



## RIVERSIDE PRIMARY SCHOOL LOCAL GOVERNING BOARD (LGB)

### Minutes of the meeting held on Monday 10<sup>th</sup> September 2018 at 6.30pm

**Present:** Mr Ian Butler (Chair), Mr Ian Yapp (Headteacher), Mrs Carolyn Walker, Miss Alison Woodward, Mr Rick Miles, Mr John O'Callaghan, Mr Peter Carr, Mr Andrew Warnes, Mr Charlie Heard

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

#### 1.0 **Welcome Iain Tessier as Clerk Election of Chair Election of Vice Chair**

**ACTION**

1.1 Governors formally welcomed the new Clerk, Iain Tessier. Introductions were made.

1.2 The Clerk indicated that he had received a nomination from Mr Butler for the position of Chair. No other nominations were received.

**Resolved:**

Governors duly elected Mr Butler to the position of Chair for a period of one year.

1.3 The Chair indicated that he wished to nominate Mrs Walker for the position of Vice Chair. Governors endorsed this nomination. No other nominations were received.

**Resolved:**

Governors duly elected Mrs Walker to the position of Vice Chair for a period of one year.

1.4 The Chair noted that he had discussed succession planning with the Clerk, the Headteacher and Mrs Walker prior to the meeting.

1.5 As part of the succession planning process, the Chair wished to nominate Mr Miles as a second Vice Chair (to be clear Mrs Walker to be the substantive Vice Chair who could act as Chair in the absence of Mr Butler). Governors supported this move.

**Resolved:**

Mr Miles was duly elected as a second vice chair for a period of one year.

#### 2.0 **Apologies for Absence and Declarations of Interest Register of Business Interests**

2.1 There were no apologies.

2.2 Mr Butler and Mr Carr noted that they were each related to a member of the school's staff. There were no further declarations of interest.

2.3 The Clerk directed governors to complete their annual business interest's declaration forms. These were all received.

#### 3.0 **Minutes of the Last Meeting – 9<sup>th</sup> July 2018**

**Resolved:**

Governors agreed that the minutes of the last meeting, held on 9<sup>th</sup> July 2018, were a correct record of that meeting and the Chair was duly authorised to sign the minutes.

#### 4.0 Action Points and Matters Arising (from the 9<sup>th</sup> July meeting)

4.1 The single action point from the last meeting had been addressed

#### 5.0 Any Urgent Business to Add to the Agenda

5.1 The Headteacher had one item but was happy for it to be dealt with under AOB.

#### 6.0 Standing Orders

6.1 The Clerk explained that LGBs were now governed by the Articles of Association for STAR MAT and their own Scheme of Delegation from the Trustees. However, these documents did not cover all elements of LGB procedure and conventions within meetings and therefore the Trustees would need to address this by adopting a set of standing orders along the lines of what the governing board had been using for some years. The Clerk would be taking this matter to the next MAT Board meeting in October.

Clerk

#### 7.0 Action to Address Governor Vacancies

7.1 With regards the Parent Governor vacancy, the Headteacher indicated that the school would conduct an election process on behalf of the LGB shortly.

IY

7.2 With regards the two Trust Appointed vacancies, the Chair enquired of Mr O'Callaghan whether he would be interested in being put forward for one of these posts, in favour of his previous role as an Associate Member (a position that no longer existed under the agreed LGB structures). Mr O'Callaghan indicated that he would be happy to be put forward as a Trust Appointed governor. Governors welcomed this as Mr O'Callaghan's particular skills set was needed on the LGB.

##### **Resolved:**

Governors agreed to nominate Mr O'Callaghan as a Trust Appointed governor. The Clerk to take this matter to the MAT Board meeting in October.

Clerk

#### 8.0 Board Structure and Development

8.1 There was a brief discussion around the link role proposal circulated prior to the meeting.

##### **Resolved:**

Governors approved link roles as follows:

Link	Governor Responsible
EYFS	Carolyn Walker
Core Standards Maths	Rick Miles
Core Standards Literacy	Ian Butler
Foundation Curriculum	Charlie Heard
Pupil Premium Champion	Andrew Warnes
Sports Premium Champion	Peter Carr
Appraisal link governor	Ian Butler, Carolyn Walker
SEND/Inclusion	Andrew Warnes
Child Protection and Safeguarding	Ian Butler
Training/Induction	Carolyn Walker
Finance	Rick Miles
Premises, Health and Safety	John O'Callaghan

##### **Resolved:**

8.2 Governors agreed that the Pay Committee should consist of Messrs. Butler, Walker and Miles. A Pay Appeals Committee, consisting of three of the remaining governors who were eligible to sit on such a committee, would be convened, if necessary.

