

## **GOVERNING BOARD OF RYHILL J&I SCHOOL**

### **FULL GOVERNING BODY MEETING MINUTES**

<b>DATE:</b> Monday 5 October 2020	<b>TIME:</b> 6:30 pm	<b>LOCATION:</b> Meeting held virtually
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<b>PRESENT</b>		
<b>Chair:</b>	Mrs P Tolley	
<b>Headteacher:</b>	Mrs E Jones	
<b>Governors:</b>	Mrs A Buckler Mr R Davidson Mrs M McCabe Mrs S Richards	Mrs K Butterworth Mrs L Duffy Mrs P Pollard
<b>Associate:</b>	Mrs L Heaton	Mrs A Kenyon (Observer)
<b>Clerk:</b>	Miss C Winter	
<b>Apologies:</b>	Cllr Mrs F Heptinstall	Mr W Manifield

<b>ITEM</b>	<b>ACTION</b>
<b><u>PROCEDURAL ITEMS</u></b>	
<b>1. ELECTION OF VICE-CHAIR</b>	
As no-one had previously indicated their wish to stand as Vice-Chair, nominations and self-nominations were invited from those present. Mrs Richards and Mr Davidson indicated their willingness to serve in this position as co-vice-chairs and governors were asked if they wished to accept the self-nomination. <b>Resolved 1</b> <i>It was agreed that Mrs Richards and Mr Davidson be elected Co-Vice-Chair to the date of the Autumn term 2022 meeting.</i>	
<b>2. WELCOME AND APOLOGIES</b>	
The Chair welcomed governors to the meeting.  <b>Apologies</b> It was reported that apologies had been received from Cllr Mrs Heptinstall and Mr Manifield. <b>Resolved 2</b> <i>That consent be given to the absences of Cllr Mrs Heptinstall and Mr Manifield.</i>	

ITEM	ACTION
3. DECLARATIONS OF INTEREST	<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>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 3</b></p> <p><b><i>That no declarations were made with regard to items on the agenda.</i></b></p>
4. CHAIR'S COMMENTS AND ACTIONS	<p>The Chair reported that she had visited school on 17 September 2020 to speak with Mrs Jones and view the environment. Governors noted that there was a spike in Covid cases in Wakefield and other surrounding areas were locked down. The Chair emphasised the need for Governors to keep a dialog with the school going and to support the Headteacher and staff. Governor visits to school would be continually reviewed as the situation changed.</p>
5. CODE OF CONDUCT	<p><b>Code of Conduct</b></p> <p>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>Action:</b> all Governors present confirmed that they would read the Governor Code of Conduct and sign to confirm their agreement by submitting an electronic copy to the school.</p>
6. CONSTITUTION OF THE GOVERNING BODY	<p><b>End of Term of Office</b></p> <p>The following ends of term of office were noted:</p> <ul style="list-style-type: none"><li>• Co-opted Governor - Mrs Pamela Tolley - 27/11/20</li><li>• Parent Governor – Mr Wayne Manifield - 15/12/20</li></ul> <p><b>Election of Two Parent Governors</b></p> <p>Governors discussed ways in which a parent election could be conducted in a Covid safe manner. The Clerk advised that other schools had considered survey monkey as an online option or having a box that parents could put their voting slips into.</p> <p><b>Q. Can we defer the elections and keep existing parent Governors on the Board until the pandemic has passed?</b></p> <p><b>A.</b> Governor Services have advised that an election would have to take place.</p>

ITEM	ACTION
	<p><b>Resolved 4</b> <i>That the matter of the election of two Parent Governor vacancies be deferred until the next meeting.</i></p> <p><b>Election of Co-opted Governor</b></p> <p><b>Resolved 5</b> <i>That Mrs Tolley be invited to accept the position of Co-opted Governor for a two-year term of office ending on 27 November 2022.</i></p>
	<p><b>REVIEW OF COMMITTEES</b></p> <p>Governors were reminded that the structure, terms of reference and membership of committees must be reviewed at least once a year. It was noted that the recommendation from School Governors Services was that committee structures and terms of reference should be reviewed in the autumn term.</p> <p>Governors noted the issues to consider and the recommendations.</p> <p><b>Resolved 6</b> <i>That they note the content of the report;</i> <i>That the structure and membership of committees as set out in Appendix 'A' to the minutes be agreed;</i> <i>That the current terms of reference for committees be agreed.</i></p>
7.	<p><b>PREVIOUS MINUTES</b></p> <p><b>Resolved 7</b> <i>That the minutes of the meetings below, 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> <ul style="list-style-type: none"><li>• <b>Full Governors Meeting – 13 July 2020</b></li><li>• <b>Resources committee – 29 June 2020</b></li></ul>
8.	<p><b>MATTERS ARISING AND ANY ACTIONS</b></p> <p><b>Matters Arising From The Minutes</b></p> <p>There were no matters arising from the minutes.</p>
<p><b>LEADERSHIP, ACCOUNTABILITY AND EVALUATION ITEMS</b></p>	
9.	<p><b>HEADTEACHER'S REPORT</b></p> <p>Consideration was given to the written report which had been circulated with the agenda. Particular reference was made to the following:</p> <ul style="list-style-type: none"><li>• Attendance had been better than expected; whole school attendance for the year so far had been 96.21%. There was a unique absence code for Covid so this did not negatively affect the absence figures. There had been 15 Covid absences that week.</li></ul>

