

GOVERNING BODY OF RYHILL J & I SCHOOL

FULL GOVERNING BOARD MEETING MINUTES

DATE:

Monday, 19 March 2018

TIME:

6.30 pm

LOCATION:

School

PRESENT

Chair:	Mrs P Tolley	
Headteacher:	Mrs E Jones	
Governors:	Mrs A Buckler	Mr W Manifold
	Ms K Butterworth	Mr M Mullarkey
	Mrs L Duffy	Mrs S Richards
	Cllr Mrs F Heptinstall	Miss S Rowland
In Attendance:	Mr R Davidson	Mrs A Kenyon
	Mrs J Goddard	
Clerk:	Mrs E King	

ITEM

ACTION

STAFF PRESENTATION

1. MISS CHLOE GILL - PHONICS

Governors welcomed Miss Gill to the meeting. Miss Gill gave an introduction and overview to Phonics teaching in school. It was noted that Phonics was a first strategy for early learning and that there were six phases. Miss Gill advised that the strengths and weaknesses had been identified across the phases. The following points were highlighted;

- Environmental sounds – these were ongoing;
- There were 23 phonemes and these were used to work on oral blending and segmenting;
- Digraphs and trigraphs were taught using fun activities and games;
- All these elements were consolidated once a child entered reception;
- Once a child entered Y1 these skills were further developed in readiness for the Phonics test in June. If a child did not pass the test in Y1 then it could be re-sat in Y2;
- In Y2, teaching was around spellings, phonemes, graphemes etc. and how these correspond.

Governors were then advised about the outcomes of learning walks around Phonics. Phonics teaching came across as fun and engaging with a lot of differentiation but it had been noted that support staff lacked confidence in Phonics. As a result, different strategies had been looked at to challenge this. Workshops

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<p>with different themes had been held to share learning. All teaching assistants were now given the opportunity to observe teaching staff. Miss Gill advised that there was still a lot to be worked on but that this would be covered through the workshops. Feedback forms were circulated after the workshops and this was proving useful in developing them further.</p> <p>Miss Gill then spoke about future plans which included working on the pace of teaching and learning, looking at ways to ensure staff were capturing the imagination of children. Observations of teaching in nursery would take place and the parental workshops would showcase the work being done and allow parents to take part in modelled activities. Boosters and interventions would be planned and work on consolidating learning would be completed.</p> <p>Governors were advised that 7 out of 9 children were expected to pass the Phonics re-sit in Y2.</p> <p>Q: What is the national pass rate? A: 83%. We are aiming for 79% but some additional needs may impact on this.</p> <p>Governors noted how the pass rate had steadily increased over recent years but that the test had remained the same.</p> <p>Q: What is this attributed to? A: Teachers are more confident in their teaching now. Children are constantly exposed to Phonics and their learning journey is now started earlier.</p> <p>Q: Do children have the same challenge opportunities? A: Yes, but these are accessed differently depending on where the child is at.</p> <p>Q: How do you gain practical evidence in a lesson of a child's understanding? A: Through observations, games & activities. This is done in short, sharp bursts. Children are supported in the provision to apply their skills and show what they can do.</p> <p>Q: How are workshops balanced? A: There is a lot of emphasis on games and allowing children opportunities to use vocabulary confidently. In the past, we have started with a presentation and then moved onto focused sessions. Parents are given the opportunity to access all sections practically. We plan to run the next workshop in the fourth week back after Easter but are advertising it now.</p> <p>Q: Is it possible to have some sort of handout for parents? A: Yes, this can be arranged. It was also noted that a podcast could be developed for the website.</p>	

