

## GOVERNING BODY OF RYHILL J&I SCHOOL

### FULL GOVERNING BOARD MEETING MINUTES

**DATE:**

Monday, 3 February 2020

**TIME:**

6.30 pm

**LOCATION:**

School

**PRESENT**

<b>Chair:</b>	Mrs P Tolley	
<b>Headteacher:</b>	Mrs E Jones	
<b>Governors:</b>	Mrs K Butterworth	Mrs S Richards
	Mrs A Buckler	Mr R Davidson
	Mrs P Pollard	Cllr Mrs F Heptinstall
	Mrs S Earl	
<b>Associate:</b>	Mrs L Heaton	
<b>In Attendance:</b>	Ms C Gill	
<b>Clerk:</b>	Mrs E Wood	
<b>Apologies:</b>	Mrs J Goddard	Mr W Manifold
	Mrs M McCabe	Mrs A Kenyon
	Mrs L Duffy (Maternity leave)	

**ITEM**

**ACTION**

**PROCEDURAL ITEMS**

<b>1.</b>	<b>WELCOME AND APOLOGIES</b>	
	<p>The Chair welcomed governors to the meeting.</p> <p><b>Apologies</b>                  It was reported that apologies had been received from Mrs J Goddard, Mr W Manifold, Mrs M McCabe, Mrs A Kenyon and Mrs L Duffy.</p> <p>It was noted that Mrs A Kenyon and Mrs L Duffy had been on maternity leave since September 2019.</p> <p><b>Resolved 28</b>  <i>That consent be given to the absences of Mrs J Goddard, Mr W Manifold, Mrs M McCabe, Mrs A Kenyon and Mrs L Duffy.</i></p>	<b>SGS</b>
<b>2.</b>	<b>DECLARATIONS OF INTEREST AND CODE OF CONDUCT</b>	
	<p>Governors were requested to give consideration to any pecuniary or non-pecuniary interests they may have with regard to the agenda items and to ensure they had signed the pecuniary interest form which would be held in school.</p> <p><b>Resolved 29</b>  <i>That no declarations were made with regard to items on the agenda.</i></p> <p>It was noted that it was good practice for all Governing Bodies to annually review</p>	

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<p>and sign the Governor Code of Conduct. All Governors were asked to ensure they had read and signed the Code of Conduct form which would be held in school.</p> <p><b>Action:</b> All Governors present confirmed that they had read the Governor Code of Conduct and had signed to confirm their agreement.</p>	
<p><b>3. CHAIR'S COMMENTS AND ACTIONS</b></p>	
<p>The Chair informed the meeting that she had visited the school on 14 January 2020 where she had met with the Headteacher to discuss curriculum, staffing, premises, health and safety, and school trips. The Chair had also met with the Office Manager to discuss plans for the new website.</p>	
<p><b>4. PREVIOUS MINUTES</b></p>	
<p><b>Resolved 30</b> <i>That the minutes of the meetings below, being correct, be signed; and 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> <ul style="list-style-type: none"> <li>• Full Governors' meeting – 25 November 2019</li> <li>• Standards Committee meeting – 25 November 2019</li> <li>• Resources Committee meeting – 11 November 2019</li> </ul>	
<p><b>5. MATTERS ARISING AND ANY ACTIONS</b></p>	
<p><b>The Roof</b> An update was provided with regard to the problems encountered with the roof. The funding was available and the school had been told that the repair works would happen that year, but no exact date had been given. The Headteacher had requested that the works be completed by Easter. An update would be provided to Governors as more information was available.</p>	
<b><u>LEADERSHIP, ACCOUNTABILITY AND EVALUATION ITEMS</u></b>	
<p><b>6. HEADTEACHER'S REPORT</b></p>	
<p>Consideration was given to the written report which had been circulated prior to the meeting.</p> <p>Questions were invited from Governors on the Headteacher's report:</p> <p><b>Q: Are the fines having an impact to improve attendance?</b> <b>A:</b> Not as yet. But we are hoping that the INSET days after the May half term will help with attendance rates. We will be comparing attendance year-on-year, to note any trends. We also track attendance on a weekly basis, with the EWO involved as we need them to be.</p> <p><b>Q: How is the message going out to parents with regards to lateness?</b> <b>A:</b> We have sent messages out to parents to explain that the doors close just before 9am, and so their children will be classed as late if they arrive after then. Some of the persistently late families also have other issues which impact on their attendance. The EWO is involved with those families that they can, to support the</p>	

