

GOVERNING BODY OF RYHILL J & I SCHOOL

FULL GOVERNING BODY MEETING MINUTES

DATE:
23 November 2020

TIME:
6.30 pm

LOCATION:
Meeting held virtually

PRESENT

Chair:	Mr R Davidson	
Headteacher:	Mrs E Jones	
	Ms K Butterworth	Ms L Duffy
	Mrs F Heptinstall	Ms M McCabe
	Mrs P Pollard	Mrs S Richards
In Attendance:	Ms J Goddard (Observer)	
	Ms A Kenyon (Observer)	
	Ms L Heaton (Associate Member)	
Clerk:	Mrs B Hughes	
Apologies:	Ms A Buckler	

ITEM

ACTION

PROCEDURAL ITEMS

1. ELECTION OF CHAIR

Governors noted the resignation of former Co-opted Governor and Chair, Mrs Tolley, and that it was necessary to elect a new Chair.

The Clerk welcomed everyone to the meeting and invited nominations and self-nominations from those present. Mr Davidson indicated willingness to serve in this position and Governors were asked if they wished to accept the self-nomination.

Resolved 15

It was agreed that Mr Davidson be elected Chair for a two-year term of office.

2. WELCOME AND APOLOGIES

Apologies for absence were received from Ms Buckler.

Resolved 16

That the absence of Ms Buckler be approved.

3. DECLARATIONS OF INTEREST 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

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<p>ensure they had signed the pecuniary interest form which should be returned to the SBM and would be held in school. Resolved 17 <i>That no declarations were made with regard to items on the agenda.</i></p>	
<p>4. CHAIR’S COMMENTS AND ACTIONS</p>	
<p>There were no Chair’s comments or actions to report.</p>	
<p>5. CODE OF CONDUCT</p>	
<p>The Chair reminded Governors to sign and return copies of the Code of Conduct, confirming that they had read and understood it.</p>	
<p>6. CONSTITUTION OF THE GOVERNING BODY</p>	
<p>Membership The Headteacher reported that the Parent Governor Election was underway. Governors noted the Co-opted Governor vacancy. They felt it was important, when recruiting that Governors had some local knowledge.</p> <p>Review of Committee Structure Governors agreed that this matter should be deferred until Governor vacancies had been filled.</p> <p>The Chair agreed to take on the position of Safeguarding Governor, furthermore it was noted that a new Vice-Chair would be needed.</p>	
<p>7. PREVIOUS MINUTES</p>	
<p>Resolved 18 <i>That the minutes of the meeting held on 5 October 2020, being correct, be signed, subject to the following amendments:</i> <i>Under “Constitution of the Governing Body” “Election of Two Parent Governors” “Resolved 4” “That the two Parent Governor vacancies be advertised” be amended to read “That the matter of the election of two Parent Governor vacancies be deferred until the next meeting”;</i> <i>Under “Update on Pupil/Sports Premium,” “Mrs Pollard had written a report” be amended to read “Miss Pollard had written a report,” and</i> <i>Under “Schedule of Governor Monitoring and Evaluation Visits,” “¹Mrs Richards Ms McCabe and Miss Pollard will meet to discuss Pupil Premium,” be included;</i> <i>Under “Headteacher Performance Management,” “The Headteacher explained that the Headteacher Performance Management session had been booked in but had been cancelled,” be amended to read “The Headteacher explained that the Keeping In Touch meeting had been cancelled and the Headteacher Performance Management was due to take place in November,”;</i> <i>Under “Reports of Committees” “Resources Committee” “...presented to the next Resources committee meeting on 5 December 2020” be</i></p>	

