

## RIVERSIDE PRIMARY SCHOOL LOCAL GOVERNING BOARD (LGB)

**Minutes of the meeting held on Monday 11<sup>th</sup> November 2019 at 6.30pm**

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

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

### 1.0 Welcome, Apologies for Absence and Declarations of Interest

The Chair welcomed all to the meeting.

1.1 Apologies were received and accepted from Charlie Heard.

1.2 There were no declarations of interest. Several governors returned their annual business interest declarations. Mr Heard's declaration had not been received.

### 2.0 Minutes of the Last Meeting – 30<sup>th</sup> September 2019

#### 2.1 Resolved:

Governors agreed that the minutes of the last meeting, held on 30<sup>th</sup> September 2019, were a correct record of that meeting subject to amending the honorific for Andrew Warnes. The Chair was then duly authorised to sign the minutes.

### 3.0 Action Points and Matters Arising (from last meeting)

3.1

The Clerk to re-circulate the Business Interest form. Governors to complete and return.	The Clerk had recirculated the form. Mr Heard to return his declaration.
The Clerk to request that complaints and exclusions training be offered in-house via the MAT	The Clerk had passed on the request. The view of the MAT was that governors needed to attend the CYC training events in these areas.
Management report on exit survey	Item on agenda
All governors to attend more training courses	Ongoing
IY to provide information on new assessment regime	There would be an update at the December meeting
IY to report on the impact of the IXL subscription	This would happen in the Spring term
Clerk to send out link to the exclusions guidance	Circulated
SLT to look at genre choices for set texts	Matter in hand
CH to conduct termly visits to look at curriculum development	CH was not present to feedback on this.
IY to communicate KPIs for SDP priorities	Matter in hand
Clerk to communicate guidance on drawing up a visits schedule and monitoring roles	The monitoring schedule template would be used from Spring onwards.
IB and RM to complete Literacy and Maths visits respectively	Visits in the diary
AW to complete a SEND visit	Completed. Report circulated.
IB to complete a safeguarding visit	Completed. Report circulated.

**ACTION**

**CH**

**Dec  
Agenda  
Spring  
Agenda**

Clerk to provide LGB strategic priorities template. CW and RM to meet to discuss. All governors invited to provide suggestions	The Chair confirmed that LGB priorities were in draft and more news to follow in due course.
IY to give update on progress with 'priority one' works	Item on agenda
All governors to read contents of the Safeguarding folder on the governance Google drive and to confirm this at next meeting	The Clerk reminded all governors to complete this by the December meeting.

ALL

#### 4.0 Governor Matters and Board Development

##### 4.1 Skills audit

Governors agreed that the audit identified the following areas to focus on in terms of recruitment:

- Knowledge of the education system
- Health and Safety and Premises.

Governors wanted to fill one of the vacancies as soon as possible. The Clerk noted that the MAT was finalising a central recruitment and induction process.

#### 5.0 Budget Monitoring Report

Budget information relating to the 2018/19 budget and year end to 31<sup>st</sup> August 2019 had been late arriving to the school and had been circulated to governors directly, shortly before the meeting.

5.1 The Headteacher began by noting that SLT had raised a number of queries over anomalies that had appeared in the budget numbers, during the past financial year. Beyond that, it had been quite a complicated year keeping track of the budget - due to changes in the monitoring processes and systems through the year. The school had also some staffing turbulence to deal with. NYCC's late invoicing for certain services had not helped matters.

5.1.1 The Headteacher was asked about the anomalies. The Headteacher replied that some items were coded centrally at the MAT and there was less local oversight. Moving forwards the school would be receiving different monitoring reports for the financial year. Would the school be requesting recoding if necessary? The Headteacher said that this had happened. The MAT systems were still quite problematic, although there had been improvements. The bottom line of the budget was accurate.

5.2 The in-year deficit totalled £26k. Discounting the unexpected, retrospective invoice for £12k from NYCC, the budget was £1k out on the expectation of a £15k in-year deficit. This was very good given both the challenges of monitoring the budget and the fact that SLT had been looking at a £60k in-year deficit at the start of the year. Governors noted that this was a great improvement on those early forecasts. The total carry forward would now be circa £58k. Given that a £5k in-year surplus had been calculated for the 2019/20 start budget, the finances remained relatively healthy.

