



RIVERSIDE PRIMARY SCHOOL

**MINUTES OF THE STANDARDS & WELFARE MEETING**  
**11<sup>th</sup> July 2019 3.45PM**

<b>Present:</b>	Kim Wilmer Tim Scott (Chair) Tracey Wilson Helen Robson Dean Clarkson	Headteacher (HT) Parent Governor Co-opted Governor Staff Governor Parent Governor
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<b>In attendance:</b>	Simon Carter Laura Bunting	Parent Governor Clerk
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Item	Main discussions and agreed actions	Action by
1	<b>Welcome and apologies:</b> The Chair welcomed everyone to the meeting. Due notice had been given. Apologies had been received from D Brockman and P Aldous and were accepted by the GB. T Wilson advised she would need to leave early. The meeting was quorate while T Wilson was present.	
2	<b>Declarations of business interest</b>	
	2.1 There were no new declarations of interest.	
3	<b>Notification of AOB</b>	
	3.1 T Scott informed Governors of the need to hold an election of Chair and Vice-Chair in Term 1 prior to making a recommendation for approval by the Trust Board. The Clerk confirmed that, until this was completed, an extension of the current Chair and Vice-Chair appointments was on the agenda for discussion at the upcoming Trust Board meeting. She advised anyone interested in nominating themselves for the position of Chair or Vice-Chair talk to those currently in post about what was involved.	
	3.2 T Scott requested that the new statutory guidance on relationship education be discussed under AOB.	
4	<b>Minutes of the previous meeting</b>	
	4.1 The minutes of the previous meeting of the Standards & Welfare Committee held on 12 March 2019 were agreed and signed as a true record.	
	4.2 <u>Matters Arising/Actions from previous meeting:</u> The Chair advised that his action from the last meeting regarding contacting an architect he knew had not been completed as his contact had been undergoing treatment for cancer.  D Clarkson advised in relation to item 9.2 from the minutes of the previous meeting he had uploaded a video to Governor Hub about 'county lines'	
	4.3 <u>Confidentiality:</u> The released confidential minutes from the Standards & Welfare meeting on 13 November 2018 were agreed and signed by the Chair.	



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5.	<b>Headteacher's verbal update</b>	
5.1	The HT highlighted her update was related to discussion of the data and she tabled a report on 2018/19 key data which is filed with these minutes.	
5.2	<p>In relation to the SATs results the HT highlighted that there were 26 children in this year group, of which there were 12 SEND, 2 with Education Health Care Plans (EHCP) as well as high Pupil Premium (PP) and exclusions. She was particularly pleased with the maths results (77% with EHCP, 83% without EHCP) and the DHT added this was the best results since she had joined the school. The results for writing had also been good. Results for reading had been 65% and provisional progress data did not look as good.</p> <p>The HT commented that one of the EHCP children had exceeded their end of year target in this area but one child had refused to complete the tests, despite incentives. Another child had been dis-applied from reading as they were below the standard but they were still included in the results. 5 papers had been sent for review but the marking scheme was very tight. Specific detail had been needed in answers to achieve a mark. The DHT added the last text had been hard and lots of children had not attempted this.</p> <p>Governors queried what plans were being put in place next year to improve results in reading. The HT informed Governors that reading would be a focus for the school. Power of Reading would be used with cross curricular activities based on specific texts. There would be more practice of written answers, with modelling of the specific vocabulary needed to achieve a mark. She added she would like to move the library into a reading bus to make reading exciting. PP children were also being given a free book each. Parents would be invited in to read with their children. A Governor suggested using the Bio-dome for reading activities but it was agreed this may be too hot.</p> <p>A Governor asked if data had been compared with other schools locally. The HT replied that reading was lower nationally as last year this had been 75%. Medway had fallen to 71% this year. Data had been compared with local zone schools and had been similar (between 59% and 67%). It was noted that the context of Riverside was different from many other schools. The HT added that the school had achieved higher results in maths than a lot of the local zone schools.</p> <p>It was noted that girls had done well in reading. The DHT reported there were a number of boys with high SEND. 6 girls who had been having interventions had done well and Governors noted this showed interventions had been effective.</p> <p>The Chair asked when the results of any appeals would be known and the HT confirmed this would be in September.</p>	



