

GOVERNING BODY OF RYHILL SCHOOL

FULL GOVERNING BOARD MEETING MINUTES

DATE:

Monday, 14 October 2019

TIME:

6.30 pm

LOCATION:

School

PRESENT

Chair:	Mrs P Tolley	
Headteacher:	Mrs E Jones	
Governors:	Mrs K Butterworth	Mr R Davidson
	Ms C Gill	Mrs M McCabe
	Mrs P Pollard	Mrs S Richards
	Cllr Mrs F Heptinstall	Mrs S Earl
Associate:	Mrs L Heaton	
Observer:	Mrs J Goddard	
Clerk:	Mrs E Wood	
Apologies:	Mrs L Duffy	Mr W Manifold
	Mrs A Kenyon	Mrs S Richards

ITEM

ACTION

PROCEDURAL ITEMS

1. ELECTION OF CHAIR

The Clerk welcomed everyone to the meeting.

Mrs Tolley had previously indicated her wish to stand as chair, and nominations or self-nominations were invited from those present. No further nominations or self-nominations were given at the meeting.

Mrs Tolley indicated her willingness to continue serving in this position and governors were asked if they wished to accept the self-nomination.

Governors were also asked to consider whether the term of office be for a period of one or two years. It was agreed that the term of office be for a period of two years.

Resolved 1

It was unanimously agreed that Mrs P Tolley be elected Chair to the date of the autumn term meeting in 2021.

2. WELCOME, APOLOGIES, PECUNIARY INTERESTS, CODE OF CONDUCT, REGISTER OF BUSINESS INTERESTS AND CHAIR'S COMMENTS/ACTIONS

The Chair welcomed governors to the meeting.

ITEM	ACTION
<p>Apologies It was reported that apologies had been received from Mrs L Duffy, Mr W Manifold, Mrs A Kenyon and Mrs S Richards.</p> <p>Resolved 2 <i>That consent be given to the absences of Mrs L Duffy, Mr W Manifold, Mrs A Kenyon and Mrs S Richards.</i></p> <p>The Chair indicated that she intended to contact Mr Manifold to ascertain his commitment to attending future meetings.</p>	<p>SGS</p>
<p>Pecuniary Interests and Register of Business Interests 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>It was also noted that in line with statutory requirements, the Governor Register of Interest form for the previous academic year was required to be published on the school website and Governor details updated on the DfE Get Information About School (GIAS) website.</p> <p>For the benefit of the new governors the clerk explained that each year governors needed to sign the pecuniary interest form that was held in the school office for audit purposes. At each full governing board and committee meeting governors needed to declare whether they had a pecuniary or personal interest in any matter to be considered by the governing board where they had an interest that could have financial or personal consequences. Having declared an interest, that governor would need to leave the meeting for that particular item to be discussed.</p> <p>An example of a pecuniary interest was where a governor was related to, or close friends with, a contractor working in the school and an example of a personal interest was where a governor was related to a member of staff.</p> <p>There were no declarations made with regard to items on the agenda.</p> <p>Resolved 3 <i>That the Register of Business Interest be updated on the school website; and That the School Business Manager update GIAS in accordance with statutory requirements.</i></p>	<p>SBM</p>
<p>Code of Conduct It was noted that it was good practice for all Governing Bodies to annually review 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>All Governors present confirmed that they had read the Governor Code of Conduct and had signed to confirm their agreement.</p>	<p>ALL</p>

