



RIVERSIDE PRIMARY SCHOOL LOCAL GOVERNING BOARD (LGB)

Minutes of the meeting held on Monday 8th October 2018 at 6.30pm

Present: Mrs Carolyn Walker (Vice Chair), Mr Ian Yapp (Headteacher), Miss Alison Woodward, Mr Peter Carr, Mr Andrew Warnes, Mr Charlie Heard

In attendance: Mr Iain Tessier (Clerk, Governance Advisor)
Mrs Sue Borradaile (School Business Manager) (item 2 only)

1.0 Apologies for Absence and Declarations of Interest

- 1.1 Apologies were received and accepted from Ian Butler, Rick Miles and John O'Callaghan.
- 1.2 There were no declarations of interest.

2.0 Budget (originally item 9)

Mrs Borradaile was invited to address governors re: the budget position.

- 2.1 Mrs Borradaile began by outlining the issues that had affected the school's ability to perform budget monitoring tasks. None of these were within the school's control and the admin team had been dealing with multiple systems changes following the conversion to academy status and the migration to STAR MAT. There continued to be intensive effort to prepare a revised start budget. Mrs Borradaile wanted to place on record her thanks to fellow staff in the admin team for their commitment and patience.
- 2.2 The closing balance to April 2018 had finally been received from NYCC and this stood at £59,580. Within the May to August period there had been a £57k surplus against the expected outturn. The school had been within budget partly because down to the lack of a mechanism to actually spend. It was clarified that the budget year now ran from September to August. The school's GAG funding had increased. Play Place was impacting positively on the overall balance, with income of £32k. There had been an under-spend on the teacher's pay budget but this had been offset by a planned overspend of £34k on teaching assistants – this to provide support to pupils with additional needs. The Headteacher noted that an increasing percentage of the school's roll was taken up with pupils with additional needs and therefore investment in support was entirely necessary. The overall carry forward of £116k represented a substantially improved position against expectations –which was good because pupil numbers were not quite what the school had hoped they would be. It was noted that the school now received its funding monthly and this did present some cash-flow implications.

Andrew Warnes arrived at the meeting

- 2.3 Of some concern was the fact that the nursery was only 65% full; still very low numbers. This would have a massive impact on termly funding going forward if not addressed because nursery children became main school pupils. There were fewer school age children coming through in the area generally. The Headteacher accepted a point that the school needed to competitively market the nursery. A marketing campaign should be successful given that they would be promoting what was an outstanding facility.

ACTION

- 2.4 The revised budget, once finalised, was likely to look significantly different compared to the numbers that had been estimated previously. The school should continue to see the positive impact of funding formula (a shift from the many years previously); however, the outlook for pupil numbers would impact on the bottom line. Pension contribution costs and support staff costs were also increasing. That said, the school would remain in a fairly strong position owing to the substantial carry forward. Indeed it was this that was allowing the school to carry on with the desired staffing structure. The question was could this be sustained going into the next academic year.
- 2.5 The Headteacher indicated that he was acutely aware that they would need to look at budget projections for the next three years and that the staffing structure might well require some alterations. The pupil roll was not decreasing significantly and the solid carry forward would allow the status quo to remain at least for the remainder of this academic year.
- 2.6 Whilst there was a grant to cover the increased salary costs arising from the nationally agreed teachers pay award it was noted that the statement 'fully funded' should be taken with caution.
- 2.7 A governor pressed the Headteacher on advertising the nursery. The Headteacher agreed to allocate some budget for this and look to allocate some budget to improving/refurbishing facilities, which would enhance provision still further. The Headteacher was also asked to consider a Nursery open evening/stay and play session.

IY

Sue Borradaile left the meeting

3.0 Minutes of the Last Meeting - 10th September 2018

3.1 Resolved:

Governors agreed that the minutes of the last meeting, held on 10th September 2018, were a correct record of that meeting and the Vice Chair was duly authorised to sign the minutes.

Action Points and Matters Arising

- Action 1 – matter in hand
- Action 2 – on agenda
- Action 3 – complete
- Action 4 – complete
- Action 5 - complete
- Action 6 – headteacher to check
- Action 7 – carried forward
- Action 8 – carried forward
- Action 9 – on agenda
- Action 10 – in hand
- Action 11 – carried forward
- Action 12 – on agenda

IY
AW, PC
CH

4.0 Date of Next Meeting

Confirmed as 12th November 2018.

5.0 Update on Governor Membership

- 5.1 There had been no nominations for the Parent Governor vacancy. Governors discussed options. Everyone was happy to await the Chair's input on next steps ahead of the next meeting. There would be a discussion via email. The Clerk clarified that the LGB was now in a position to appoint a Parent Governor if they so wished.

All

6.0 Headteacher's Report

Circulated prior to the meeting.

