

## GOVERNING BOARD OF RYHILL J & I SCHOOL

### FULL GOVERNING BODY MEETING MINUTES

<b>DATE:</b> Monday 18 January 2021	<b>TIME:</b> 6:30 pm	<b>LOCATION:</b> Meeting held virtually
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#### PRESENT

<b>Chair:</b>	Mr R Davidson	
<b>Headteacher:</b>	Mrs E Jones	
<b>Governors:</b>	Mrs K Butterworth	Mrs A Buckler
	Mrs L Duffy	Mrs M McCabe
	Mrs P Pollard	Mrs S Richards
	Ms S Stevenson	Ms K McKelvie
<b>In Attendance:</b>	Mrs J Goddard (Observer)	Mrs A Kenyon (Observer)
	Mrs L Heaton (Associate Member)	
<b>Clerk:</b>	Miss C Winter	
<b>Apologies:</b>	Mrs F Heptinstall	

ITEM	ACTION
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#### 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 F Heptinstall.</p> <p><b>Resolved 23</b>  <i>That consent be given to the absence of Mrs F Heptinstall.</i></p>	
<b>2.</b>	<b>DECLARATIONS OF INTEREST</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>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 24</b>  <i>That no declarations were made with regard to items on the agenda.</i></p>	
<b>3.</b>	<b>ELECTION OF VICE-CHAIR</b>	
	The Chair invited nominations and self-nominations from those present. Ms	

ITEM	ACTION
<p>McCabe indicated willingness to serve in the position and Governors were asked if they wished to accept the nomination. <b>Resolved 25</b> <i>That Ms McCabe be elected Vice-Chair for a 2 year term of office.</i></p>	
<p><b>4. CHAIR’S COMMENTS AND ACTIONS</b></p>	
<p>The Chair had spoken with the Headteacher about the school closure due to snow.  There was no correspondence to report.</p>	
<p><b>5. CONSTITUTION OF THE GOVERNING BODY</b></p>	
<p><b>Election of Two Parent Governors</b> <b>Resolved 26</b> <i>That Governors note that Ms S Stevenson and Ms K McKelvie had been elected as parent governors for a four-year term of office.</i></p> <p><b>Appointment of One Co-opted Governor</b> <b>Resolved 27</b> <i>That Ms L Heaton be appointed co-opted governor for a four-year term of office.</i></p> <p><b>Code of Conduct</b> New Governors were asked to read and sign the code of conduct and then return it to school.</p> <p><b>Committee Membership</b> <b>Resolved 28</b> <i>That Ms McKelvie join the Resources Committee and Ms Stevenson join the Standards Committee.</i></p> <p><b>Learning Link Governors</b> <b>Q. Do we need a remote learning governor?</b> <b>A.</b> Mrs Pollard agreed to take this on as an add-on to receiving the wellbeing updates.</p> <p><b>Resolved 29</b> <i>That Curriculum Link Governors be considered at the next meeting.</i></p>	
<p><b>6. PREVIOUS MINUTES 17 NOVEMBER 2020</b></p>	
<p><b>Resolved 30</b> <i>That the minutes of the meeting held on 23 November 2020, being correct, be signed subject to the following amendments; under “Resolved 18”, “Mrs Richards and Miss Pollard will meet to discuss Pupil Premium” be amended to read “Ms McCabe and Miss Pollard will meet to discuss Pupil Premium and; under “SEN Governor Support”, “Mrs Pollard reported...” be amended to read “Mrs Richards reported...”; and <i>That a copy of the signed set of minutes for publication be made available</i></i></p>	

ITEM	ACTION
<p><i>at the school for anyone wishing to inspect them.</i></p> <ul style="list-style-type: none"> <li>• Full Governing Body 23 November 2020</li> </ul>	
<p><b>7. MATTERS ARISING AND ANY ACTIONS</b></p>	
<p><b>Matters Arising From The Minutes</b>  <b>Keeping Children Safe in Education</b>                      The Headteacher agreed to re-circulate this document and requested that any Governors who had not already done so e-mail to confirm that they had read it.</p> <p><b>SIM Cards</b>  <b>Q. Did the school purchase the SIM cards?</b>  <b>A.</b> We did not have to purchase any SIM cards as 40 were donated by Vodaphone. The school received 2 laptops originally and a further 10 have arrived today.</p> <p><b>Q. Has the school received enough laptops?</b>  <b>A.</b> The school has received its allocation of laptops. If there is an opportunity to obtain more then we will do so.</p>	
<p><b><u>LEADERSHIP, ACCOUNTABILITY AND EVALUATION ITEMS</u></b></p>	
<p><b>8. 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>• The school had been awarded the Wakefield Well Being Award. Ms Kenyon had led on production of a really good application.</li> <li>• The remote learning offer was fully established and positive feedback from parents had been received about it. Online learning was being monitored and families who did not engage with learning were chased up.</li> <li>• Vulnerable children were being monitored; some had daily calls from staff.</li> <li>• There had not been any exclusions this academic year.</li> <li>• Staff had been amazing. They were committed and worked really hard through the pandemic period.</li> <li>• There had been a decrease in the number of pupils who were on the safeguarding register. Some pupils were now at early help and some at universal but the school was still monitoring them.</li> </ul> <p>Questions were invited from governors.</p> <p><b>Q. Do you have plans to implement any of the parent suggestions from the survey?</b>  <b>A.</b> The Senior Leadership team have considered all of the suggestions and there are some that will be acted upon over the next few weeks.</p> <p>Governors felt that the school had handled the lockdown well and the</p>	

