

## GOVERNING BODY OF RYHILL J&I SCHOOL

### FULL GOVERNING BOARD MEETING MINUTES

**DATE:**

**Monday, 25 November 2019**

**TIME:**

**6.30 pm**

**LOCATION:**

**School**

**PRESENT**

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

**ITEM**

**ACTION**

**PROCEDURAL ITEMS**

<b>1.</b>	<b>WELCOME, APOLOGIES, PECUNIARY INTERESTS, CODE OF CONDUCT, REGISTER OF BUSINESS INTERESTS AND CHAIR'S COMMENTS/ACTIONS</b>	
	<p>The Chair welcomed governors to the meeting.</p> <p><b>Apologies</b>                  It was reported that apologies had been received from Cllr Mrs F Heptinstall, Mr R Davidson, Mrs P Tolley, Mrs A Buckler, Mrs L Duffy and Mrs A Kenyon.</p> <p><b>Resolved 16</b>  <i><b>That consent be given to the absences of Cllr Mrs F Heptinstall, Mr R Davidson, Mrs P Tolley, Mrs A Buckler, Mrs L Duffy and Mrs A Kenyon.</b></i></p>	<b>SGS</b>
	<p><b>Pecuniary Interests and Register of Business Interests</b>                  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>	

ITEM	ACTION
<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><b>Resolved 17</b> <i>That no declarations were made with regard to items on the agenda.</i></p> <p><b>Resolved 18</b> <i>That the Register of Business Interest be updated on the school website and that School Business Manager will update GIAS in accordance with statutory requirements.</i></p>	<p><b>SBM</b></p>
<p><b>Code of Conduct</b> 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><b>Resolved 19</b> <i>That all Governors present confirmed that they had read the Governor Code of Conduct and had signed to confirm their agreement.</i></p>	<p><b>ALL</b></p>
<p><b>2. PREVIOUS MINUTES</b></p>	
<p><b>Resolved 20</b> <i>That Governors approve the following minutes which had been circulated with the agenda:</i></p> <ul style="list-style-type: none"> <li>• <i>Board of governors – 14 October 2019</i></li> </ul> <p><b>Matters Arising From The Minutes</b> There were no matters arising from the minutes.</p>	
<p><b><u>LEADERSHIP, ACCOUNTABILITY AND EVALUATION ITEMS</u></b></p>	
<p><b>3. HEADTEACHER'S REPORT</b></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"> <li>• That the Junior Leadership Team (JLT) had been created, with their first project to work on improving reading, providing some examples of how they would go about it. The Headteacher hoped to invite the JLT to a future meeting of the Governing Board to present their work.</li> </ul> <p><b>Resolved 21</b> <i>That the Headteacher include an update on the JLT in all future Headteacher's reports.</i></p> <ul style="list-style-type: none"> <li>• Exclusions, racist or bullying incidents and complaints – the Headteacher reported that there had been no incidents to report.</li> <li>• The results of the parent questionnaire had been circulated to Governors.</li> <li>• The Headteacher's performance management had been completed on 20</li> </ul>	<p><b>HT</b></p>

ITEM	ACTION
<p>November 2019.</p> <ul style="list-style-type: none"> <li>Persistent Absence (PA) had decreased to 12.9%, from 15% at the previous meeting.</li> </ul> <p>Questions were invited from Governors on the Headteacher's Report:</p> <p><b>Q: When will we see the results of the recent assessments? Are Year 2 and Year 6 on track?</b>  <b>A:</b> They were discussed at the earlier meeting of the Standards Committee. They are not at the position that we would like, we would like to have seen higher percentages but there are no concerns overall and we have plans in place to improve.</p> <p><b>Q: The teaching assistant in Year 2 has changed, is this likely to change again?</b>  <b>A:</b> Yes, the person in post at present will be in place until Christmas and then we will revert back to the previous person in January.</p> <p><b>Q: The questions asked of parents at the parents' evening, where did they come from?</b>  <b>A:</b> As we have made changes to the curriculum recently we wanted to gain the perspective of parents on its introduction. So, we compiled the questions ourselves. We can amend the questions at any time and usually use Parent View questions when we ask parents more generally.</p>	
<p><b>Safeguarding Update</b>  It was noted that a safeguarding update had been received in the Headteacher's report.</p>	
<p><b>4. PUPIL PREMIUM GOVERNOR UPDATE</b></p>	
<p>The Pupil Premium (PP) Link Governor, Mrs McCabe, informed the meeting that she had booked her visit in to school for 17 January 2020. The member of staff responsible for PP had sent her a report to be read through prior to the visit.</p>	
<p><b>5. 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 on the most recent Resources Committee meeting, which confirmed that the Committee had approved the Headteacher's staff appraisal recommendations, reviewed the Financial Management policy, reviewed the SLAs and reviewed the gifts and hospitality register.</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 and assessment, the curriculum, evaluation of pupil achievement, and the impact report on pupil premium.</li> </ul>	

