

**RIVERSIDE PRIMARY SCHOOL LOCAL GOVERNING BOARD (LGB)**  
**Minutes of the meeting held on Monday 17<sup>th</sup> December 2018 at 6.30pm**

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

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

**1.0 Apologies for Absence and Declarations of Interest**

- 1.1 Apologies were received and accepted from John O'Callaghan.
- 1.2 There were no declarations of interest.

**2.0 Minutes of the Last Meeting - 12th November 2018**

- 2.1 **Resolved:**  
Governors agreed that the minutes of the last meeting, held on 12<sup>th</sup> November 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 – Mr Heard reported that the audit of the school website was almost complete.  
Action 2 – Completed.  
Action 3 – On agenda.  
Action 4 – Meeting on 25<sup>th</sup> January 2019 to look at the safeguarding audit

**4.0 Confirm Date of Next Meeting**

- 4.1 It was agreed to change the date of the next meeting to 21<sup>st</sup> January 2019 at 6.30pm.

**5.0 Governor Matters and Board Development**

- 5.1 Governors welcomed and had noted the contents of the MAT CEO's progress report.
- 5.2 The Chair had attended the recent chairs' forum and reflected upon a very positive meeting. Another forum had been scheduled for March.

**6.0 Finance (originally item 11)**

Various budget materials were tabled (as these had only just become available).

- 6.1 Mrs Borradaile was invited to speak to this item. The budget position remained a work in progress and several calculations still needed to be finalised. However, in-year information and the expected three-year position had been circulated to governors to give everyone a sense of where the budget was headed.

**6.2 Income**

- SEND income was predicted to increase year on year due to the increasing number of higher needs pupils on the school's roll and applications for Education Health Care Plans. The budget contained provision for the additional staffing that would be required, some of whom had not yet been appointed.

**ACTION**

- Lettings fees and Play Place fees to increase 5% per year.
- More income under I01 was expected in 2019/20 as the National Funding Formula (NFF) roll out continued. However, fewer pupils come 2020/21 meant that I01 income would reverse thereafter. There were 29 first choice pupils for September.
- The 1% LA top slice for high needs pupils was not expected to impact on the school.

### 6.3 Expenditure

- Wages and staff cost increases would continue to impact on the budget. There was talk of money being provided by the ESFA to cover the 7% pension contribution increases – although this was likely to only cover the first 5%.
- Some slight cost savings had been identified within E01.
- The staffing model remained unchanged and assumed that provision for two-form entry would continue. No doubt this would need to be discussed in light of the situation re: pupil numbers.
- The budget assumed that the school would appoint a teacher on M2 as a replacement for a retiring teacher – this would result in a substantial cost saving.
- Learning resources (E19) budgeted as £10k higher in 2018/19 – the school was likely to realise a cost saving against this.
- E12 was 10k higher than budget due to unforeseen plumbing and heating costs linked to the problems with the boiler.
- The MAT Board had approved the revised NYCC support staff pay structure. A broad estimate on the cost implications had been provided in the report to governors. A brief discussion followed. It was noted that the MAT Board had made clear that its decision should not be seen as a precedent and therefore a guarantee that future pay structure revisions would be agreed.
- Play Place was contributing a circa £47k 'profit' to the budget.

### 6.4 Balances

- The SBM was forecasting an in-year deficit of £30k, resulting in a carry forward of £54k. It was possible that the carry forward could increase to between £70k-£80k if all the further potential cost savings were realised.
- The combination of the NFF and income from Play Place had led to the most favourable financial position of the headteacher's tenure. However, this had to be tempered against an outlook where cost pressures and lower pupil numbers would start to eat into reserves quite quickly and quite significantly if these issues were not addressed.
- The carry forward could be used in 2019/20 to maintain the current staffing structure and this plan had been made clear to the MAT's CFO. The Headteacher believed that the school had to make every effort to retain a two-form entry structure. Governors agreed.

6.5 The Chair noted that, during the recent chairs' forum, the CFO had made plain that economies of scale were unlikely to be realised in the budgets until at least 18 months time. The cleaning contract alone might well yield a saving of around £50k – so there was scope for central cost savings.

6.6 The Headteacher said that there was only a small amount in capital reserves. £1k was earmarked for ICT. The MAT would receive central capital funding from Spring 2019 but Trustees would decide how and when to allocate that to individual settings. The 'little extras' money announced by the Chancellor would be arriving as capital but schools were unclear as to the 'rulebook' for its allocation. It could amount to £20k, which would provide a welcome opportunity to invest in wider infrastructure projects.