ITEM	ACTION
<p>Chairs Comments and Actions The chair reported that no urgent action had been taken and no correspondence had been received since the last meeting.</p>	
<p>3. CONSTITUTION OF THE GOVERNING BODY</p>	
<p>Voting Procedures for Full Governing Body and Committee Meetings Governors were informed that The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 Clause 14 (8) stated “Notwithstanding the requirements of paragraphs (1) to (3), the governing body may approve alternative arrangements for governors to participate or vote at meetings of the governing body including but not limited to by telephone or video conference. Similarly The School Governance (Roles, Procedures and Allowances)(England) Amendment Regulations 2013 Clause 3 (10) (regulation 26) extended this facility to committees.</p> <p>Consideration was given to whether to approve a process for accepting votes from absent governors.</p> <p>Resolved 4 <i>That any committee or full governing body meeting called under “Chair’s Urgent Action” could be held by the Headteacher emailing to governors the details upon which a decision was required and governors responding with their vote on the action to be taken by emailing the Headteacher.</i></p> <p>Resolved 5 <i>That in exceptional circumstances it would be acceptable for a governor to arrange in advance to telephone the Headteacher during the meeting to give their vote.</i></p> <p>Resolved 6 <i>That voting would continue to be carried out by those governors physically present at the meeting and eligible to vote.</i></p>	
<p>Membership Consideration was given to the membership list circulated with the agenda and governors reported any changes to their personal details.</p> <p>Committee Structure</p> <p>Resolved 7 <i>That the committee structure document be amended and the revised structure appended to these minutes (Appendix A)</i></p>	<p>SGS / ALL</p>
<p>Appointment of Governors with Special Responsibilities Consideration was given to reviewing the appointment of governors with special responsibilities.</p>	

ITEM	ACTION
<p>4. PREVIOUS MINUTES</p> <p>Resolved 8 <i>That Governors approve the following minutes which had been circulated with the agenda:</i></p> <ul style="list-style-type: none"> • Board of governors – 15 July 2019 <p>Matters Arising From The Minutes There were no matters arising from the minutes.</p>	
<u>LEADERSHIP, ACCOUNTABILITY AND EVALUATION ITEMS</u>	
<p>5. HEADTEACHER'S REPORT</p> <p>Consideration was given to the written report which had been circulated prior to the meeting. Particular reference was made to the following:</p> <ul style="list-style-type: none"> • That the school was ensuring that the curriculum was fit for purpose and ensuring that pupils had the right skills' set for learning. • That the Nursery would be full from January 2020, which was positive from a funding point of view. There was still significant interest in places despite being full, so the school had a waiting list for Nursery. Staff signposted to other providers when full. • Persistent Absence was currently 15.46% which was high, but it was noted that at that point in the academic year two weeks' absence had a significant effect on percentages. It was expected for it to improve as the year progressed. • New pupil progress meetings were taking place – with the Headteacher providing a brief explanation, the detail of which had been given at the earlier meeting of the Pupils and Standards Committee meeting. • Exclusions, racist or bullying incidents and complaints – the Headteacher reported that there had been no incidents to report. 	
<p>School Development Plan 2019/2020</p> <p>Consideration was given to the draft document which had been circulated prior to the meeting with the chair's permission. The Headteacher had also circulated to Governors the draft report from the School Improvement Adviser visit, which had taken place on 2 October 2019.</p> <p>Questions were invited from Governors:</p> <p>Q: The Year 1 phonics results were not as had been hoped for. I know you have introduced different ways of working with the current Year 1 to avoid the same situation again. But what are you doing for the Year 2 pupils that didn't pass last year?</p> <p>A: Pupils have two sessions of phonics daily, with more interventions in place for those Year 2 pupils. For those that do not pass again this year, their information will be passed on to their Year 3 teacher to ensure that any areas for development are clearly identified.</p>	

ITEM	ACTION
<p>Q: Will the Year 1 targeted phonics interventions take place again this year? A: Yes, and also we will involve parents in supporting their child’s learning, particularly if a child is struggling with specific sounds then we will share this with them so that they can practice at home.</p>	
<p>Safeguarding Update It was noted that a safeguarding update had been received in the Headteacher’s Report which included updates on actions taken with regard to the revised Keeping Children Safe in Education document.</p> <p>Governors were reminded that Part 2 of the document referred to what the responsibilities of the Governing Board were.</p>	
<p>Pupil Premium Update The Headteacher reported that the Pupil Premium statement was on the school website. The item had been discussed in detail at the earlier meeting of the Pupils and Standards committee, the minutes of which would be available to all Governors.</p>	
<p>Sports Premium Update The Headteacher reported that the Sports Premium statement was on the school website. The item had been discussed in detail at the earlier meeting of the Pupils and Standards committee, the minutes of which would be available to all Governors.</p>	
<p>6. GOVERNING BOARD ANNUAL PLANNER 2019/20</p>	
<p>Governor Development Plan (GDP) There was a Governor Development Plan 2019/20 in place for the school. The Chair and Headteacher agreed to consider the Local Authority template GDP to see if any items could be incorporated into the current document.</p>	
<p>Schedule of Governor Monitoring and Evaluation Visits The Chair informed the meeting that she had carried out the following visits since the beginning of term:</p> <p>13 September 2019 – meeting with the Headteacher 18 September 2019 – participated in the Governor Day 24 September 2019 – carried out a health and safety walk with the SBM and caretaker 2 October 2019 – participated in the MRE/School Improvement Adviser visit 8 October 2019 – visited the school to visit the breakfast club, various classes and lessons, and the after-school clubs.</p> <p>A Governor monitoring day had taken place on 18 September 2019, a number of Governors had attended and found it had provided a good insight into the school. It was planned to carry out future Governor monitoring days on a termly basis, to support Governor knowledge of the progress that the school and pupils were making.</p>	

