



RIVERSIDE PRIMARY SCHOOL

**MINUTES OF THE LOCAL GOVERNING BODY
(incl. RESOURCES) MEETING
18th June 2019 3.45PM**

Present:

Kim Wilmer	Headteacher
Tim Scott (Chair)	Parent Governor
Jacob Bell	Staff Governor
Dave Brockman	Co-opted Governor
Peter Aldous	Co-opted Governor
Dean Clarkson	Parent Governor
Helen Robson	Staff Governor
Tracey Wilson	Co-opted Governor

In attendance:

Nichol Gordon	School Business Manager
Michelle Brighton	Trust Business Manager
Simon Decker	Trust CEO
Laura Bunting	Clerk

Item	Main discussions and agreed actions	Action by
1	<p>Welcome and apologies: The Chair advised that he was feeling unwell and had asked D Brockman as Vice-Chair to Chair the meeting. Governors were in agreement.</p> <p>D Brockman took over as Chair. He welcomed everyone to the meeting. Due notice had been given and the meeting was quorate. Apologies had been received from S Carter due to work commitments and were accepted by the GB.</p>	
2	Declarations of business interest	
	2.1 There were no new declarations of interest.	
3	Notification of AOB	
	3.1 T Scott requested cyber bullying and security at the next day's award ceremony be discussed under AOB.	
	3.2 N Gordon requested lettings be discussed under AOB.	
4	Minutes of the previous meeting	
	4.1 The minutes of the previous meeting of the LGB held on 12 February 2019 were agreed and signed as a true record.	
	<p>4.2 <u>Matters Arising/Actions from previous meeting:</u></p> <p>5.3.4 - It was agreed under GDPR an audit should be carried out on a new supplier. N Gordon confirmed this had been done.</p> <p>7.1 - Complete.</p> <p>9.1 - H Robson informed Governors there had only been 2 sessions of Riverside Tots. The HT added that a new team and system had been put in place and the school would be allocated a school nurse, at which time links would be put in place.</p> <p>9.3 - This was outstanding and would need to be followed up.</p>	HT HT



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		9.6 - Complete. 9.8 - Complete.	
	4.3	<u>Confidentiality:</u> The items remained confidential.	
5.	Health and Safety		
	5.1	The School Business Manager (SBM) reported that in this academic year there had been no accidents which were reportable.	
	5.2	The SBM advised that in light of the new wooden panel across the hall the evacuation plan had been changed. The evacuation plan/procedures were checked regularly. A Governor asked if the new procedures had been tested. The HT confirmed this hadn't happened yet as the change had just been made. It would mainly effect any parents attending assemblies.	
6	Display Energy Certificate		
	6.1	The SBM confirmed the energy certificate was displayed and was valid until November.	
7	Risk Register: Finance		
	7.1	The Risk Register was circulated prior to the meeting and is filed with these minutes. The SBM thanked the Trust Business Manager (TBM) for uploading this and asked her to explain the risk register to Governors. The TBM explained the risk register identified the key risks and what could be put in place to mitigate these. She explained that the finance risks were high due to the schools current funding situation and the postponement of the government's spending review. Controls had been put in place and the budget monitored and managed to the best of the schools ability.	
	7.2	The SBM explained most of the double red areas were related to money received by the school which they could not control. A Governor asked if there was anything the school could realistically do to mitigate these areas. The TBM explained that the school needed to keep abreast of changes, try to maintain reserves and hesitate moving forward with any major projects.	
	7.3	A Governor highlighted the high risk associated with receiving adequate funding for Special Educational Needs (SEN) (T186) and asked how this provision could be protected. The HT replied that it was becoming increasingly difficult and the school had to budget and manage staff contracts carefully. Teaching and learning was being prioritised. A review of High Needs (HN) children across the school took place at different points in the year and the numbers fluctuated. Any HN children without guaranteed funding were difficult to fund. The HT highlighted that at a recent SEND meeting the need for more ASD places across schools was discussed.	
8	Finance Update		
	8.1	Analysis of year end budget figures:	
	8.1.1	The 3-Year Budget, Income & Expenditure report and Trial Balance were circulated prior to the meeting and are filed with these minutes.	



