

RIVERSIDE PRIMARY SCHOOL LOCAL GOVERNING BOARD (LGB)

Minutes of the meeting held on Monday 8th April 2019 at 6.30pm

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

In attendance: Mr Iain Tessier (Clerk, Governance Advisor)
Mrs Jenny McCombe (EYFS)

1.0 EYFS Grounds Project

ACTION

The Chair invited Mrs McCombe (JMc) to make her presentation to governors about the proposed redevelopment of the EYFS Outdoor area.

1.1 JMc began by providing the context for this proposal: governors were well aware of the issues with tired and broken equipment and fencing. The current position did not make the school appealing to visitors, parents and their children. Photos showing the current state of things were shown to governors. JMc said that the school needed a provision area that was fit for purpose, allowing children to develop according to the prime areas of the curriculum. JMc had visited other settings to look at their equipment provision and had sought the views of children and the Early Years' Advisor from the LA. It was clear in everyone's mind that action was needed.

1.2 Five companies were approached about implementation of the project and three were selected for shortlisting based on their offer and product specifications. Equipment had to be robust, accessible, aesthetic and with a good guarantee. The exact requirements being requested were outlined to governors. A budget of £10k for equipment and £6k for fencing had been provisionally allocated (£10k from Friends. £4.8k from Sports Premium carry forward. £1.2k from devolved capital – as indicated at last meeting). Pentagon Play was the preferred provider and JMc explained why. Their excellent product design and sound assurances had been deciding factors. They could complete the work within budget. Work could be completed during the May half term holidays (if governors approved the proposal). Pentagon's work was shown in a video to governors, along with the circulation of a brochure. Further details of the quote could be made available as required.

1.3 The Headteacher made clear that this EYFS project would be accessed by other children in the school, including those with additional needs. The STAR MAT had indicated that they were happy to endorse the investment. Governors asked JMc to outline next steps in terms of implementation. Governors were satisfied with what they heard.

1.4 **Resolved:**
Governors approved the delivery of an EYFS Outdoor redevelopment project, on the basis outlined in JMc's presentation, through Pentagon Play.

2.0 Welcome, Apologies for Absence and Declarations of Interest

The Chair welcomed all to the meeting.

2.1 Apologies were received and accepted from Rick Miles. John O'Callaghan was absent.

2.2 There were no declarations of interest.

3.0 Minutes of the Last Meeting – 18th February 2019

3.1 Resolved:

Governors agreed that the minutes of the last meeting, held on 18th February 2019, 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 last meeting)

4.1 Write to DfE requesting withdrawal from OFSTED inspection pilot	The Headteacher had duly contacted the DfE to withdraw. OFSTED had been very understanding and supportive.
Seek clarity over the direction of the budget	The Headteacher apologised for the confusion – he had simply not fully taken into account the MAT top slice. There was more clarity in the latest SPG report.
Staffing proposal	On the agenda
Challenge SLT on Maths provision: attend staff meeting on Maths	Mr Miles was conducting a visit this week and this would include a learning walk and book scrutiny.
Contribute to management response re: parental survey	On agenda
Visit report re: Eco-Group	Carried over. Mr Heard was asked to circulate the report once completed.
Circulate updated washing-line	Completed

CH

5.0 Governor Matter and Board Development

5.1 The LGB and Mrs Walker were happy to accept her reappointment as a Trust appointed governor.

5.2 Mrs Walker had completed the NSPCC's safer recruitment training. Miss Woodward acknowledged that she still needed to complete the course.

5.3 There was no progress on filling the Trust appointed vacancy on the LGB. The Clerk indicated that the MAT board would be looking at governor recruitment in general at their May board meeting.

5.4 Certain MAT strategy documents and an update from the CEO had been circulated prior to the meeting.

6.0 Headteacher's Report

Circulated prior to the meeting

6.1 The current SEF judgements were outlined and it was explained how and where the SEF might be affected by the changes to the OFSTED inspection framework.

6.2 Absence was tracking (3.9%) higher than SLT would ideally like – a full attendance report would be delivered at next meeting. Responding to a governor query, the Headteacher said that nothing was 'sticking out' as being alarming. The mismatch of NYCC and Leeds holidays had only impacted on 3 families (in terms of holiday requests) so this couldn't be used as a reason for the higher absence rate. There were a number of reasons behind the figures. The Headteacher outlined his thoughts on the use of fines going forward

6.3 With regards pupil numbers, there were spaces lower down the school and numbers for September remained a bit of a concern. Y4 remained oversubscribed and numbers further up the school were generally very healthy.

6.4 Planned PP and Sports Premium spend remained unchanged from that which was last reported. The school was looking to improve its offer in terms of delivering more active playtimes.

