

RIVERSIDE PRIMARY SCHOOL LOCAL GOVERNING BOARD (LGB)

Minutes of the meeting held on Monday 30th September 2019 at 6.30pm

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

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

1.0	Welcome, Apologies for Absence and Declarations of Interest	ACTION
	The Clerk welcomed all to the meeting.	
1.1	There were no apologies. John O'Callaghan was absent.	
1.2	There were no declarations of interest. Governors were reminded about the need to complete their annual business interest declarations. The Clerk to re-circulate the form.	ALL Clerk
2.0	Election of Chair and Vice Chair	
2.1	Carolyn Walker was nominated for the position of Chair. No other nominations were received. Resolved: Governors agreed to elect Carolyn Walker as Chair of the LGB for a period of two years.	
2.2	Rick Miles was nominated for the position of Vice Chair. No other nominations were received. Resolved: Governors agreed to elect Rick Miles as Vice Chair of the LGB for a period of two years.	
3.0	Governance Matters and Board Development	
3.1	Governors acknowledged the Code of Conduct, which they had agreed to abide by.	
3.2	The Clerk drew governors' attention to the new Training and Visits protocols and the rationale behind these. The Chair drew attention to key sessions in relation to managing complaints and dealing with exclusions. Governors wondered whether it would be possible for the MAT to bring this training 'in-house' and deliver a session for all MAT LGB governors. The Clerk agreed to pass on this request.	Clerk
3.3	The Pay Committee would continue to consist of Messrs: Butler, Walker and Miles.	
3.4	The Clerk was still waiting for several skills audit returns and therefore this item was carried over to the next meeting. From the audit governors could assess recruitment needs and the self-review priorities for the end of the year. It was noted that the succession planning for the chair's role had been well managed.	
4.0	Minutes of the Last Meeting – 8th July 2019	
4.1	Resolved: Governors agreed that the minutes of the last meeting, held on 8 th July 2019, were a correct record of that meeting and the Chair was duly authorised to sign the minutes.	

5.0 Action Points and Matters Arising (from last meeting)

5.1	Complete link visits (carried over)	Matter on agenda	
	Support exit survey interview process and complete visit report accordingly	CH supported the process but was unable to attend the concluding part. The Head indicated that a management report would be circulated ahead of next meeting.	IY
	Circulate agenda planner and new governor protocols	Completed.	
	Complete skills audit	ditto	
	Share training record with Chair/Vice Chair	Completed. The Clerk confirmed that completion of safer recruitment training had been recorded for certain governors. It was noted that the LGB needed to improve its uptake on training courses.	ALL
	Update on the new Assessment regime	Item carried over to future meeting.	IY
	Report on the Effectiveness of the IXL subscription	The Headteacher anticipated doing this at the end of the Spring Term	IY
	Inform parents about new assessment systems etc	Notification was in the October newsletter	
	Ensure behaviour policy correctly detailed the role of governors in disciplinary processes etc	Completed.	
	Circulate exclusions guidance	Completed. The Clerk agreed to re-circulate the link	Clerk
	Ensure behaviour protocol summary included reference to full protocol being available upon request	Completed	
	Report requested amendment to protocol to MAT Board	This had been reported to the MAT board and would be on the Trust Board's October meeting business	
	Remind local clubs using school facilities of expectations around behaviour and reporting relevant incidents to the school	The Headteacher announced that there would be a review of these arrangements in due course and school users would be reminded about expectations re: conduct.	

6.0 Analysis of End of Year Outcomes

Headline data had been reported at last meeting. Prior to this meeting governors had received a full data report for each year group and a management analysis report. Miss Woodward was invited to speak to the report. Comments and questions were invited during the summary.

