

GOVERNING BODY OF RYHILL J, I & N SCHOOL

FULL GOVERNING BOARD MEETING MINUTES

DATE:	TIME:	LOCATION:
Monday, 8 October 2018	6.30 pm	School

PRESENT

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

ITEM	ACTION
<u>PROCEDURAL ITEMS</u>	
1. WELCOME BY THE CLERK	
The Clerk welcomed everyone to the meeting.	
2. APOLOGIES FOR ABSENCE AND REVIEW OF ATTENDANCE OVER THE LAST YEAR	
Apologies were received from Mr R Davidson and Cllr Mrs F Heptinstall.	
3. DECLARATIONS OF INTEREST AND ANNUAL REVIEW OF THE REGISTER OF INTERESTS	
There were no declarations of interest.	
4. ARRANGEMENTS FOR THE ELECTION OF CHAIR	
Governors noted that the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 allow governing bodies of maintained schools more flexibility in relation to the election of the Chair and Vice-Chair. They considered the LA's guidance on this matter and addressed the decisions they needed to make. Resolved 1 <i>That the term of office of the Chair end on 7 October 2019.</i>	SGS
5. ELECTION OF CHAIR	
Resolved 2 <i>That Mrs P Tolley be elected Chair.</i>	SGS

ITEM	ACTION
<p>6. CONSTITUTION</p> <p>The Headteacher advised that there was a parent that was interested in becoming a Governor. Governors noted that the parent was already very active in school especially in the SEND Forum and had experience in events management. It was agreed that the Headteacher and Chair of Governors meet with the parent and possibly invite her to the next meeting.</p> <p>Governors were advised that there may be other parents interested in the lower end of school.</p>	<p>HT/ SGS</p>
<p>7. MINUTES OF THE MEETING HELD ON 9 JULY 2018</p> <p>Resolved 3 <i>That the minutes of the meeting held on 9 July 2018, being correct, be signed; and</i> <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>
<p>8. MATTERS ARISING FROM THE MINUTES</p> <p>Feedback from Governor Monitoring and Evaluation Visits The Chair of Governors updated Governors on the Health & Safety issues raised at the last meeting. They were advised that contingency funds had been put aside for works to resolve damp in school.</p> <p>Governors asked whether more storage was needed for the bikes and scooters brought to school. The Headteacher agreed that this was probably necessary. It was also agreed that guidelines regarding the safe use of the car park should be re-circulated.</p> <p>Q: What about creating a bike path? A: This would be a good idea. It was agreed to ask the caretaker to look at this. It was also suggested that children be reminded to dismount when in the playground.</p> <p>Governors highlighted that all emergency exits needed to be kept clear.</p> <p>Leadership Report – Headline Data Q: What did the short, sharp interventions look like? A: We have a new Education Welfare Officer (EWO) and there is now an Action Plan in place with a target of 96% attendance. This is alongside the pastoral care already in place.</p> <p>Resolved 4 <i>That Mr Manifold, as Attendance Link Governor, meet with the EWO.</i></p> <p>Q: Is there information available about lost learning? A: This has been requested from the EWO.</p> <p>Q: Is there any feedback from the Yorkshire Show visit? A: This will be chased up. Governors agreed to invite the Eco Council and the Sports Council to a future meeting.</p>	<p>WM</p>

ITEM	ACTION
<u>LEADERSHIP, ACCOUNTABILITY AND EVALUATION ITEMS</u>	
<p>9. GOVERNING BOARD SELF-EVALUATION 2017/18</p> <p>Governors were advised that learning from a recent Panel Hearing had indicated that a Governor Action Plan was required. It was suggested that this be worked up and shared either with the Standards Committee or a separate working group before being approved by Governors.</p> <p>It was suggested that some sort of Social Media Policy or a list of expectations of parents be developed including appropriate sanctions where issues arise.</p> <p>Governors raised the review of the Uniform Policy. It was suggested that this be passed to the children to discuss. It was noted that making the uniform less gender specific ought to be a consideration.</p> <p>Another suggestion was a surgery by the Headteacher. It was noted that she was always available to speak to parents but that there needed to be some sort of control over this.</p>	
<p>10. GOVERNING BOARD DEVELOPMENT PLAN AND PRIORITIES 2018/19</p> <p>This had been covered under the previous item.</p>	
<p>11. SCHOOL DEVELOPMENT PLAN AND GOVERNOR ACTION PLAN</p> <p>This had been circulated at the Standards Committee. Governors were asked to send any comments or questions to the Headteacher before the next meeting.</p> <p>Q: When is the next Parent Action meeting? A: After half-term.</p>	
<p>12. SCHEDULE OF GOVERNOR MONITORING AND EVALUATION VISITS FOR 2018/19</p> <p>Governors were advised that Governor Week would take place on the following dates:</p> <ul style="list-style-type: none"> - W/C 22 October 2018 - W/C 11 March 2019 - W/C 3 June 2019. <p>Governors were invited to attend at any time during these weeks. It was also noted that they could attend in the Inspire Weeks today. A parent newsletter with these dates would be circulated to Governors. The Headteacher advised that Inspire sessions would be more focused on core subjects and supporting the child and would be held at different times of day to try and attract more parents into school.</p> <p>Governors suggested that parents be surveyed about what they want to see at Inspire sessions.</p> <p>Q: Will you be holding the Careers Weeks again? A: Yes, this will be held in the summer term.</p>	

