

**RIVERSIDE PRIMARY SCHOOL LOCAL GOVERNING BOARD (LGB)
Minutes of the meeting held on Monday 21st January 2019 at 6.30pm**

Present: Mr Ian Butler (Chair), Mrs Carolyn Walker, Mr Ian Yapp (Headteacher), Mr Rick Miles, Miss Alison Woodward (until item 7), Mr Peter Carr, Professor Andrew Warnes, Mr Charlie Heard

In attendance: Mr Iain Tessier (Clerk, Governance Advisor)

1.0 Apologies for Absence and Declarations of Interest

1.1 Apologies were received and accepted from Peter Carr and Rick Miles. John O’Callaghan was absent. Martyn Sibley, STAR MAT CEO, was due to be in attendance at the meeting but had submitted his apologies.

1.2 There were no declarations of interest.

2.0 Minutes of the Last Meeting – 17th December 2018

2.1 Resolved:

Governors agreed that the minutes of the last meeting, held on 17th December 2018, were a correct record of that meeting and the Chair was duly authorised to sign the minutes.

3.0 Action Points and Matters Arising (from last meeting)

3.1 Action 1 – The Headteacher reported that the SBM would be working two days a week for the MAT; formally commencing start of February. A day and a half of backfill was anticipated. Claire Hudson would be utilised internally for that purpose. Other members of the admin team would be doing focussed work. The Headteacher suggested a review at Easter. Governors agreed.

Action 2 – The action was carried forward as both the PSHE and SMSC leads were currently absent and thus the Headteacher had not been able to speak to either of them.

Action 3 - Item on agenda.

Action 4 – The Clerk had reported the request for centralised complaints training for MAT governors. It would be for the CEO to decide whether this was viable.

3.2 Mr Heard was asked to provide feedback from his website audit at the February meeting.

4.0 Confirm Date of Next Meeting

4.1 The next meeting to be held on 18th February. The scheduled meeting on 18th March would be an informal non-clerked meeting to look at preparations for the pilot OFSTED inspection and ensure the SEF was up-to-date. The 8th April meeting would provide a good opportunity to reflect on the inspection and any action points arising from it.

5.0 Curriculum Vision – Feedback from Training Day

5.1 The Headteacher noted that a review of the curriculum vision had been an objective within the school development plan. With the new OFSTED framework centring on the curriculum and its development, the move to carry out this review was very timely. The revised OFSTED handbook was clear about schools needing to show that they had good implementation plans for making changes to their curriculum. The Headteacher referred to a report circulated to governors via MinutePad prior to the meeting.

ACTION

Agenda

IY

CH

- 5.2 Reflecting on the current curriculum statements, the Headteacher acknowledged that the aims were a little wordy and this did not aid transparency, nor did it make it easy to convey objectives to pupils and their parents. The recent training day had given staff the opportunity to review various statements.
- 5.3 The Headteacher talked about the need to measure intent, implementation and impact when it came to the curriculum. Being an academy offered the school an opportunity to be creative with its curriculum offer. One of the key questions to ask with regards intent was 'what are the qualities we want our pupils to display?' This gave the school the opportunity to truly live up to its overall aim – 'learn to live, live to learn'. When it came to implementation and impact, the school could do better at asking direct questions about whether aims really were being carried through and, crucially, making a difference to the education and lives of pupils. With its previous curriculum statements, the school probably had not paid enough attention to the question 'who is the audience?' - this was part of the issue with wordy statements. Going forward the curriculum model needed to be easily understood and accessible to all stakeholders.
- 5.4 Referring to formal DfE guidance, the Headteacher believed there was mileage in talking about what the school could promise to offer pupils in the various year groups. Any pledges needed to be reciprocal, i.e. parents and pupils needed to make their own contribution to the breadth of the curriculum. The SLT needed to look at what order things were going to be done in. The intention was to have a redrafted vision by Easter, with a 'soft launch' in September. Impact would be judged from September 2020 onwards. The Headteachers asked governors to consider what it was that perhaps Riverside children needed more of. A brief discussion followed.
- 5.5 The Chair welcomed the prospect of a simpler curriculum vision statement.

6.0 Tracking Update

Data tracking information circulate prior to the meeting was in the agreed STAR MAT format.

6.1 EYFS

86% of children were ARE on entry, hence a GLD target of 86%. Currently 78% of pupils were tracking towards GLD. A governor noted that this was 8% down on entry – any concerns? Miss Woodward said that this referred to two children, who did have some speech and language issues. Interventions were being looked at.

