

MINUTES OF THE AUTUMN TERM MEETING (1) OF THE GOVERNING BODY OF
RAWMARSH RYECROFT INFANT SCHOOL HELD ON
THURSDAY 5TH OCTOBER 2023 AT 5.15PM

PRESENT:

Mr C Oxe (Chair), Mrs L Owen (Vice Chair), Mrs K Blythe (Head), Mrs H Anderson (Deputy Head), Mrs J Tate, Mr A Hayes, Mrs J Abbott, Mrs G Marson (Clerk)

1. ELECTION OF CHAIR AND VICE CHAIR

Nominations had been requested for the positions of Chair and Vice Chair.

Resolved:

- 1.2 That Mr C Oxe be elected Chair of the governing board until the Autumn Term meeting 2024.**
- 1.3 Due to Mrs L Owen's resignation, Mrs J Tate proposed Mrs J Abbott as Vice-Chair. This was seconded by Mrs H Anderson. It was resolved that Mrs J Abbott be elected Vice-Chair of the governing board until the Autumn Term meeting 2024.**

2. APOLOGIES FOR ABSENCE

Miss J Martin, Miss C McGorrigan – Apologies were accepted.

3. DECLARATION OF INTERESTS

There were no declaration of interests.

4. ITEMS OF URGENT BUSINESS

Register of Interests

Mrs G Marson provided all governors with a copy of the Register of Interests for updating. These were completed and will be updated on the school website.

5. PRIORITIES FOR THE NEW ACADEMIC YEAR

Review of the Boards Vision and Long-term Strategy

The governing board discussed the current values and visions and agreed that these should remain the same and continue to form part of the school self-evaluation and School Improvement Plan.

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Mr Christopher Oxe (Chair of Governors)

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Analysis of School Self-evaluation

Prior to the meeting governors were provided with a copy of the updated school self-evaluation. Mrs K Blythe talked through the document and explained that this is the document that will be sent to Ofsted when we receive the call.

Governor Question – Mr C Oxe asked how we evidence that work is underway in regard to attendance. Mrs K Blythe talked through the current attendance process and explained that this is backed up with data on SIMS and CPOMS.

Governor Question – Mr A Hayes asked how we quality assure that judgements are accurate that are detailed in the SEF. Mrs K Blythe confirmed that the school have undertaken multiple audits including Safeguarding, SEND and have actioned outcomes from these. The school also carry out parent surveys and pupil surveys annually.

Governors were all in agreement that the updated school self-evaluation be approved.

Approval of School Improvement Plan

Governors were provided with a copy of the new School Improvement Plan (DEP) prior to the meeting. Mrs K Blythe talked through the document and the priorities for the coming academic year.

Governor Question – Mr C Oxe asked if the School Improvement Plan will continue to be RAG rated. Mrs K Blythe confirmed that this will still be the case, but the RAG rating will start from the next update (Autumn Meeting 2) to detail where the school is in terms of the priorities.

Governor Question – Mr A Hayes asked how we know that the School Improvement Plan will stand up to Ofsted's inspection. Mrs K Blythe answered that the SIP is now aligned to the five aspects that Ofsted assess, and all actions are focused on maintaining 'Good' and working towards 'Outstanding'.

Governors were all in agreement that the School Improvement Plan be approved.

Review of Policies

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

- Child Protection & Safeguarding Policy
- Pay Policy
- Health & Safety Policy
- Data Protection Policy

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

Review of Committee Structure

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The governing board discussed the current structure of the board and meetings. Mrs K Blythe fed back that Paul Carney, RMBC, was happy with the current structure.

Governors were all in agreement that the current structure and frequency of meetings should continue.

Review of Designated Governance/Link Roles

The governing board discussed the current roles of individual governors and where their strengths lay. From this, the following roles were agreed upon:

Safeguarding	Mrs J Abbott
SEND	Mrs J Tate
Curriculum	Mr A Hayes & Miss C McGorrigan
Wellbeing	Mrs H Anderson
Pupil Premium	Mrs J Tate
Attendance	Mrs J Abbott
Governor Training	Miss J Martin
Health & Safety	Mr C Oxe

Mrs K Blythe also explained that as a board, it would be helpful to complete a skills audit to include new members.

Action – Mrs G Marson to circulate skills audit document to governors.

Review of Written Terms of Reference

Governors received copies of the updated Terms of Reference prior to the meeting. The only update was in relation to a committee being agreed for the Headteacher's appraisal, should there ever be an appeal made on decisions relating this.

Governors were all in agreement that the written terms of reference be approved.

Governor Training & Development Priorities

Mrs K Blythe provided governors each with file containing copies of key information that they may find useful. Contained within this is a list of possible Ofsted question.

Governor Question – Mr C Oxe suggested it would be useful to have a document containing information that governors could find quickly that could be included in the file.

Action – Mrs K Blythe to produce an information document for governors, to include attendance.

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Action – Mrs G Marson to arrange for Miss N Moxon to attend the next governors meeting to discuss attendance.

