

## GOVERNING BODY OF RYHILL J & I SCHOOL

### FULL GOVERNING BOARD MEETING MINUTES

**DATE:**

**Monday, 12 February 2018**

**TIME:**

**6.30 pm**

**LOCATION:**

**School**

**PRESENT**

<b>Chair:</b>	Mrs P Tolley	
<b>Headteacher:</b>	Mrs E Jones	
<b>Governors:</b>	Mrs A Buckler	Mrs S Richards
	Mrs K Butterworth	Miss S Rowland
	Mrs L Duffy	Cllr F Heptinstall
	Mr W Manifold	
	Mr M Mullarkey	
<b>In Attendance:</b>	Mrs J Goddard (Observer)	
	Mrs A Kenyon (Observer)	
<b>Clerk:</b>	Mrs E King	
<b>Apologies:</b>	Mrs S Harrison (Observer)	

**ITEM**

**ACTION**

**GOVERNING BOARD ACTIVITY**

**1. REVIEW OF WORKBOOKS**

Governors were given the opportunity to view a number of workbooks from across the school ranging from higher to lower abilities. A discussion took place about children's understanding of their next steps and what is expected of them. Mrs Butterworth noted that she would be going into school to help conduct pupil interviews on this shortly. Governors were also advised that progression charts were used to monitor pupils competencies; once they were competent in an area they could then move on to deepen their learning in a subject. The context of Special Educational Needs (SEN) was considered and it was noted that practical methods were being looked at in this area.

The Headteacher added that staff were very proud of children's books and worked hard to ensure appropriate challenge and feedback was given. Governors agreed that this was a particular strength of the school. It was also noted that there was a continuous effort to improve at the school and a determination to not place a ceiling on learning.

Going forward, it was noted that staff would be revising the Handwriting Policy and looking more at the use of peer assessment and self-assessment methods.

ITEM	ACTION
<b><u>PROCEDURAL ITEMS</u></b>	
<b>2. APOLOGIES FOR ABSENCE</b>	
<p>Apologies were received from Mrs S Harrison who had been due to attend to observe the meeting with a view to becoming a Governor. It was noted that Mrs Harrison could not commit to joining the Governing Body at the present time.</p> <p>Mrs Buckler was introduced to her first meeting and introductions were made.</p>	
<b>3. DECLARATIONS OF INTEREST</b>	
<p>There were no declarations of interest.</p>	
<b>4. CONSTITUTION</b>	
<p><b>Appointment of Co-opted Governor</b> Mrs Buckler introduced herself to the Governing Body. It was noted that she was the Deputy Headteacher at Grove Lea Primary which had recently received an Outstanding judgement from Ofsted.</p> <p><b>Resolved 24</b> <b><i>That Mrs Buckler be appointed as a Co-opted Governor for a four-year term of office ending on 11 February 2022.</i></b></p> <p>Mr Mullarkey reminded the Governing Body that the next meeting would be his last as he was stepping down as a Governor.</p> <p><b>Resolved 25</b> <b><i>That Mrs Richards be elected as Vice-Chair from the summer term.</i></b></p> <p><b>Re-appointment of LA Governor</b> <b>Resolved 25</b> <b><i>That the Governing Body approves the re-appointment of Cllr F Heptinstall as LA Governor for a four-year term of office ending on 12 February 2022, subject to the LA nominating Councillor Heptinstall formally for this position.</i></b></p>	<p>SGS</p> <p>SGS</p> <p>SGS</p>
<b>5. MINUTES OF THE MEETING HELD ON 4 DECEMBER 2018</b>	
<p><b>Resolved 26</b> <b><i>That the minutes of the meeting held on 4 December 2018, being correct, be signed; and</i></b> <b><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></b></p>	<p>HT</p>
<b>6. MATTERS ARISING FROM THE MINUTES</b>	
<p><b>School Council</b> It was noted that a future meeting had still to be arranged to give the School Council chance to feedback on their plans. Mrs Richards advised that she was due to attend a meeting of the Eco-Council with Mrs Balance to feed back about the availability of sweets in school. The Headteacher suggested that she contact Mrs Edwards to arrange this.</p>	

ITEM	ACTION
<p><b>Monitoring and Evaluation Visits</b>                      Mrs Richards and Mrs Duffy noted that the recent coffee morning with SEN parents had been very successful with four out of 13 parents attending. There had been good discussion and some valid points had been raised that the school could now act upon. Governors were advised that this would hopefully become a regular event.</p> <p><b>Numbers on Roll</b>  <b>Q:</b> Has there been any update on the Fair Access Requests?  <b>A:</b> Havercroft Academy has now been taken over by the Outwood Grange Academy Trust which will have an impact on this.</p> <p><b>Curriculum Planning</b>                      Mrs Kenyon clarified that it had been Mrs Goddard who had spoken to Governors about how the school was developing local links rather than her.</p> <p><b>Health &amp; Safety</b>  <b>Q:</b> Has the defibrillator been purchased yet?  <b>A:</b> Mrs Richards confirmed that she had a contact for this but that the school needed a specialist piece of equipment due to the child in Nursery with additional needs. The Leeds General Infirmary would order this on behalf of the school.</p> <p>Governors noted that there would probably not be a cost to the school for this as it would not belong to the school; they would just have access to it. There would also be training for staff in how to use it. Cllr Heptinstall advised that both Havercroft and Ryhill Parish Councils were looking to install basic defibrillators and Governors agreed there was not a need for an additional community one.</p>	

