

RIVERSIDE PRIMARY SCHOOL LOCAL GOVERNING BOARD (LGB)

Minutes of the meeting held on Monday 24th June 2019 at 6.30pm

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

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

1.0 Welcome, Apologies for Absence and Declarations of Interest

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

2.0 Minutes of the Last Meeting – 13th May 2019

- 2.1 **Resolved:**
Governors agreed that the minutes of the last meeting, held on 13th May 2019, were a correct record of that meeting and the Vice Chair was duly authorised to sign the minutes.

3.0 Action Points and Matters Arising (from last meeting)

3.1 Circulate CH's Eco Group visit report	Circulated. The Headteacher noted that since the report, the school had received its eco-schools accreditation visit. A 4 th green flag had been received and Riverside remained the longest running green flag school in Yorkshire.	
Complete governor visits	Action carried over as many visits had not taken place.	ALL
Circulate revised Washing Line	Circulated.	
Support pupil exit survey	The exit survey had been completed by pupils. The Headteacher did want governor support with conducting exit interviews with certain pupils, which would look at their views on the results and possible next steps to improve.	ALL

4.0 Curriculum Linked Presentation - Maths

- 4.1 Item carried over.

5.0 Feedback from Link Visits

Reports circulated prior to the meeting.

- 5.1 There were no comments or queries with regards the sustainable schools link visit.
- 5.2 The Headteacher had included the report on the external EYFS moderation, which had been very positive and there had been no changes to internal judgements.
- 5.3 The school had also undergone external KS1 moderation. This was described as an 'interesting experience'. The visit had created a lot of tension and frustration. One disputed judgement had been reluctantly accepted. Moderators had been unwilling to listen to experienced staff, including staff who were themselves moderators. The Headteacher had weighed-up whether to make a

ACTION

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Agenda

formal complaint to NYCC. For next year, the MAT was moving to CYC for its moderation and support services therein.

- 5.4 The SIC visit report had been circulated. Lesson observations with previously unseen teachers had now been completed. The SIC had also discussed the current data with staff and SLT. Nothing in the report was a surprise to governors. Everyone was aware of the areas for improvement.

6.0 Washing Line Work Plan

Latest iteration circulated prior to the meeting.

- 6.1 The need for governors to complete their link visits was again highlighted.

7.0 Finance

Prior to the meeting governors had received the SPG report, details of the Start Budget and proposals re: lettings and other charges. Within the SPG report were several recommendations to the LGB.

- 7.1 The school was still looking at around 47 in terms of numbers for September. With numbers fairly well understood, the SPG report included a proposed staffing structure and likely deployments. It was not so advantageous to have as many FTCs as proposed but FTCs did allow the necessary flexibility in the event that a downsizing exercise was required next year. With 4 NQTs on staff there was a need for an additional 6 HLTA cover hours.

- 7.2 One of the staffing proposals with budgetary implications involved a TLR3, at a total cost of £1,800 per annum. This post would be internally advertised as a two year post, subject to LGB approval, which would focus on building up the school's SMSC offer within the curriculum. There were lots of strands to pull together, hence the need for a dedicated post.

7.3 Income

The following points were highlighted:

- GAG income remained flat
- SEND income was predicted to increase by £10k. This was a cautious forecast and the reality could mean an even greater level of additional income.
- Positive nursery numbers would boost the budget by around £8k.
- The Headteacher's LLE work would generate income of around £4k.
- Teacher pension income had been calculated at £77 per pupil and the calculations were all in the budget.
- The budget did not include a full year's funding for the annual teacher pay increase, as no guarantee had been given that funding for this would extend beyond March 2020.

