

RIVERSIDE PRIMARY SCHOOL

(Part of the Rainham Mark Education Trust)

MINUTES OF THE LOCAL GOVERNING BOARD and RESOURCES COMMITTEE JOINT MEETING

HELD ON TUESDAY 16 OCTOBER 2018

AT 3.45pm

Present: T Scott (Chair), D Brockman (Vice Chair), K Wilmer (Headteacher), T Wilson, J Bell, H Robson

In attendance: S Decker (RMET CEO), M Brighton (RMGS Business Manager), N Gordon (School Business Manager), C Baxter (Clerk)

Item	Main discussions and agreed actions	Action by/when
	The meeting was quorate.	
1	Welcome and Apologies The Chair welcomed everyone to the first meeting of the new school year. Apologies had been received and accepted from S Carter due to work commitments.	
2	Declarations of Interest	
	2.1 The Clerk declared she had minuted meetings for Medway Council's HR advice team	
	2.2 T Wilson declared she had provided a day's support in EYFS.	
3	Notification of Any Other Business	
	3.1 H/T: Staffing review and proposals.	
4	Minutes of the meeting held on 10 July 2018	
	4.1 Approval for accuracy. The minutes and confidential minutes were accepted as a true record and signed by the Chair.	
	4.2 Confidentiality. The minutes remained confidential.	
	4.3 Matters arising/update on actions 7.6 Bike shed. Had been actioned 7.8 Parentview. Parents were aware of this Ofsted website but comments had been received that to register was a protracted process. The school comments book as a record was working well. 15.1. All those that attended the Summer Leadership Conference on Thursday 12th July should record that as training on Governorhub. 16.1. The draft document of potential responses to likely Ofsted questions to be posted on Governorhub was still outstanding by the Chair.	
5	Year end budget	
	5.1 The process of year end was still with the auditors. A rollover of £182k was estimated but this included the remainder of the Capital Grant from the Local Authority. £16k of additional income linked to last year was still awaited. Governors asked when this was expected to be finalised.	

		After half term as the audit team had been in and there would be some end of year journal adjustments. D Brockman (Resources and Finance Chair) advised that this would be monitored as part of the schedule in November.	
	Deputy Headteacher's 2017-2018 Data Summary Table (copy filed with the minutes)		
	5.2	The data targets for 2019 KS2 was still provisional and more accurate targets would be would be known when tests had been carried out this week.	
	5.3	6 out of 13 children had got through the Medway Test including a child with high needs. RMET CEO commented this was very encouraging.	
	5.4	The profile of Yr 6 cohort was a mixed group of children with special needs and was a boy heavy class. The CEO commented this profile made the success rate even more impressive.	
	5.5	KS2 Maths was being targeted to improve outcomes using links with the Trust for an after school club and Third Space Learning using the White Rose resources.	
6	2018/19 Data targets		
	Predictions and target setting contained in the Headteacher's report.		
	6.1	Year 1 Phonics – children who joined FS last year had a high percentage of additional high needs. The target set was 77% and 81% for children without EHCPs. Governors said there was possibly a case for extending the nursery provision for children meeting the criteria in the Rainham area. Leaflets promoting Tots could be sent to midwives, health visitors, wellbeing centres, libraries etc. The Headteacher and Deputy Headteacher would explore these possibilities after the school tour on 21 November. The tour this week was full with 20 families attending.	
	6.2	Year 2 comprised 30 children and the target set for reading was 77%, 73% for writing and 77% for maths.	
	6.3	27 children were in year 6 and targets set for reading, writing and maths was 70%.	
	6.4	TW advised she would be willing to deliver IDSR training to Governors across the schools in January once the new IDSR was available. She also advised that she would be working with the Deputy H/T on the new ASP when it was updated at the end of January 2019.	
7	Headteacher's report (copy filed with the minutes)		
	7.1	Key highlights were: The H/T advised that the strength of the school was in encouraging development and leadership skills. A teacher was undertaking an Action Research project based on IT to improve standards and another teacher had applied to commence the National Qualification for Middle Leadership. A TA had also started HLTA training. The school and RMGS Business Managers would meet to discuss possible future funding opportunities	
	7.2	The school had achieved the IQM Centre of Excellence award and the platinum award for Health and Wellbeing. Governors said it was credit to all the staff and what they had done to achieve the awards.	