ITEM	ACTION
<p>Headteacher Performance Management Resolved 9 <i>It was agreed that the arrangements for the Headteacher Performance Management were to be completed in November 2019.</i></p>	
<p>7. <u>Report of Committees</u> The following reports were received:</p> <ul style="list-style-type: none"> • Resources – A verbal report was received of the most recent Resources committee meeting, which confirmed that the committee had considered the staffing structure and deployment, reviewed the Financial Management policy, reviewed the SLAs and reviewed the gifts and hospitality register. Governors were informed that all staff appraisals were to be carried out on the upcoming INSET day prior to the October half term; following which the Headteacher would provide recommendations to the committee. • 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 and assessment, the curriculum, evaluation of pupil achievement, impact report on pupil premium and impact report on sports premium. • SEND Governor visit– governors were informed that the SEND link Governor was to meet with the Deputy Headteacher the following week to carry out their meeting. A report would be circulated following the visit. <p>Resolved 10 <i>That “Pupil Premium Governor update” be an item on all future agendas of the Full Governing Body.</i></p>	<p>SGS</p>
<p>8. REPORTS FROM LOCAL AUTHORITY FOR CONSIDERATION</p>	
<p>Annual HR Policies and Procedures Audit A checklist had been circulated to all Headteachers by HR Services for Schools to show the key HR policies and procedures a school and its Governing Board should be aware of and have in place with regards to their employees. It was noted that the purpose of the checklist was to support the Chair of Governors in ensuring their school had a directory of the most up-to-date HR policies and procedures to use as and when required.</p> <p>Resolved 11 <i>That the Annual HR Policies and Procedures Audit be received and updated.</i></p> <p>Governors were informed that there was also an in-school spreadsheet containing a comprehensive list of all school policies.</p>	
<p>9. POLICIES</p>	
<p>Governors were asked to consider approving the following policy which had been circulated with the agenda:</p> <ul style="list-style-type: none"> • Safeguarding policy <p>The policy had been updated in line with the most recent Local Authority</p>	

ITEM	ACTION
<p>guidance. Resolved 12 <i>That the Safeguarding policy be approved and published on the school website.</i></p>	
<u>GENERAL ITEMS</u>	
10. HEALTH AND SAFETY	
<p>The Headteacher reported on health and safety items including:</p> <ul style="list-style-type: none"> • During the Chair’s visit they had looked at the building works which had been carried out over the summer as well as carrying out a health and safety walk. • That the caretaker carries out regular checks and record keeping. • The Local Authority health and safety officer, Heather Chadwick, had recently carried out a health and safety audit and the school had scored 96%. • A fire drill had taken place recently, with all going well. 	
11. ACADEMY STATUS	
<p>Resolved 13 <i>That “Academy Status” be taken off the agenda of all future meetings of the Full Governing Board.</i></p>	SGS
12. ANY OTHER BUSINESS – with the Chair’s prior approval	
<p>The Chair reminded governors that should they have any other business to discuss that they contact her prior to a meeting for it to be agreed whether it was an appropriate forum to discuss it.</p> <p>Governors were informed that the laptops, which had been agreed by Governors at a recent Resources committee meeting, had been delivered and were proving to be a positive addition to the school.</p>	
13. DATES OF FUTURE MEETINGS	
<p>Resolved 14 <i>That the following meeting dates were agreed:</i></p> <p><u>Full Governors:</u></p> <ul style="list-style-type: none"> • <i>Autumn term 2020 – 25 November 2019, at 6.30 pm</i> • <i>Spring term 2020 – 3 February 2020 and 23 March 2020, both at 6.30 pm</i> • <i>Summer term 2020 – 11 May 2020 and 13 July 2020, both at 6.30 pm</i> <p><u>Committees:</u></p> <ul style="list-style-type: none"> • <i>Resources – all at 4.30 pm</i> <i>11 November 2019</i> <i>20 January 2020</i> <i>9 March 2020</i> <i>27 April 2020</i> <i>29 June 2020</i> 	