ITEM	ACTION
<ul style="list-style-type: none"><li>A parent survey had been sent out and 58 responses received so far. The results had generally been positive and most parents had said that they were happy with the range and amount of homework. A closing date for the survey would be advertised and once all responses had been received a full analysis would be undertaken. Governors felt that the school provided a good offer.</li></ul> <p>Questions were invited from governors.</p> <p><b>Q. What has the school done to encourage the parents of the home educated pupils to remain at school?</b></p> <p><b>A.</b> The parents were invited in to school so they could look at safety measures. The parents have confirmed that they want to send their children back to school after the Pandemic.</p> <p><b>Q. What are the targets mentioned in your report?</b></p> <p><b>A.</b> Last year's targets have been left in the report as an indication. Targets have not been set yet because of the 6 month gap; more accurate targets will be formulated.</p> <p><b>Q. What about the phonics targets?</b></p> <p><b>A.</b> All the school can do is build from the September baseline.</p> <p><b>Q. Were there any surprises about what level pupils were working at and their attitude to learning when pupils came back into school?</b></p> <p><b>A.</b> There were gaps in pupil's knowledge but this was not as bad as it could have been. Generally pupils had returned to school with a positive attitude. Those pupils who usually read and did their homework tended to maintain their level of attainment. Teachers had identified pupils who had dropped back in their learning and they were being targeted with specific interventions.</p> <p><b>Q. Are those pupils who are working at greater depth more supported at home and do you have concerns about pupils who are not so well supported?</b></p> <p><b>A.</b> Generally, pupils who are working at greater depth tend to be well supported. Pupil Premium money is used to support eligible pupils with interventions. Interventions are regularly reviewed and changed if pupils are not making progress.</p> <p><b>Q. Is the school still doing the daily mile?</b></p> <p><b>A.</b> The school is not doing the daily mile at the moment but all pupils have time outside. The school has been doing mindfulness and wellbeing work with pupils. The PE Co-ordinator will be running some virtual competitions.</p> <p><b>Q. Have you asked about parents evening in the parent survey?</b></p> <p><b>A.</b> A question about parents evening was not included in the survey. The Chair would be sent a link to the questions.</p> <p><b>Action:</b> That parental engagement will be kept as an item on the agenda.</p>	

ITEM	ACTION
<p><b>Q. What has pupil's attitude to lockdown been?</b> <b>A.</b> Generally, pupils have appeared to cope well with lockdown and the school has not seen the anticipated levels of anxiety. The school will run a pupil voice exercise to learn more about pupils views.</p> <p><b>Q. What will happen if there is a further national lockdown?</b> <b>A.</b> The Government has made it clear that the expectation is for schools to ensure that pupils are still educated in the event of a further lockdown.</p>	
<p><b>Approval of SDP 2020/21</b></p> <p>Consideration was given to the draft document. Governors noted that Ofsted had said they would focus on Covid related issues in initial inspections but the school would need to put challenging but realistic targets in place from January.</p> <p><b>Resolved 8</b> <i>That the development improvement plan be approved.</i></p>	
<p><b>Review and Agree Whole School Self-Evaluation</b></p> <p>Consideration was given to the Whole School Self-Evaluation document.</p> <p><b>Resolved 9</b> <i>That the Whole School Self-Evaluation be received and approved.</i></p>	
<p><b>Generalised Summary Report of Staff Performance and Appraisal Year 2019/2021</b></p> <p>Governors were informed that staff performance management would take place in the next few weeks.</p>	
<p><b>Safeguarding Update</b></p> <p>Governors noted the safeguarding update in the Head teacher's report.</p>	
<p><b>Complaints, Exclusions and Racist Incidents</b></p> <p>The Headteacher reported that there had not been any formal complaints, exclusions or racist incidents this half term.</p>	
<p><b>Update on Pupil/Sports Premium</b></p> <p>Miss Pollard had written a report about pupil premium which had been considered at the last Resources meeting.</p> <p><b>Action:</b> That the pupil premium report will be shared at the next Standards committee meeting.</p> <p>Governors noted that the sports premium information had been considered at the last Resources committee meeting.</p>	
<p><b>10. FINANCIAL POSITION AND OTHER RESOURCES MATTERS</b></p> <p><b>School Fund Account</b></p> <p>Governors noted that the school fund account was being audited and this would be taken to the next Resources committee meeting.</p>	