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<p>improvements in their attendance.</p> <p>The Robin Wood residential was discussed, with Mr Davidson providing feedback on his attendance as a parent and a Governor.</p> <p><b>Q: Do Pupil Premium (PP) pupils have the opportunity to attend residential?</b></p> <p><b>A:</b> Yes, all pupils are invited. We can offer a payment plan and if a family is in financial difficulty we can use the PP funding to help them. Also, we send out letters about the residential as soon as possible and so families have almost a year to arrange to pay for it.</p>	
<p><b>School Improvement Plan (SIP)</b></p> <p>The Headteacher explained that she had evaluated the SIP and all actions were on track, with a number ongoing until the end of the academic year and so the RAG-rating would remain amber until that point.</p> <p>The Headteacher provided a verbal update on a number of the key actions and those planned, some of which had taken place.</p> <p>Governors were encouraged to ask questions about the SIP to the Chair and Headteacher at any point during the academic year.</p> <p><b>Pupil Premium (PP)</b></p> <p>Mrs McCabe had met with the PP leader in school during the week beginning 20 January 2020. A report would be provided at the next meeting of the full Governing Body.</p> <p><b>Junior Leadership Team (JLT)</b></p> <p>The Headteacher's report contained an update on the work of the JLT. The JLT had requested to meet with Governors, so the Headteacher agreed to circulate potential dates for Governors to attend school to meet with the JLT.</p> <p><b>Q: Can you explain further the comments in the report with regards to the JLT's plans to make everyone feel safe around school?</b></p> <p><b>A:</b> They want to reintroduce the playground buddies system, but with retraining and rebranding it to be more about encouraging children to play together; giving different children different jobs at lunchtime linked to different play activities. They are also looking into zoning the playground for different games.</p>	
<p><b>Safeguarding Update</b></p> <p>It was noted that a safeguarding update had been received in the Headteacher's report.</p>	
<p><b>7. GOVERNING BOARD ANNUAL PLANNER</b></p>	
<p>The Governor Development Plan 2019/20 was still in progress.</p> <p>The Chair, Mrs Butterworth and Mrs Richards had attended the previous MRE on the topic of Reading.</p> <p>The updated Governor attendance training record had been received with the</p>	

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<p>meeting papers. Governors were encouraged to attend relevant training. The Chair drew Governors' attention to the recent updates circulated on national Governance.</p> <p>Governors were informed that the upcoming Inspire days across school were to be held from 24 to 27 February 2020. Governors were encouraged to attend. It was noted that the themes would be creative and the specific topics would be shared with Governors once they had been decided.</p> <p>Governors were also informed that events were taking place during science week, from 9 March 2020.</p> <p><b>Resolved 31</b> <i>That the Headteacher inform Governors of all dates, times and topics for upcoming visit opportunities.</i></p>	<p>HT</p>
<p><b>8. REPORTS OF COMMITTEES</b></p>	
<p>The following reports were received:</p> <ul style="list-style-type: none"> <li>• Resources – A verbal report was received of the most recent Resources committee meeting, which confirmed that the committee had considered the following: budget monitoring – with no areas of concern, discussing the carry forward and improving financial picture; expenditure proposal for the website, with the company having been agreed following due process; and safeguarding/health and safety – with Governors being informed that the school had passed the recent health and safety audit. Governors planned to review the SFVS at the next meeting of the committee on 9 March 2020. Governors discussed the challenges encountered whilst a number of rooms were out of action until the roof was repaired.</li> <li>• Standards – A verbal report was received of the Pupils and Standards committee meeting, which had taken place prior to the current meeting. It was confirmed that the committee had reviewed the following items: quality of teaching, learning and assessment, and the curriculum.</li> </ul>	
<p><b>9. REPORTS FROM LOCAL AUTHORITY FOR CONSIDERATION</b></p>	
<p><b>Internal Audit SFVS Review</b> Governors had received the update report from Internal Audit regarding the SFVS Review. Governors were asked to note the report and refresh their knowledge of the details of SFVS.</p> <p><b>Resolved 32</b> <i>That Governors note the report from Internal Audit.</i></p>	
<p><b>10. POLICIES</b></p>	
<p>There were no policies to review.</p>	
<p><b>11. ADMISSION ARRANGEMENTS: SEPTEMBER 2021 – AUGUST 2022</b></p>	
<p>The Local Authority Admissions team had circulated a consultation report and proposed admission numbers to all schools within Wakefield. The report invited Governors' comments on the LA's proposed Admissions Policy for September 2021 to August 2022 and the proposed Admission Number for each school for the</p>	

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<p>same period. It also updated Governing Bodies on the Co-ordinated Admission Arrangements, affecting all schools in the district, which were a requirement of the Education Act 2002, the Education and Skills Act 2008 and the Admissions Code of Practice.</p> <p>The following documents were appended to the report:</p> <ul style="list-style-type: none"> <li>• a copy of the LA's Admissions Policy 2021-2022; and</li> <li>• the proposed Admission Number for the school for 2021-2022.</li> </ul> <p>Governors considered the report which had been circulated to the school.</p> <p><b>Resolved 33</b> <i>That Governors note the content of the report; and</i> <i>That the LA's Admissions Policy for 2021-2022 be noted.</i></p> <p><b>Resolved 34</b> <i>That Governors agree to the LA's proposal that the Admission Number for the academic year 2021-2022 be 30.</i></p>	
<b><u>GENERAL ITEMS</u></b>	
<b>12. HEALTH AND SAFETY</b>	
This item had been covered earlier in the meeting.	
<b>13. ANY OTHER BUSINESS – with the Chair's prior approval</b>	
There were no other items of business to discuss.	
<b>14. DATES OF FUTURE MEETINGS</b>	
<p><b>Resolved 35</b> <i>That the following dates were agreed:</i></p> <p><u>Full Governors:</u></p> <ul style="list-style-type: none"> <li>• Spring term 2020 – 23 March 2020, 6.30 pm</li> <li>• Summer term 2020 – 11 May 2020 and 13 July 2020, both at 6.30 pm</li> </ul> <p><u>Committees:</u></p> <ul style="list-style-type: none"> <li>• Resources – all at 4.30 pm 9 March 2020 27 April 2020 29 June 2020</li> <li>• Pupils and standards – all at 5.30 pm 23 March 2020 11 May 2020 13 July 2020</li> </ul> <p><b>Apologies</b> Mrs Richards submitted her apologies for the meetings on 11 May 2020.</p>	

ITEM	ACTION
<b>MEETING CLOSE TIME: 7.40 pm</b>	

CHAIR