6.7 The Headteacher said that the school would struggle to spend the £20k Sports Premium monies. Leadership would have to think about this. Funds could not be allocated to capital projects.

6.8 Governors were happy to recommend the budget to the MAT. There were lots of positives. Governors agreed. Governors thanked the SBM for her ongoing hard work.

*Sue Borradaile left the meeting*

6.9 The Chair was keen to discuss succession planning. The Headteacher had been considering this. He revealed that there had been an expression of interest from the MAT to have the SBM work centrally for the MAT until summer 2019 – project work linked to improving financial processes within the primaries. These were processes that the SBM had already been contributing to. The Headteacher felt that such a move would be beneficial for all parties. The school could claim two days back a week for the SBM's time. This would result in a slight cost saving as the SBM's hours could be replaced by a staff member operating at a lower level. A governor enquired whether the school could get away with not replacing the SBM completely for those two days. The Headteacher was clear that this would not be possible. Governors discussed the proposal. The consensus was that this was indeed a positive proposal.

**Resolved:**

Governors approved the proposal to have the SBM seconded to the MAT.

6.10 The Chair asked that an update on progress be given at next meeting, along with a brief outline of how the internal finance team would operate post secondment.

**7.0 Headteacher's Report**

The Headteacher's report had been circulated prior to the meeting. This was the first report to follow the new MAT-agreed format. Miss Woodward was invited to highlight certain points.

- 7.1
- Governors' attention was drawn to the SEF judgements and SDP priorities
  - Pupil absence was a little higher than the SLT wanted. It was likely to be quite tricky to recover the situation and achieve the usual 97% overall attendance for the year.
  - Admissions data was included in the report.
  - There were no exclusions to report.
  - Pupil Premium income was circa £26k and the planned spend was outlined.
  - Sports Premium allocation had already been touched upon.
  - Governors had been made aware of increased SEND funding due to the increase in higher needs children. Miss Woodward touched upon the impact this had on the school and how provision would be modified to support these children. Whilst NYCC had been generally supportive to date, colleagues were frustrated by the amount of time and effort it took to secure EHCPs and the funding therein. The school might well end up having three times the national average for SEND but SEND funding often lagged. The school was proud to support SEND children and was honoured to be viewed as a positive choice for families with SEND children. Governors discussed the issues around SEND applications and funding and shared the frustrations of the school's staff.
  - Achievement and standards had been covered at last meeting and data had been circulated. The full Autumn Term data spread would be available for the January meeting. At this point cohort targets could be outlined.

7.2 The Headteacher gave a staffing update. Mr Jack would be returning to full time duties post Christmas. Another staff member had just gone off sick but cover arrangements were strong. There were several TA posts, two of which had been filled.

7.3 With regards Safeguarding, the Headteacher described the school as being 'on the front foot' when it came to staff training. There had been a slight increase in referrals but all matters were in hand and there was nothing specific to report to governors. Safeguarding remained a regular item at staff meetings.

7.4 On Leadership and management, pupil progress meetings had now taken place and mid-year performance management reviews would get underway shortly.

**8.0 GUINY Survey**

8.1 The survey results had been circulated to governors. Within the KS2 report, the Headteacher referred governors to pages 10-13. Only 21% of school pupils acknowledged washing their hands before lunch, compared to a 69% average in North Yorkshire. This was clearly unacceptable and probably contributed to the higher rates of illness being witnessed. Similarly, several other

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variances were very much not in the school's favour. The Headteacher picked up from the survey that there was work to do ensure PSHE sessions were valued – be they linked to alcohol, drugs or sex education. A governor wondered whether there was value in having external speakers come in to contribute to topics – people that the children could look up to and learn from. The Headteacher acknowledged that the school could look into this. There was a MAT-wide issue when it came to attendance and, most importantly, valuing attendance. Active playtimes were good but the responses showed that there was still work to do when it came to promoting healthy lifestyle etc. All of the responses would be looked at with a view to the pending curriculum vision review. It was noted that it was important for significant PSHE topics not to be squeezed into the last few weeks of the Y6s time at the school. The Headteacher agreed but this often happened due to other curriculum pressures and SATs prep. A discussion followed.

## 9.0 Attendance Report

- 9.1 A formal attendance report, to back up the verbal report from the Chair at last meeting, had been circulated. Governors had noted its contents. There were no comments or questions.

