

GOVERNING BODY OF RYHILL J & I SCHOOL

FULL GOVERNING BOARD MEETING MINUTES

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| DATE: | TIME: | LOCATION: |
| Monday, 21 May 2018 | 6.30 pm | School |

PRESENT

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| Chair: | Mrs P Tolley | |
| Headteacher: | Mrs E Jones | |
| Governors: | Mrs A Buckler | Mrs S Richards |
| | Mrs K Butterworth | Miss s Rowland |
| | Cllr F Heptinstall | Mr R Davidson |
| In Attendance: | Mrs J Goddard | Mrs A Kenyon |
| Clerk: | Mrs E King | |
| Apologies: | Mrs L Duffy | Mr W Manifold |

| ITEM | ACTION |
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| <u>PROCEDURAL ITEMS</u> | |
| 1. APOLOGIES FOR ABSENCE | |
| Apologies were received from Mrs L Duffy and Mr W Manifold. | |
| Consent to Absences | |
| Resolved 41 | |
| <i>That consent be given to the absence of Mrs Duffy and Mr Manifold.</i> | |
| 2. DECLARATIONS OF INTEREST | |
| There were no declarations of interest. | |
| 3. ARRANGEMENTS FOR THE ELECTION OF VICE-CHAIR | |
| Governors noted that the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 allow governing bodies of maintained schools more flexibility in relation to the election of the Chair and Vice-Chair. They considered the LA's guidance on this matter and addressed the decisions they needed to make. | |
| Resolved 42 | |
| <i>That the term of office of the Vice Chair end on 20 May 2019.</i> | SGS |
| 4. ELECTION OF VICE-CHAIR | |
| Resolved 43 | |
| <i>That Mrs S Richards be elected Vice-Chair.</i> | SGS |

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| <p>5. CONSTITUTION</p> <p>Vacancies for Three Co-opted Governors Governors discussed the current vacancies and strategies to recruit to the Governing Body. Mr Davidson agreed to approach another parent who may be interested. Mrs Richards advised that there may be a local person interested in becoming a Governor. Mrs Goddard agreed to approach a parent.</p> <p>It was noted that the Standards Committee had reviewed the Governor job descriptions and had resolved for any comments or amendments</p> <p>Resolved 44 <i>That Mr R Davidson be appointed as a Co-opted Governor for a four-year term of office ending on 20 May 2022.</i></p> | <p>RD/SR /JG</p> <p>SGS</p> |
| <p>6. MINUTES OF THE MEETING HELD ON 19 MARCH 2018</p> <p>Resolved 45 <i>That the minutes of the meeting held on 19 March 2018, 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> | <p>HT</p> |
| <p>7. MATTERS ARISING FROM THE MINUTES</p> <p>Staff Presentation Q: Have parents received the handout from the phonics workshop yet? A: Yes.</p> <p>Matters Arising from the Minutes Q: Have we got a date for the next meeting with the School Council? A: Mrs Richards had spoken to Mrs Edwards and was awaiting a response. It was noted that classroom walks would resume the following half term.</p> <p>Governor Training Cllr Mrs Heptinstall advised that she had attended the recent Resources Committee training for Governors.</p> | |
| <u>SCHOOL IMPROVEMENT ITEMS</u> | |
| <p>8. REPORTS OF COMMITTEES</p> <p>Standards Committee Governors received a verbal update from the meeting of the Standards Committee which had taken place directly before this meeting. The items discussed had included a review of whole school data on progress and achievement and the Governor job descriptions.</p> <p>Resources Committee A meeting of the Resources Committee had taken place on 14 May 2018. The Committee had discussed budget monitoring, expenditure proposals, approval of budget, Local Authority Model Sickness Policy, Safeguarding and Health & Safety and Governor Job Descriptions.</p> | |

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| <p>Resolved 46 <i>That Mr R Davidson be appointed to the Resources Committee.</i></p> | <p>SGS</p> |
| <p>9. APPROVAL OF SCHOOL BUDGET</p> | |
| <p>Governors noted that the Wakefield Scheme for Financing Schools required their agreement of a budget plan to submit to the LA, together with the assumptions underpinning the plan, by 31 May 2018.</p> <p>Resolved 47 <i>That the draft budget plan for 2018/19 be agreed and signed by the Chair; and That a copy of the signed document be sent to the LA.</i></p> <p>Governors placed on record their thanks to Mr Jones, the School Business Manager for all his work in preparing the budget.</p> | |
| <p>10. FEEDBACK FROM GOVERNOR MONITORING AND EVALUATION VISITS</p> | |
| <p>Miss Rowland agreed to make a Pupil Premium visit when the SATs tests had all been completed.</p> <p>Mrs Richards was also to arrange a Special Educational Needs visit with Mrs Duffy.</p> <p>Mrs Butterworth was to visit the school later that week.</p> <p>The Chair had been into school to assist with the administration of the SATs, visit the Nursery where she had observed role-play and fine motor skills work. She had also sat in on a Class 2 Maths lesson and a test. She had been to see the outdoor classroom and the chickens. She reminded all Governors about donations to a hamper to present to the donor of the outdoor classroom.</p> | |
| <p>11. LEADERSHIP REPORT</p> | |
| <p>The Headteacher presented a written report on matters of interest relating to the school. The report included items on: Significant Achievements during the Half Term; Headline Data (Numbers on Roll, Attendance, Pupil management, Targets, Budget & Finance, Staffing); School Development Plan Priorities; Special Educational Needs Pupils, Pupil premium Pupils; Complaints; Pupils/Families in Need; and IMPACT Group.</p> <p>Matters Arising from the Leadership Report</p> <p>Attendance Governors noted that attendance was slightly improved from the last meeting. However a number of holidays had been booked before the new Policy had been introduced and therefore had to be honoured. The Headteacher advised that parents were asked to provide evidence of when the holiday had been booked.</p> <p>Targets The Headteacher had received notification the week before that Y2 and Y6 work would be moderated by the Local Authority. A briefing had been held that day about the process.</p> | |