		Members of staff from an outstanding primary school in Croydon would visit in November/December to see our exceptional inclusion in practice. The Inclusion Manager and SENCO at Twydall Primary School (TPS) worked closely together to share good practice.	
	7.3	The Deputy H/T at TPS was completing his NPQH placement here focussing on BlueSky for Performance Management, training and monitoring. He would like to meet with some governors for BlueSky training.	H/T Govs
	7.4	The school had joined 2 other schools in a consortium to undertake reviews of each school. This would help to moderate leadership judgements and secure judgements of Riverside. The next review will be here on 20 November. Governors commented that after this date the SEF could be completely quality assured and asked if that would lead to any changes? The Headteacher advised that the SEF and SDP could be streamlined into one document. The curriculum and quality of education was in the new framework and the Headteacher would prepare a curriculum statement to be shared with the SLT and staff for their views. Governors commented that they had monitored the wider curriculum in Term 5 and this was timetabled to be revisited for checking.	
	7.5	Links with the Art subject lead at RMGS had been a fantastic networking opportunity and an art project was being developed in the school this year. Governors said this was a good example of the added value of being part of RMET.	
	7.6	The new SEND Governor (TW) had met with the Inclusion Manager to inspect the educational healthcare plans and SEND register. She commented she was particularly impressed at the IMs ability to articulate the progress journeys of individual children.	
8	PPG		
	8.1	The Headteacher advised that the spreadsheet for last year had been revised. Governors viewed an anonymised costed spreadsheet that now detailed all of the interventions in place presented on individual intervention sheets and also demonstrated the total spend per child. The total spend overall was £99707.76. The PPG fund for £84k was counter-balanced with SEN funding. The CEO asked if the template could sent to TPS to assist in their forthcoming audit. DB advised that PPG would be viewed at the next monitoring visit and would be fed back to all governors. The Chair commented that seeing this spreadsheet gave governors great confidence that the staff were correctly identifying interventions and tracking the impact of those interventions.	H/T
9	Safeguarding Audit		
	9.1	MSCB Annual Education Safeguarding Audit report Sep 17 – Aug 18 was signed by the Chair. The Clerk will send the document with the minutes of this meeting once they have been signed as a true record by the Chair. The H/T confirmed that the school had its own robust monitoring systems in place carried out by the designated safeguarding leads and CPOMS electronic monitoring was being purchased this year which would	Clerk

		run alongside the existing safeguarding processes. DB reminded governors to read the updated version of Keeping Children Safe in Education (parts 1 and 5) and record that on Governorhub as part of their ongoing training. He added that The Key had highlighted the changes made to the current document.	
10	Updated Behaviour Policy		
	10.1	The Headteacher outlined the minor revision to include the class Dojo reward system now adopted by the school and advised governors that the policy was fundamentally the same. Governors unanimously agreed the Behaviour policy.	
11	SDP, SEF and Vision		
	11.1	SDP and SEF. The current documents had been reviewed and the SDP and SEF were approved by Governors. The CEO advised that following a Trust review the impact statements in the SDPs at Trust and school levels would be more evidenced based.	
	11.2	Vision. Governors had received the updated vision statement prior to the meeting and following a lengthy discussion on the terminology the Governors and Headteacher agreed to retitle the document an 'Ethos' statement.	H/T
12	Any Other Business		
	12.1	Staffing review and proposals. This discussion was considered confidential and documented in Part 2 of these minutes. Jacob Bell, Staff Governor, left the meeting during this discussion.	
13	Impact of Governance		
	13.1	DB advised he was producing a piece of work on Governors' KPI's. This would be a RAG rated document based on the NGA Framework for Governance and would show the impact of governance.	
14	Confidentiality of discussion		
	14.1	12.1 Staffing review and proposals.	
15	Dates of next meetings: Standards & Welfare: 13 November at 3.45pm Resources: 29 January at 3.45pm LGB: 12 February at 3.45pm Standards & Welfare: 12 March at 3.45pm Resources: 21 May at 3.45pm LGB inc Resources 18 June at 3.45pm Standards & Welfare: 11 July at 3.45pm		
	The meeting closed at 6.05pm		

ACTIONS

Name	Item	Action	By when
Kim	7.3	Arrange for Jack Allen to deliver BlueSky training to some Governors	Before end of term
Kim/Nichol	8.1	Arrange for the PPG spreadsheet template to be sent to TPS	2 Nov.
Cheryl	9.1	Send the signed Safeguarding Annual audit to MSCB with these signed minutes	November
Kim	11.2	Retitle the Vision statement to an Ethos statement.	2 Nov.