¹ Correction made at following meeting

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<p><i>amended to read “...presented to the next Resources committee meeting on 9 November 2020” and “Miss Duffy provided an update about SEN pupils” be amended to read “Mrs Duffy stated that a supporting me to learn plan would be written for each SEND pupil.”</i></p> <p><i>Under “Policies,” “There were no policies to approve,” be replaced by “Resolved 13” “Governors approved the Safeguarding Policy,”;</i></p> <p><i>Under “Any Other Business” “Residential Trip to Robinwood” “...so the Headteacher hoped that the insurance would cover the remaining balance.” be amended to read “...the Headteacher was investigating the possibility of insurance covering any Robinwood cost.”</i></p> <p><i>“Resolved 13” be renumbered to read “Resolved 14”</i></p> <p><i>“Resolved 14” be renumbered to read “Resolved 15”; and</i></p> <p><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>8. MATTERS ARISING FROM THE MINUTES</p>	
<p>There were no matters arising from the minutes.</p>	
<p><u>LEADERSHIP, ACCOUNTABILITY AND EVALUATION ITEMS</u></p>	
<p>9. HEADTEACHER’S REPORT</p>	
<p>Governors had received the Headteacher’s written report, for which she was thanked. Particular reference was made to the following: Developments during the half term; Significant News; Headline Data, including Numbers on Roll, Attendance and Behaviour; Baseline Assessments and Target Setting Data; Budget and Finance; Staffing; School Development Priorities; SEND pupils; Pupil Premium; Complaints; Pupils/Families in Need; Covid-19.</p> <p>Remote Learning</p> <p>The Headteacher reported that training was in place for staff and trials would take place to allow the delivery of taught lessons virtually on Teams by teachers, to children who could not come into school. She added that hard copies of work would still be available where requested.</p> <p>Mrs Richards commented that this was a good response to parents who had asked for more remote learning and it would be good to hear their feedback.</p> <p>RSE</p> <p>Ms Kenyon gave an overview of the changes which had come into force in the RSE curriculum which needed to be in place by the end of the Spring Term 2021. She would be undertaking training which would be completed next month. Two new schemes were being trialled – Jigsaw and Coram Scarf – furthermore policies would need to be put in place and parent consultation undertaken. She stated that parents would not be able to withdraw their children from Relationships Education in primary or secondary school but would be able to withdraw them from primary school classes which addressed sex education - i.e. those that do not sit within the Relationships Education curriculum, furthermore maintained primary schools were required to teach</p>	

ITEM	ACTION
<p>National Curriculum science, which included some elements of sex education and parents did not have a right to withdraw from this.</p> <p>The Headteacher commented that she was pleased with the way things were developing.</p> <p>Governors asked the following questions:</p> <p>Q: Do we see a difference between attendances in the week (Monday to Thursday) to Fridays with the earlier finish? A: No, this is broadly the same, we do however have some children who are persistent absentees who we have raised with our EWO.</p> <p>Q: We seem to have more children on our safeguarding register at the moment than normal? A: Yes, we have a few more children; this is primarily due to school making referrals to Early Help services as a result of pandemic related issues.</p> <p>Q: Should Governors be alarmed by the ARE analysis? A: This was expected due to the gaps in learning because of lockdown. A further assessment will take place later in the term and data will be shared with Governors. Target setting had been done and staff are happy that targets are achievable.</p>	
<p>10. FINANCIAL POSITION AND OTHER RESOURCES MATTERS</p>	
<p>Governors noted that this item had been discussed at the Resources Committee meeting. The Chair reported that there was little change in the school budget, with a carry forward surplus of £101k; however, figures would be clearer in January 2021.</p>	
<p>11. GOVERNING BOARD ANNUAL PLANNER 2020/21</p>	
<p>The Chair commented that all Governors should contribute to the population of the governing board annual planner, which would be a good tool for Governor induction, and useful evidence for Ofsted.</p> <p>Action: that “Governor Development Plan” be a standard agenda item.</p>	<p>SGS</p>
<p>12. MENTAL HEALTH AND WELL-BEING</p>	
<p>Governors received the Mental Health and Well-Being Report. Ms Kenyon stated that the main focus for the beginning of term had been preparation for the safe return of children in September. They had settled in quickly and Pupil Voice suggested that children were happy with what was in place.</p> <p>A new policy had been written and Mrs Pollard, as the new MHWB Governor would be reviewing this along with the Action Plan, which had three main targets, to ensure the mental health and well-being of pupils and staff remained a focus.</p> <p>Governors noted the future actions, including:</p>	