Action – Mrs G Marson to arrange for Mr C Oxer be booked onto Safer Recruitment Training.

Safeguarding Updates

Mrs K Blythe delivered a presentation to the governors around the updated Keeping Children Safe in Education document. Governors were also provided with a copy of the slides for their information.

Governor Question – Mr A Hayes asked if the schools Single Central Record was up to date and contained all relevant staff and their information. Mrs G Marson confirmed that this is all correct and updated regularly and that Mrs K Blythe also checks and records any changes.

CPOMS Analysis

Mrs K Blythe talked through a document containing CPOMS data that had been circulated to governors prior to the meeting.

Governor Question – Mr C Oxer asked if there was a reason why the number of incidents seems to be getting higher. Mrs K Blythe explained that these incidents were linked to one or two specific children and that the children now have individual behaviour plans in place and have had referrals made to CAMHS, Aspire and in work towards EHCP process. The school is also working closely with parents around issues and have links with Rosehill Junior School to support smooth transitions.

Governor Question – Mr A Hayes mentioned that there is a small number of racist incidents logged. Mrs K Blythe spoke about the changing demographic of pupils within school, along with the age of the pupils and that school are monitoring the language children are using.

Governor Question – Mr A Hayes also asked if there was reason that numbers of bullying incidents were up. Mrs K Blythe explained that these incidents were all linked to one child and a small group of parents and that full investigations had taken place around this with work done with the group of children involved.

6. FINANCIAL OVERSIGHT

Revised Budget Update

Governors were provided with a copy of the revised budget for financial year 23-24. Mrs G Marson spoke through the this and explained that due to staffing changes and additional funding, there is now a larger carry forward than previously anticipated.

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Mr Christopher Oxer (Chair of Governors)

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Governor Question – Mr C Oxe asked if this carry forward will still be planned into next academic year’s budget to help cover the current lower pupil numbers. Mrs K Blythe confirmed that this continues to be the aim.

Governor Question – Mr A Hayes asked what strategies will be put in place to help protect the school, should the budget be reduced. Mrs K Blythe explained that staff are being utilised within school to try and avoid recruiting new staff and ensure that the budget remains as healthy as possible.

Governors were all in agreement that the other revised budget be approved.

Determination/Approval of Pay Progression

Mrs G Marson shared with the meeting that there is currently one teacher (Mr S Butler) and the Headteacher who are due a pay progression.

Governor Question – Mr A Hayes asked if Mr S Butler had passed his appraisal and met all his current targets. Mrs K Blythe confirmed that Mr S Butler has passed/met all targets and continues to work well within school.

Mr A Hayes then fed back to the meeting about the Headteachers appraisal and the recommendation from this that the Headteacher’s pay progression be agreed.

Governors were all in agreement that both Mr S Butler and the Headteacher’s pay progression were to be approved.

New SMSA Post

Mrs K Blythe explained to the meeting that due to the current number of EHCP’s within school, staffing at lunchtimes is stretched and as such requested authority to recruit another SMSA on a temporary basis.

All governors were in agreement that recruitment for a SMSA can take place.

7. GOVERNING BODY MINUTES

Governors had been provided with minutes for the previous meetings held on 6th July 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.

8. ANY OTHER URGENT BUSINESS

Parent Governor Election

Mrs K Blythe told the meeting that parents within school had been invited to apply to be a

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parent governor. This is due to the fact that Mrs L Owen is now a member of staff and so will now be stepping down from the governing board, due to the number of staff members already part of the board.

Mrs Kilbride, the parent of a Year 1 child, has put herself forward and was seconded by Mrs L Owen.

Governors were in agreement that Mrs Kilbride join the governing board.

Action – Mrs G Marson to invite Mrs Kilbride to the next governors meeting.

Due to the new structure of parent governors, the governing board voted to co-opt Mrs J Abbott.

All governors were in agreement that Mrs J Abbott be co-opted onto the governing board.

9. CONFIDENTIALITY

Mr Ozer 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.

10. DATES OF FUTURE MEETINGS

Autumn term 2 – Thursday 30th November 2023 at 5.15pm
Spring term 1 – Thursday 25th January 2024 at 5.15pm
Spring term 2 – Thursday 14th March 2024 at 5.15pm
Summer term 1 – Thursday 9th May 2024 at 5.15pm
Summer term 2 – Thursday 4th July 2024 at 5.15pm

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Mr Christopher Ozer (Chair of Governors)

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Actions Table

	Action	Who Responsible	Completed
1	Circulate skills audit document to governors.	G Marson	
2	Produce an information document for governors, to include attendance.	K Blythe	
3	Arrange for Miss N Moxon to attend the next governors meeting to discuss attendance.	G Marson	
4	Arrange for Mr C Oxe to be booked onto Safer Recruitment Training.	G Marson	
5	Invite Mrs Kilbride to the next governors meeting.	G Marson	

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Mr Christopher Oxe (Chair of Governors)

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