6.1 The Headteacher wished to highlight the following points:

Staffing

- The impact of new MAT systems on office staff had been significant (as noted earlier)
- The increase in pupils with additional needs had put a strain on current staff and therefore there was a need to recruit two new support staff. Governors were supportive of this move.
- Mr Yapp's and Miss Woodward's roles were now well established
- The number of staff on development programmes to be welcomed; this area of school life had probably seen the biggest shift during the Headteacher's tenure, with all the benefits that resulted from more highly trained staff.

Pupils

- 422 on roll in total with 393 on the main school roll; six down on last year.
- Class sizes may have to shift to safeguard finances

Attendance

- The official attendance figure is missing due to a systems issue; however, summer term 2018 was 97.1%. With the remainder of year at 97.1% it was easy to calculate what the official figures will say. Thus attendance around 1% above the national average. With the systems issues it was not possible to accurately track persistent absenteeism but the school was monitoring certain vulnerable families.

Safeguarding

- Four active cases. The Headteacher reflected on a sound decision at last meeting to alter the lead safeguarding arrangements in school and build that extra capacity.

Play Place

- £4k profit against £2.5k expectation

Other Resources

- Instigating a legal process following a copyright infringement enquiry.

Site Management

- The boiler that serves the main school has been repaired twice but was still not working properly. 4-6 week back order to receive a further part that might fix the problem. Could be a liability of several thousand pounds ultimately. Realistically the boiler would need replacing via the MAT Capital Plan, once this could be established on the back of central funding.
- The trim trails have been condemned. They could be repaired for £2k but were at the end of their life. A replacement trail was needed but would cost circa £20k. The school was developing a proposal to be able to fund this. The proposal would include phasing-in improvements to nursery play facilities and better fencing. In response to a query about sponsorship the Headteacher said that there were some possibilities for the EYFS equipment but there were limitations otherwise. A brief discussion followed.

There were no comments or questions on the main report at this stage.

6.2 SEF

The SEF had been updated for the first time since OFSTED. EYFS and behaviour and welfare of pupils graded as outstanding. Remaining areas graded as good. Now that the progress of different groups was coming through in the data the SEF could be updated further. The Headteacher believed that the school was a strong good. Whilst evaluated as good overall, there was a significant amount of outstanding features within the areas of teaching, assessment and leadership. These elements needed to translate to outstanding outcomes for pupils before the SEF could shift to outstanding. Governors welcomed the revised SEF.

6.3 SIP

A summary SIP had been circulated. The detail of the final plan was being finalised and would be shared with governors shortly, ahead of approval of the SIP hopefully at the next meeting. All teacher targets revolved around the priorities in the SIP. The Headteacher talked about one of the 'blockers' being the progress of specific groups, such as vulnerable/disadvantaged pupils. Staff targets were also geared towards getting pupils to understanding their own learning and how they learned, the growth mindset and aspects of meta-cognition.

6.4 Riverside was one of four primaries trialling this for the MAT. PIXl was quite an expensive resource and therefore the MAT would be taking a view on whether to take it forward in future years. The resource was there to support teachers to deliver more accurate teaching, support pupil target setting and to support the diminishing the difference (previously closing the gap) agenda.

6.5 The SIC’s visit report had been circulated. The Headteacher reflected on a very positive visit. Clear actions had been identified with SLT. Improving progress and attainment in KS1 was a clear priority. Governors echoed this.

Questions and comments were invited. None were submitted.

7.0 Data Report

7.1 EYFS outcomes as reported last meeting. Well above national for Phonics 86% (national 83%). Well below national in terms of ARE for KS1. The school was aware of why what needed to be done. This would be documented for governors. KS2 as reported previously. At next meeting there would be a report on target setting and year end projections. The Headteacher intended to pursue a very rigorous process with high expectations for all.

8.0 Pupil Premium Report

8.1 The summary report had been updated and was on the web-site. Currently there were 16 disadvantaged pupils on roll. Various strategies were outlined in the report. The school put a lot of effort into supporting the emotional well-being of vulnerable pupils. The impact of initiatives had been identified. Given the lower numbers of disadvantaged pupils and the trend towards fewer and fewer pupils in that category, the school’s provision was moving towards bespoke plans for individual children. The school always ensured that it took into account the pupil and parent voice.

9.0 Policy Updates

Various policies had been circulated prior to the meeting.

9.1 Resolved:

Governors approved the following policies:

- Attendance
- SEND Policy (and associated SEND report)
- Developing Performance
- Pay
- UPS Policy
- Appraisal
- Health and Safety
- Security

9.2 It was noted that the MAT would shortly be approving a Trust wide Pay policy based on the recently released NYCC model. LGBs would be responsible for approving an Appraisal policy, so long as it was based on the existing NYCC model. The Headteacher outlined the rationale for maintaining a local UPS policy.

