

MINUTES OF THE SUMMER TERM MEETING (1) OF THE GOVERNING BODY OF
RAWMARSH RYECROFT INFANT SCHOOL HELD ON
THURSDAY 11TH MAY 2023 AT 5.15PM

1. PRESENT:

Mr C Oxe (Chair), Mrs L Owen (Vice Chair), Mrs K Blythe (Head), Mrs H Anderson (Deputy Head), Mrs J Tate, Miss C McGorrigan, Miss J Martin, Mrs G Marson (Clerk)

APOLOGIES FOR ABSENCE

Mr A Hayes, Mrs J Abbott

2. DECLARATION OF INTERESTS

There were no declaration of interests.

3. ITEMS OF URGENT BUSINESS

There were no items of urgent business.

4. STANDARD ONGOING ITEMS

Adoption of new policies

Prior to the meeting Governors were provided with copies of the following policies for approval:

- Safer Recruitment
- Staff Code of Conduct
- Invacuation, Lockdown and Evacuation (plus procedures)
- School Security

Governors provided suggestions of changes to the Invacuation, Lockdown and Evacuation policy, which included adding Mr A Hayes mobile number to the policy as well as Rosehill's main telephone number, re-think the number of 'rings' that alert staff and pupils to different scenarios, add marshals to the policy and name a deputy for Mrs G Marson in her absence.

Mrs G Marson will amend the policy to this effect and re-circulate to Governors for approval.

Governors were all in agreement that the other policies were to be approved.

Signed.....
Mr Christopher Oxe (Chair of Governors)

Date.....
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5. HEADTEACHER'S TERMLY WRITTEN UPDATE

School Improvement Plan

Governors were provided with a copy of the most up to date School Improvement Plan. Mrs K Blythe spoke through the document and updated the meeting on any changes.

Governor Questions – Mr C Oxe asked why items such as attendance awards were not in green. Mrs K Blythe explained that this is because the awards are given at the end of the year when attendance is collated. Mr C Oxe suggested that this be changed to green as it is something that school do and as such can be changed to a green action.

Mrs K Blythe will change the awards section of the School Improvement Plan to green.

Compliance Matters

Mrs K Blythe updated the meeting regarding the following compliance matters:

- The SEN Information Report is complete and available on the school website.
- The equalities information is all available on the school website and this has been moved into a separate tab to enable users to find this easily.
- Staff Appraisal Policy – school use the authority suggested model appraisal policy.
Governors were in agreement that this policy was approved for use.

Budget 23/24 Approval

Prior to the meeting, Governors were provided with a draft 23/24 budget. Mrs G Marson talked through the budget and explained where monies would be allocated this coming year.

Governor Question – Miss J Martin asked if any monies had been allocated to payroll as a buffer to cover any sickness absences and the staff that would be required to cover. Mrs G Marson confirmed that this had not been put in place, but that this would now be added to the budget.

Governors were all in agreement that the budget was approved.

Governors Training & Development Priorities

Mrs G Marson to circulate the link to the Government Prevent training.

Self-Evaluation

The Governing Board Self-Evaluation was completed during the meeting. Mrs K Blythe also explained that an external audit of the governing body will be something that will be looked into booking next year.

Signed.....
Mr Christopher Oxe (Chair of Governors)

Date.....
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6. GOVERNING BODY MINUTES

Governors had been provided with minutes for the previous meetings held on 16th March 2023 and were asked to approve these documents.

Governors were in agreement that the minutes of the above-mentioned meetings be approved. There were no matters arising from the minutes.

7. ANY OTHER URGENT BUSINESS

Staffing Update

Mrs K Blythe updated the Governors on the current position of the staffing within school. The consultation of the Teaching Assistants/Cover Supervisors has now ended early due to the resignation of a member of staff. This has resulted in the budget being in a position to maintain everyone else at the current hours and grades and so the process can come to an end.

Also, Mrs S Hill has requested to return from maternity leave at 2.5 days per week.

After consulting with Mr C Oxe, this request has been authorised and Mrs S Hill will return to work on 17th July, working two days one week and three days the next.

Safeguarding Audit

Mrs K Blythe informed the meeting that school had recently undertaken a safeguarding audit, carried out by the authority. This audit brought up some things that will need resolving, but overall it was successful and gave some good ideas for ways to improve.

8. CONFIDENTIALITY

Mr Oxe reminded all attendees of the meeting of the importance of confidentiality and that areas of discussion were not to be repeated outside of the meetings.

9. DATES OF FUTURE MEETINGS

Summer Meeting 2 – Thursday 6th July 2023 at 5.15pm

Signed.....
Mr Christopher Oxe (Chair of Governors)

Date.....
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