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| <p>Staffing It was noted that the office structure was working really well and were having a good impact with regards to attendance.</p> <p>It was noted that there was a teaching student and a Wakefield College student in school at present.</p> <p>Complaint Governors were advised that a Complaints Hearing had been held that day.</p> | |
| <u>GENERAL ITEMS</u> | |
| 12. REVIEW OF POLICIES | |
| <p>Governors had received a copy of the draft GDPR Data Protection Policy.</p> <p>Governors asked for clarification on ‘days’ whether this meant working days or calendar days. The Headteacher agreed to check this and update the policy.</p> <p>It was also raised whether the school could charge for administration costs in relation to Data Access Requests. The Headteacher agreed to check this out and update the policy.</p> <p>Q: Do we have any statements on the IT we use to share data? A: The School Business Manager and Mrs Lee are currently working on this. They have a number of flow charts used to track data.</p> <p>Governors noted that there were a number of photographs on the school website and asked which privacy notices covered these. It was advised that reviewed permission slips would be sent out. It was suggested that other forms of media be included on permission slips.</p> <p>Resolved 48 <i>That the GDPR Policy be approved by the Governing Body.</i></p> <p>The Headteacher advised that Mr Davidson would be set up with a school email address and the school telephone number in his role as Data Protection Officer. It was suggested that all Governors be given a school email address.</p> | <p>HT</p> <p>HT</p> |
| 13. ACADEMY STATUS | |
| <p>There was nothing to report on this item.</p> | |
| 14. CORRESPONDENCE / CHAIR’S ACTIONS | |
| <p>Correspondence There was no correspondence to report.</p> <p>Chair’s Actions The Chair had taken the following action since the last meeting:</p> <ul style="list-style-type: none"> - Attended a new parents meeting for nursery children. It was noted that a good leaflet had been provided about who was who. The meeting had been | |

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| <p>well attended. Forms had been filled in for nursery hours and Pupil Premium eligibility. The Chair highlighted that the FEET group would be starting on 6 June for 7 weeks. This time would be used for transition to Y1 too. Governors were invited to attend FEET sessions if they wished.</p> <p>Q: What transition takes place when children go full time – is it worth developing a pack of information then too? A: We have spoken to Miss Gill about doing this and a parents meeting will be held then also.</p> <ul style="list-style-type: none"> - Spoken to parents; - Signed off Evolve forms; - Had a school lunch with children; - Made a visit to Reception; - Attended a legal meeting. <p>It was noted that the recent MRE visit had been cancelled and that Helen Ross, School Improvement Adviser would be coming into visit school on 10 July.</p> | |
| <p>15. GOVERNOR TRAINING AND DEVELOPMENT</p> | |
| <p>Governors discussed items of interest relating to governor training including correspondence received since the last meeting and upcoming courses as detailed with the meeting agenda.</p> <p>Governors noted that the Annual Governors Conference would be taking place on 7 July 2018.</p> <p>Mr Davidson noted the dates of the New Governor training.</p> | |
| <p>16. HEALTH AND SAFETY/SAFEGUARDING</p> | |
| <p>A Health & Safety Walk had taken place the term before and the jobs highlighted were now in progress. A medicine fridge had been ordered. A fire drill had taken place that afternoon and the school had evacuated in 2 minutes, 30 seconds.</p> <p>Q: Has the school looked at lockdown procedures? A: Not yet. The Lockdown Policy had been passed to staff and then this would be actioned after half term.</p> <p>Q: Do we vary evacuations? A: Yes.</p> | |
| <p>17. ANY OTHER BUSINESS</p> | |
| <p>IT/Server Upgrade The Headteacher advised that the school currently used ACS for IT at present and RM for internet provision. It was noted that the system was not working and the Headteacher was seeking approval to upgrade and change supplier.</p> <p>It was noted that the contract with ACS would end on 1 July. Another company, MINT IT had been sourced for technical support. The Headteacher advised that</p> | |

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| <p>she had received good feedback from other schools about MINT. Governors were asked to approve a cost difference of changing supplier. The school currently paid £3k and MINT would charge £4.5k.</p> <p>In addition the company had offered to complete a full server upgrade over the summer at a cost of £6k. This would be funded from devolved capital and would ensure GDPR compliance e.g. through encryption, passwords and school email addresses for Governors.</p> <p>It was noted that supply of IT services would start straight after half term and that the school would receive a month for free.</p> <p>Q: Does this include destruction of data? A: This will be checked.</p> <p>Resolved 49 <i>That the new IT supplier and upgrade of the server be approved by Governors.</i></p> <p>The Headteacher agreed to arrange some GDPR training for Governors.</p> | |
| <p>18. DATE AND TIME OF NEXT MEETING</p> | |
| <p>Governors confirmed that their next meeting would be held on Monday, 9 July 2018 at 6.30 pm.</p> | |
| <p>MEETING CLOSE TIME: 8.00 pm</p> | |

CHAIR