

# Ridgeway Primary School

## Minutes of the Meeting of the Full Governing Board held in the School on Wednesday 20 November 2019 at 5.00 p.m.

**Present:** Mrs P. Potter (Chair), Mrs J. Bristow, Mrs R. Broadhead, Mrs J. Cassell,  
Mr C. Ecob, Miss L. Gray, Mr G. Mulvey, Mr P. Seager, Mrs R. Wilson

Miss J. Sadler – (Observer) to present a report  
Mrs G. Middleton (Associate)  
Mrs S. Rate (Associate)

Mrs J. Jelves (Headteacher),  
Miss C. Bishop (Clerk to the Governors)

**Apologies:** Mrs M. Harris

**001 Resolved** - That apologies for absence be received and accepted from Mrs Harris.

### **002 Election of Chair**

Prior to the election of the Chair, the Governing Board must determine the date on which the term of office will end. The Governing Board confirmed that the term of office will end on the first meeting of the Autumn Term 2020. It was noted that a 360\* review of the Chairs performance was conducted within the Strategy Committee meeting held on 19.9.19; with Mrs Potter excusing herself from the meeting at this point.

**Resolved** – Mrs Potter was elected as Chair until the first meeting of the Autumn Term 2020.

### **003 Election of Vice Chair**

Prior to the election of the Vice Chair, the Governing Board must determine the date on which the term of office will end. The Governing Board confirmed that the term of office will end on the first meeting of the Autumn Term 2020.

**Resolved** – Mr Ecob was elected as Vice Chair until the first meeting of the Autumn Term 2020.

### **004 Governing Board Matters**

#### **aii) Instrument of Government**

This item was discussed first as there were new proposed Governors in attendance at the meeting. This decision would determine whether they could be elected.

The DFE 'The Constitution of Governing Bodies of Maintained Schools' was circulated to all Governors with the agenda papers. Mrs Jelves proposes that the Governing Board increase from 11 Governors to 15. Governors discussed the proposal and noted that at times there is not enough members in attendance to be quorate. It was acknowledged that strategic governance is consuming and Governors are volunteers. Increasing the Governing Board would add strength to the Governing Board. Therefore the Governing Board were unanimous in their decision. The new Instrument of Government is as follows:

- The school is a foundation school which has a foundation but is not a qualify foundation school.
- The Governing Board shall consist of:
  - ❖ 2 parent governors
  - ❖ 1 Local Authority governor
  - ❖ 1 staff governor
  - ❖ 1 Headteacher
  - ❖ 8 co-opted governors (no more than a 1/3 of all the Governing Board can be staff members)
  - ❖ 2 foundation governors
- The school has a trust entitled Burntwood Learning Trust and they are entitled to appoint the foundation governors.
- Each Term of Office will be for 4 years.
- This Instrument of Government will come into effect on 1.12.19 (or as soon as possible following this date).

***Action – Clerk to instruct the Local Authority to make and seal the Instrument of Government. This will be presented to the next meeting of the Governing Board to approve.***

**ai) Membership**

Governing Board membership changes since the last full meeting of the Governing Board and known to be taking place before the next full meeting were reported by the Headteacher.

- Mr Crook (Foundation) and Mr Marsh (Parent) have resigned from the Governing Board.
- Mrs Jelves presented Mrs Wilson and Mrs Broadhead to the Governing Board. Mrs Broadhead was joining the Governing Board as a parent governor. Mrs Wilson was proposed as a co-opted governor. This was considered and Mrs Wilson duly unanimously elected with immediate start.
- Mrs Jelves asked the Governing Board to consider Mrs Rate as the Foundation governor. This was also unanimously agreed.
- Both new Governors have log on's and can access all information shared. They are encouraged to read them to learn more about the work of the Governing Board
- The new Governors are to have a DBS check within 3 weeks of appointment.
- There are 3 co-opted vacancies on the Governing Board. The Headteacher confirmed that there is an advert on WM Jobs to recruit to these positions.

**Resolved –** The report was noted.

***Action – The school to continue to recruit to the vacant positions and to ensure that there is an appropriate induction process in place. School to ensure that all new Governors are to have a DBS check within 3 weeks of appointment.***

**b) Confidentiality**

Governors were reminded that all discussions that take place at this meeting should remain confidential to the meeting.

