

RIVERSIDE PRIMARY SCHOOL LOCAL GOVERNING BOARD (LGB)

Minutes of the meeting held on Monday 12th November 2018 at 6.30pm

Present: Mr Ian Butler (Chair), Mrs Carolyn Walker, Miss Alison Woodward (Head of School), Mr Peter Carr, Mr Andrew Warnes, Mr Charlie Heard, Mr John O'Callaghan (from item 5)

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 Rick Miles and Ian Yapp
- 1.2 There were no declarations of interest.

2.0 Minutes of the Last Meeting - 8th October 2018

2.1 Resolved:

Governors agreed that the minutes of the last meeting, held on 8th October 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 marketing of the Nursery was ongoing. The school was currently looking at some signage to create more of an impact.
- Action 2 – Matter in hand.
- Action 3 – Matter in hand.
- Action 4 – The audit of the school website was almost complete. Update next meeting.
- Action 5 – To be dealt with via the agenda.
- Action 6 – Matter in hand.
- Action 7 – Improvement to RE provision were being progressed.
- Action 8 – On agenda.
- Action 9 – The updated Washing Line had been circulated.
- Action 10 – The Chair had two link meetings scheduled.

4.0 Update on Governor Membership

- 4.1 Attempts to elect a parent governor had been unsuccessful. As Mr Warnes was a parent it was proposed to appoint him to the vacant Parent Governor seat and use the vacated Trust Appointed seat to recruit a suitably skilled individual.

Resolved:

Governors agreed to appoint Andrew Warnes as a Parent Governor.

5.0 Summary SEF (new STAR format)

Tabled.

- 5.1 The revised summary SEF was now complete and reported to LGB in the new MAT agreed format. The MAT Head's group believed that the new layout allowed leaders to address the main brief, namely a summary SEF that conveyed conclusions in as efficient a way as possible. There remained a very thorough and rigorous full SEF document that could be used for internal purposes and could be made available to governors if required. This was a 'live' document that was updated regularly to reflect current successes and areas for improvement.

ACTION

CH

- 5.2 The 'Personal Development, Behaviour and Welfare' and 'EYFS' judgements had been upgraded to outstanding as outlined by the Headteacher at last meeting.
- 5.3 The SEF had to reflect the fact that the school was now a popular choice for families with children that had additional needs. Indeed, there was a greater percentage of such pupils in Y1 compared to previously.
- 5.4 The Head of School took governors through the statements on governance and there was agreement that these reflected the current position of the school and the Board's leadership.
- 5.5 It was pointed out where data recently received would be included in a further update.
- 5.6 The key priorities were outlined in the conclusion and governors were guided through these. Again, governors were content with the school's evaluations.

Questions and comments were invited.

- 5.7 With regards the key actions, where were the measureable objectives recorded. The Head of School explained that key measures, including timelines and success criteria were included in the School Improvement Plan (SIP).

6.0 SIP Update

- 6.1 The full SIP had been circulated prior to the meeting. The Head of School gave a summary of the rationale and how the plan reflected the school's vision and principles. The various action plans were all laid out for governor scrutiny. The school aspired to be outstanding and there were KPIs and evaluations in the plan that outlined where the school was on that journey and how they could accurately assess when they had met those outstanding criteria.
- 6.2 The Head of School provided contextual information to aid governors with their understanding of the actions outlined in each of the areas. The school needed to maintain its rigour when it came to safeguarding. Investment in staff CPD needed to continue. Middle leaders needed to be able to take ownership of and articulate the benefits of the curriculum offer. The SLT was currently asking itself the question as to whether the offer was right in all areas. SLT felt that the priorities were right but governors would also have a view on this in approving the plan. The changes to SEND assessment needed to be appreciated and taken on board within the plan. Funding issues around SEND had been raised with NYCC. The school was committed to developing the vision for EYFS and ensuring that the team in that phase was as strong as it could be. Getting that good platform for learning in EYFS was so important for underpinning progress through the rest of the phases. With regards Teaching & Learning the school wanted to maximise lesson time and governors were made familiar with the 'spotlight' approach. As previously the school needed to continue to diminishing the difference for disadvantaged pupils. Governors' attention was drawn to the key issues as summarised in the conclusion.

- 6.3 **Resolved:**
Governors approved the School Improvement Plan, noting that it was a very thorough and well thought through document.