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<u>PROCEDURAL ITEMS</u>	
2. APOLOGIES FOR ABSENCE	
<p>There were no apologies for absence.</p> <p>Mr Davidson was introduced to the meeting as a potential new Governor. He explained why he wanted to join the Governing Body and gave some background information about himself including his knowledge and experience in Data Protection.</p>	
3. DECLARATIONS OF INTEREST	
<p>There were no declarations of interest.</p>	
4. CONSTITUTION	
<p>Vacancies for Three Co-opted Governors</p> <p>The Clerk reported that there would be three Co-opted Governor vacancies after this meeting as it was Mr Mullarkey’s last meeting. Mr Davidson would observe the meeting with a view to being co-opted. The Clerk was asked to follow up on the intentions of Caryann Sykes, a Local Authority employee who had expressed an interest in joining the Governing Body.</p> <p>The Chair highlighted that there was still a vacancy for a Numeracy Link Governor and asked those present to consider taking on that role.</p>	<p>SGS</p> <p>All</p>
5. MINUTES OF THE MEETING HELD ON 12 FEBRUARY 2018	
<p>Resolved 33</p> <p><i>That the minutes of the meeting held on 12 February 2018 be signed as a correct record, subject to the following amendment:</i></p> <p><i>Under “Feedback from Governor Monitoring and Evaluation Visits”, “An assembly had been held as well as specific workshops for Years 5 & 6.” be amended to read “An assembly had been held. Specific workshops for Years 5 & 6 would be held.”; and</i></p> <p><i>That a copy of the signed set of minutes for publication be made available at the school for anyone wishing to inspect them.</i></p>	<p>HT</p>
6. MATTERS ARISING FROM THE MINUTES	
<p>Review of Workbooks</p> <p>The Headteacher advised that the Handwriting Policy had been reviewed during a recent staff INSET session. This had now been updated. It was noted that the scheme of handwriting in school was proving to be very positive.</p> <p>School Council</p> <p>Q: Is there another date in the diary to meet the School Council?</p> <p>A: Mrs Richards would be coming in to speak with Alison about the issues raised on sugar in school then a follow up meeting would be arranged.</p>	

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<p>Health & Safety Governors noted that a defibrillator had been fitted at the local chapel.</p> <p>Committees Mrs Richards updated the meeting on the circulation of the job descriptions for Governors.</p> <p>Resolved 34 <i>That ‘Governor Job Descriptions’ appear on the agendas of the next meetings of both the Resources and Standards Committees; and That documentation relating to Governing Body Committees be placed on the school website.</i></p> <p>The Chair advised that she had not found any national guidance relating to visit expectations but had managed to gain some local information.</p> <p>Q: Do we want a mandated number? A: It would probably be better to have a minimum overall target. We have to ensure that visits are having an impact.</p> <p>Resolved 35 <i>That this be looked at in the committee meetings as part of the job descriptions.</i></p> <p>Attendance Q: What is attendance looking like now? A: Whole school attendance currently stands at 94.92%, but this is slightly higher if Nursery attendance is taken out. This has been impacted by the weather and some illness in school. It was noted that forced closures due to adverse weather and utility failures did not count against attendance figures.</p> <p>School Crossing Patrol The Headteacher advised that the school crossing patrol would be reduced to one from April 2018 and that there had been no negative reaction.</p> <p>Academisation The Chair reported that there would be another meeting about the Wakefield Trust after Easter. The Chair and Headteacher would attend the meeting.</p>	<p>SGS</p> <p>SBM</p>
<u>LEADERSHIP, ACCOUNTABILITY AND EVALUATION ITEMS</u>	
<p>7. REPORTS OF COMMITTEES</p>	
<p>The Standards Committee had not met since the last meeting. The Headteacher advised that the school was at an assessment point now so the next meeting would be longer to look at the spring data as well as progress from the autumn term and monitoring activity. It was also suggested that Members review the Sex Education Policy.</p> <p>Resolved 36 <i>That the next meeting of the Standards Committee begin at 5.00 pm.</i></p>	<p>SGS</p>