**c) Register of Business Interests**

Governors were reminded of the requirement to update the register of business interests on an annual basis and are aware that this must be kept in school and should

be included on the school website. The Clerk informed the Governing Board that they are using old versions of the forms and it was agreed that Governors will complete these and will updated them once this new form is received.

**Resolved** - That every governor updated their business and pecuniary interests and the school will collate these and upload to the website.

**Action – School to update the website with the business and pecuniary interests of all governors. Mrs Harris to complete her annual declaration. The Clerk to send Mrs Jelves the new Business and Pecuniary Interest form.**

**d) Declaration of Interest Business and Pecuniary**

No declarations of interest were made by Governors in respect of any items appearing on the agenda.

**e) Code of Conduct**

Governors were advised that they should have a Code of Conduct in place that all serving Governors agree to and understand and that arrangements are in place to ensure that all new Governors are made aware of the code when joining the Governing Board

**Resolved** - That the model Code of Conduct be adopted by the Governing Board and all Governors agree to follow the Code of Conduct. All governors signed a copy of the Code of Conduct to confirm their acceptance and this will be kept in school. That any new Governors will in future receive a copy of the code at the time of their appointment.

**Action – Mrs Harris to sign the Code of Conduct.**

**005 Minutes of the Previous Meeting**

**Resolved** - That the Minutes of the full Governing Board meeting held on Wednesday 19 June 2019 be approved.

That the Minutes and Agenda be made available for inspection. All other reports and papers considered at the meeting are to remain confidential.

**006 Matters Arising from the Previous Meeting**

There were no matters arising.

**007 Review of Committees and Nominated/Link Governors**

**a) Committees**

In line with requirements, Governors were asked to review the establishment, terms of reference, constitution and membership of all committees, these must be annually agreed. These details are to be included on the school website.

Governors evaluated the effectiveness of their current committee structure and agreed to continue with the current structure for a further academic year.

The following committees were set and membership agreed as follows:

**Resources Committee**

Jenny Cassell – Chair  
Pam Potter

Chris Ecob  
Marie Harris  
Rachel Wilson  
Laura Gray  
Jo Jelves

**Teaching and Learning Committee**

Joy Bristow – Chair  
Pam Potter  
Gary Mulvey  
Phil Seager  
Ruth Broadhead  
Laura Gray  
Jo Jelves

**Pastoral Committee**

Chris Ecob – Chair  
Laura Gray  
Sally Rate  
Phil Seager  
Gary Mulvey  
Ruth Broadhead  
Jo Jelves

**Strategy Committee (made up of all committee Chairs)**

Pam Potter  
Chris Ecob  
Jenny Cassell  
Joy Briston  
Laura Gray  
Jo Jelves

**Headteachers Performance Management**

To be confirmed

**First Committee**

\*to be established as required, ensuring that there are no business or pecuniary interests

**Second Committee**

\*to be established as required, ensuring that there are no business or pecuniary interests

**Resolved** - That Governors evaluated the committee structure and confirmed that they were happy to establish the same committees and membership was agreed accordingly.

That the terms of reference for the Strategy and Resources committees of the Governing Board be approved. They have been reviewed within the committee meeting this term.

**Action – Other committees are to review their Terms of Reference and bring back recommendations in time for next meeting of the Governing Board for ratification. The school website is to be updated with this information.**

**b) Nominated Governors**

Governors were asked to review their nominated Governor appointments/allocations, agree terms of reference and reporting arrangements.

The link governor proposal was circulated with the agenda papers. Mrs Potter explained that during the Strategy Committee meeting in the summer term , they discussed at length regarding the work of the Governing Board and links and agreed that they would share this out to allow each member to hold office and be accountable for their link roles.

Mrs Jelves indicated that the phase leader is responsible for inviting their link governor to any events in school. These are also included in the school newsletter and all Governors are welcome to attend. A seat will be reserved for any governor who informs the office that they are to attend.

Governors asked for the link governor template to be shared with the new governors. This is to be emailed into school following the visit.