- 6.1 GLD at 79% was likely to be above national and EYFS outcomes were very much in line with expectations. Speech and language support was an area of focus for that cohort. The emphasis on improving Writing skills would continue.
- 6.2 SLT acknowledged that the Phonics results were disappointing. The weaker teaching had been challenged. The pass rate was likely to be just below national, which was not acceptable. Three SEND pupils had found the test very difficult. Phonics provision would be built into more elements of KS1 provision. The Headteacher added that the school would be open to challenge in this area. He did not believe that there was an issue with core provision but the quality of teaching was an issue that was being addressed.
- 6.3 For KS1 generally, governors were aware that the school had challenged weaker teaching and managed a turbulent year from a staffing perspective. Hopefully the work done in the second half of the year would remedy these issues; the continuing signs were good. There would remain a continued focus on Writing, particularly letter formation. SLT would monitor the impact of the new

spellings strategy. Boys' attainment was a particular concern, they had underperformed generally as a cohort, particularly in Writing. The Headteacher acknowledged that governors would want to see that situation change by the end of this year. Teachers were aware of the need to accelerate progress and have high expectations of each pupil. The Headteacher wanted to see the benefit of quality first teaching coming through.

6.4 With regards KS2, Maths had been a focus and SLT had been pleased to see results indicate improvement over the past three years. Maths progress had gone from well below average in 2017 to slightly above average in 2019. The school was now in line with 60% of schools. A governor noted that surely the school wanted to be better than average. The Headteacher completely agreed but the journey would take time but efforts were paying off in terms of the trajectory for outcomes. Reading attainment had been lower than the school had wanted but this mirrored a national trend following a much tougher SATs Reading test. Miss Woodward believed that stamina and resilience remained issues to resolve in that area. Writing initiatives would continue, with a view to certainly enhancing the number of pupils achieving Greater Depth – the school needed to challenge its more able students. It was noted that the schools conversion rate of Phonics to KS2 ARE was above national.

6.5 The Chair welcomed the analysis report, as this would aid further discussion during governors' link visits. A governor made some suggestions about genre choices for set texts and ways to possibly improve engagement. The Headteacher took on board the points made and would investigate the matter further.

7.0 **Impact of Results on SDP and Approve new SDP for 2019/20**

The summary SDP had been circulated prior to the meeting. Governors were also given sight of the operational 'aspire' for information purposes.

7.1 Significant curriculum aspects were highlighted in blue. The wider leadership team had been given two weeks from now to submit their action plans. Additional priorities might come about as a result of this but for now the Headteacher was content that the SDPs content was about right.

7.2 Priority one - All reportable outcomes to ARE or above – represented a big challenge. However, the Headteacher said there were reasons to be confident that this was achievable; particularly if the school fully delivered on its quality first teaching promise.

Priority two – Ensure quality first teaching – was vital to underpin priority one. Developing teaching, learning and assessment was crucial to success. The school had already been rigorous in the past year when it came to identifying and challenging weaker teaching. There had already been a very positive staff meeting around the quality teaching first message.

Priority three – Progress curriculum development – was very important in the context of the new OFSTED framework. Ensuring a broad, balanced, stimulating curriculum that delivered impact was what all teachers wanted to see. Every subject needed an explicit plan; the Headteacher acknowledged that, for some subjects, a complete overhaul and rebuild of the curriculum was needed. This would take more than one year to complete. The Headteacher suggested a termly governor visit to discuss how the curriculum development side of things was going.

Priority four – Rebuilding the SEF to fit the new OFSTED framework – was necessary for developing the evidence base for all the development work that would take place.

Priority five – Review of PSHE provision – was somewhat overdue. The school had to be clearer about when elements of PSHE were present and addressed in schemes of work and needed to develop more explicit teaching for certain topics within the PSHE framework. The Headteacher wanted the school's ethos and demeanour to show everyone that it took this element of education seriously.

Priority six – Improving the school environment – involved delivering a costed and planned premises improvement strategy. This would involve making some structured proposals to the MAT.