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<p>Resolved 37 <i>That Mrs Buckler be added to the membership of the Standards Committee.</i></p> <p>Resources Committee Governors received an update from a meeting of the Resources Committee held on Monday, 5 March 2018. The following items had been discussed; Data Protection; Budget Monitoring (Main School and Extended School); Finance SLA; School's Financial Value Standard (SFVS); School Meal Debts; Staffing Review; and Health & Safety.</p> <p>Members noted that the budget had been finalised ready to be signed off in May. The SFVS had all been signed off.</p>	<p>SGS</p>
<p>8. FEEDBACK FROM GOVERNOR MONITORING AND EVALUATION VISITS</p>	
<p>A Governor Day had been held on Monday 5 March 2018.</p> <p>The Chair would be coming into school the following week.</p> <p>Mrs Richards would be attending the next SEND Forum the following week and there were some classroom walks planned in around this.</p> <p>Mrs Butterworth had been into school to look at handwriting. She had met pupils from each year group and had found the visit to be very positive. She had discussed Writing and ways to improve this and had been very impressed with the children's enthusiasm.</p> <p>Miss Rowland had visited with a Pupil Premium focus and had met with Miss Pollard to discuss the Pupil Premium Plan. She commented that the monitoring and evaluation around this was very competent and that the plan was constantly being tweaked to ensure it was focused and effective. It was noted that Miss Pollard regularly shared termly evaluations and Governors were encouraged to look at the school website to get a view of the impact of both the Pupil and Sports Premiums. Miss Rowland had also visited the following week to look at More Able pupils and had reviewed a Mental Maths lesson. Parental engagement had also been discussed. Miss Rowland advised that the Pupil Voice came across very strongly in school.</p> <p>Mrs Buckler had been into school to look at the EYFS. She reported that Maths had been a weakness but was now integrated in the setting. Governors noted that parents could now contribute to learning journals and that planning was now being focused on the gaps in learning. A follow up meeting was planned to look at outdoor learning and the impact of spend on resources.</p>	
<p>9. LEADERSHIP REPORT</p>	
<p>The Headteacher presented a written report on matters of interest relating to the school. The report included items on: Significant Achievements During the Half Term; Headline Data (Numbers on Roll; Attendance; Pupil Management: Targets;</p>	

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<p>Budget & Finance; Staffing); School Development Plan Priorities 2017/18; Special Educational Needs Pupils; Pupil Premium Pupils; Complaints (None); Pupils/Families in Need; LLE Work; and IMPACT Group.</p> <p>Matters Arising from the Leadership Report</p> <p>Attendance</p> <p>The Headteacher spoke about the impact of illness on attendance and reported that hand sanitisers and signs had been placed around school to raise awareness of good hygiene to prevent sickness from spreading. It was noted that the main issue was in Nursery but as the children were not of compulsory school age, all the school could do was encourage good habits.</p> <p>Q: Can we make this part of the children’s learning journal? A: It will be flagged up at parents evening next week.</p> <p>Q: Has the school fined anyone yet? A: No, not yet.</p> <p>Governors noted that a reminder about Parent View would be circulated ahead of Parents Evening and that Mrs Lee would be approaching parents on the evening to complete the questionnaire on an iPad.</p> <p>Data</p> <p>Governors noted that there was some Y6 data available as pupils had completed some past tests and this data was very positive. The Headteacher advised that boosters and interventions were supporting with this.</p> <p>Q: What does progress from KS1 look like? A: We still need to work on this but attainment is already higher than at this point last year. The children are more ‘test-ready’ as well.</p> <p>Governors noted that some anxiety workshops were planned for Y6 pupils to address any exam stress.</p> <p>School Development Plan (SDP)</p> <p>Governors noted the RAG rating on the SDP and the progress to targets.</p>	
<p>10. SCHOOLS FINANCIAL VALUE STANDARD (SFVS)</p>	
<p>Governors were advised that the SFVS process was all on track and ready to be uploaded. The Headteacher reported that she had attended a budget workshop the week before with the School Business Manager and that the school had received its allocation. Governors noted that the Headteacher and School Business Manager were now looking at each budget heading to see where savings could be made. It was not thought a deficit budget would be necessary and there would be no adverse impact on the pupils.</p>	