7.4 Expenditure

The following points were highlighted:

- In total, the school had identified staffing cost savings of £34k.
- Additional release time for staff had been built-in at a cost of £6k. This to allow staff sufficient time to get to grips with the MAT's new assessment strategy. The Headteacher believed that this was a prudent approach and that it was good to be able to afford to do it.
- The Capitation budgets were 'very tight' – reduced by £5k overall on 2018/19 levels. The Headteacher acknowledged that some flex might be required depending upon demands in certain curriculum areas.
- The general premises budget had been reduced by £4k. The Headteacher was submitting five bids to the MAT for a portion of the SCA funding to support capital upgrades.
- The Central Service Fee (CSF) (previously referred to as the 'top slice') was increasing by £23k. £16k of this increase related to the new 'reserve contribution' requirement – currently levied at 1.25%. Much of the rest related to the contribution to the new assessment system. The 'reserve contribution' fee was actually a positive as it allowed schools with a budget reserve to use that which they had built up themselves.
- Savings of £5k on cleaning had been realised – heads would watch with interest how the new contract panned out.

- 7.5 A total budget reserve of circa £84k was predicted for year end and the Start Budget showed an in-year deficit of around £15k, which might actually grow to £20k. The Headteacher acknowledged that the picture could end up varying quite markedly due to a number of factors (these were briefly alluded to). The school could end-up with a balanced in-year budget or an in-year deficit around £40k. Either way the school was likely to have a healthy reserve, which was likely to be around £63k come August 2020.
- 7.6 Details of the applications to the MAT for portions of the SCA funding were listed in the report. It was noted that, in the event that the school was unsuccessful with some of its SCA bids, the shrewd move would be to use some of the healthy carry forward to invest in certain refurbishments.
- 7.7 There were 4 support staff on FTCs. The recommendation was that these be extended for the next year. Since this recommendation at SPG, the Headteacher had received a resignation from one of the support staff. The school could bank 15 hours in savings; however, the Headteacher said that he would like to have the flexibility to make an appointment as necessary. Governors were happy to go to advert for a replacement as per needs.
- 7.8 £16.4k of 'little extras' money was in capital. The capital balance otherwise was £13k. DFC from MAT was £8,735. The SPG was recommending an investment in ICT at a cost of circa £20k. It was hoped that the Friends would contribute to this investment. Once all internally funded capital works were factored in, the Headteacher was looking to secure a capital balance of circa £5k. This balance to be used to cover essential repairs from a health and safety perspective.

Questions and comments were invited. None were lodged. Governors indicated they were very happy with what had been reported and recommended.

- 7.9 **Resolved:**
The LGB recommended the 2019/2020 Start Budget to the MAT Trust Board.
- 7.10 A new charging model was being considered by the Trust to mitigate levels of debt (resulting in a revised Charging and Remissions policy if approved by the Trustees). This involved advanced payments for access to services, such as PlayPlace in the case of Riverside. The Headteacher noted that a 'soft launch' was required to support families with the shift in payment timings. A governor said that the school needed to be secure in its facts before contacting parents – their personal experience of a recent communication was evidence of the need for better checks. The Headteacher agreed to look into the matter raised by the governor.
- 7.11 Decisions around the actual charges made by the school for certain services still rested with the LGB. A proposal had been circulated. These proposed charges had been modelled in the budget. The Headteacher said that charges were increasing by a larger percentage than previously due to the need to cover the impact of increased staffing and resourcing costs. Such cost increases could not be borne by the school anymore.
Resolved:
Governors approved the proposed charging structure for 2019/2020.
- 8.0 Staffing**
Details of the proposed staffing structure for 2019/20 had been included in the SPG report.
- 8.1 The proposal re: addition of a TL3 post had been covered in 7.2.
- 8.2 The Headteacher gave a brief general update covering vacancies and appointments.
- 8.3 As governors were aware, Sue Borradaile (SB) had been on secondment to the MAT two days week since February. The impact on the school had been well managed. SB had requested to reduce her hours in school permanently to 3 days a week from September. The Headteacher was supportive of the request and gave a rationale as to why. The preferred working pattern of Tuesday to Thursday was workable, providing a clause was included (and agreed by SB) that allowed for SLT/LGB to request SB's attendance at certain key meetings if they were to fall on a Monday or a

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Friday. The Headteacher would also want SB to carry out a review of the admin function and roles therein. Leadership needed to understand how reporting and communication would be handled going forward, particularly on days when SB was not in school. Also, any further MAT requested work would have to be accommodated by SB during the two days when she was not at Riverside. A governor commented that, for the proposal to work effectively, SB needed to be open about sharing her skills, knowledge and experience with other staff. Governors agreed and the Headteacher was equally mindful that this had to happen.