7.0 Data Update / Target Setting / Predictions

- 7.1 Target setting. Details circulated to governors. Based on what is known about the children and current data. Aspirational targets. 86% GLD in EYFS, which is 'immense' target. Projecting higher across KS1. Y1 progressing well – did well at EYFS. Y2 stronger cohort than last year. Y3 targets might look low but must recall outcomes were low last year. Expecting better progress. Y4 projecting accelerated progress. Ditto Y5. Y6 tracking to be inside FFT20. Writing in Y3 and Writing and Maths in Y4-Y6. SEND focus on Writing and Maths.

8.0 Lesson Observation Summary

8.1 Positives

- Engaging learning environments.
- Impact from initiatives (e.g. spellings)
- Pace and progression in lessons.
- Marking and feedback well applied.
- TAs committed and resilient
- Good modelling.
- High expectations re: behaviour.
- Good atmosphere around school.
- Pupils can articulate their learning.

Areas for improvement

- Display areas – clear philosophy required.
- Talk for Writing useful but also need to give pupils opportunities to write in order to have evidence of progress etc
- More collaborative working to ensure all pupils are involved in lessons.

8.2 Was there a reason why pupils did not carry forward their exercise books or certain parts therein? This would allow them to more easily track and reference their own development. The Head of School said that this was a good point and could see no reason why that could not be taken forward.

8.3 What were the consequences of moving away from class lesson plans? The Head of School noted that OFSTED would expect a teacher to move beyond plan as situations required it. Plans need not be rigid - overarching aims were required but a teacher had to be adaptable and recognise pupils' needs as lessons progressed.

9.0 Policy Review

9.1 Governors noted the following MAT approved policies:

- SEND (local version required)
- Child Protection and Safeguarding (local version required)
- Health and Safety (local version required)
- Pay (personalisations required)

10.0 Budget Update

Nothing to report.

11.0 Health and Safety Update

11.1 A site inspection was scheduled for the 26th November.

12.0 Items from the MAT Board

12.1 Governors discussed LGB procedures.

Resolved:

Further to the procedures passed to the LGB by the MAT, governors agreed that the Chair and Vice Chair would have a term of office of between 2 and 4 years, with the exact length of a term of office to be decided at the relevant meeting where an election was taking place. Governors also agreed that the quorum for any meeting should be any three of the Governors or, where greater, any one third (rounded up to a whole number) of the total number of members of the LGB at the date of the meeting. The Clerk to amend the document accordingly.

12.2 Governors noted the Code of Conduct as approved by the MAT.

Clerk

13.0 Governor Survey Update

13.1 There was a discussion on how to progress the matter and it was agreed that Mrs Walker and Mr Heard could look at this post meeting. The Clerk gave some suggestions on questions they might use – for example ask respondents to comment on how they viewed the success of a recent initiative. It was agreed that this matter needed to be sorted so that the survey could be distributed at the start of next term.

14.0 Washing Line Update

14.1 The Washing Line had been updated and circulated prior to the meeting.

15.0 Link Governor Reports

15.1 Mr Warnes’ SEND visit report had been circulated prior to the meeting. Governors welcomed the report. Future reports to be sent to both the Clerk and Mrs Walker.

16.0 Any Other Urgent Business

16.1 The Chair reported that the Pay Committee had met to consider teacher’s professional development and to make decisions in relation to recommendations on progression from the Headteacher. The appraisal process was robust and fair and the committee had seen the required evidence in order to make decisions based on the recommendations. The Headteacher’s performance had also been reviewed. Objectives for the year ahead were linked to the SIP. Mr Yapp was currently at the top of his pay scale and thus no pay progression could be considered.

16.2 Mr Butler and Mr Warnes to support the school with the Safeguarding audit, which was to be completed before the end of term.

16.3 There was a verbal update on attendance. To July 2018, overall attendance has dropped 0.04 to 96.87%, which was not statistically significant. The attendance of disadvantaged pupils was carefully tracked and there had been an improvement in the attendance of this group. Persistent absenteeism up to 4.62% but the ‘backstories’ were well understood by the school. There were nine children for whom the school had a concern over attendance (down from 15).

The meeting closed at 8.30pm

	Action Points from the Meeting	Agenda Item	Person(s) Responsible	Date for Delivery
1.	Update on audit of school website	3.1	CH	Next meeting
2.	Amend LGB procedure document	12.1	Clerk	ASAP
3.	Make arrangements for the survey	13.1	CW/CH	End of term
4.	Support safeguarding audit	16.2	IB/AW	End of term