The following events are arranged for the Autumn Term:

*17 December 2019*

*Tots sing along at 11.30 a.m.*

*Reception performance at 2.30 p.m.*

*KS1 evening performance at 6.00 p.m.*

*18 December 2019*

*Nursery performance at 9.30 a.m.*

*KS1 afternoon performance at 2.00 p.m.*

*Y3 and Y6 Carols at 6.00 p.m.*

**Resolved** - That the following nominated Governors be appointed:

Safeguarding, PREVENT, SEND and Looked After Children	Mrs Potter
CDT	Mrs Bristow
Pastoral	Mr Ecob
Health and Safety	Mrs Cassell
Pupil Premium	Mr Mulvey
EYFS, incorporating Sunny Days, Tots, Nursery and Reception	Mrs Harris
Y1 Y2	Mr Seager
Y3 Y4	Mrs Broadhead
Y5 Y6	Mrs Rate

**Action – The school website is to be updated with the appointed link governor details. Link template to be shared with the new Governors.**

**008 Reports**

**a) Chair's and Vice-Chair's actions**

The Chair reported that they had undertaken the following actions on behalf of the Governing Board since the last full Governing Board meeting:

- See confidential appendix.

**b) Committees**

**Strategy Committee**

The minutes of the meetings which took place on 16 July 2019 and 19 September 2019 had been circulated with the agenda papers.

It was noted that the committee would arrange for a skills audit to be circulated to all Governors; these were circulated at the Governing Board meeting and Governors were reminded to be honest and they are to be returned to Miss Gray at the next committee meeting at the latest. It is good practise to annually review the skills of the Governing Board and recruit to any skills that are required. Training should also be considered to upskill Governors.

**Resolved** – The Minutes and report were noted.

**Resources Committee**

The minutes of the meetings which took place on 2 July 2019 and 22 October 2019 had been circulated with the agenda papers.

Governors on this committee undertook a site walk to check the building works progress.

Governors asked if the fire audit had now taken place. It was confirmed that it had and has been discussed at length. The school is generally compliant.

It was noted that the committee discussed the building works including the dance studio and the snagging work. Governors were pleased with the studio and held the Full Governing Board meeting in this tonight.

The daily mile is a new initiative to engage children in getting fit and healthy.

It was noted that Claire Hubbard is now training to be a trainer (in English) and it is hoped that the school will receive bookings for this. This high quality training could give an income to the school budget.

Governors asked whether there is any further information on the accessible toilet in the dance studio. Mrs Jelves reported that they have received a quote from Cripwells for £11,000 and one from Alga for £6,000. The fire doors will have a swipe card to open and activate them so the room will be self contained for the school to lease this out to generate further income.

It was noted that the uplift for staff pay is 2.75% for teachers and 1.5% for leadership. Schools are required to pay 2% and the DFE will fund 0.75%. Governors gave approval for all staff to receive this 2.75% pay rise. Mrs Jelves highlighted that the unions have also recommend this.

The committee reviewed performance management and salaries. Governors asked if all staff even those who had not met their performance targets would get the increase in pay. Mrs Jelves confirmed that they would only receive the cost of living rise and not performance related pay rise. Most staff have met their targets, however those who have not, have support plans in place.

It was noted that there are reasonable numbers in Sunbeams and Sunny Days.

The following policies were reviewed and recommended for approval. Governors endorsed the recommendation.

- Statement of Internal Control 2019-20
- Best Value Statement 2019-2020
- Scheme of Delegation
- Charging and Remissions Policy
- Lettings Policy 2019-2020
- Pay Policy 2019
- Privacy Notice 2019-20
- Whistle Blowing Policy
- Staff Code of Conduct
- Admissions Policy 2012-2022

Mrs Jelves reported that the Salix bid has been approved. The school will enter a 5 year loan period for the money. This in effect should be paid using the energy savings to the school.

Mrs Jelves highlighted that arl Hodgkinson (Entrust Property Services) has been into the school for his termly visit. The school has placed a bid for a light structure which will be used as a school library as there is currently no space available for one.

The Resources Committee highlighted that the last meeting overran due to the review of the staffing structure and pay committee. Therefore they wish to separate the duties and have a separate meeting for this in future. Mrs Jelves highlighted that the Governing Board and the Headteacher has a responsibility for the staff wellbeing and she is mindful of increasing the time that staff need to stay after school. Governors asked if this committee could take place in the school day and it was agreed that it could. Therefore the committee will set a date suitable for a few Governors to attend next year in the day.

**Resolved** – The Minutes and report were noted.

### **Teaching and Learning Committee**

The minutes of the meetings which took place on 27 June 2019 and 7 November 2019 had been circulated with the agenda papers.

It was noted that all governors have received a copy of the School Development Plan. All Governors should now be aware of the priorities in school. Mrs Bristow highlighted that subject leaders are coming to the committee to report.

It was noted that there is a high focus on English and oracy and RML is used in school throughout the curriculum.