IY

CH

7.3	The KPIs for 2019/20 were still being developed, whilst SLT awaited final action plans from middle leaders etc. These would be communicated in due course. Governors were encouraged to challenge SLT on its delivery of the SDP in meetings. The meeting agenda planner would support that.	IY
8.0	Agree Schedule of Governor Visits	
8.1	<p>Resolved: Governors agreed specific monitoring responsibilities as follows: Peter Carr – Sports Premium Charlie Heard – Curriculum Development Andrew Warnes – SEND and Pupil Premium Carolyn Walker – EYFS and Finance Rick Miles – Maths, PSHE and Finance Ian Butler – Literacy and Safeguarding John O’Callaghan – Health & Safety</p> <p>The Clerk noted that governors should give thought to having an Equalities governor. This individual could monitor progress towards delivery of the objectives in the action plan and the accessibility plan. The equalities agenda remained a key focus point nationally. Governors acknowledged the point and it was agreed that recruiting an individual with skills in this area would be beneficial. The skills audit would highlight other recruitment areas to target.</p>	
8.2	A general discussion about governor monitoring and visits followed. The Clerk reiterated the contents of the Visits protocol. Governors asked the Clerk to circulate any guidance he had on drawing up a visits schedule and indeed guidance for governors generally on how to best fulfil specific roles.	Clerk
8.3	Maths and Literacy visits to be conducted post 11 th November, once the first round of formal assessments had been done.	RM, IB
8.4	The SEND report would be presented at next meeting. Mr Warnes to visit before then to speak to AW about priorities going forward.	AW
8.5	Mr Butler said that he wanted to conduct a safeguarding visit in October.	IB
9.0	Recommend LGB Strategic Priorities	
9.1	The Clerk provided some guidance on what these might look like. Strategic priorities might range from shorter-term targets (1 year) to longer-term strategy goals (up to 3 years). LGB strategic priorities should make the link between both the school and the Trust’s overall vision and objectives and the school’s development plan. In many ways they sought to underpin the delivery of an SDP. The Clerk agreed to circulate a suggested reporting template. The chair and the Vice Chair to diarise a meeting. The Clerk offered to support such a meeting as necessary. Suggestions from governors were welcomed.	CW, RM ALL
10.0	Receive and Approve the Sports Premium Report	
	Documentation circulated prior to the meeting. Mr Carr was invited to lead on this item.	
10.1	Mr Carr reflected upon a very positive position. There was 100% uptake in competitive sport for Y6. The focus on inclusivity was paying off. The school continued to host numerous events. The PE subject lead was focussed on boosting involvement and getting children active in whatever ways engaged them, as opposed to just the long-held focus of participation in traditional sports. There was less of a focus on results; being competitive was encouraged so long as the driver was the pathway and the skills and not necessarily the outcome. Sporting achievements were summarised. With this view in mind, the school was less drawn towards the Sainsbury’s Scheme – hence now holding a Bronze award and not Gold. The PE lead was also looking to restructure the school’s sports curriculum, following his completion of a sports leaders course and the ideas	

this generated. Investment in equipment and storage had been welcomed. The school retained a focus on healthy eating and continued to promote initiatives such as walk to school week. The reports provided to governors were on the school's website.

11.0 Budget Update

- 11.1 The school's out-turn report for 2018/19 was being finalised ahead of the next meeting. The Headteacher reflected upon an awkward year, made challenging by the lack of budget monitoring that had been possible. Nevertheless, the school looked likely to end the year with an in-year deficit of circa £20k and a break even position was still a possibility. This was a solid result given earlier forecasts and the fact that EHCP funding had been lower than expected. Reserves remained healthy at around £60k. there were no great budget variances or overspend.
- 11.2 Looking ahead to 2019/20, it had been initially indicated to governors that the school would deliver a £5k in year surplus, however, current tracking showed a circa £10k in-year deficit. Again, the school needed to battle for the deserved SEND funding that would fund the TA posts. That was the biggest swing-point at this stage. If per pupil funding was addressed in the way being promised then the school would be £90k-£95k better off straight away and this would open up a great deal more possibilities. Proposals for planned spending would be delivered at next meeting.

12.0 Staffing Update

An updated structure map had been circulated.

- 12.1 The Headteacher spoke positively about recent TA appointments; the school was welcoming individuals with good experience and a positive mind-set. Attention would need to turn to how best to manage the 6 FTCs that would conclude at the end of the year.