5.3 The school was struggling to secure all of the SEND funding it believed it was due and, given the recent recruitment of three TAs, there was a chance that this factor alone could lead to the in-year position altering to show a deficit of £10k. Looking further ahead, the school might well benefit from the new funding arrangements coming on stream in 2021 (possibly around £97k). If that came to pass then the leadership needed a site and provision spending plan ready to roll.

5.4 The school's total capital allocation was circa £25k. This was made up of the central grant plus the little extras money. The previous balance had been £29k. The school had spent £28k to date. With planned spend and some income (from Friends etc) the balance was likely to be around £2.7k.

#### 6.0 Financial Benchmarking

To February meeting.

## **7.0 Capital and Premises**

The Premises Development Plan had been circulated prior to the meeting. Likewise, governors had received the local Health and Safety policy.

### **7.1 Resolved:**

Governors approved the local H&S policy as circulated. It was noted that the school was due to have its H&S paperwork inspected shortly. This included risk assessments.

7.2 The Headteacher felt that the premises plan was appropriate based on recent site inspections. Around 30 items had been identified as needing attention. Indeed, some had already been addressed and others were in train via the MATs 'priority one' works and/or the recent successful SCA bids. Items in bold were priority areas. The MAT funded works were summarised, with approximate costs.

7.3 £4.5k of funding had been allocated by the MAT to address H&S issues. However, the Headteacher wanted to spend a further £3.3k from capital to 'tidy' the site. This was on top of £3k being spent on the field reparation works. The Headteacher was aware that further spend could push the in-year deficit towards £20k but the overall budget could sustain it and there needed to be some investment in the site. A brief general discussion followed.

### **7.4 Resolved:**

Governors were satisfied with the Headteacher's rationale and approved both the premises plan and the proposed additional initial site spend of around £4k.

## **8.0 Staffing and HR**

8.1 The Pay Committee had discussed a confidential matter relating to an arrangement for a temporary reduction in a teacher's hours. SLTs proposal had been accepted and this was subject to termly reviews.

## **9.0 Admissions**

9.1 The Headteacher provided a summary of the numbers on roll in each year group. One admission was pending. Things were looking positive in terms of the potential Reception intake in September 2020.

9.2 Had SLT assessed the impact of recent marketing campaigns? The Headteacher said that this had not happened due to workload priorities. Miss Woodward was looking at the induction survey and perhaps some questions around marketing feedback could be built in to that.

AW

## **10.0 Pay Committee Report**

10.1 The Chair reported that the Pay Committee had met to consider teacher's professional development and to make decisions relating 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. The Headteacher's performance had also been reviewed and objectives set for the year ahead.

## **11.0 Curriculum Presentation – SEND Report**

Prior to the meeting governors had been sent the SEND annual report and the SEND information report, which included the school's offer. Mr Warnes had contributed to the process in his role as SEND monitoring governor.

11.1 Miss Woodward was invited to lead on this item and the following points were highlighted:

- The school had a far greater number of high needs pupils and this presented several challenges. Recent SEND funding changes had not helped and the school had to manage the significant impact of this. SLT wanted to point out that the provision offered had not been lessened by the new funding model; the impact was being felt financially.

- The SEND lead has a meeting with the funding officer at NYCC to outline the issues. There was an acknowledgment that the new systems were no less broken than the previous ones.
- There were more primary areas of need. An increase in EHCPs and diagnoses. More SEMH issues were being identified. The Headteacher reflected upon a changing demographic and the fact that Riverside was a far more inclusive school, one that wanted to support families by identifying needs. The school was having to set itself up to deal with that.
- There was a lot of hard work going on trying to secure the funding that was commensurate with the needs. It was a challenge.

11.2 The SEND information report is a legal requirement with the school's offer needing to go on the website. Main updates and changes had been highlighted in yellow. Governors were content with its contents and that it be published.

11.3 Governors noted that the school had personalised the MAT's SEND policy for its purposes.

## **12.0 Pupil Premium Report**

12.1 The proposed website statement for 2019/20 had been circulated. Governors had also been given details of the PP allocation for 2019/20.