**Resolved** – The Minutes and report were noted.

### **Burntwood Co-Operative Learning Trust**

The minutes of the meeting which took place on 10 July 2019 had been circulated with the agenda papers.

3 of the Learning Trust schools have agreed to hold a joint trust INSET day on 1.6.2020. Mrs Jelves highlighted to the Governing Board that the school joined with the Burton Co-Operative Learning Trust recently and saw the benefit of undertaking research projects in their subject areas. This has been incorporated into all staff performance management targets at Ridgeway and all staff are motivated and

engaged with this. This INSET day will be workshop based to showcase all work that has been carried out.

3 of the Learning Trust Headteachers have agreed to collaborate and to commit a morning of their time to go into each of the other school's to review an area chosen by the Headteacher. Miss Gray and Mrs Jelves are attending Highfields Primary soon and have been asked to review EYFS and the role of TA's within KS1. Feedback will be given to the school on their findings with suggestions of good practise and to provide external moderation.

**Resolved** – The Minutes and report were noted.

**c) Nominated/Link Governors**

**Y6 Governor** - Mr Ecob

It was noted Mr Ecob attended a Geography lesson with Y6 and helped the class with navigation and using a compass. The staff commented that this was a very enjoyable day and the children are still using compass buzz words. Thanks were expressed to Mr Ecob for his time.

**Health and Safety Governor** – Mrs Cassell

Mrs Cassell explained that she has not submitted her written report for this area and will do so shortly.

**Resolved** – The report was noted.

**Action** – *Mrs Cassell to submit her H&S report to the Governing Board.*

**009 Headteacher's Report**

The Headteacher's report had been circulated with the agenda papers and covered:

- Contextual Data
- Staffing
- Continuous Professional Development
- Finance Report
- Sports Premium 2018-20
- Pupil Premium 2018-20
- Designated Teacher Annual Report on Children Looked After
- School Improvement and Evaluation
- Review of Equality Duty Objectives
- Curriculum Enrichment and Enhancement
- Other School Items
  - Burntwood Co-Operative Learning Trust
  - Peer Schools Review
  - Work Scrutiny
  - INSET Day
- School Improvement Plan 2019-20
- Ridgeways Reading Journey

**Resolved** - That the report be received with thanks.

Matters Arising –

a) Number on Roll and Mobility

Mrs Jelves confirmed that there are 400 pupils on Roll. This is a slight drop as 58 pupils left from Y6 in the Summer Term 2019 and only 47 joined the school in



Reception. It is recognised that there was allow birth rate in 2015. There has been some other mobility. One family left the school and moved and this was reported to the Governing Board.

b) Pupil Absence

Mrs Jelves described that 24 children have taken holidays from school since the start of the Autumn Term. It was felt that the parents still believe the Headteacher has discretion to approve these. The majority of holiday requests are unauthorised with only 4 pupils being authorised for genuine reasons i.e. sporting occasions/competitions. There are some pupils with attendance below 95% however Mrs Jelves reported that as this is the first term, this should improve over time. The school has a new system for absence and late arrivals.

c) Pupil Exclusions

See confidential appendix.

d) Overview of CPD

Miss Sadler circulated a report to the Governing Board on the CPD during the Autumn Term 2019. She explained that she is the new Lead Practitioner and supports staff 0.5 and supports 6 writers to get to greater depth 0.5.

Miss Sadler directs TA's to classes to allow the staff to take CPD time. In the summer term there were lots of staff re-structuring and Y6 and Y3 had additional support.

The staff have a scaled score and support is given to ensure planning, delivered models of teaching, team teach and to overall develop good practise and confidence in staff. Staff will then look at the impact following weekly targets and 100% confirm that they have increased their confidence, most by at least 2-4 points. Some experienced staff have an increase of 1 point.

e) Sports Premium

The Sporting opportunities for each term in 2018-19, Sports Premium funding statement for 2018-19 and proposed spending plan for 2019-20 were circulated with the agenda papers. Further detailed reports in Y3, Y5 and Y6 sporting opportunities were also circulated with the agenda papers. The Sports Premium is used for additional sporting opportunities such as ice skating lessons. Mrs Jelves highlighted that the Co-operative Trust hold sporting activities and events. Some of the money has been used to develop the dance studio in school.

Mrs Jelves continued that the Sports Premium will come to an end in 2021. So the Governing Board need to consider the sporting opportunities which the school provide an subsidise from this money and whether these should continue. Governors endorsed that the children do value and get a lot from the sporting opportunities and suggested that the parents could make a voluntary contribution. Governors noted this and will considered this in more detail during this academic year.

