils with education, health and care plans (EHCPs) remained stable. The Headteacher said that no children had been taken off EHCPs during the reporting period and that one additional child might potentially qualify for one. The Headteacher said that the school had acquired a good reputation for supporting children with EHCPs. A governor sought clarification of the requirement set out in the SEND policy for thrice-yearly reviews of pupil progress. The Headteacher explained that the requirement related to children who were on a provision plan or the SEN support register. For children who were not on a provision plan or the SEN register, there was no specific requirement regarding the frequency of review. A governor sought further information on the progress review process. The Headteacher explained that SEN plans contained measurable outcomes against which progress was reviewed. In addition, the Target Tracker system was used to track the progress of all pupils; this information was shared with parents at parents' evenings. Anonymised data was shared with the quality of education monitoring pair.</p>	
9	<p>Finance and Resources</p> <p>9.1 Six month budget monitoring – Governors had received the CFR codes with cost centres budget profile details report dated 30 September 2020. The Headteacher advised that the school's pension contribution would increase by c£50k in the next financial year; this would have a significant impact on the school's budget in the longer term. A governor asked about the PTFA's contribution towards the purchase of laptops and whiteboards. The Headteacher said that the PTFA was contributing half of this cost.</p> <p>9.2 Monitoring meeting – Governors had received draft minutes of the finance monitoring meeting held on 21 October 2020. These were confirmed as an accurate record of that meeting. Governors supported the decision to maintain the extended schools provision.</p> <p>9.3 Pay Committee – The Chair reported that the Pay Committee had met on 23 October 2020 to scrutinise pay recommendations for teaching staff. The Committee had ratified the Headteacher's recommendations. Committee members approved the confidential draft minutes of its 23 October 2020 meeting.</p> <p>Action: The Chair to provide signed minutes of the 23 October 2020 Pay Committee meeting for the school file.</p> <p>9.4 Total pay award – Carried forward to next FGB meeting.</p>	Chair
10	<p>Policies</p> <p>Governors approved the following policies which had been shared via KLZ:</p> <ul style="list-style-type: none"> • Pay and reward policy (subject to confirmation by the Chair that the circulated draft contained the school's standard wording regarding the affordability of pay decisions). • Anti-bullying policy. • Dignity at work policy. • Feedback policy. • Newly qualified teachers (NQT) policy. • Redundancy and restructure policy. • Relationships and sex education (RSE) policy (subject to deletion of the reference to a teaching and learning committee in section 6.1). <p>Action: The Headteacher to finalise the RSE policy as agreed above.</p> <p>A governor asked whether and how pupils had contributed to the development of the anti-bullying policy. The Headteacher confirmed that children's input into the policy had been obtained via a pupil questionnaire which included questions on behaviour and things that caused them concern. A governor asked whether MMSs' concerns around bullying were recorded and monitored. The Headteacher confirmed that they were where appropriate. A governor suggested sending the newly approved anti-bullying policy to parents. The Chair noted the need to avoid sending excessive information to parents,</p>	Head

	<p>especially when that information was already available on the school website in line with statutory requirements.</p> <p>Action: The Headteacher to signpost parents to the anti-bullying policy via the school newsletter.</p>	Head
11	<p>Chair's Update</p> <p>11.1 General Data Protection Regulation – In her capacity as Data Protection Officer, the Chair confirmed that there had been no data breaches in the reporting period.</p> <p>11.2 Website – The school website had been audited and was up to date.</p> <p>11.3 Headteacher's performance management – The Chair reported that the Headteacher's performance management group had met with the external adviser Rosemary Ferguson. Arising recommendations had been ratified by the Pay Committee for ratification at their meeting on 14 November 2020. Draft minutes of that meeting would be approved by the Committee at the next FGB meeting.</p>	
12	<p>AOB</p> <p>A governor asked whether there were any site traffic problems including at pick up time. The Headteacher said that there had not been any recent incidences of staff cars being blocked in. The school had had to send out further reminders about the need for safe driving. The Headteacher had contacted Ryarsh and Birling Parish Councils regarding the possibility of road safety measures such as road markings near the school. The Chair reported that the Ryarsh Parish Council website contained information on the installation of a speeding device in the village.</p>	
13	<p>Confidentiality</p> <p>Part of items 5.2 and 5.4 were deemed to be confidential and recorded in Part 2 confidential minutes.</p>	
14	<p>Next Meeting</p> <p>Governors confirmed 21 January 2021 at 7pm via Zoom.</p>	
15	<p>Impact</p> <p>Governors had discussed the wellbeing and safety of children, staff and parents, and the school's catch-up funding plan. Governors had received an update on recent finance monitoring including extended schools provision.</p>	

The meeting closed at 9.06pm.

Signed (Chair) _____

Date _____