6.2 Y1 Phonics

Y1 were an 81% GLD cohort. Currently 61% were on course to pass the screening. SLT acknowledged that this was a little low. There were focus groups and on-to-ones established. The Y1 was now a slightly different cohort, having had three high needs pupils come in.

6.3 KS1 – Y2

One of the classes was tracking well but both progress and attainment was less strong in the other class, largely due to teacher absence. Steps had been taken to address this. Greater depth (ARE+) data was positive across both classes. The Headteacher added that Reading had been flagged as an issue on the dashboard and so the school needed to show progress in this area particularly.

6.4 KS2 – Y6

Y6 pupils were tracking very strongly. The Pixl strategy was having the desired impact. If anything, they needed to keep an eye on progress in Writing. Again, greater depth data was looking strong.

- 6.5 Y1 was tracking well, maintaining progress from last year. One of the Y3 classes needed some additional input, having had to deal with a teacher absence. The other Y3 class was doing well. Greater depth and Writing were areas to keep an eye on. The Y4 class that had weaker outcomes in previous years - due to teacher absence – were now making accelerated progress. SLT were very pleased with how the interventions had benefitted these pupils. Y5 was now tracking much more positively and SLT had added further support in order to maintain this position. The Headteacher believed that there remained work to do around the RWM combined scores.

- 6.6 SEND
SLT was very pleased with the cohort's progress. Maths and Reading outcomes for pupils with EHCPs were being closely monitored.
- 6.7 Disadvantaged
6 pupils were FSM and 19 pupils were categorised as disadvantaged. Progress for the cohort was generally good, particularly in Reading. Maths provision for this cohort did need to be looked at. Pupil interviews showed that they were enjoying Maths but this enthusiasm was not translating into strong data.
- 6.8 Spotlight Group
Progress for this group was very positive, clearly showing the impact of the interventions. The aim was to continue to try to accelerate their progress. The Chair welcomed the positive data for this group. The school had clearly addressed those areas where provision had not been as strong.

Alison Woodward left the meeting.

7.0 Attendance Report for Term 1

Tabled.

- 7.1 The attendance figure for the autumn term was 96.23%. Absence was slightly higher than SLT would like. The national absence figure was around 4% so the school was still slightly better than that. However, the Headteacher reiterated the aim of being in the top 10% nationally for attendance. Everyone was acutely aware of the importance of attendance. It was disappointing to report that holidays in the autumn term had pushed up the persistent absentee rate, although the school was not overly concerned at this stage as this rate should fall as more school days occurred and thus the percentage of days missed should fall (provided a child was not absent again).
- 7.2 One LAC pupil was on a part-timetable and therefore their 50% attendance rate was expected. This pupil impacted on both the PP and SEND overall attendance figures.
- 7.3 Within the group regarded as 'causing concern', one pupil was dealing with a family bereavement. One pupil's attendance was much improved. Another was one of those whose family had gone on a term-time holiday. They were on a list where a letter was to be sent. 34 pupils were currently tracking below the 90% PA threshold. The Headteacher indicated where letters were being issued. The Headteacher did not believe there were any glaring concerns around attendance but no doubt governors would value having a 'heads up'.
- 7.3.1 Responding to a governor query, the Headteacher confirmed that attendance figures were present on pupil reports and that attendance would be covered at parents' evening, particularly where there were any concerns.
- 7.4 With regards specific groups, SLT tracked the attendance of the PP group very closely. The data was currently quite favourable. As for SEND, attendance data was impacted by those whose medical needs etc did impact on attendance from time to time. The school had to be measured in its approach. For example, no letters would be sent to the parents of EHCP pupils.

8.0 Summary SEF Update and Review Preparation

- 8.1 The summary SEF, now in the MAT agreed template, had been circulated prior to the meeting. The Headteacher explained that this would be updated termly as a matter of course. The summary SEF covered the most significant areas of self-evaluation. This document would be used for any peer review inspection or similar.
- 8.1.1 A governor asked whether they needed to start referring to the new OFSTED criteria for the headings. For example, if they split behaviour and personal development, would both be outstanding? The Headteacher agreed that it was an interesting point and one to consider. The Headteacher felt that behaviour would remain outstanding but, given the current PSHE offer it was

doubtful whether they could argue for personal development to be outstanding. There followed a discussion about ensuring that governors attended to the priorities via their link visits. It was agreed that the Pay Committee group needed to hear about the relative strengths and weaknesses in the teaching team, in order to meet one of the monitoring objectives.