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5.3	<p>The HT explained results in EYFS showed that progress had been 96-100% from baseline. 1 - 2 EHCPs from this group would be leaving the school to move to a special provision.</p> <p>The DHT highlighted that of the 19 children in this year group that did not achieve GLD 12 had identified SEND and of the other 7, 2 were on the SEND watch list and another 4 were born in August. The HT considered the results were an accurate reflection of the cohort. A Governor asked what was being done to help these 19 children with their transition into KS1. It was confirmed that teachers had been spoken to and action plans put in place for all children. The EYFS cohort for next year was not expected to have the same level of SEND.</p>	
5.4	<p>The HT highlighted phonics results for children without an EHCP were in line with the national figure. She added she had been pleased with the year 2 retakes, with 3 achieving the phonics standards this year and the others increasing their score by 11 - 19 points.</p>	
5.5	<p>The HT noted that writing had achieved the lowest score in KS1. The DHT explained that two children were not able to write large quantities. The new teacher was working with these children and was aware of the support needed moving forwards. The HT added that the English Lead has compared writing with other schools which has led to the use of the Power of Reading. Opportunities for longer pieces of writing would be given in year 2.</p> <p>Maths results had been good for those without EHCPs which was testament to the use of Maths Mastery.</p>	
5.6	<p>Governors agreed SATs results in maths were encouraging and it was good to see the gap had closed from last year. It had been good to focus on one area and the focus now needed to be on reading and writing. The DHT added this had been the last year 6 for which the old level system had been used.</p>	
5.7	<p>A Governor asked if the school were trialling the new baseline. The DHT explained the school was still using the old baseline but piloting the NFER alongside.</p>	
5.8	<p>Data for other years had been put on Governor Hub prior to the meeting and are filed with these minutes.</p> <p>The DHT highlighted progress and attainment had been good for Year 1. In answer to a Governors query the DHT explained there were 3 PP children, 2 of whom had SEND. Progress for these children had been good, but attainment wouldn't be as strong.</p>	
5.9	<p>The DHT highlighted year 3 had made very good progress and this year group had multiple vulnerabilities which affected attainment. In answer to a Governors question the DHT confirmed the differential between boys and girls in this year group was accounted for by the fact lots had SEND or were disadvantaged. The HT added one child with an EHCP had now been integrated into the mainstream classroom because of the support put in place.</p>	



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5.10	<p>The DHT explained Year 4 had had lots of mobility. Some children joining the school had been assessed at a higher level previously than their entry assessments showed. This meant although their in-year progress had been good this was not evident from the data. The HT added there had been an NQT teaching this year group and data was not where it was expected to be. The teacher for next year had taught them previously, knew what they were capable of and would help them progress.</p>	
5.11	<p>The DHT explained in Year 5 reading had been identified as a focus. The teacher would be moving with them next year and had identified those needing interventions.</p>	
5.12	<p>The HT circulated a report from the Inclusion Manager, which is filed with these minutes. The HT outlined the report to Governors. The HT informed Governors that the Emotional Literacy Support Assistant has been working with 1 child in Year 6 this year but is timetabled to work with more children.</p> <p>Governors discussed the significant reduction in funding referred to in the report. This had been discussed at the Governor Summit and a suggestion had been made that schools write to the DfE.</p> <p>The HT informed Governors that the school was waiting for its IQM assessment which it was hoping to have on Monday and was hoping to achieve flagship status.</p> <p>The HT read the section highlighting the achievements of some children to Governors and informed Governors she was also holding a prize giving ceremony for children in the provision. Parents were being invited and she considered this a good opportunity to highlight achievements and what the provision offered. She was planning to make this an annual event and Governors agreed this was a good idea.</p> <p>The HT highlighted that the Inclusion Manager was in the final stage of her MA. She was highly qualified and offered her expertise to other Zone schools.</p>	
6	<p><b>SEF &amp; SDP update</b></p>	
6.1	<p>The HT informed Governors that the focus would be on reading next year and pupil empowerment/pupil voice. The SDP had not been written yet as she had been waiting for a trust-wide format which combined the SDP and SEF, she had just received this. The DHT added that writing the SDP had been delayed as the school was aware that the results of an expected Ofsted visit would influence the content. The report would be written to the new framework.</p>	
6.2	<p>A Governor asked if parental engagement would be a focus, in line with the new framework. The HT confirmed the school was already active in this area with Parents in Partnership, a Parent Champion, coffee mornings and a plan to invite parents in for reading.</p>	
6.3	<p>A Governor suggested it would be useful for Governors to have training on the new Ofsted inspection framework. D Clarkson commented he was booked onto</p>	



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		a course on 16 September and there were still spaces available.  <b>Action: Clerk to add a note to Governor Hub to highlight the training on the new framework which was available.</b>	<b>Clerk</b>
	<b>6.4</b>	The HT highlighted the two awards the school had (IQM and Health & Wellbeing) and that this was a big focus for the school. The DHT highlighted the schools focus on developing life skills. She informed Governors that children had been asked at a recent assembly what made the school special. Their responses had included words like engaging, inclusive, extra-curricular. Governors agreed a broader curriculum and new and varied experiences were provided by the school.  Pupil empowerment and the development of life skills was a focus of the school council and the IQM visit. Governors asked if there was anything they could do to support this and the HT considered it would be useful for the school council to be invited to a Governor meeting to observe. Governors agreed this was a good idea.	
	<b>6.5</b>	The Chair asked if the school had a whole school food policy. The HT confirmed this and added that a parent forum was held to promote healthy food choices.	
<b>7</b>	<b>End of year data update</b> This was discussed under agenda item 5 - Headteachers update.		
<b>8</b>	<b>Safety &amp; Security</b>		
	<b>8.1</b>	<i>Refer also to Confidential Minutes.</i>  Although wanting to remain an open and welcoming school, for the safety of all staff and children the possibility of installing electric gates was now being considered.  Governors queried if the Trust would support this. The HT confirmed they could not support financially but could offer some advice on suppliers. Governors discussed that this was common in many schools. They noted it would help to stop the flow of traffic and parking on site and reduce flight risk which would safeguard the children.  <b>Governors were supportive of this being investigated and would then review the cost of implementation.</b>	
<b>9</b>	<b>Governor's visits and monitoring feedback</b>		
	<b>9.1</b>	A monitoring visit report on the curriculum updates given at the staff development day was circulated prior to the meeting and is filed with these minutes.  T Wilson informed Governors that there had been the opportunity to listen to each of the staff with a subject responsibility about developments and their	