The impact statement and spend 2018-19 is on the school website. The 2019-20 will be placed on the school website.

**Action – Sports Premium 2019-20 to be included on the school website.**

f) Pupil Premium

The Pupil Premium evaluation for 2018-19 and proposed spending strategy statement for 2019-20 was circulated with the agenda papers. Mrs Jelves highlighted that the proposed spend using this is a working plan over 3 years. The school has identified barriers to learning for this cohort which is oral language in the foundation stage and this is detrimental to Reading and Writing. Overall there is noted to be low aspirations

and little resilience of learner's so this is a barrier. In EYFS there is one child at greater depth and 2 for Maths.

The school is working to break down the barriers with parents as well. There are smaller targeted groups for Phonics. RML Manager is in place for Reading and Writing. There are lots of enrichment activities. Pupils are being pre-taught for core subjects in small groups to close the gap.

Governors requested that Mr Mulvey looks at both the Sports Premium and Pupil Premium and reports back to the Pastoral Committee.

**Action – Mr Mulvey to review Sports Premium and Pupil Premium and report back to the Pastoral Committee.**

g) School Fund

Mrs Jelves confirmed that the School Fund 2018-19 has been audited by an independent person. These reports were available at the Governing Board meeting. These were circulated amongst the Governing Board. The income was £37,668.66. Expenditure £30,730.55 and balance at the closing statement on 31.8.19 was £83,822.47. Governors ratified the accounts.

One aspect of the new Education Inspection Framework is 'cultural capital'. The School Fund has been used to subsidise the Y6 residential trip. The cost of Laches Wood for example is £255 per child. The school funds £125 leaving a balance for parents of £130. A further subsidy of £80 is given to Pupil Premium children leaving parents £50 to pay in total.

Commando Joes is being rolled out this year. The school is looking to improve the mental health and wellbeing of pupils and resilience overall. The Pupil Premium budget is always overspent as the school use this widely and wisely and top up from the main school budget.

h) Statement of Interest

This was reviewed by the Resources Committee and circulated to the Governing Board with the agenda papers.

i) Finance

Mrs Jelves highlighted to the Governing Board that £163,500 was taken from revenue income and placed into the 2019-20 budget. This will cover the dance studio costs, support the budget and for planned developments. There was no formula capital spent in 2018-19 however there are plans for this money this academic year.

j) Annual Report to the Governing Board on Children Looked After

This report was circulated to the Governing Board with the agenda papers. Miss Gray reported on this and explained that Mrs Potter has reviewed this with her today. The school has 2 children in care and 12 who have left care, such as on an SGO.

A detailed report on individual children and the school spending was circulated. This shows that there are interventions and nurture sessions being provided for these children. The school do overspend on this funding and top it up from the main budget. Miss Gray explained in detail about specific anonymised children and the support they receive including their achievements. It was noted that 38% of this cohort are also SEND.

Progress if these children is good. However a priority is to continue to raise the attainment and progress of this cohort.

k) Ridgeways Reading Journey

Mrs Middleton (Deputy Headteacher, Curriculum and Assessment) reported on this item. She gave a power point presentation and explained the following:

- Data shows that this needs to be a key focus in school. It is a whole school focus not just KS2.
- There is a declining trend, attainment and progress are low. This has not been an issue at school previously.
- The school had an external review by Entrust Jan Fisher in 2017 and there were good and negatives given. Governors asked if the school does group reading in classes. It was confirmed that pupils have guided reading, they read a section and the teacher listens.
- Pupil voice was conducted.
- To ensure good embedded and consistent practice across school there has been a change and there is a Reading Lead and Writing Lead.
- Lots of CPD has taken place for all staff.
- The staff meeting tonight focussed on reading journals.
- The school have implemented 'cracking comprehension' online and this is structured guided reading sessions.
- RML has been revised this year. The leads are assessing the abilities of all pupils. The new RML aligns with the 2014 curriculum.
- All KS1 books have gone and there are new books purchased which align to levels and new boy reading materials bought as they are difficult to engage.
- VIPERS gives learners a clear understanding of what learning is taking place.
- Teachers have been upskilled. Poetry is having a large focus in school. A poet came into school on World Book Day.
- The teacher assessments have improved allowing pupils to move up a level when the staff are satisfied of ability.
- Team teach in reading is held in CPD time. Marking will be consistent.
- The school is trying to ensure that reading at home is done 4 times a week.
- Children have the opportunity to choose additional reading books and the school has implemented a bingo card system for all that they read and they get small prizes for a line/house.
- Book marks have been given out to support children at home. Staff will ensure that every opportunity is taken to read.
- The reading areas in school are being revamped.
- There are some next steps identified in the power point such as further reading materials being purchased and reading gladiators.