13.0 Estates Update

The H&S inspection report had been circulated.

- 13.1 £4.5k worth of work had been done over the summer addressing various H&S priorities. Further quotes had been received for other remedial works. The EYFS playground works had been completed on schedule.
- 13.2 Various SCA bids had been submitted. The MAT had approved £20k of refurbishment works. A boiler replacement had also been approved. Fixed electrical works totalling circa £9k would also be undertaken. £12k to improve the entrances to the Portakabin had been allocated.
- 13.3 The entire MAT identified 'priority one' works (linked to roofing, pointing, drainage and down pipes, windows and fire doors) would take place during the next year, although a firm timetable was yet to be agreed. The Headteacher hoped to be able to give a full update at next meeting.

14.0 Policy Tracker and Policy Schedule for 2019/20

The updated policy tracker had been circulated. Governors could see what local policies needed reviewing and when.

14.1 Resolved:

Governors approved the Acceptable Use policy and the Fire Safety policy.

14.2 Governors noted the following MAT approved policies:

- Child Protection and Safeguarding
- Confidentiality
- Appraisal

- 14.3 Governors were informed about a dedicated safeguarding folder on the governance Google drive and were asked to familiarise themselves with its contents. This included the revised KCSIE guidance.

IY

ALL

15.0 Agree PAN for 2020/21

15.1 Resolved:

Governors agreed that the school's PAN should remain at 60.

16.0 Governor Link Reports

16.1 Mr Carr had delivered the Sports Premium report. There were no other visits to report upon.

17.0 Governors' Newsletter

17.1 The draft newsletter had been prepared. Mr Butler to complete a section outlining the change at the head of the LGB, amongst other things, including, a narrative around the end of year results.

18.0 Open Evening

18.1 To date the open evening had generated a mixed level of uptake. The Headteacher wanted the celebration of work to continue but proposed cancelling the open morning. The school would benefit from moving to a scheduled, formal open evening, with presentations from SLT to prospective parents. Governors agreed with these suggestions. The Headteacher added that it would be lovely to have a governor presence at that event and also wanted to arrange a 'pre-visit' for governors to allow them to 'familiarise themselves again with the school – in light of the numerous staffing and premises changes etc.

ALL

19.0 Any Other Business

19.1 Governors acknowledged the letter sent to the Trust through Nigel Adams MP.

19.2 Governors paid tribute to the outgoing Chair, Ian Butler. Governors were immensely grateful for Mr Butler's dedication and commitment during 21 years as Chair. It was also noted that at the end of this academic year, Mr Butler would have completed 25 years as a governor.

The meeting closed at 8.35pm

Actions from the Meeting:

What / Who	When
The Clerk to re-circulate the Business Interest form. Governors to complete and return.	Before next meeting
The Clerk to request that complaints and exclusions training be offered in-house via the MAT	ASAP
Management report on exit survey (IY)	Presented at next LGB meeting
All governors to attend more training courses	Ongoing
IY to provide information on new assessment regime	Future meeting
IY to report on the impact of the IXL subscription	Spring Term
Clerk to send out link to the exclusions guidance	Before next meeting
SLT to look at genre choices for set texts	Due course
CH to conduct termly visits to look at curriculum development	Termly meetings with reports back to LGB
IY to communicate KPIs for SDP priorities	When finalised
Clerk to communicate guidance on drawing up a visits schedule and governors monitoring roles	Before next meeting
IB and RM to complete Literacy and Maths visits respectively	After 11 th November assessment point
AW to complete a SEND visit	Before next meeting
IB to complete a safeguarding visit	October
Clerk to provide LGB strategic priorities template. CW and RM to meet to discuss. All governors invited to provide suggestions	Autumn Term
IY to give update on progress with 'priority one' works	Next meeting (if possible)
All governors to read contents of the Safeguarding folder on the governance Google drive and to confirm this at next meeting	ASAP
Governors to support the open evening and attend a 'pre-visit'	-