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<u>GENERAL ITEMS</u>	
11. REVIEW OF POLICIES	
<p>Wakefield Council Sickness Absence Policy Resolved 38 <i>That the Local Authority Model Sickness Policy be referred to the Resources Committee for consideration.</i></p> <p>Charging & Remissions Policy Governors considered the Charging & Remissions Policy. It was noted that this had already been discussed at the Resources Committee and some suggestions made. The Headteacher advised that there were some significant debts owed to the school.</p> <p>Q: Once debts are referred to the Local Authority (LA), is it the school or the LA that decides to fine/prosecute? A: I believe it is the LA that makes this decision.</p> <p>Governors expressed concern about how the process could be perceived and noted that it should not come down to forming views on individuals.</p> <p>Q: Where do Free School Meals (FSM) come in? A: Pupils are only entitled to FSM if their parents do not work or meet certain criteria. Many parents are working but struggling on low incomes.</p> <p>Governors noted the need for the school to be proactive before debts escalated. It was suggested that parents be given the option to front load lunch payments. The Headteacher noted that this information was included in the letter going out to parents</p> <p>Q: Does Parent Pay have the option to alert parents when their funds are getting low? A: This can be set up. It was noted that Parent Pay could be demonstrated at Parents Evening.</p> <p>Resolved 39 <i>That the section in the Charging & Remissions Policy about the Governing Body reviewing school debts be removed from the Policy.</i></p> <p>Q: Are payments for school milk dealt with separately? A: Yes.</p> <p>Governors noted that Breakfast Club payments could now be taken on Parent Pay and that there were plans for educational visits to be added too.</p>	<p>SGS</p>
12. CORRESPONDENCE / CHAIR'S ACTIONS	
<p>Correspondence The Chair had written to the after school club to congratulate them on their recent</p>	

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<p>successful Ofsted inspection. She had also emailed Caryann Sykes regarding her expression of interest in becoming a Governor.</p> <p>Chair's Actions The Chair had taken the following action since the last meeting:</p> <ul style="list-style-type: none"> - Completed a Health & Safety Walk. A number of issues had been identified and were being actioned; - Reviewed and approved five Evolve forms for educational visits; - Attended TAG rugby and the National Railway Museum. 	
<p>13. ACADEMY STATUS</p>	
<p>This matter had been covered earlier in the meeting.</p>	
<p>14. GOVERNOR TRAINING AND DEVELOPMENT</p>	
<p>Update from Training Link Governor The Training Link Governor reported on items of interest relating to governor training including correspondence received since the last meeting.</p> <p>Miss Rowland had attended Phonics Training. Mrs Butterworth would be to attending the Governor Briefing.</p>	
<p>15. HEALTH AND SAFETY/SAFEGUARDING</p>	
<p>This matter had been covered earlier in the meeting.</p>	
<p>16. ANY OTHER BUSINESS</p>	
<p>Mr Mullarkey was thanked on behalf of the Governing Body and the school for his contribution as a Governor over many years. He was presented with a card signed by all Governors and the Clerk. Governors wished Mr Mullarkey well in the future.</p>	
<p>17. DATE AND TIME OF NEXT MEETING</p>	
<p>Governors confirmed that their next meeting would be held on Monday, 21 May 2018 at 6.30 pm, preceded by the Standards Committee at 5.00 pm.</p>	
<p>18. IDENTIFICATION OF ANY CONFIDENTIAL ITEMS NOT FOR PUBLICATION</p>	
<p>Resolved 40 <i>That there are no confidential items to remove from the minutes.</i></p>	
<p>MEETING CLOSE TIME: 8.15 pm</p>	

CHAIR