9.0 Finance Update

The SPG Budget Report had been circulated prior to the meeting and this cross referenced with the budget numbers detailed in December.

9.1 Summarising the position, the Headteacher reflected upon generally good news. With regards pupil numbers, the school was hoping for 45 but had cautiously budgeted for 42. The intention was to retain the same number of classes. The blue text in the report was where there was an update on the information provided in December. Additional income for SEND was currently £14k but could rise to £35k come the end of year outturn. Whilst the additional SEND funding was welcomed, leadership needed to be wary of the teaching challenges additional needs children often presented.

9.2 Focussing in on some of the budget lines, there was still no news on pension contributions and whether the increases were going to be funded. The school had realised a saving of nearly £6k on salary progressions. Further capitation savings were to be identified. There was nothing new on the premises costs side of things, however, further boiler failures could lead to a problem. The budget modelling did indicate the impact of the additional support staff costs resulting from the NJC salary increases.

9.3 The school was still anticipating a carry forward of at least £54k but there was a possibility that the position could be even healthier, circa £70k. Cautious financial planning was required though given the forward projections on pupil numbers. A budget proposal to the MAT was required, indicating the intention to use the carry forward next year to support the school to retain its current class structure whilst it evaluated what the longer-term position might be. Governors supported the move.

9.4 The 'little extras' money – thought to be around £15.5k – would be used for a specific improvement project. The Headteacher was minded to take the opportunity to invest in further technology. With regards Sport Premium, the school had wound back plans to replace the wooden play equipment. There would be a proposal to the MAT to upgrade the Nursery playground and equipment.

9.5 Nursery numbers were healthy but there was still work to do to market the offer better though. The Headteacher wanted a group of governors to support SLT with this. The Headteacher had met with a marketing agency, just to see what they might be able to offer. There was a brief discussion. A working group would be established to look at this issue.

10.0 Personnel Update

10.1 Long-term absences continued and resolutions were not expected prior to February half-term. These members of staff were subject to the attendance management policy. The Headteacher's main priority was continuity and quality provision for children. Dawn Cooper-Noble was in Y2 on ongoing supply. Y3 was being covered by a teacher who had trained through the STAR Alliance. Both teachers were booked in on open-ended supply. The Headteacher acknowledged that the situation was less than ideal but at least some continuity had been established. There had been parental enquiries, particularly around the situation in Y2. The Headteacher was unable to go into any detail at present but had indicated to parents that there would be updates as and when possible. Governors recognised that the school was working through a difficult situation and asked after the Headteacher's wellbeing.

11.0 Premises, Health and Safety

11.1 Governors were aware of the recent boiler issues and that this might become an urgent matter.

11.2 Methane had been discovered in the area. The HSE were carrying out investigations. The school had been assured that there was no risk to children. Further updates in due course.

The Headteacher had discussed with Mr O'Callaghan the priority areas, should the school receive or bid to receive income from the central capital pot. Priorities had been ranked given that it was unclear what level of income might be received.

12.0 Parent's Survey

12.1 Mr Heard was invited to lead on this item. The survey was ready to launch, subject to governors deciding on how to set the ratings tool for some of the questions. The traditional parent view questions were covered in the survey but further questions had been included. Mr Heard took governors through the survey as it stood. Governors felt it would be beneficial for the numbers (rating) to be visible on the sliders.

Resolved:

Governors approved the survey and agreed its release. The survey to be launched on 1st February, with a closing date of the 15th February.

12.2 It would hopefully be possible to have a first look at the raw data from the survey at the February meeting.

13.0 Governor Link Reports

13.1 None.

14.0 Washing Line and SDP for the Term

14.1 The updated washing line had been circulated. It was noted that Item 13 would be covered on Friday. The Headteacher encouraged governors to attend to their link meetings. The Chair echoed this.

15.0 Any Other Urgent Business

15.1 None.

The meeting closed at 8.30pm

Agenda

	Action Points from the Meeting	Agenda Item	Person(s) Responsible	Date for Delivery
1.	Viability of external speakers to support PSHE sessions	3.1	IY	Due course
2.	Feedback on website audit	3.2	CH	Next meeting
3.	Understand strengths and weaknesses in teaching team.	8.1.1	Pay Comm	Due course
4.	Marketing options for nursery	9.5	Working Party	End of term

Items for Future Meetings:

- Data analysis of Parental Survey (Feb)
- Review of SBM arrangement etc (May)