ITEM	ACTION
<p>Q: Are there any businesses in the local area that we can approach? A: Yes, we can look at this. We will also approach Primary Futures and British Aerospace.</p>	
<p>13. REPORTS OF COMMITTEES</p>	
<p>Resources Committee There had been a meeting of the Resources Committee on 1 October 2018. The meeting had been used to provide some bespoke training to Members on the budget setting process and the current position of the school. A discussion about deprivation funding had been held and Members had considered the importance of benchmarking.</p> <p>Standards Committee Members had looked at the attainment and progress headlines and considered the current School Development Plan.</p>	
<p>14. 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; Headline Data (numbers on roll, attendance, pupil management, headline data, budget and finance and staffing); School Development Plan Priorities; Special Educational Needs Pupils; Pupil Premium Pupils; Complaints (none); Pupils/Families in Need; and LLE Work.</p> <p>Matters Arising from the Leadership Report Significant Achievements The Headteacher highlighted that the school had featured in the Barnsley Chronicle owing to receiving the Woodland Trust Gold Award.</p> <p>Q: Can we place art work in the Sports Centre too? A: Yes, this will be organised.</p> <p>Governors were advised that the charity coffee afternoon had raised £503 in total.</p> <p>Q: Did the school speak to children about what had happened? A: Yes, and we have the services of a support worker from Papyrus who will be running a bespoke session to support children.</p> <p>It was also noted that the school was planning to hold some mindfulness sessions as part of a wider programme of building resilience in children.</p> <p>Attendance The Headteacher updated Governors on the drive to improve attendance. She noted that one parent had indicated that they would appeal a fine but so far this had not happened.</p>	

ITEM	ACTION
<p>Headteacher Performance Management It was noted that a separate meeting to look at this would be organised. This would also consider all staff performance. This would involve the Headteacher, Chair and Mrs Richards.</p>	
<u>GENERAL ITEMS</u>	
15. REVIEW OF POLICIES	
<p>Governors noted that the Child Protection Policy would be reviewed and brought to the next meeting. It was suggested that the Uniform Policy and Social Media Policy be brought for consideration too.</p>	
16. CORRESPONDENCE / CHAIR'S ACTIONS	
<p>Correspondence There was no correspondence to report.</p> <p>Chair's Actions The Chair updated Governors on the recent Complaints Panel External Hearing.</p> <p>She had signed off a number of Evolve forms.</p> <p>Governors noted that the Chair had been involved in a number of other meetings including the Headteacher and the LA's Legal Department. She had also made visits into school to look at various classes as well as observing the Breakfast and After School Clubs.</p>	
17. GOVERNOR TRAINING AND DEVELOPMENT	
<p>Governors were reminded that GDPR training would be taking place the following day and that the school had requested bespoke Parental Engagement and Complaints training.</p>	
18. HEALTH AND SAFETY/SAFEGUARDING	
<p>It was noted that a Health & Safety walk would be arranged with the new Caretaker.</p> <p>The Headteacher advised that the Lone Working Policy would be updated.</p>	
19. ANY OTHER BUSINESS	
<p>Q: What is the current situation with dinner money debt? A: Two dates have been passed to the Local Authority. One parent has started to pay but one has not.</p>	
20. DATE AND TIME OF NEXT MEETING	
<p>Governors confirmed that their next meeting would be held on Monday, 26 November at 6.30 pm.</p>	SGS
MEETING CLOSE TIME: 7.45 pm	

CHAIR