

RIVERSIDE PRIMARY SCHOOL

MINUTES OF STANDARDS AND WELFARE MEETING
HELD ON TUESDAY 3 MAY 2016 AT 3:45PM

PRESENT: Jacob Bell, Trish Burr, Joy Jearum, Helen Maxwell, Terry O'Regan, Hilary Sanders (Chair), Kim Williams (headteacher)

IN ATTENDANCE: Nicola Nash (Medway Clerking Service)

Item	Main discussions and agreed actions	Action by/when
1	<p>Welcome and Apologies All governors in attendance.</p> <p>The meeting was quorate.</p>	
2	<p>Declaration of Business Interests Hilary Sanders advised governors she is now chair at Woodlands Academy. Hilary agreed to update her business interest form.</p>	
3	<p>Notification of any urgent business not on the agenda Academy update Governing body vacancy update.</p>	
4	Minutes of the meeting held on 15 March 2016	
	<p>4.1 Approval for accuracy – minutes were agreed as a true record of the meeting, subject to a few amendments which were noted. Clerk agreed to update and email a copy to the chair. Governors agreed the chair would sign a copy and for the updated minutes to be uploaded onto the school website.</p>	Chair
	<p>4.2 Matters Arising not already on the agenda Health and Safety – Trish Burr informed governors the school kitchen had been fitted with a fire proof shutter.</p>	
	<p>4.3 Confidentiality – No items were deemed to be confidential.</p>	
6	<p>Attainment and Progress – Update on any changes for Statutory tests/assessments. Process for moderation, test arrangements for SATS</p> <p>Governors were informed of the following points</p> <ul style="list-style-type: none"> • the modified papers and additional time to support the children within the year group that require extra support during the SAT tests has been arranged • KS1 SPAG – would not be taking place. • Relevant staff training on testing has taken place • Year 6 children have completed sample SAT test papers • Progress in writing has been made from the last report in March • Maths is a concern, some children have a good attitude for learning and the school can demonstrate levels of progress for pupils. • Booster interventions have taken place for the children across both areas. • Letter to KS1 parents regarding how they will be administered • KS1 moderation training • Combined expected currently at 30%-40% for year 6 • Only thirteen children currently in year 6 	

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	<ul style="list-style-type: none"> • KS1 data - the school are able to target children that require additional support • Yr 5 – targeted groups and interventions have taken place for the children 	
7	<p>Review of Safeguarding Report – Head teacher reported MCSB had attended a Safeguarding Audit meeting in school, from the meeting there were a few recommendations which are in hand. They were as follows –</p> <ul style="list-style-type: none"> • Minor alterations to the register – review the single register once a year • Shared services • Own files for children • Head teacher completed the DCPC training in April <p>In-school staff training in September – led by head teacher Safer recruitment training to for relevant staff in school – Deputy Head due to attend</p>	
8	<p>Maths Mastery Initiative Head teacher informed governors the school had signed up to the Maths Mastery Initiative and highlighted that it is a National Program. She had attended a meeting and found it very informative and explained in detail about how the programme could be used within school and how it was an exciting programme for the children and staff. Staff training would take place and the staff would deliver in year 1 from September. Lessons and resources can be used across the whole school. Head teacher explained how transitions can be embedded across the whole school through songs, reasoning skills and speech and language skills. The programme will create opportunities for the children in all areas of learning. The programme is linked to growth mind-set and would be of great benefit to the children.</p>	
9	<p>SEN governor report SEN governor had met with Inclusions Manager, a coffee morning had been arranged for parents but unfortunately no parents attended. A questionnaire for parents had been sent out and the school had received a positive response. SEN governor reported on the SEN guidance report that she had read for her information and feedback on how clear the document was to understand. A SEN parents’ newsletter had been sent out. Governors discussed and asked is there SEN governor forum in Medway? clerk would ask governor services and suggested the link to GovernorHub for more information. Governors discussed the lack of attendance from parents and how they could talk to Twydall Primary about a combining peer support group for parents. Feedback at the next meeting. Head teacher informed governors a SEN meeting was due to take place at Gun Wharf - She would post the details onto GovernorHub. Governors discussed the changes in SEN and the criteria for schools and how this may have an impact for the school in the future.</p>	<p>Clerk</p> <p>HT</p>

RIVERSIDE PRIMARY SCHOOL

MINUTES OF STANDARDS AND WELFARE MEETING
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10	<p>Book scrutiny Governors looked at children’s’ books and discussed the improvement shown throughout the year groups. The head teacher informed governors that handwriting and presentation will be a focus across the school from September and talked in detail about the learning to learn and what the children would be focussed on in the class room during their lesson time. Head teacher informed governors she had completed a report on disadvantaged pupils within the school and informed governors the report would be uploaded onto GovernorHub. The report includes Actions for Leadership, Management and governor involvement. Governors looked at the creepy crawlies project book that was completed by a group of children within the school – head teacher explained how the successful the project had been and how it had extended on their children’s writing.</p>	HT
11	<p>Unacceptable behaviour policy Governors discussed the policy. Trish Burr informed governors of a standard policy she had obtained and how the document would need to be personalised to Riverside school. Governors agreed to amend and cross reference the policy so that it is relevant to the school. Chair agreed to update and email policy to head teacher.</p>	Chair
12	<p>Any other Business of an urgent nature</p> <p>Academy update – Head teacher informed governors the school had expressed an interest and is currently waiting for a project lead; she explained the procedure that needs to be followed. The head informed governors she has spoken to school staff the school have to complete an Academy consultation with parents/carers. The head teacher informed governors of a LA meeting that is due to take place on 13 May at the Corn Exchange, she asked that a member of the governing body attend with her. After discussion, Trish Burr or Terry O’Regan would attend the meeting with the head teacher. The governors at Rainham Mark Grammar need to ratify the agreement at their governors meeting.</p> <p>Feedback at the next meeting from the head teacher.</p> <p>Head teacher – fully compliant on the school website??</p> <p>Governing Body Vacancy update- New co-opted governor had submitted their statement and has been interviewed in school for the post. LA governor application is in the process and is due to be approved shortly. One parent had replied and was automatically elected. Governors expressed their thanks to Terry, Trish and Jacob on the work involved to ensure the new governors were appointed.</p>	HT
13	<p>Confidentiality No items were deemed to be confidential.</p>	

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MINUTES OF STANDARDS AND WELFARE MEETING
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14	Review of meeting Items for next meeting Academy update unacceptable behaviour policy possible SEN parent peer support group	
15	Confirm Date and time of next meeting as – Next meeting date to be agreed at the business meeting in September.	
	Meeting finished at 17:40pm	

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ACTIONS

Name	Item	Action	By when
Chair	4.1	Minutes to be signed and uploaded	Next meeting
	11	To update unacceptable behaviour policy	Next meeting
Clerk	9	Check for SEN forum in Medway	Next meeting
Head teacher	9	Gun Wharf SEN meeting details on website	Next meeting
	10	Book scrutiny - report on disadvantaged pupils within the school and informed governors the report would be uploaded onto GovernorHub.	Next meeting
	12	Academy update	
Joy	9	Contact Twydall Primary re SEN parent support group	Next meeting

SIGNED _____ DATE _____