Governors asked when we look at the key constructs how do staff assess each pupil in classes. Mrs Middleton explained that there is a class sheet and throughout the day/week if any staff see evidence then they will tick and sign this off. Pupils have whole class reading and guided reading sessions twice a week for ½ hr.

## **010 INSET Days and School Closures 2019 – 2021**

The Governing Board should note the school term and holiday dates set by the Local Authority for 2019 – 2021 and consult with the headteacher about when INSET days are to be taken. Mrs Jelves circulated the dates and proposed INSET dates with the agenda papers.

Governors agreed that the following dates be set for 2019/20:

- 2.9.19
- 4.11.19
- 1.6.20

- 20.7.20
- 1 further to be agreed
- 1.9.20
- 2.11.20
- 20.4.21
- 7.6.21
- 1 further to be agreed

**Resolved** – That the report was noted and INSET dates agreed.

## **011 Safeguarding Updates**

Governors were advised that information regarding carrying out the statutory duties has been updated and that this information is included in the Entrust Governor Information Pack.

- a) New Safeguarding Partnerships. It was highlighted that by 29.9.19 all Local Authorities must have transitioned from Local Safeguarding Boards. In Staffordshire the new Safeguarding Partnership is Staffordshire and Stoke on Trent Safeguarding Children Board.
- b) New Keeping Children Safe in Education 2019 (KCSIE) – all governors have been sent a copy of this in September. This will be emailed to all Governors again and all Governors will return an email to state that they have read and understood this.
- c) New Teaching Online Safety – this gives new guidance for schools on teaching online safety.
- d) Ofsted and Safeguarding

Mrs Jelves confirmed that the DSL is Miss Gray, The DDSL's are Mrs Middleton and Mrs Jelves.

**Resolved** – Governors noted the reports.

**Action - Email the Keeping Children Safe in Education to all Governors. All governors will email by return to confirm that they had read and understood Keeping Children Safe in Education 2019. This evidence bank will be kept in the school.**

## **012 Strategic Leadership**

That the following information on the items included in the Entrust Governor Information Pack page 8, be noted as followed -

- i) Being Strategic. A planning calendar for use by Governing Board's is included in the Governor Information Pack. This can be adapted for school's use. Governors are reminded of their core strategic functions as indicated in the Governance Handbook March 2019.
- ii) Parental Engagement. See 2.4 Governance Handbook March 2019. This identifies that as strategic leaders it is vital that a Governing Board engages with all stakeholders, in particular parents and carers. A Governing Board should have mechanisms in place to ensure clear and effective communication and build effective relationships.

**Resolved** - That the information was noted.

## 013 Accountability

That the following information on the items included in the Entrust Governor Information Pack page 9, be noted as followed -

### i) Data

- a) Analyse School Performance (ASP). This information is available to all governors and log ins are available from school. This information is clearer if reviewed online. The ASP data was printed and circulated to all Governors with the agenda papers. The ASP compares one years worth of data.

The ASP data was reviewed in detail. See confidential appendix.

- b) Inspection Data Summary Report (IDSR). All Governors school review this data. The IDSR for 2019 was made available during the Autumn Term. The same log in details as ASP will be used. This document has been shared with the Governing Board.
- c) Education Skills Funding Agency (ESFA). The ESFA have produced a guide for Governors to understand their data.

*Mr Seager left the meeting.*

### ii) Finance Accountability (3.5)

- a) Approved School Budget / Financial Scheme of Delegation. The Budget for the financial year; April 2019 – March 2020 was approved in time for the 31.5.19 deadline. The Scheme of Delegation must be reviewed each academic year to ensure it is fit for purpose.
- b) Charging and Remissions. This should be uploaded to the school website and include a Debt Recovery Policy.
- c) Carry Forward/Outturns. The Governing Board delegates this to the Resources Committee for review.

*a-c have been reviewed by the Resources Committee and reported to the Governing Board.*

- d) Benchmarking
- e) SFVS for 2019 – 20. There are significant changes to the SFVS this financial year. Governors must have a strict review procedure and consider the budget at least 6 times a year.

