

**RIVERSIDE PRIMARY SCHOOL**  
**MINUTES OF THE FULL GOVERNING BODY**  
**HELD ON TUESDAY 10 NOVEMBER 2015**

**AT 3:45pm**

**Present:** Hilary Sanders (Chair), Kim Williams (Headteacher), Jacob Bell, Terry O'Regan, Helen Maxwell, Trish Burr

**Also present:** Helen Robson(Deputy Headteacher). Cheryl Baxter (Clerk)

Item	Main Discussions	Action by/when
1.	<b>Welcome and apologies for absence</b> Apologies were received and accepted from Katie Sloman	
2.	<b>Declaration of Business Interest</b> No Change	
3.	<b>Membership update</b> A Staff Governor is collating some useful information of solicitors as potential members but nothing definite to report yet.  The Chair is in the process of contacting Governor Services for the names of any potential school governors.  Governors discussed and voted unanimously that due to the times of meetings Helen Maxwell will move from the Curriculum Committee to sit on the Resources Committee and Katie Sloman will move from the Resources Committee and will now sit on the Curriculum Committee.  The Chair will contact Katie Sloman to ascertain if she can now attend regular meetings as the time of the Curriculum meetings are more convenient for her. The school website also needs a new table of attendances in the last 12 months. Jacob Bell will update.	<b>HS</b>  <b>Clerk</b>     <b>JB</b>
4.	<b>Notification of any urgent business not on the agenda</b> Pay Review (confidential) New Assessment Levels	
5.	<b>Minutes of the previous meeting</b>	
	5.1 Approval for accuracy Item 2: Change Saunders to Sanders	
	5.2 Matters arising not covered elsewhere on the agenda Item 5.3 Headteacher secondary engagement, no feedback received The visit to Brockley school was cancelled and will be re-arranged. The proposed visit by Paul Clark was cancelled due to his other meeting pressures and he proposed a selection of alternative dates. It was discussed and agreed that the meeting be rescheduled for <b>Friday 27 November at 2pm</b> . Chair will arrange.	<b>HS</b>

		<p>The Headteacher informed Governors that the school had been invited to an accountability meeting with the Local Authority. Pauline Madison (interim AD for Children Services) has offered to support the peer review as an action. Sarah Hall has visited the school and has agreed to do some bespoke training with KS2 teachers.</p> <p>8.3 A copy of the current Skills Audit was presented to the Governors who thanked Joy and Jacob for the very useful information. Governors agreed there was a skill gap for people with experience in dealing with grievances. Governors discussed and agreed they would benefit from a bespoke training session on quality assurance: the difference between strategic and operational. Will book via Medway Council Governor Services. A revised skills audit will be brought forward to the next Standards and Welfare Committee meeting on 10 February.</p> <p>Chair: may need to look at academy conversion possibly via Chairs' Forum or Chairs' Consortium Forum. Training is coming which will be on Governorhub but may not be LA led. Governors need to be informed what's going on nationally.</p>	TOR  HS
	5.3	Confidentiality	
6.	<p><b>Children's Centre update</b> The Terms of Reference have been updated with members of the Advisory Board and Governors were handed copies. <b>Governors asked if the session at St Margaret's school has affected our catchment</b> and were informed that links were still trying to be made. The Headteacher has attended Medway SEFS training and reported that they are going in the right direction. One copy of the SEF given was considered not very good and one was better. The framework will change and once the Children Centre SEF has been shared with the Advisory Board it will be posted on Governorhub.</p>		
7.	<p><b>Headteacher's report</b> An overview of Term 1 was tabled. The Headteacher confirmed to Governors that comprehension issues are being dealt with and all the interventions are in place when <b>Governors asked for an explanation why reading in year 2 appeared lower than in year 1.</b> <b>Governors asked for further feedback on the other children in year 5.</b> <b>Governors questioned the progress being made in Year 6</b> and the Headteacher replied that there was a small cohort of children with complex learner profiles but the school is doing everything possible to address this by having 1:1's with the parents, they are taught by 3 of the best teachers and have additional support of an HLTA in the afternoons. The Headteacher and Terry O'Regan will arrange a date for a pupil premium review. Terry O'Regan will work with the Headteacher focussing on Year 6.</p>		KW/TOR  TOR/KW
8.	<b>Policies and Procedures</b>		

	The policies were available at the last meeting when it was recommended and unanimously agreed to the adoption of the Local Authority model.	
<b>9.</b>	<b>LA items form Governorhub</b> No items	
<b>10.</b>	<p><b>Any other business of an urgent nature</b> - A copy of the presentation is available with the minutes.</p> <p>The Deputy Headteacher gave a presentation to Governors on the new system of assessment without levels and advised that the school has adopted its own system for levelling children in KS1 and KS2. Children in the Early Years will be assessed slightly differently and the school has piloted a Baseline assessment this year to assess children as they start school. There is new lettering for assessing attainment against the National Curriculum. <b>Governors asked how the new assessment system was reported to parents</b> and were advised that it is via the website, at parents' evenings and a letter has been sent explaining what it means in each year group and where their child should be in any specific year.</p> <p>Governors noted there is a robust tracking system for attainment that flags up children that staff may need to check on and generates an end of year final statement for parents. Following a recent Inset day the staff are fully briefed and aware of the progress of their pupils.</p> <p>It was reported to Governors that progress is tracked throughout the year and highlights if children are not making appropriate progress when interventions will be put in place if necessary.</p> <p><b>Governors commented that the tracking system works well as targets can be set and they also liked the use of colour coding for tracking progress and attainment throughout the year as it allowed for groups to be filtered out when necessary.</b></p> <p>Governors agreed with the Headteacher that it is about knowing the children and supporting them so they are ready to learn. Rising Stars assessments are used to enable children to practice in test conditions.</p> <p>The Headteacher further updated Governors that the staff had been trained on 'growth mindsets' where positive nurturing language is used throughout the school and a 'user-friendly' newsletter had been sent to all parents to explain.</p> <p>Governors noted that the children's attainment and progress is also targeted at Pupil Progress meetings and actions are put in place if necessary.</p> <p>Following a Safeguarding check by Governors the pond is blocked off and the children are safe.</p>	
<b>11.</b>	<b>Confidentiality</b> An item is considered confidential and will not be included in these	

	minutes.	
<b>12.</b>	<b>Review of meeting</b> Not discussed	
<b>13.</b>	<b>Confirm date and time of next meeting</b> <b>FGB – 1 March 2016</b>	
	<b>The meeting finished at 5:45pm</b>	

<b>ACTIONS</b>		
Jacob	Update the school website with a table of Governors attendance at meetings in the last 12 months.	
Hilary	Re-arrange Paul Clark's visit to 27 November at 2pm	
Terry	Book quality assurance training with Governor Services	
Clerk	Agenda item for the next Standards and Welfare Committee meeting: Revised skills audit	Before 10 February
Terry/Kim	Arrange a pupil premium review meeting	
Terry	Work with Kim focussing on Year 6	