ITEM	ACTION
<ul style="list-style-type: none"> • a termly Mental Health and Wellbeing Newsletter; • training and CPD; • well-being surveys for both staff and pupils; • staff workload reviews and well-being check in meetings; • school being signed up to Wakefield Risk and Resilience Framework. <p>Mrs Pollard commented that ensuring the mental health and well-being of both staff and children was a long term investment for the school. It was important for Governors to provide support and to have a feel for how people were; furthermore, supporting mental health and well-being was a requirement of RSE and it needed to be embedded in school.</p>	
<p>13. REPORTS OF COMMITTEES</p>	
<p>Resources Committee</p> <p>The Chair gave a verbal report of a meeting of the Resources Committee held on 9 November 2020. He stated that discussion had taken place in relation to pay progression, Sports Premium, SFVS, School Fund, the Emergency Response and Recovery Plan and the Covid Risk Assessment.</p> <p>SEN Governor Report</p> <p>² Mrs Pollard Mrs Richards reported that she had met virtually with the SENDCO and had discussed staff training and the constraints imposed by Covid on interventions, including lack of space and working in bubbles. A further visit may focus on book scrutiny.</p> <p>Governor Visits</p> <p>Ms McCabe reported that she had undertaken a virtual meeting to discuss Pupil Premium funding. She commented that 25% of parents in each class had now signed up to allow school to access the funding. Intervention delivery, data, and Breakfast Club had been discussed as well as the effects of lockdown, which had not been as negative as expected, and was a positive message to parents. The data would be shared at the next meeting of the Pupil and Standards Committee.</p> <p>Ms McCabe reported that she had also attended the Governor Briefing and encouraged Governors to attend future online events.</p>	
<p>14. POLICIES</p>	
<p>There was nothing to report on this item.</p>	
<p>15. SAFEGUARDING UPDATE</p>	
<p>The Headteacher reported that the Safeguarding Audit had been completed and there were some actions to be completed, including the compilation of a Training Register and a reciprocal Headteacher colleague overview of safeguarding records.</p>	

² Correction made at following meeting

ITEM	ACTION
She added that all LA Safeguarding updates were now kept on file.	
16. KEEPING CHILDREN SAFE IN EDUCATION	
Governors were requested to email confirmation that they had read the document.	
<u>COMMUNICATION ITEMS</u>	
17. SAFEGUARDING UPDATE	
Governors confirmed receipt of the LA safeguarding Lessons Learnt update.	
<u>GENERAL ITEMS</u>	
18. HEALTH AND SAFETY	
The Headteacher reported that further work on the roof had been completed by ENGIE, and investigations were taking place into allegations of trees encroaching on neighbouring land.	
19. ANY OTHER BUSINESS	
<p>SIM cards The Headteacher requested approval for the purchase of SIM cards which would provide access to data for pupils who needed to access remote learning and were finding it difficult. Resolved 19 <i>That the purchase be approved.</i></p> <p>Training Governors noted that a training session would be held on 8 February 2021 by Mr Simon Ashby, School Improvement Advisor on the new Ofsted Framework.</p> <p>School Timings and Friday Finish Time Resolved 20 <i>That the item ‘School Timings and Friday Finish Time’ be included as an item on the agenda for the next meeting of the Governing Body.</i></p>	SGS
20. DATES OF FUTURE MEETINGS	
<p>Resolved 21 <i>That future meetings of the Governing Body be held as follows;</i> <i>Spring term 2021: 18 January and 8 March 2021 at 6.30 pm;</i> <i>Summer term 2021: 26 April and 12 July 2021 at 6.30 pm; and</i> <i>That Resources Committee meetings be held as follows:</i></p> <ul style="list-style-type: none"> <i>– 11 January 2021 at 4.30 pm;</i> <i>– 1 March 2021 at 4.30 pm;</i> <i>– 19 April 2021 at 4.30 pm;</i> <i>– 28 June 2021 at 4.30 pm; and</i> <p><i>That the next meeting of the Standards and Pupils Committee be held on 18 January 2021 at 5.30 pm.</i></p>	

ITEM	ACTION
21. IDENTIFICATION OF ANY CONFIDENTIAL ITEMS NOT FOR PUBLICATION	
Resolved 22 <i>That there are no items to be removed from the minutes for publication.</i>	
MEETING CLOSE TIME: 7.40 pm	