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			The SBM explained that the budget had been reviewed at the last Resources meeting and there had not been any significant changes since. She highlighted that a worst case scenario had been predicted at the start of the year and now due to additional income the school was expecting a rollover of approx. £30K. Just over £16K was capital and spending on ICT was planned for next year.	
		8.1.2	A Governor asked about work on the hall. The SBM explained this was LA funded.	
		8.1.3	The SBM reported that gas bills had now been received and were more expensive than expected. She explained higher bills had been received as the school had been taken off the maintained school contract without being informed. The school had now signed a new contract on much better rates. The HT asked if a contract could be signed as a trust. The TBM advised this had been looked into previously but there had been no advantage to a trust deal.	
	8.2	Budget:	Governors scrutinised the budget.	
		8.2.1	A Governor queried the HN allocation. The SBM explained that this figure was the guaranteed amount, although the number of places tended to be above this.	
		8.2.2	<i>Refer to Confidential Minutes</i>	
		8.2.3	A Governor queried the cuts in maths. The SBM explained that once Maths Mastery had been introduced across the whole school no further annual investment would be needed apart from some training.	
		8.2.4	A Governor asked the difference between licences and software licences and the SBM explained the software licence was linked to the curriculum software and the other licence was for office/non curriculum.	
		8.2.5	<p>A Governor highlighted this issue of increasing pupil numbers with limited funds. The HT and SBM highlighted the school was rich in resources as these had been invested in over the past few years with a focus on teaching and learning. Resources were also re-used, however a Governor queried how long re-using resources would be a viable option.</p> <p>The HT also highlighted that spending on visits was still quite high but this was considered important for engagement in the curriculum and the school was always looking for better value for money. She had gained some ideas at a recent leadership conference she had attended.</p> <p>The HT and SBM explained the school also looked for ways to gain free resources and was learning to write good bids. The CEO</p>	



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			suggested some training at Trust level in writing bids may be possible.	
		8.2.6	A Governor asked how, with a reduced budget, the school would ensure staff got enough professional development. The HT highlighted that a lot of good staff development could be provided from within and through networks with other schools. She highlighted the upcoming Governor Conference arranged by Sue Harte (NLE) at her school. Similar opportunities to visit other outstanding schools had also been made available to staff.	
		8.2.7	A Governor asked about software to increase the schools productivity, for example to enable online payment for trips. The HT advised this would be implemented from September.	
		8.2.8	In answer to a Governors query the TBM confirmed that the school would purchase technology. The Governor asked if the school had explored leasing as an option. The TBM explained the EFA were not keen on leasing. Skills in the network team across the trust meant this could be maintained and supported within the trust. The SBM added that work had been done to devise a maintenance plan for ICT moving forwards to ensure everything is kept up to date.	
		8.2.9	Governors discussed benchmarking. The TBM advised there was a government benchmarking tool. The difficulty of finding comparable schools was discussed. The SBM highlighted that spending on staff was 77% and the guide was to not go above 85%.	
		8.2.10	Governors agreed the school was well run and were happy to approve the budget.	
	8.4	Accounting Officer Checks: The HT confirmed these had been completed.		
9	Headteacher's Report			
	9.1	The Acting Chair confirmed all Governors had read the report which was circulated prior to the meeting and is filed with these minutes. He highlighted the need to capture challenge, particularly where this is recorded in monitoring visits outside of meetings. He asked for suggestions of how to best challenge documents such as this. Questions in advance was suggested but the HT considered, due to work load, she would prefer to answer questions in a meeting.		
	9.2	A Governor highlighted collaborations with other schools was an excellent way of sharing best practice. The HT added collaborations with Wayfield had led to changes in teaching of reading comprehension. A Governor asked the impact of this. The DHT replied that this week was the final NFER tests and responses to questions had been better.		
	9.3	The HT explained that she had attended a leadership conference with the DHT but due to other issues this had unfortunately not been the strategic time they had planned.		
	9.4	The HT commented on a proposed project on pupil voice and pupil		