**LEADERSHIP, ACCOUNTABILITY AND EVALUATION ITEMS**

<p><b>7. REPORTS OF COMMITTEES</b></p>	
<p>A meeting of the Standards Committee had taken place directly before the meeting. The Committee had considered the following items; ASP Data Set; Inspection Data Summary Report; Exploration of all Year Groups, Disadvantaged Groups and Vulnerable Groups Progress to End of Year Targets; Quality of Teaching, Learning and Assessment; and School Curriculum.</p> <p>A Resources Committee meeting had taken place on 29 January 2018 and the meeting had considered the following matters; Budget Monitoring; Expenditure Proposals; Schools Financial Value Standard (SFVS); and Safeguarding/Health &amp; Safety.</p>	
<p><b>8. REVIEW OF COMMITTEES</b></p>	
<p>Mrs Richards advised that she had done some research into having 'job descriptions' for the various link roles which detailed the roles and responsibilities of each one. She noted that this would help to determine the agenda for the year for each area of responsibility. It was suggested that the Training Link Governor role be linked to new Governor induction to help new Governors settle into the role.</p>	

ITEM	ACTION
<p>It was also suggested that each link role be assigned to a teacher in school. Mrs Richards was thanked for her work on this.</p> <p><b>Resolved 27</b>  <i>That Mrs Richards circulate the documents for review by all Governors and that 'Link Roles' be an item on the agenda for the next meeting.</i></p> <p><b>Q:</b> Is there a minimum visit expectation for Governors?  <b>A:</b> It is a volunteer role but Governors are invited to visit the school as much as possible.</p> <p><b>Resolved 28</b>  <i>That the Chair explore some guidance on visit expectations for the Governing Body to consider and agree.</i></p> <p>Governors were reminded that the structure, terms of reference and membership of committees must be reviewed at least once a year. Governors noted that this could be done at any time.</p> <p>Governors noted the issues to consider and the recommendations.</p> <p><b>Resolved 29</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>	<p>SR</p> <p>CoG</p> <p>SGS</p>
<p><b>9. FEEDBACK FROM GOVERNOR MONITORING AND EVALUATION VISITS</b></p>	
<p>Mrs Richards fed back on her visit relating to SEN and More Able pupils. She had also assisted with pupil interviews. The visit had focused on marking and challenge of More Able pupils. Mrs Richards commented that the children appeared confident in their progress and that there were no generalisations on what they found easy or hard.</p> <p>Mrs Butterworth had visited school to attend the Anxiety Workshop. This had been run by the CAMHS practitioner and had been very well attended with a lot of people feeling able to share their experiences. An assembly had been held as well as specific workshops for Years 5 &amp; 6.</p> <p><b>Q:</b> Will this be repeated?  <b>A:</b> Hopefully yes. We would try and target different people.</p> <p>It was noted that a Sleep Workshop was also planned.</p> <p>The Chair and Mr Mullarkey had been in school that day to observe outdoor Maths, and Y6 Literacy including self-editing and SPAG. The Chair advised that she had witnessed good engagement by the children especially in the Percy Jackson text and also good differentiation being used. The Chair had also visited the Nursery and taken part in a dancing activity with the Drama Coach. Finally, she had met parents of new Nursery children.</p>	

ITEM	ACTION
<p><b>10. LEADERSHIP REPORT</b></p> <p>The Headteacher presented a written report on matters of interest relating to the school. The report included items on: Significant Achievements; Headline Data (Numbers on Roll, Attendance, Pupil Management, Targets, Budget &amp; Finance, Staffing); School Development Plan Priorities; Special Educational Needs Pupils; Pupil Premium Pupils; Complaints (Data Subject Access Requests); Pupils/Families in Need; LLE Work (none); and IMPACT Group.</p> <p><b>Matters Arising from the Leadership Report</b></p> <p><b>Numbers on Roll</b>                      Governors noted that the school had taken on another six children in Nursery and further children were expected after Easter. The rest of the school was full apart from one space in Year 4.</p> <p><b>Attendance</b>                      The Headteacher explained that there were some children causing concern but that the Education Welfare Officer was holding meetings with the families involved. Mrs Lee produced a weekly report that was considered by the Senior Leadership Team.</p> <p><b>Behaviour/Special Educational Needs</b>                      Governors were pleased to note that overall behaviour was a strength of the school.</p> <p><b>Book Fair</b>                      Governors were advised that the Book Fair had been extremely popular with over £900 raised. The commission from this had been used to purchase additional books for the school.</p> <p><b>Assessment</b>  <b>Q:</b> What are meant by the end of year / year group expectations?  <b>A:</b> Staff use these to assess how far away children are from them and children are aware of these expectations and what they need to do to reach them.</p> <p><b>Governor Week</b>                      The Headteacher advised that she wanted the next Governor Week (week commencing 5 March) to focus on how children were being challenged in classrooms. She agreed to complete a brief and link to Governor roles.</p>	
<p><b>11. ATTENDANCE DATA</b></p> <p>This item had been covered within the Headteacher's Report.</p> <p><b>Q:</b> How are you benchmarking against other schools?  <b>A:</b> The Headteacher agreed to obtain this information.</p> <p>The Headteacher noted that although there had been some improvement, it was clear that fining would not solve the problem completely. Governors noted that the current target was 96.7%.</p>	