ITEM	ACTION
<ul style="list-style-type: none"> <li>• SEND Governor visit – Governors were informed that the SEND Link Governor, Mrs Richards, had met with the Deputy Headteacher/SENDCo on 24 &amp; 25 October 2019. On 24 October they had looked at the current challenges and setting the focus for the year; Mrs Richards had completed a visit form and provided the meeting with a verbal outline of the content. On 25 October she had sat in on two reviews of class SEND provision for all pupils with the SENDCo and class teachers and again providing a verbal outline of her visit report.</li> <li>• Mrs Pollard had attended the recent Year 6 trip, giving a verbal report to the meeting, on the topic of Think Forensically. It had been a positive trip and linked in with the topic and skills builder.</li> <li>• Mr Manifold reported that he had carried out a Governor visit to discuss attendance. He gave verbal detail of his findings from the meeting, noting that mostly positive improvements had taken place on a small number of areas that required improvement.</li> <li>• Inspire Days – a number of Governors had attended the recent Inspire Days; the meeting discussed parental feedback on the themes of the Days as well as parents’ engagement in the activities. Specifically, with regards to maths, Governors discussed a variety of ways that schools could support parents in their understanding in order to help their own children.</li> </ul> <p><b>Resolved 22</b>  <i>That Governors agree that the topics be discussed at the upcoming parents coffee morning.</i></p>	
<p><b>6. REPORTS FROM LOCAL AUTHORITY FOR CONSIDERATION</b></p>	
<p><b>Wakefield Health Survey</b>                  A report had been received from the Local Authority on the Wakefield Health Survey. The Wakefield Health Survey was a bi-annual anonymous survey delivered by Wakefield Council to gain an understanding of the health related behaviours of young people across the district.</p> <p><b>Resolved 23</b>  <i>That the Governing Board note the Wakefield Health Survey; and That the Governing Board encourage their school to sign up to take part in the survey if they have not already done so.</i></p> <p><b>Q: Are we carrying out the Wakefield health survey?</b>  <b>A: Yes.</b></p> <p><b>Safeguarding Update</b>                  A Safeguarding report had been received from the Local Authority with regard to updates for Designated Safeguarding Leads (DSL), the Annual Safeguarding Audit, Wakefield Families Together and DBS requirements. It was recommended that Governing Boards review their Safeguarding Policy to ensure that it was in line with current legislation and to agree a review schedule of the Safeguarding Audit with the DSL.</p>	

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<p><b>Resolved 24</b>  <i>That the Governing Board note the Safeguarding Update.</i></p> <p><b>Q: Is Safeguarding Policy current in regard to legislation and current issues?</b>  <b>A:</b> Yes.</p> <p><b>Q: Has the safeguarding audit been completed?</b>  <b>A:</b> It is currently underway.</p> <p><b>Q: Have the suicide lessons learnt information and the Wakefield public health document been distributed to all staff? Have school staff attended suicide prevention training or completed the online courses available?</b>  <b>A:</b> Yes and yes, information is in the staff room and staff undertook training in October 2019.</p> <p><b>Q: Have the reception and DSL's had the letter regarding DBS from Wakefield HR and are clear on when DBS is required?</b>  <b>A:</b> Yes.</p> <p><b>Q: Is the school promoting early help directory posters?</b>  <b>A:</b> Yes.</p> <p><b>School Complaints Toolkit</b>                      Governors noted receipt of the 'complaints toolkit', which could be used to review the Governing Body's current complaints policy and procedure.</p> <p><b>Code of Conduct</b>                      An updated Model Code of Conduct had been circulated by the Local Authority to set out the commitment and expectation required from Governors in order for the Governing Board to properly carry out its work within the school and its community.</p> <p><b>Resolved 25</b>  <i>That the Governing Board had received and noted the Model Code of Conduct; and</i>  <i>That the Governing Board adopts the Model Code of Conduct pending changes if required.</i></p>	
<p><b>7. POLICIES</b></p>	
<p>There were no policies to review.</p>	
<p><b><u>GENERAL ITEMS</u></b></p>	
<p><b>9. ANY OTHER BUSINESS – with the Chair's prior approval</b></p>	
<p>There were no other items of business to discuss.</p>	

ITEM	ACTION
<p><b>10. DATES OF FUTURE MEETINGS</b></p> <p><b>Resolved 26</b> <b><i>That the following dates were agreed:</i></b></p> <p><b><u>Full Governors:</u></b></p> <ul style="list-style-type: none"><li>• <b><i>Spring term 2020 – 3 February 2020 and 23 March 2020, both at 6.30 pm</i></b></li><li>• <b><i>Summer term 2020 – 11 May 2020 and 13 July 2020, both at 6.30 pm</i></b></li></ul> <p><b><u>Committees:</u></b></p> <ul style="list-style-type: none"><li>• <b><i>Resources – all at 4.30 pm</i></b> <b><i>20 January 2020</i></b> <b><i>9 March 2020</i></b> <b><i>27 April 2020</i></b> <b><i>29 June 2020</i></b></li><li>• <b><i>Pupils and Standards – all at 5.30 pm</i></b> <b><i>3 February 2020</i></b> <b><i>23 March 2020</i></b> <b><i>11 May 2020</i></b> <b><i>13 July 2020</i></b></li></ul>	
<b>MEETING CLOSE TIME: 7.45 pm</b>	

CHAIR