AW

Agenda

- 6.5 There was a high level of SEND pupils in Y1. To that end, the school had appointed two further TAs to support needs, which included supporting children with dedicated care plans (EHCPs). Staff had responded well to the challenges this posed. A further EHCP was going to panel and another five applications were in the pipeline so there were likely to be further challenges to manage.
- 6.6 Standards Data
Positive tracking in terms of EYFS and Phonics. The KS1 spring data was just being analysed – more details to follow. Suffice to say, the Y2 teacher had gone a long way in addressing the issues from staff absence that had affected one of the classes. The class was now tracking positively and SLT could see that gaps in learning were being closed. Y6 was tracking very positively. Expectations were for positive progress scores in Reading and Writing. Maths might well remain a slight negative in terms of progress scores but still a big improvement on last year was expected.
- 6.7 The Headteacher clarified the position re: various staffing arrangements that had been resolved. Other appointments/leavers were detailed. Going forward, TAs would be contributing to lunchtimes activity clubs for certain children.
- 6.8 A stage 2 complaint linked to safeguarding had been dealt with by Miss Woodward. Matters had been resolved and there would be no further escalation of the complaint.
- 6.9 The Headteacher drew governors' attention to the various efforts to develop leadership and management in school and certain activities were highlighted in particular.
- 6.10 The recent SIC visit had focussed on KS1. Certain areas for development had been identified across the phase. The SIC would be carrying out a follow-up visit in June to assess progress.
- 6.11 The school was to be moderated by LA for EYFS.
- 6.12 The Headteacher notified governors that that school had received an advisory from the LA in relation to SATs administration in 2018. The Headteacher clarified that the advisory did not mean that the school had been guilty of any malpractice, simply that it had deviated from formal best practice. The Headteacher outlined the rationale for the school's approach to test administration, one that governors were familiar with. He was confident that the school's procedures were sufficiently robust. Governors were equally satisfied that the established routines would stand up to any external scrutiny and furthermore were in the best interests of children. Governors contributed to the SATs monitoring process and, in doing so, were able to verify the rigour surrounding SATs procedures in school.
- 6.13 Miss Woodward briefed governors on a project involving Yorkshire Water and Yorkshire Wildlife Trust. There would be various workshops and activities for the children to get involved with. It was hoped that the project would see some improvements to certain aspects of the school's grounds.
- 6.14 As the Y2 parents evening was cancelled, the school had offered further consultation evenings to support the parents of children in those classes.
- 7.0 Curriculum Vision Update**
- 7.1 The Headteacher noted that school leaders were working on the central curriculum vision principles in the MATs heads' group. He confirmed that school's own 'vision pack' would be far less wordy than previously and would include some visual cues to aid understanding around pupil outcomes. As a result of this work, the school's Curriculum and Teaching and Learning policies would require further amendment. Staff would be discussing the 'guarantees' that should be given to each of the year groups in terms of the provision and wider curriculum opportunities that they would be offered. Enhanced PPA time would be given in the summer term (this was affordable) to look at year group provision. Key skills, knowledge and concepts had to be nailed down for each year group. PSHE development needed to be looked at in some detail. The Headteacher was aware of the need to upgrade the subject pages on the school's website – the website was being given a mini-overhaul generally based on audit findings. The Initial steps of the curriculum vision and strategy would be

implemented in September 2019, with further work taking place during the autumn term to allow for further items to be fed in over the course of the remainder of the year. Everything had to be finalised by September 2020, when the new OFSTED framework would officially come on stream.

8.0 Update on New OFSTED Framework

8.1 Section 8 inspections would effectively become 2.5 days, to include the new half day pre-inspection checks. The summary SEF had been mocked up to fit the new framework. In SLT's view, EYFS would remain outstanding. All other areas would be at least good. Interestingly, behaviour and attitude had shown signs of improvement following the recent clamp down – this in response to the feedback from the parental survey. The Headteacher and governors were pleased to see a positive impact.

9.0 Survey Summary and Management Response

The full analysis of outcomes and the management response had been circulated prior to the meeting. Governors input had been included.

9.1 To recap, in the majority of question areas, responses had been 'broadly comparable' to the previous year. Questions around behaviour had elicited less favourable responses than the previous year and there had been fewer positive responses around how the school dealt with bullying. These issues, as well as other comments expressing concern, had been discussed at the staff meeting. Staff were clear that they were not seeing any evidence of an increase in bullying but perhaps parents and children were more sensitive about perceived treatment by other children. This had to be handled carefully but clearly there needed to be more education on what bullying actually was and what the school did to prevent it and tackle it.

9.2 Governors were given a summary of the positive comments that had been lodged. It was acknowledged that there was some 'really nice stuff' in the comments. The Headteacher agreed for the need to harness some of these comments for the website and marketing etc.

9.3 With regards the negative comments, the Headteacher had provided a commentary and potential action points. The supervision of pupils at unstructured times – 'positioning' of staff – had been looked at and there had been some impact. The Headteacher acknowledged that the messaging and reward systems needed to be looked at and refreshed – any new systems had to have minimal cost impact. The Headteacher said that he would also be talking to staff about ensuring that consistent feedback was given to parents about their child and their progress – really it was about encouraging staff to actively communicate with each other. The issues of crowding in KS1 corridors would be eased naturally by decreased pupil numbers.