ITEM	ACTION
<p><b>Q:</b> Is there a prize for 100% attendance? <b>A:</b> Yes, we are looking into this and have had a discussion at the Senior Leadership Team meeting.</p> <p>Governors noted the importance of analysing the data in all ways and showing that the school was doing everything it could to improve attendance.</p> <p><b>Resolved 30</b> <b><i>That the Attendance Governor be involved in attendance meetings going forward.</i></b></p>	WM
<b><u>GENERAL ITEMS</u></b>	
<b>12. REVIEW OF POLICIES</b>	
<p>Governors noted that the following policies had been reviewed and approved at the Resources Committee as part of the SFVS process;</p> <ul style="list-style-type: none"> <li>- Lettings Policy.</li> <li>- Whistleblowing Policy.</li> <li>- Crisis Management Policy.</li> <li>- Financial Management Policy.</li> <li>- Asset Inventory.</li> <li>- Anti-Fraud and Bribery Policy.</li> </ul>	
<b>13. CORRESPONDENCE / CHAIR'S ACTIONS</b>	
<p><b>Correspondence</b> The Chair advised that she had contacted Anaphylactics UK for advice about nut allergies.</p> <p><b>Chair's Actions</b> The Chair had spoken to the Headteacher about job descriptions and signed three visit forms.</p>	
<b>14. ACADEMY STATUS</b>	
<p>The Headteacher and Chair had attended the Wakefield Trust meeting recently. Governors received a copy of the presentation and were advised that the minutes and memorandum of understanding would follow shortly. Governors heard the highlights of the session and noted that questions had been raised about the amount paid to the Trust by schools joining and the value for money of the services received. Governors also considered what the impact would be of a bad inspection in the Trust and noted that without testimonials from existing Trust schools, it was difficult to understand the benefits of the set-up.</p>	
<b>15. GOVERNOR TRAINING AND DEVELOPMENT</b>	
<p><b>Update from Training Link Governor</b> The Training Link Governor reported on items of interest relating to governor training including correspondence received since the last meeting. It was noted that a number of training sessions had been booked and the annual conference</p>	

ITEM	ACTION
was highlighted.	
<b>16. HEALTH AND SAFETY/SAFEGUARDING</b>	
These matters had been covered within the Headteacher's Report. Governors further noted that there had been a successful fire evacuation the week before.	
<b>17. SCHOOL CROSSING PATROL</b>	
<p>Governors noted that although there were two crossings, only the one on Chapel Street was currently being well-used and this made the other one unviable. The Headteacher recommended that the school reduces the crossing patrol staff to just one.</p> <p>Governors suggested that when this was communicated to parents, advice be given about how to cross more safely and the Headteacher was advised to seek considered, professional guidance on this. It was also noted that all children from Nursery upwards received road safety guidance.</p> <p><b>Resolved 31</b>  <i>That the two school crossing patrols be reduced to just one.</i></p> <p>It was noted that this situation could be reviewed at any time.</p>	
<b>18. ANY OTHER BUSINESS</b>	
There were no other items of business to discuss.	
<b>19. DATE AND TIME OF NEXT MEETING</b>	
Governors confirmed that their next meeting would be held on Monday, 19 March 2018 at 6.30 pm.	
<b>MEETING CLOSE TIME: 8.20 pm</b>	

CHAIR

	<b>Standards and Pupils</b>	<b>Resources</b> (including Personnel and Pay Implementation)	<b>Headteacher/Principal Performance Management Working Group</b>
<b>Primary Committees (Meet termly)</b>	<p>(Quorum – 3)</p> <p>Headteacher Mrs S Richards Ms L Duffy Mrs P Tolley Mrs F Heptinstall Mrs S Rowland Mrs K Butterworth</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 P Tolley Miss S Rowland</p> <p>Observers: School Business Manager Mrs J Goddard</p> <p>To also receive committee documentation: Mrs A Kenyon</p>	<p>Cllr Mrs F Heptinstall Mrs S Richards Mrs P Tolley</p> <p style="text-align: center;"><b>Parental Engagement Working Group</b></p> <p>Headteacher Mrs S Richards Mrs P Tolley</p>

<b>Secondary Committees (Meet only when required)</b>	<b>Secondary Committee</b> (Responsibility for Complaints, Personnel Appeals & Pupil Discipline)		<b>Joint Committee</b>		<b>Appointment Selection Panels</b>
	<p>(Quorum – 3; <i>or for appeals, equal in size to the committee which made the decision being appealed against</i>)</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. 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	Miss S Rowland	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	Vacant
	<b>Attendance</b>				
	Mr W Manifold				