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		empowerment and a pupil had suggested pupil subject leaders were introduced to link up with subject leaders on the teaching staff. She thought this was a good idea.	
9.5		The HT highlighted 'signalong' training which had been given to TA's would be rolled out to all teaching staff next academic year. It would be good to embed this as there were more children with speech and language needs. J Bell commented he had found this a really good, high quality learning opportunity.	
9.6		The HT informed Governors teacher's moderation visits to other schools had been useful. One teacher had been very impressed with the quality of writing at the school she moderated. The CEO added more moderation between Riverside and Twydall would be useful.	
9.7		It was noted that Miss Paterson (NQT) had received praise for her breadth of knowledge. The HT added she had received brilliant feedback for her recent assembly.	
9.8		Governors discussed the benefits of Rainham in Bloom bringing the community together. The HT added there was a natural poppy field within the school grounds. She highlighted the dedication of staff, including Miss Thatcher and Mrs Macmaster who gave up their own time to work on the bio-dome. It was noted there was a YouTube Video on the Bio-dome and Governors agreed it would be good to add a link to this on the school website. The DHT added that reception had made a potato salad from food grown in the bio-dome. Action: Link to Bio-dome video to be added to school website.	HT
9.9		A Governor asked about the introduction of the new well-being team and whether this had been well - received. The HT commented this couldn't fully be assessed until September.	
9.10		In answer to a Governors question regarding attendance the HT explained that numbers with persistent absence was looking good. One child with persistent absence was no longer on role, which had made a difference to the figures. Quite a few children were currently taking unauthorised holidays.	
9.11		The DHT advised that the final data on outcomes of pupils in term 4 was currently being worked on and would be available for the Standards and Welfare committee meeting. The KS1 SATs had seemed to go well. All but 1 child had passed the maths test. Phonics results would be coming out on Monday. Final data wouldn't be available until the end of Term 6. Governors discussed the difficulty of timing meetings to ensure availability of data due to the need to hold meetings a week before the Trust Board meeting. It was agreed strategic analysis of SATs could be carried out in Term 1 but a flavour of results would be available for the Term 6 meeting.	
9.12		The DHT highlighted that additional reading support would be welcomed for next year's Y6 (current Y5). This had always been a low performing cohort but had also had a child join who did not speak English and some with Education Health Care Plans (EHCPs) as well as some children leaving and then returning to the school.	



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9.13	<p>It was highlighted that early morning interventions had had an impact which was regularly tracked in the Pupil Premium (PP) Report. The HT confirmed that following the trust PP training a Venn diagram had been produced of children with multiple vulnerability. Despite discussions at the training, the HT confirmed the school was happy with the location of the PP report on the website. The CEO added consistency across the Trust of the layout of PP reports and the website was being worked on.</p> <p>A Governor commented that the impact of Maths Mastery was also clear in the year groups for which it had been introduced.</p>	
9.14	<p>Governors discussed that the Trust Improvement Team and the NLE had looked at and challenged the data.</p> <p>Phonics screening test retakes for Y2 children had been the best results to date. A Governor queried the reason for this and it was reported this was a combination of additional support, early interventions and good teaching.</p>	
9.15	<p>The HT was thanked for adding the number of Safeguarding incidents to the report. Governors noted that the report showed how supportive school staff were.</p>	
10	Review of School Development Plan (SDP)	
10.1	<p>The HT explained the SDP couldn't be written yet as it would need to reflect the new Ofsted framework as well as the outcome of an expected Ofsted visit. The CEO explained HT's had agreed to combine the SDP and SEF moving forwards. The SDP would be reviewed at the upcoming Inset day as well as subject leaders giving presentations. Some Governors were attending and this was a good chance for monitoring.</p>	
11	Results of Surveys	
11.1	<p>Analysis of survey results were circulated prior to the meeting and are filed with these minutes. The HT noted some work still needed to be done and apologised response rates weren't included.</p>	
11.2	<p>In answer to a Governors question the HT confirmed that the parent who had strongly disagreed their child knew how to keep safe online had also added a note to say this was not particular to the school but their child. She always checked surveys that had selected strongly disagree or disagree for additional comments. She added the school had assemblies, newsletters and posters focused on online safety.</p> <p>The CEO confirmed there was a trust social media policy as well as the school policy. Governors discussed transition to secondary school and the possibility of working with RMGS, for example a computer club for Y5 & Y6 run by RMGS students.</p> <p>Governors discussed that through monitoring visits they were confident the</p>	