9.4 Questions around uniform had been raised and the school had looked at this in its tightening-up of behaviour and attitude. The Headteacher prompted a broad discussion on the use of indoor and outdoor shoes. Governors recognised that they needed to take a formal stance on this matter. The Headteacher to propose changes to the uniform policy ahead of the May meeting.

10.0 Website Audit and Follow Up

10.1 Mr Heard had completed his audit and the details had been shared with governors. Certain required items that were missing from the website had been reported to the Headteacher. The Headteacher had already touched upon weaknesses around curriculum and year group information and he informed governors that he had also trimmed various sections of the site so as to avoid duplication of information (or conflicting information) and improve navigation to certain information. Matters were in hand to address the points raised in the audit.

11.0 Personnel Update

11.1 Covered in 6 and 12.

IY

IY

IY

IY

12.0 Finance Update

12.1 SPG Report (tabled)

Giving an executive summary, the Headteacher said that the strategy remained to retain 2FE. There would be a marketing drive to try and improve pupil numbers. The AHT post would be removed from the staffing structure. The plan was to advertise for two teacher vacancies on fixed term contracts. An additional TLR3 post was under consideration. The 'Little Extras' money to be used to fund ICT investment.

12.2 Governors welcomed the ICFP report and the SLTs response therein.

12.3 There were 42 first choice pupils for September. Given this position it was advisable to retain the current class structure. A move to reduce the number of classes would leave the school with only two free spaces for the whole year across the piece. The Headteacher wanted to hold off any major restructuring until it was clear that it was absolutely imperative and unavoidable. If Reception numbers in 2020 were also in the 40s then alternatives would need to be considered. A frank discussion followed. It was noted that the marketing strategy was underway.

12.4 Staffing structure

The proposed staffing structure, with indicative deployment, had been outlined to governors. Savings of £27k for 2019/20 had been identified utilising the proposed model. Once the 2020/21 budget was clearer, the Headteacher wanted to investigate whether a TLR3 could be afforded to support certain project work, such as developing PSHE provision. Discussion followed.

Resolved:

Governors approved the proposed staffing structure and agreed that the current 2FE system should be maintained. The two fixed term teaching appointments were approved. Governors were happy for another fixed term appointment to be extended. The process for a maternity cover recruitment was outlined and agreed.

12.5 On the budget itself, governors were referred to the Income and expenditure notes. Income very closely matched the predictions. SEND funding had increased and the school was anticipating further income accordingly. Governors agreed a 5% increase in lettings fees and for PlayPlace. There were reasonable expectations on what could be realised from the Head's LLE work. In terms of expenditure, the MAT spending review had helped to identify some cost savings. The impact of top slice and trading was now fully accounted for in the budget (see notes). The Chair commented that he hoped to see the 'MAT dividend' realise centralised cost savings that would benefit all schools. The promised benefits had to be delivered.

12.6 Revenue balance

The in-year deficit had been reduced from circa £70k to circa £40k, with the hope that by year end the in-year deficit could be reduced even further: to say circa £30k. If a £40k in-year deficit were realised then the total carry forward would be in the region of £44k.

12.7 The Headteacher noted that the MAT had now been informed about its capital allocation. This equated to around £1.3m. The school would need to prepare bids to the MAT in order to implement some of its capital projects.

13.0 Site, Premises and Health and Safety

13.1 The Fire Risk Assessment report to go to next meeting.

14.0 Link Reports

14.1 None.

15.0 Washing Line Update

Circulated.

15.1 SATs monitoring had been organised.

16.0 Notification of Residential

16.1 The Headteacher had clarified with his colleagues at NYCC and with the Clerk that governors were not required to approve a residential, however, governors did need to be assured that all processes were in place to ensure children's safety. The school would be using the same residential centre in Wales for one of its residential. All the necessary risk assessments were in place and everyone understood what the trip entailed. There would also be the usual three days to Malham – a visit of many years standing. The Headteacher did advise governors that he was already looking into alternatives for next year due to the needs in the year group. Governors to be further advised in due course.

17.0 Policy Review

17.1 The MAT had recently approved a Business Continuity Plan and had issued a revised staff Code of Conduct (staff to sign a declaration). There was also a central Holidays in Term Time policy that would be circulated via the headteacher's drive.

18.0 Any Other Business

None.

The meeting closed at 9pm

	Action Points from the Meeting	Agenda Item	Person(s) Responsible	Date for Delivery
1.	Eco-group visit report	4.1	CH	Ahead of next meeting
2.	Complete safer recruitment training	5.2	AW	ASAP
3.	Parental survey: use positive comments in marketing, review messaging and rewards systems, encourage better staff communication, propose alterations to uniform policy (indoor/outdoor shoes)	9.2/9.3/9.4	IY	Over the summer term
4.	Continue addressing information displayed on the school's website	10.1	IY	Ongoing
5.	Advise governors as to the details of any new residential	16.1	IY	As required

Items for next meeting:

- Attendance Report
- Fire Risk Assessment