ITEM	ACTION
<b>Financial Management Policy</b>	Governors were informed of the requirement to review and approve the Financial Management Policy as circulated by the School Financial Advice and Guidance Service. The following was noted: <ul style="list-style-type: none"><li>• requirement to complete Financial Health Check by 31 December 2020</li><li>• to review and complete Benchmarking exercise and SFVS by 31 March 2021</li><li>• scheme of financial delegation, including value limits, to Committees, Headteacher and School Business Manager</li></ul> The Resources committee had discussed the afore-mentioned topics in detail and approved the policy.
<b>11. GOVERNING BOARD ANNUAL PLANNER 2020/21</b>	
<b>Governor Annual Planner</b>	Governors were asked to consider and approve the Governor Annual Planner 2020/21 and to agree the priorities moving forward.
<b>Schedule of Governor Monitoring and Evaluation Visits</b>	Mrs Richards agreed to meet with Mrs Duffy to discuss SEN.  Mr Davidson agreed to catch up with teachers about maths.  Mrs Richards and Miss Pollard will meet to discuss Pupil Premium.  The Chair spoke about the importance of mental health and wellbeing during these difficult times. Governors noted that a staff wellbeing survey had been completed. She felt that it would be good for a Governor to take on a link role for mental health. Mrs Pollard volunteered to take on this role.  <b>Action:</b> Mrs Pollard will meet with Ms Kenyon to discuss mental health. <b>Action:</b> That Mental Health and Wellbeing is included as an item on the next agenda. <b>Action:</b> That Mrs Jones will consider what other link Governor roles would be useful.  <b>Governor Training and Development</b> Mrs Richards had attended a course about wellbeing and governance in difficult times.  <b>Headteacher Performance Management</b> The Headteacher explained that the Keeping In Touch meeting had been cancelled and the Headteacher Performance Management was due to take place in November. <b>Resolved 10</b> <b><i>It was agreed that the Headteacher's Performance Management would take place in November 2020.</i></b>

ITEM	ACTION
<b>12. REPORTS OF COMMITTEES</b>	<p><b>Resources Committee</b> Governors received a verbal update from a meeting of the Resources committee held on Monday 28 September 2020. Mr Davidson explained that the committee had approved the following policies:</p> <ul style="list-style-type: none"><li>• Whistleblowing</li><li>• Anti-Fraud and Bribery</li><li>• Financial Management</li><li>• Pay Policy</li></ul> <p>Governors noted that the budget working document showed a £97k surplus.</p> <p>Mr Davidson explained that the committee had also considered the pupil premium plan, sports premium plan, staffing structure and the fire drill.</p> <p>The Headteacher explained that work to complete the Schools Financial Value Standards and the Benchmarking Exercise was on track. Both documents would be presented to the next Resources committee meeting on 9 November 2020.</p> <p><b>Q. Does the school have a gifts and hospitality register?</b> <b>A.</b> The school does have a gifts and hospitality register.</p> <p><b>Standards Committee</b> <b>Q. Should we have a Standards committee meeting before 18 January 2021?</b> <b>A.</b> There is not the usual set of results data that the Standards committee would usually consider at this time of year. Teachers need some time to assess pupils, gather data and analyse the results. Governors felt that it would be beneficial to have an update about the curriculum. <b>Action:</b> That a virtual meeting to update Standards committee members about the curriculum be held.</p> <p>Mrs Duffy stated that a supporting me to learn plan would be written for each SEND pupil. She explained how baseline assessments were completed and how pupils were tracked. Supporting me to learn plans were being written for each pupil.</p>
<b>13. REPORTS FROM LOCAL AUTHORITY FOR CONSIDERATION</b>	<p><b>Updated Complaints Tool Kit</b> Governors received the updated Local Authority Complaints Tool Kit.</p> <p><b>Parental Bereavement Leave</b> Governors received updated copies of the Parental Bereavement Leave act. Governors were asked to give consideration to the report and to ensure that the School's Leave of Absence Scheme was updated accordingly. Governors were asked to consider the following:</p>