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		school was doing all it could and that sometimes parents may not fully understand what their children did know.	
	11.3	A Governor noted the percentages showed parents felt the school was well led and managed and bullying was dealt with effectively. Another Governor was impressed with the parent survey results.	
	11.4	A Governor noted that the percentage of staff who strongly agreed behaviour was good was not as high. The HT confirmed there were some children who didn't follow the rules and staff could take this personally. A Governor expressed the pupil survey results were beneficial.	
	11.5	It was noted that some other schools in the trust carried out surveys bi-annually but Governors agreed annual surveys were useful.	
12	Circle Model of Governance		
	12.1	D Brockman gave an update from the circle model working group. He highlighted the circle model would hopefully reduce workload and that some of the work of committees would be done by monitoring pairs. There would be LGB meetings prior to the Trust board each term and monitoring visits would feed into these.	
	12.2	Governors discussed how data would feed into these meetings. It was agreed the data from the previous term would be reviewed but that the new Ofsted framework suggested reviewing data three times a year would be sufficient. D Brockman agreed this was something to consider further.	
	12.3	Governors discussed monitoring across schools would be good practice but that to reduce multiple meetings joint monitoring meetings could perhaps be arranged, where key staff from all schools could meet with Governors. This could also provide a good opportunity for networking. Action: Clerk to add these points for discussion at the next working group meeting	Clerk
13	Trust Update		
	13.1	The CEO thanked those involved for their contribution to the RSC visit. He outlined some of the feedback received and highlighted that this had been a much more positive visit than previously.	
14	Standards and Welfare Committee Update		
	14.1	T Scott outlined that the Committee had scrutinised curriculum data and ensured robust interventions were in place. They had reviewed the PP strategy and were impressed. The wider curriculum monitoring visit had validated the work of the improvement team.	
15	Resources (incl. Finance) Committee Update		
	15.1	D Brockman outlined the Committee had gone through the budget in some depth and had reviewed the massive impact of the loss of top up funding. They had reviewed GDPR and were satisfied the trust was compliant. They had reviewed the effectiveness of trust central services and had no concerns. They had reviewed PP and PE grant spending and were pleased with the effectiveness and impact of this.	



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16	Governors Visits & Monitoring Feedback		
	16.1	<p>The report from the monitoring visit of the Single Central Register was circulated prior to the meeting and is filed with these minutes.</p> <p>It was highlighted it would be good to see as many as possible at the Inset day. The Governor Conference arranged by the NLE was taking place on the 8 July. Governors confirmed their attendance at the prize giving ceremony taking place the next day.</p> <p><i>5.45pm - D Brockman left the meeting. T Scott took over as Chair.</i></p>	
17	Policies		
	17.1	<p>The updated Health and Safety policy had been circulated prior to the meeting and is filed with these minutes. The SBM commented there had been minimal changes to the policy. J Bell had already made some comments which were reflected in this version. Governors approved the policy which the Chair signed.</p>	
18	Training Update and CPD		
	18.1	<p>Governors discussed the recent trust training sessions and agreed they had been really useful, it had been good to visit other schools and to be able to talk as Governing bodies about matters specific to their schools. Governors agreed the subjects covered had been beneficial but that there had been too much to cover in the second session. It would also have been useful if the trainers focused more specifically on trust policies and procedures.</p> <p>Action: Clerk to feed back to Trust</p>	Clerk
	18.2	<p>J Bell confirmed the NGA skills matrix was now complete. Overall the Governing body had a good mix of skills in essential areas. One area it lacked some expertise was in HR policy and process. The HT pointed out that these skills may be available at trust level and the TBM confirmed there were Trustees with these skills. It was also noted that Kape were available for advice. J Bell confirmed the matrix was on Governor Hub so the CEO could access to assess any gaps trust wide.</p>	
	18.3	<p>T Wilson confirmed she had attended Exclusion Training with D Brockman. It had been a very comprehensive day and they had a received a detailed pack which may be useful to feedback to the trust.</p>	
19	AOUB		
	19.1	<p>Cyber Bullying: <i>Refer to Confidential Minutes.</i></p>	
	19.2	<p>Lettings: The SBM informed Governors that each year lettings rates were reviewed and that the school was recommending these should not be increased this year.</p>	



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		Governors agreed not to increase lettings rates.	
20	Confidentiality		
	20.1	There was one confidential item under Agenda item19.1.	
21	Impact of Governance/Governors KPIs		
		Governors had: Held the school to account for financial outcomes. Discussed and reviewed safeguarding.	
22	Date of next meeting:	11 July - Standards and Welfare - Review of results	
		The meeting closed at 6.50pm.	

Actions

Item	Action	By/who
4.2	H/T to explore possible links with Health Visitors once school nurse in place	HT
4.2	H/T to check the use of children's photographs once they had left the school	HT
9.8	Arrange for link to Biodome to be added to school website	HT
12.3	Add points for discussion at next circle model working group meeting	Clerk
18.1	To pass training feedback to trust	Clerk