*d-e will be completed in the Spring Term by the Resources Committee.*

- f) DfE - Financial Transparency Consultation closes 30<sup>th</sup> September 2019
- g) Pupil Premium Funding. The DfE updated the advice to schools on Pupil Premium expenditure and now states explicitly that 'some of the most effective spending will be on whole school strategies including improving the quality of teaching'. The EEF encourages schools to adopt a 3 long term strategy and suggests 3 years +.

**Resolved** – The reports were noted.

## 014 People

That the following information on the items included in the Entrust Governor Information Pack page 16, be noted as followed -

- i) Building an Effective Team
- ii) Training and Development. Governorspace training is available to the Governing Board. Entrust also have a training schedule should the school wish to nominate a board member. The training catalogue was circulated to all governors with their agenda packs.

Governors asked if they could attend training and were reminded that they could and the school does budget for this.

**Resolved** – The report was noted.

## 015 Compliance

That the following information on the items included in the Entrust Governor Information Pack, page 21, be noted as followed –

### **Equality (6.3 Equality)**

- a) New Ofsted Regulations. Governors noted that Ofsted will in future inspect school under the new Education Inspection Framework. This will ensure that there is a broad and balanced curriculum and inclusive education for all learners.
- b) Gender Equality

**Resolved** – The report was noted.

### **(ii) Education (6.4 Education)**

- a) Education Endowment Foundation (EEF) and Metacognition
- b) Improving Behaviour
- c) Launch of EducationSpace
- d) SEND Information
- e) Religious Education
  - i) Inter Faith Week
  - ii) Technology to Support Questions about the Christian Faith
- f) Cultural Education Partnership
- g) National Careers Week
- h) Reception Baseline Assessment (RBA)
- i) Introducing NQTSpace
- j) The Apprenticeship Programme – Guidance for Schools

**Resolved** – The report was noted.

### **(iii) Staffing and Performance Management (6.5 Staffing and Performance Management)**

- a) Performance Management (PM) / Appraisal of Teaching Staff. This has been minuted during the meeting – Minute 008brefers
- b) Head Teacher Performance Management (HTPM) / Appraisal. Governors were informed that they have to appoint a consultant to help with this process. The Governing Board agreed to appoint Jon Withers. The date has been set as 26.11.19 (at 4.15 p.m.)
- c) Teacher Mental Health and Well-Being

d) Reducing Teacher Workload

*c – d are a priority in school, this has been discussed at length in the Teaching and Learning Committee.*

**Resolved** – The report was noted.

**(iv) Safeguarding and Pupil Welfare (6.7)**

**(v) Pupil Well-Being (6.8 Pupil Well-Being)**

- a) Statutory Relationships and Sex Education
- b) Healthy Schools Rating Scheme
- c) School Sport and Activity Action Plan

**(vi) Admissions (6.9 Admissions).** The Governing Board have reviewed their admission arrangements for the academic year 2021-22.

**(vii) School Premises (6.10)**

**(viii) Information Sharing (6.14 Information Sharing)**

**(ix) Complaints (6.15 Complaints)**

**Resolved** – The reports were noted.

#### **016 Evaluation**

That the information on this item included in the Entrust Governor Information Pack from page 50, be noted.

**(i) Developing the Board's Effectiveness**

- a) Skills Audits. It is good practise to annually evaluate the Governing Board's skills and identify any training needs. The Governing Board have agreed to complete a skills audit and Minute 008b refers.
- b) Safeguarding Evaluation. The school should prepare and share with all board members an annual Safeguarding report for the Governing Board.

**(ii) Inspections**

**Resolved** – The reports were noted.

#### **017 Additional Information**

That the following information on the items included in the Governor Information Pack page 55, be noted as followed:

- i) Damian Hinds Speech
- ii) School Attendance
- iii) Holiday List

**Resolved** – That the additional information provided in the Governor Information Pack be received and noted.

#### **018 AOB**

There was no Any Other Business.

## 019 Confidential Items

Governors were asked to identify if there were any items / materials which need to be excluded from any agenda, minutes, reports or other papers discussed at the meeting which would normally be made available for inspection following the meeting.

Governors were also asked to identify any items included on the agenda which require recording in a confidential appendix to the minutes.

**Resolved** - That the following items(s) be recorded in a confidential appendix to the minutes and excluded from inspection.