Resolved:

Governors approved the request, subject to the caveats pointed out by the Headteacher being

- 8.4 There was a brief discussion around the logistics within the staffing structure.

Resolved:

Governors approved the 2019/20 staffing structure as proposed. This to include the proposed TL3 post as outlined.

9.0 Any Other Business

- 9.1 The Headteacher raised the matter of parents being informed of the need for their child to wear a cycle helmet whilst cycling on site and the governor response this had generated. The Headteacher said that he was follow guidance from ROSPA and mirroring the expectations of Bikeability training instructors, delivering training on behalf of NYCC. Ultimately, this was an operational matter but the Headteacher acknowledged that some people had strong views. There was a brief discussion. Governors believed that the school was doing the right thing in following best practice guidance.

- 9.2 The Headteacher informed the LGB that the school had been the subject of a parental complaint to OFSTED in late March. The LA had indicated that it would be investigating the matter but clearly communication about this had not been clear because on the 30th of April, the MAT had received a letter from the ESFA indicating that matters had to be dealt with otherwise funding might be withdrawn. Since that point, the LA had conducted a review (with involvement from the school's SLT and the MAT's CEO) and a report had been submitted to OFSTED on the 30th of May. Ultimately, there was no case to answer and as far as the ESFA was concerned the complaint was resolved. However, OFSTED had now subsequently indicated that they would be retaining the complaint on their records and that this could be considered ahead of any OFSTED inspection of the school. This was not a particularly positive situation and seemed rather unfair, particularly given the investigation hadn't unearthed any issues. Governors were equally dismayed at the outcome.

- 9.3 The MAT had requested that Mr Yapp provide mentoring support for the incoming interim head at Kellington. The school would be paid £1,200 for his time but there was to be no personal remuneration for Mr Yapp himself. The support would likely be half-a-day a month. If it went further than that then the impact would have to be taken into consideration and Mr Yapp would want further remuneration for the school and potentially for himself.

- 9.4 The Headteacher also reported that he had applied to do a Masters in Educational Leadership, funded through the Apprenticeship Levy. Much of the required tasks encompassed work he already completed as part of his current leadership brief within the school and across the MAT. However, there were 9 compulsory off site days (for residentials) over a 15 month period and this impact had to be factored in. The Headteacher felt that the course would be of benefit to his role at the school, as well as helping to fulfil personal CPD goals. Governors might be concerned about workload or 'burn out' but the Headteacher did not feel that he would be in any way overstretching himself.

Mr Yapp was invited to leave the meeting whilst governors debated the proposals.

The Vice Chair indicated that she and the Chair had talked about this. Mr Yapp was clearly keen to continue his own development and this had been raised at every Performance Management discussion in recent times. The Chair and Vice Chair were happy to support both motions. Governors noted that the arrangements with Saxton had not impacted negatively on the school or on Mr Yapp personally, as might have been feared. Miss Woodward was confident about the leadership capacity to support the Headteacher during these additional projects. A brief discussion followed. It was agreed that the LGB should support the Headteacher and the MAT in both cases.

10.0 Date of Next Meeting and Meeting Schedule 2019/2020

The next meeting to take place on Monday 8th July at 6.30pm.

Governors agreed the meeting schedule for 2019/2020 as proposed by the Clerk.

The meeting closed at 7.55pm

	Action Points from the Meeting	Agenda Item	Person(s) Responsible	Date for Delivery
1.	Completed governor link visits (carried over)	3.1	ALL	By end of Term
2.	Pupil exit survey – support with exit interviews	3.1	Two govs	Before end of term
3.	Investigate issues over communication with parents re: requests for payments	7.10	IY	Next meeting