12.2 There was a new DfE requirement to produce a 3-year strategy statement for the use and intended impact of PP. Miss Woodward was working on this and the intention was to present a plan to governors in December.

AW

## **13.0 Attendance Data**

An attendance report, outlining all the key data, trends and narrative had been circulated to governors prior to the meeting.

13.1 Absence was above average (for similar schools) according to MIS. However, if one looked at the census data, the absence rate was 3.41% - below the average of similar schools. Either way, overall attendance of just over 96% was above the national average. However, in previous years the school had been top 10% nationally. Now the school was in broadly in line with 60% of schools nationally. The Headteacher did want to address the slight dip.

Comments and questions were invited.

13.1.1 The persistent absentee rate of 7.3% was high was it not? It was actually below the national average of 8%. Rates had gone up since the threshold had been lifted to 90%. The school was tracking 21 children for persistent absenteeism. Certain families had been issued with FPNs, however, NYCC were not always timely in terms of delivering such fines and the level of fine was not disincentivising for many parents.

13.1.2 Could most of the rise in absence be put down to holidays? Unauthorised absence had gone up and yes some families were still taking time out in term time. However, some of the rise was down to outliers in the data. For example, one pupil alone accounted for 0.2% of the absence rate due to their partial timetable.

13.1.3 Was there anything further the school or governors could do? The Headteacher did not think so. It had been made clear by the school and the MAT that unauthorised absences in term time were unacceptable. The issue was always talked about at parents' evenings. It had to be said that the vast majority of pupils had strong attendance and timekeeping records. There was not a significant problem with absence and the school had a stronger position than most. It was just not as strong as previous years. Governors acknowledged that SLT could not do any more than they were doing. The Chair was reassured that the school actively monitored some families and contacted parents and the LA as soon as there were concerns. Governors could perhaps think about the tone of the wording they used in newsletters to convey their views on the matter.

## **14.0 Safeguarding**

- 14.1 Mr Butler had completed his visit and reports had been circulated. It was noted that KCSIE guidance was very comprehensive. Everything not identified as 'green' on the audit was on track to be sorted.

## **15.0 Policy Review**

- 15.1 Governors noted recently updated MAT policies that had been circulated for their attention. Any personalisations had been seen to.

### T&L and Curriculum policies

The T&L policy had been amended to reflecting the priority for quality first teaching and other non-negotiables. The Curriculum policy now reflected both the MAT's and school's ethos, principles and priorities.

#### **Resolved:**

Governors approved the policies as presented.

## **16.0 Link Governor Monitoring Reports**

- 16.1 As noted, the SEND and safeguarding reports had been circulated. Governors were reminded to diarise upcoming visits.

## **17.0 Website Audit**

- 17.1 The MAT had commissioned an external provider to support schools with this.

## **18.0 Y6 Exit Survey Summary**

- 18.1 The Y6 exit survey summary report had been circulated. Follow-up actions had been identified. The Headteacher acknowledged the following:

- The after school clubs offer had got thinner and this did need looking at;
- The comments on menu accuracy were fair and the school could do better;
- SLT would reflect on comments about keeping individual's scores, praise and sanctions private. Not everyone wanted public recognition.
- A conversation was needed with TGS as some students remained anxious about transition
- More work was needed to explain what bullying was and how to recognise it. Dedicated 'circle time' was already happening in classrooms. The school had launched its new anti-bullying charter. Older pupils wanted to support this work by engaging in focussed work with their younger peers. Governors were impressed with this development.

- 18.2 In due course they would need to return to this list and see what impact there had been in addressing some of the concerns.

## **19.0 Any Other Business**

None.

*The meeting closed at 8.30pm*

IY

**Actions from the Meeting:**

<b>What / Who</b>	<b>When</b>
Mr Heard to return his business interest declaration	ASAP
All governors to confirm they had read the contents of the safeguarding folder	By December meeting
Possibility of incorporating marketing feedback in induction survey (AW)	Due course
Pupil Premium 3-year strategy statement (AW)	December meeting
Impact from initiatives to address matters raised in Y6 survey (IY)	Spring Term