ITEM	ACTION
	<p>a) pay the Statutory Bereavement Pay (The leave is paid at the lower of £151.20 per week or 90% of salary) or actual salary; b) require the employee to have 26 weeks continuous service to qualify for statutory Bereavement Pay or whether the leave will be paid from day 1; c) Allow leave to be taken in hours, days or weeks up to 10 days or the statutory provisions for leave to be taken in one or two weeks blocks. (Please note if the school decides that the leave can be taken flexibly, not in one or two blocks, then the 92% funding cannot be reclaimed from HMRC).</p> <p><b>Resolved 11</b> <i>That the Governing Board ensure that the School's Leave of Absence Scheme is updated accordingly to reflect the option that the school wishes to adopt; and</i> <i>That where the Council provides payroll services for the school, ensure HR are notified as to which option is being adopted so that they can update their records accordingly.</i></p> <p><b>Safeguarding Update</b> Governors received copies of the Local Authority Safeguarding Update in relation to the Keeping Children Safe in Education Act 2020. Governors were asked to ensure the safeguarding policy was updated to include the priorities within the report.</p> <p><b>Resolved 12</b> <i>That the Safeguarding policy be updated in line with the Keeping Children Safe in Education Act 2020.</i></p>
<b>14. POLICIES</b>	
	<p><b>Resolved 13</b> <i>Governors approved the Safeguarding Policy.</i></p>
<b>GENERAL ITEMS</b>	
<b>15. HEALTH AND SAFETY</b>	
	<p>The Headteacher reported on health and safety/safeguarding issues including:</p> <ul style="list-style-type: none"><li>• That two successful fire drills had been held.</li></ul>
<b>16. ANY OTHER BUSINESS</b>	
	<p><b>Residential Trip to Robinwood</b> The Headteacher explained that the Year 6 trip to Robinwood had been cancelled. The school would not receive the full amount so the Headteacher hoped that the insurance would cover the remaining balance.</p>
<b>17. DATES OF FUTURE MEETINGS</b>	
	<p><b>Resolved 14</b> <i>The following dates of future meetings be agreed:</i></p>

ITEM	ACTION
<p><b><u>Full Governors:</u></b></p> <ul style="list-style-type: none"><li>• <b><i>autumn term 2020 – Monday 23 November 2020 at 18.30</i></b></li><li>• <b><i>spring term 2021 – Monday 18 January and Monday 8 March 2021 at 18.30</i></b></li><li>• <b><i>summer term 2021 – Monday 26 April and Monday 12 July 2021 at 18.30</i></b></li></ul> <p><b><u>Committees:</u></b></p> <ul style="list-style-type: none"><li>• <b><i>resources/finance – Monday 9 November 2020 at 16.30</i></b></li><li>• <b><i>pupils and standards – Monday 18 January at 17.30</i></b></li></ul>	
<b>MEETING CLOSE TIME: 8.10 pm</b>	

# GOVERNING BODY OF RYHILL J & I SCHOOL

20.10.20 Appendix 'A'

Primary Committees (Meet termly)	Standards and Pupils	Resources (including Personnel and Pay Implementation)	Headteacher/Principal Performance Management Working Group
	<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 L Duffey</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 Mr W Manfield Mrs M McCabe Mrs P Tolley Mr R Davidson (Chair) Mrs L Heaton</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><b>Parental Engagement Working Group</b></p> <p>Headteacher Mrs M McCabe Mrs S Richards Mrs P Tolley</p>

<b>Secondary Committees (Meet only when required)</b>	<b>Secondary Committee (Responsibility for Complaints, Personnel Appeals &amp; Pupil Discipline)</b>	<b>Joint Committee</b>	<b>Appointment Selection Panels</b>		
	<p>(Quorum – 3; or for appeals, equal in size to the committee which made the decision being appealed against)</p> <p>Three Governors Chosen on the basis of alphabetical rotation, subject to eligibility and availability.</p> <p><i>Anyone employed to work at the school cannot be selected.</i></p>	<p>(Quorum - 3)</p> <p>All Governors, subject to eligibility and, availability. Members must not have any prior knowledge of the issue.</p> <p>Members will be chosen to serve on the joint committee, as follows:</p> <ul style="list-style-type: none"> <li>• priority given to the Chair/Vice-Chair of the hosting Governing Body unless he/she has prior knowledge of the issue;</li> <li>• other members to be chosen subject to eligibility and availability.</li> </ul>	<p><b>Leadership Group</b> Three Governors Chosen on the basis of alphabetical rotation, subject to eligibility and availability.</p> <p><b>Outside the Leadership Group</b> Delegated to the Headteacher.</p>		
<b>Link Governors</b>	<b>Training Link Governor</b>	<b>Safeguarding</b>	<b>Pupil Premium</b>	<b>SEN</b>	<b>Health &amp; Safety</b>
	Mrs K Butterworth	Mrs P Tolley	Mrs M McCabe	Mrs S Richards	Mrs P Tolley
	<b>More Able</b>		<b>Early Years</b>	<b>Literacy</b>	<b>Numeracy</b>
	Mrs S Richards		Mrs A Buckler	Mrs K Butterworth	Mr R Davidson
	<b>Attendance</b>	<b>Data</b>	Pupil Premium	Sports Premium Link	
	Mr W Manfield	Mrs P Pollard	Mrs M McCabe	Mr W Manfield	