10.0 Health and Safety

10.1 The Headteacher noted the need to continue with a local Health & Safety policy, in addition to the overarching MAT policy, which the Clerk confirmed was due for approval at the October MAT Board meeting. Likewise, the Security policy was still necessary for Riverside, as was the security audit process which the Headteacher carried out with support from Mr O’Callaghan.

10.2 The PPRA had been circulated. The school wanted to show governors that all the relevant inspection paperwork was in place. There would be an audit via NYCC in due course.

10.3 The Premises Inspection (EDO) report was noted.

10.3.1 Governors wanted to know that there was suitable monitoring/oversight of the action plan. Were there any trends to be aware of? There were no specific issues to highlight and the Headteacher felt confident that there was good oversight of health and safety. Mr O'Callaghan's regular site visits kept matters in focus and when issues were identified, such as slip and trip hazards, they were addressed. Indeed, the Headteacher reported that many of the actions identified in the EDO report had already been undertaken.

11.0 Pastoral Matters

11.1 The Safeguarding report had been circulated and its contents noted by governors. The Safeguarding audit would take place in due course and an action plan drawn up thereafter. This to be shared with governors.

12.0 Y6 Exit Survey Report

12.1 Summarising the responses to the survey, the Headteacher pointed out the following:

- Trips and residential remain popular but pupils would like them to be longer.
- PE was popular, as were school dinners. RE remained largely unpopular.
- Y6 toilets not well regarded.
- Children feel safe.
- Transition to TGS well handled
- The school hall was talked about as an area for improvement

12.2 Generally speaking feedback was positive. There were certainly no specific issues to pick up on other than perhaps improving the presentation of RE so that it could be seen as a valued part of the curriculum.

12.2.1 A governor felt that it would be worth exploring how the school framed this area of curriculum, i.e. attitudes towards RE might well not be linked to the actual content of the learning etc. Governors agreed and the Headteacher indicated that he would work with his team to look at this in due course. The RE lead to explore what the 'barriers' might be with groups of pupils. There was a discussion about creative teaching.

Pupil Survey

12.3 The Headteacher had been minded to upgrade the behaviour and welfare grading on the back of the responses from pupils – it was clear from direct engagement that the children really valued the school environment.

12.4 Areas to consider:

- Was there enough use of the outside space? The Headteacher felt that it was a fair challenge to say that there was not. This did need to be looked at.
- It was important to respond to the voice of the child and not pass on their issues and/or claims for someone else to deal with them because it was felt that it was that certain person's responsibility to deal with it. All staff had to take responsibility for all pupils.
- Pupils wanted to understand more about their reports – to increase their confidence and know that they were doing well.
- Toilet refurbishment

There was a general discussion on these points.

13.0 Governors' Newsletter

13.1 The draft newsletter had been circulated. The emphasis was on a summary of last year and a focus on the data. Governors were happy with its content but there was a discussion about how the newsletter might be developed going forward. It was agreed to look at this again at a later date.

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Agenda

14.0 Governor Survey

14.1 The Vice Chair had retrieved the previous surveys and felt they remained fit for purpose. The Headteacher believed that the LGB would benefit from getting the survey online in future. Mr Heard offered support in getting that off the ground. This item to be on the November meeting.

CH
Agenda

15.0 Washing Line Update

15.1 The latest iteration of the Washing Line to be circulated post meeting by the Headteacher and in time for the November meeting (by which time further updates might be pertinent).

IY

15.2 There was a brief development planning update – items had been suitably RAG rated.

15.3 Governors were encouraged to schedule in their link visits.

ALL

16.0 Link Governor Items

16.1 Nothing to report. Carried forward to next meeting (see 15.3 above)

17.0 Any Other Urgent Business

None.

The meeting closed at 8.45pm

	Action Points from the Meeting	Agenda Item	Person(s) Responsible	Date for Delivery
1.	Marketing the nursery, improving facilities, conducting an open evening or similar	2.7	Headteacher	Due course
2.	Check all keys are accurately labelled	3.1	Headteacher	ASAP
3.	Schedule Pupil Premium and Sports Premium visits	3.1	AW, PC	Autumn Term
4.	Audit of school website	3.1	CH	Autumn Term
5.	Email discussion on how to progress Parent Governor vacancy	5.1	All	Next Meeting
6.	Action plan arising from the Safeguarding audit to be shared with governors	11.1	Headteacher	Once complete
7.	Consider RE provision	12.2.1	Headteacher	Due course
8.	Support launching the survey online	14.1	CH (CW)	ASAP
9.	Circulate the Washing Line	15.1	Headteacher	ASAP
10.	Organise link visits	15.3	All	Due course
11.				
12.				