8.3 It was noted that the SBM would continue to be invited to certain meetings of the LGB.

8.4	<b>Resolved:</b> Governors approved the membership and terms of several panels and appeals committees, as circulated prior to the meeting.	
8.5	It was noted that governors would have access to appropriate training to support the facilitation of various panels and appeals committees and could receive support from the Governance Advisor when it came to complaints investigations and subsequent panels. Governors were referred to the MAT's Complaints policy, which outlined the processes involved in lodging and dealing with complaints.	
8.6	Governors confirmed that they were happy with the meeting schedule for the year ahead and the agenda planner therein.	
8.7	Governors were satisfied with the current approach to governor visits and reporting therein.	
<b>9.0</b>	<b>MAT and Academy Business</b>	
9.1	The Clerk noted that he would be exploring policy formulation and tracking with the MAT Board and the Chief Education Officer, Mr Sibley.	
9.2	The Clerk gave a demonstration of MinutePad and explained to governors that they would be signed up to use the meeting administration tool in time for the November meeting.	<b>Clerk</b>
<b>10.0</b>	<b>Staffing Structure for Autumn</b>	
10.1	A staffing 'structure map' had been circulated to governors for their information prior to the meeting.	
10.2	The Headteacher indicated that he would circulate the school plan once it had been finalised.	<b>IY</b>
10.3	The Chair asked the Headteacher to ensure that all keys to the various parts of the building and store areas were clearly labelled.	<b>IY</b>
<b>11.0</b>	<b>Washing Line</b> The latest iteration of the 'Washing Line' had been circulated prior to the meeting. The Headteacher had highlighted where governor involvement was required against certain actions.	
11.1	Learning walks had been scheduled in, likewise a book scrutiny. Formal lesson observations were scheduled in due course.	
11.2	The SEND policy (due annual review) needed to come to the October meeting for governors' approval. The Headteacher noted that a SEND handover was taking place owing to the fact that the SENDCo would shortly be going on maternity leave.	<b>Agenda</b>
11.3	The Pupil Premium report had been updated and was therefore current. It had been uploaded to the school's website. Mr Warnes to plan a Pupil Premium visit accordingly. Similarly, Mr Carr to plan a Sports Premium visit.	<b>AW, PC</b>
11.4	A website compliance check by governors was required. Mr Heard agreed to action this.	<b>CH</b>
11.5	Mrs Walker would examine governor recruitment and a revisit of the skills audit.	<b>CW</b>
11.6	Mrs Woodward was taking a lead on the SEF. The revised SEF would come to governors at one of the remaining meetings in the autumn term.	<b>AW</b>
11.7	Governors agreed that it would be useful to continue to hear from middle leaders about progress in particular areas of provision.	
11.8	Surveys for both parents and staff needed to be completed. How to take this forward to be	<b>Agenda</b>

considered at the next meeting. Mrs Walker agreed to assist the school with the surveys.

- 11.9 The Headteacher asked if a governor would take responsibility for monitoring that the school was delivering adequate internet safety guidance to pupils. Mr Heard agreed to action this and would speak to the Headteacher about what was required.
- 11.10 The Headteacher believed that the school would be able to bring the closedown budget for the four months to August to the October meeting. Hopefully, governors would be able to look at a fresh start budget shortly although the Headteacher was not precisely sure on the timings for this.
- 11.11 The Headteacher encouraged governors to have pro-active contact with staff when it came to visits and monitoring exercises.
- 12.0 AOB**
- 12.1 The Headteacher had, prior to the meeting, circulated a briefing paper outlining alternative proposals for the staff safeguarding roles in school. To date the Headteacher had been Designated Safeguarding Lead (DSL) but it was proposed that Miss Woodward take on this function given her role as head of school. Mr Jack and Mrs Wyatt to be lead professionals in this area and deputies to Miss Woodward. Mr Yapp intended to keep up with his training as a DSL so that he could be kept informed and involved as necessary with safeguarding cases. It was clarified that Mr Butler would complete the safeguarding report with Mr Yapp for this year but the NYCC audit process would be overseen by Mrs Woodward.
- 12.2 **Resolved:**  
Governors approved the above proposals and agreed to revisit the arrangements at the end of the academic year to ensure they were working robustly.

CH

Agenda

IB, IY

*The meeting closed at 8.15pm*

	<b>Action Points from the Meeting</b>	<b>Agenda Item</b>	<b>Person(s) Responsible</b>	<b>Date for Delivery</b>
1.	Standing Orders / LGB Procedures to MAT Board	5.1	Clerk	October
2.	Conduct Parent Governor election process	7.1	Headteacher	Due course
3.	JOC's candidature as a Trust Appointed governor to be put before the MAT Board	7.2	Clerk	October
4.	Clerk to register governors on MinutePad	9.2	Clerk	November
5.	Circulate school plan	10.2	Headteacher	Once finalised
6.	Ensure all keys are accurately labelled	10.3	Headteacher	ASAP
7.	Schedule Pupil Premium and Sports Premium visits	11.3	AW, PC	Autumn Term
8.	Audit of school website	11.4	CH	Autumn Term
9.	Governor recruitment and the skills audit	11.5	CW	Autumn Term
10.	Revised SEF for governors	11.6	AW	Autumn Term
11.	Monitor delivery of internet safety to pupils	11.9	CH	Autumn Term
12.	Safeguarding report	12.1	Headteacher Chair	Autumn Term

**Items for Next Meeting:**

SEND policy

Staff and Parent Surveys

Closedown Budget / Start Budget (if ready)