- That all papers with the exception of the Agenda and Minutes be confidential and excluded from inspection.
- That the Minutes will make confidential: Chair's Action, Pupil Exclusions and data ASP.

## 020 Dates and Times of Future Meetings

**Resolved** - That the full Governing Board meetings for 2019/20 will take place as follows:

### Autumn Term 2019

Headteachers Performance Management – 26.11.19 at 4.15 p.m. (Jon Withers consultant)  
Pastoral Committee- 5.12.19 at 4.00 p.m.

### Spring Term 2020

Teaching and Learning Committee – 27.1.20 at 4.00 p.m.  
Resources Committee – 27.2.20 at 4.00 p.m.  
Finance – to ratify budget - TBC

### Summer Term 2020

Governing Board – 21.5.20 at 5.00 p.m.  
Resources Committee – 18.6.20 at 4.00 p.m.  
Governing Board – 24.6.20 at 4.00 p.m.  
Strategy Committee – 14.7.20 at 4.00 p.m.

---

Chair

---

Date



# Ridgeway Primary School

## Minutes of the Meeting of the Full Governing Board held in the School on Wednesday 20 November 2019 at 5.00 p.m.

### CONFIDENTIAL APPENDIX

#### 008 Reports

##### a) Chair's and Vice-Chair's actions

The Chair along with Mrs Jelves advised the Governing Board that there were some difficulties over the summer and this resulted in one member of staff asking to be allowed to leave during the summer holiday and not return to school in the Autumn Term. Following consultation and due consideration, this was agreed however, this meant that Mrs Jelves had to restructure the staffing in time for the new academic year. Y6, Y4 and Y3 had new teachers.

Mrs Potter reported that she did write to the staff member who resigned.

#### 009 Headteacher's Report

##### c) Pupil Exclusions

Mrs Jelves highlighted that the school typically does not exclude pupils. Although there are 4 boys who are causing significant issues.

It was reported that one child has an EHCP, 2 have but the school is collating the evidence to progress with EHCPs for each.

Governors asked the ages of the pupils. It was confirmed that they are Y1, Y3, Y4 and Y6. The Y3 pupil has recently been re-integrated back into mainstream from Rocklands.

The pupil in Y6 with an EHCP has a diagnosis of high functioning autism and is not coping well with the year and the prospect of transitioning to high school. He is receiving lots of help from school, outside agencies and CTTC where he will go.

#### 013 Accountability

##### i) Data

###### EYFS

The full EYFS Profile Results 2019 were shared with the Governing Board and circulated with the agenda papers.

Mrs Jelves highlighted that EYFS data has not yet been released so the data is from the school reports. This data is stable and in line with national. The school is keen to ensure that the reception children are Y1 ready. There is proposed changes for 2020 and this is under consultation currently. There are 17 strands of GLD.

The school has targeted fine and gross motor skills. The girl have outperformed the boys and this gap has widened. Mrs Jelves highlighted that there are a significant number of SEND in this cohort. Some children did not attend school nursery and their baseline was lower.

#### Phonics

Phonics data is in line with national and the Local Authority.

3/5 Pupil Premium children passed this check.

#### KS1

The school is slightly below national and the Local Authority for Reading attainment. However the trend is stable. The school is broadly in line with the Local Authority and above national in Writing. The school is slightly below national and the Local Authority in Maths. The school is slightly below in Greater Depth reading, above in Writing and Maths.

Mrs Jelves highlighted that if the pupils do not meet the Phonics check in Y1 or Y2 then they typically struggle to be ARE in Reading and the school puts support and interventions in place.

#### Y4

100% achieved the multiplication pass. This was a pilot in 2019 and will be compulsory in 2020. The children use Rock Star Maths.

#### KS2

The attainment has dipped significantly and the school is below national and the Local Authority in combined RWM. Mrs Jelves reported that 6 children received a test score of 98 or 99 (pass rate is 100) and 2 papers were sent for remarking, but not awarded the additional point.

Progress measures are good for Writing, Reading is declining, as well as Maths.

Mrs Jelves highlighted that there were significant behaviour issues with 7 boys which impacted on this cohort's learning. There were exclusion, isolation and report cards used. If these 7 boys are taken out of the statistics then the progress is much improved. There were additional staff in this cohort providing extra resources and interventions every day.

RWM combined three year average at ARE is slightly below national and Local Authority whereas Greater Depth was above.

---

**Chair**

---

**Date**