ITEM	ACTION
<p>information for parents had been good.</p> <p><b>Q. Are book scrutinises still taking place?</b>  <b>A.</b> Book scrutiny is still taking place in school. Once lockdown is over Governors are welcome to join these either in person or virtually.</p> <p><b>Q. What does a book scrutiny involve?</b>  <b>A.</b> A book scrutiny involves looking at the work pupils have done. This could include looking at different curriculum areas or elements of work.</p>	
<p><b>10. FINANCIAL POSITION AND OTHER RESOURCES MATTERS</b></p>	
<p><b>Resources Committee</b>  Governors noted that the Resources Committee meeting that was due to be held on 11 January 2021 would now take place on 1 February 2021.</p> <p>The Chair intended to meet with the school business manager.</p> <p>There was a predicted carry forward of £115k although further adjustments to this figure were likely because of Covid 19.</p> <p>The Headteacher explained that she had made a preliminary booking for Robinwood in 2022.</p>	
<p><b>11. GOVERNING BOARD ANNUAL PLANNER 2020/21</b></p>	
<p><b>Governor Annual Planner</b>  The Chair intended to populate the Local Authority Annual Planner template so that Governors had a central document to focus on.  <b>Action:</b> That Governors discuss the Annual Planner at the next meeting.</p>	
<p><b>12. REPORTS OF COMMITTEES</b></p>	
<p><b>Standards Committee</b>  Governors received a verbal update from a meeting of the Standards Committee held directly before the Governing Body meeting. Discussion had taken place in relation to the updated school development plan, exploration of all year groups, disadvantaged groups and vulnerable groups, progress to end of year targets, quality of teaching learning and assessment and health and safety.</p> <p>There were some positives in terms of progress and attainment and governors were pleased with the positive comments about online learning.</p> <p><b>Q. Is the achievement figure of 64% in phonics correct?</b>  <b>A.</b> This figure should be 79%.</p> <p>Mrs Richards and Mrs Duffy had met to talk about SEN pupils.</p> <p>The number of pupils coming into school was high, 53 pupils had been in that day. This meant that there were challenges in balancing teaching pupils who were in class and those who were learning online.</p>	

ITEM	ACTION
<p>Mrs Richards was happy for the new governors to sit in on a meeting of the Standards Committee.</p>	
<p><b>13. REPORTS FROM LOCAL AUTHORITY FOR CONSIDERATION</b></p>	
<p><b>Annual Leave – Changes Arising from the Coronavirus Act 2020</b>                  Due to the Covid-19 Pandemic the government have amended the working time regulations. Wakefield Council had agreed that staff would be able to carry forward any untaken leave up to the end of the normal leave period for 2021/2022.</p> <p><b>Q. How many staff members in school will this policy affect?</b>  <b>A.</b> The policy will affect one staff member.</p> <p><b>Resolved 31</b>  <i>That the policy be approved.</i></p>	
<p><b>14. POLICIES</b></p>	
<p>There were no policies to approve.</p>	
<b><u>COMMUNICATION ITEMS</u></b>	
<p><b>15. ADMISSION ARRANGEMENTS: SEPTEMBER 2022 – AUGUST 2023</b></p>	
<p>Governors noted that the report and admission number was circulated to all HTs and CofGs by the Admissions team in December 2020.</p> <p><b>Resolved 32</b>  <i>That Governors note the contents of the report and agree the proposed Admission Number of 30 for the school for the 2022/2023 school year</i></p>	
<b><u>GENERAL ITEMS</u></b>	
<p><b>16. HEALTH AND SAFETY</b></p>	
<p>The Headteacher reported on health and safety/safeguarding issues including:</p> <p>That the Covid risk assessment had been updated. One of the changes was to include lateral flow testing.</p> <p><b>Q. Is this test a quick process?</b>  <b>A.</b> I am not sure how the mechanism works yet. There is a briefing tomorrow where further information will be provided.</p> <p><b>Q. How is staff morale?</b>  <b>A.</b> Staff morale is good and there is a positive attitude in school. Despite the tiring and stressful circumstances staff have worked hard and pulled together.</p>	

ITEM	ACTION
<p><b>17. ANY OTHER BUSINESS</b></p> <p><b>Training</b>  <b>Q. Is the training on the 8 February still going ahead?</b>  <b>A. The training on the 8 February will be delivered virtually.</b></p> <p><b>School Lunches</b>  <b>Q. Nationally there has been a lot of negative press about school lunches. What are the arrangements at Ryhill?</b>  <b>A. The school started with hampers but are moving towards vouchers based on feedback from parents.</b></p>	
<p><b>18. DATES OF FUTURE MEETINGS</b></p> <p><b>Resolved 33</b>  <i>That meetings continue to be held virtually via Zoom for the time being.</i></p> <p><b>Resolved 34</b>  <i>That the following dates of future meetings be agreed:</i></p> <p><b><u>Full Governors:</u></b></p> <ul style="list-style-type: none"> <li>• <i>Spring Term 2021 – 8 March 2021 at 6:30 pm</i></li> <li>• <i>Summer Term 2021 – 26 April and 12 July 2021 at 6:30 pm</i></li> </ul> <p><b><u>Resources Committee</u></b></p> <ul style="list-style-type: none"> <li>• <i>1 March 2021 at 4:30 pm</i></li> <li>• <i>19 April 2021 at 4:30 pm</i></li> <li>• <i>28 June 2021 at 4:30 pm</i></li> </ul>	

**MEETING CLOSE TIME: 7:25 pm**