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		<p>plans for the coming year. She considered it had been a really valuable morning. It was a good opportunity for staff to share knowledge and showed the professional respect they had for each other. Governors agreed this reflected the schools culture of continuous improvement.</p> <p><i>T Wilson left at 5.02pm</i></p>	
	<b>9.2</b>	<p>The HT gave a safeguarding and online safety update. She informed Governors there had been a couple of online safety incidents which had been logged. One was concerning an online chat on Roblox and she had been surprised how little the police could do.</p> <p>The HT confirmed that any bullying, online safety, racist incidents etc were logged on CPOMS. She added, perceived incidents of bullying were also logged, even if when investigated they appeared to be a friendship issue.</p> <p>The HT commented the school did a lot to highlight online safety, such as articles in the newsletter and assemblies. In answer to a Governors question she explained that no specific pieces of software were mentioned as the advice was to not to highlight these so as not to increase curiosity among children.</p> <p>A SEND/Inclusion update was given under agenda item 5.12.</p>	
<b>10</b>	<b>Governors Awards Ceremony update</b>		
	<b>10.1</b>	<p>The Chair commented that this had been an excellent occasion and he was grateful to RMGS for hosting. He added that the parents support for the HT in light of recent events had been clear.</p>	
	<b>10.2</b>	<p>The Chair reminded Governors of the summer fair on Saturday from 11am - 2pm.</p> <p><i>Refer also to Confidential Minutes</i></p>	
<b>11</b>	<b>Training update &amp; CPD</b>		
	<b>11.1</b>	<p>D Clarkson informed Governors he had attended Welcome to Governance parts 1 &amp; 2 and Asking Great Questions. The 2019 summer conference and another course had been cancelled. He was currently booked on the Ofsted framework training in September, Promoting Parental and Community Engagement in October, The Governing Board Role in Safeguarding in November and Exclusion training in February.</p> <p>D Clarkson mentioned he had had some issues updating his training records.</p>	
	<b>11.2</b>	<p>S Carter confirmed he still needed to attend the Welcome to Governance Part 2 course. He had recently attended Promoting a Broad and Balanced Curriculum course. He agreed to see if he had any slides from this to put onto Governor Hub.</p>	



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		<b>Action: SC to add slides from Promoting a Broad and Balanced Curriculum to Governor Hub.</b>	<b>SC</b>
	<b>11.3</b>	The Chair highlighted how useful he found the Governor Summit and visiting a school rated outstanding by Ofsted. He had been in attendance for half the day. Issues were covered such as cuts in funding and statutory guidance around relationship and sex education.	
<b>12</b>	<b>AOUB</b>		
	<b>12.1</b>	Governors discussed the need to consult with parents about relationship and sex education. The HT explained that the school already had a good PHSE curriculum in place which was a good starting point. The school would need to decide how and what it would cover and then hold a meeting to propose this to parents and give them the opportunity to make comments.	
	<b>12.2</b>	The Chair informed Governors he would be producing an annual letter from the Governing Body before the end of the school year with the Vice-Chair and asked Governors if they had anything they would like to include. The HT asked that the letter highlight the fantastic support the staff give to the children. Mention of the Bio-dome and Rainham in Bloom were also suggested.	
<b>13</b>	<b>Confidentiality</b>		
	<b>13.1</b>	There were confidential items in 8.1 and 10.2	
<b>14</b>	<b>Impact of Governance/Governors KPIs</b>		
		Governors had: <ul style="list-style-type: none"> <li>• Held the school to account in terms of student outcomes and attainment</li> <li>• Continued its constant review of safeguarding issues and safety on the school site.</li> </ul>	
<b>15</b>	<b>Date of next meeting:</b> 1 October 2019 - LGB The Clerk confirmed a list of all RMET meeting dates would be produced shortly.		
	<b>The meeting closed at 5.30pm</b>		

**Actions**

<b>Item</b>	<b>Action</b>	<b>By/who</b>
6.3	Clerk to add a note to Governor Hub to highlight the training on the new framework which was available.	Clerk
11.2	SC to add slides from Promoting a Broad and Balanced Curriculum to Governor Hub.	S Carter