## 10.0 Baseline Data and Targets for EYFS

- 10.1 Information was tabled. Miss Woodward and Mrs Walker had met to discuss the EYFS baseline data. The position re: ARE was summarised. The 2018 cohort was a high attaining cohort based on entry data. Pupils had arrived from a variety of pre-school settings. There were no significant areas of weakness per se but some children were slightly behind when it came to 'number' and 'speech and language'. Tracking showed that this cohort was in line for its target of 84% GLD (GLD in 2017 was 81%). 11 children were on track to exceed ARE. There were no gender gap issues to report and currently there were no PP pupils. Of the 4 SEND pupils, one was expected to make ARE. 86% of summer born children were on track – which was a more positive position than usual.

- 10.1.1 A governor asked whether staff were in a position to provide that additional support for those children that needed to improve their comprehension within 'number' and 'speech and language'. Miss Woodward replied that EYFS staff had been on appropriate training and that SLT was confident about provision going forward. The Chair reflected upon a clearly promising position.

## 11.0 Personnel Update

- 11.1 Covered under the staffing update.

## 12.0 Premises, Health and Safety

- 12.1 The ARC review had been mainly positive. The school had undergone some very thorough checks. The action plan was laid out on pages 7 and 8 of the circulated report. The Headteacher confirmed that the SLT were on with things. Certain training had been booked in for staff.
- 12.2 Governors had received a report from the recent site walk, which Mr O'Callaghan had supported in his role as H&S governor. Again actions had been highlighted and were being addressed. There were no major issues or concerns but there were some items that required immediate attention.
- 12.3 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.

## 13.0 Policy Review

### 13.1 Resolved:

Governors approved the following policies:

- Drugs Education (unchanged)
- Equalities (MAT approved policy but LGBs required to approve local objectives and action plan)

- Accessibility (based on MAT template)
- Safeguarding (based on central MAT policy)

13.2 The Clerk noted the importance of monitoring progress against the equalities objectives and action plan.

#### **14.0 Stakeholders**

14.1 Mr Heard was invited to present on progress with the survey. Mr Heard said that he had designed a survey using Survey Monkey, based on the OFSTED Parent View questions. If governors wanted to add more questions within this format then there would be a slight cost element. All were agreed that it was better to conduct an online survey using a known provider etc. The Headteacher said that he would like to get more out of the survey – otherwise they might as well use Parent View.

14.2 There was a broad discussion covering everything from how best to capture ratings to whether questions should be accompanied by a text box (or indeed whether a text box should only be present at the end of the survey for general comments). The majority consensus was that a comments box should only be included at the end and that this box should be character limited. Leadership needed to be aware of areas where there was strength of feeling but an open ended comments box just invited respondents to vent rather than to clearly and succinctly identify real areas of concern.

14.3 It was agreed that Mr Heard would meet with Mrs Walker and SLT to discuss questions and layout and Mr Heard would finalise the survey thereafter. A data protection disclaimer would be added. Mr Carr could advise on this. The Chair and Headteacher noted that this needed to be ready to launch ahead of the February half term.

14.4 Miss Woodward was invited to speak about the induction survey for new starters, which had been transferred online. The move had not increased the response rate greatly, as had been hoped. However, responses remained generally very positive and the school clearly had a strong reputation. SLT was working with one parent who had been particularly dissatisfied with the induction process and the settling in period etc.

#### **15.0 Link Governor Reports**

15.1 Reports from the Chair's recent visits around literacy had been circulated. The Chair noted that there was lots of good work going on and that the school recognised where there were areas for improvement and was taking action. There would be a follow-up visit in due course.

#### **16.0 Any Other Urgent Business**

16.1 The Chair and the Clerk wished to highlight the importance of governors' making the effort to attend complaints training. Several governors asked if there was a possibility of having such training delivered centrally to MAT governors. The Clerk would make enquiries.

**CH, PC,  
CW, SLT**

**Clerk**

*The meeting closed at 8.35pm*

	<b>Action Points from the Meeting</b>	<b>Agenda Item</b>	<b>Person(s) Responsible</b>	<b>Date for Delivery</b>
1.	Update on MAT proposal re: secondment of SBM and internal finance team structure	6.10	IY	Next meeting
2.	Viability of external speakers to support PSHE sessions	8.1	IY	Report next meeting
3.	Complete preparations for the stakeholder survey	14.3	CH, PC, CW, SLT	By February half-term
4.	Make enquiries about holding complaints training for MAT governors	16.1	Clerk	Report next meeting