ITEM	ACTION
<ul style="list-style-type: none"><i>Pupils and Standards – all at 5.30 pm</i> <i>25 November 2019</i> <i>3 February 2020</i> <i>23 March 2020</i> <i>11 May 2020</i> <i>13 July 2020</i>	
14. IDENTIFICATION OF ANY CONFIDENTIAL ITEMS NOT FOR PUBLICATION	
Resolved 15 <i>That there are no confidential items to remove from the minutes.</i>	
MEETING CLOSE TIME: 7.45 pm	

CHAIR

GOVERNING BODY OF RYHILL J & I SCHOOL

Appendix 'A'

	Standards and Pupils	Resources (including Personnel and Pay Implementation)	Headteacher/Principal Performance Management Working Group
Primary Committees (Meet termly)	<p>(Quorum – 3)</p> <p>Headteacher Mrs S Richards Mrs P Tolley Mrs F Heptinstall Mrs P Pollard Mrs A Buckler Mrs K Butterworth Mrs L Heaton Mrs S Earl</p> <p>Observers: Mrs A Kenyon Mrs J Goddard</p> <p>To also receive committee documentation: School Business Manager</p>	<p>(Quorum – 3)</p> <p>Headteacher Cllr Mrs F Heptinstall (Chair) Mr W Manifold Mrs M McCabe Mrs P Tolley Mr R Davidson Mrs L Heaton Mrs S Earl</p> <p>Observers: School Business Manager - Mr M Jones - agenda papers</p> <p>Mrs J Goddard – agenda papers</p> <p>To also receive committee documentation: Mrs A Kenyon</p>	<p>Cllr Mrs F Heptinstall Mrs S Richards Mrs P Tolley Mr R Davidson</p> <p style="background-color: #f4a460; text-align: center;">Parental Engagement Working Group</p> <p>Headteacher Mrs M McCabe Mrs S Richards Mrs P Tolley</p>

Secondary Committees (Meet only when required)	Secondary Committee (Responsibility for Complaints, Personnel Appeals & Pupil Discipline)		Joint Committee		Appointment Selection Panels
	(Quorum – 3; <i>or for appeals, equal in size to the committee which made the decision being appealed against</i>) Three Governors Chosen on the basis of alphabetical rotation, subject to eligibility and availability. <i>Anyone employed to work at the school cannot be selected.</i>		(Quorum - 3) All Governors, subject to eligibility and, availability. Members must not have any prior knowledge of the issue. Members will be chosen to serve on the joint committee, as follows: • priority given to the Chair/Vice-Chair of the hosting Governing Body unless he/she has prior knowledge of the issue; • other members to be chosen subject to eligibility and availability.		Leadership Group Three Governors Chosen on the basis of alphabetical rotation, subject to eligibility and availability. Outside the Leadership Group Delegated to the Headteacher.
Link Governors	Training Link Governor	Safeguarding	Pupil Premium	SEN	Health & Safety
	Mrs K Butterworth	Mrs P Tolley		Mrs S Richards	Mrs P Tolley
	More Able		Early Years	Literacy	Numeracy
	Mrs S Richards		Mrs A Buckler	Mrs K Butterworth	Mr R Davidson
	Attendance	Data	Pupil Premium	Sports Premium Link	
	Mr W Manifold	Mrs P Pollard	Mrs M McCabe	Mr W Manifold	