

RIVERSIDE PRIMARY SCHOOL

MINUTES OF FULL GOVERNORS MEETING HELD ON TUESDAY 12 JULY 2016 AT 3:15PM

PRESENT: Jacob Bell, Trish Burr, Dave Brockman, Joy Jearum, Helen Maxwell, Terry O'Regan, Hilary Sanders (Chair), Tim Scott, Lesley Singleton, Kim Williams (headteacher)

IN ATTENDANCE: Vanessa Ewing (Children Centre), Zoe Huggett (Inclusions), Helen Robson (Deputy Head) and Nicola Nash- Medway Clerking Service

Item	Main discussions and agreed actions	Action by/when
1	<p>Welcome and Apologies All governors were in attendance. Terry O'Regan chaired the meeting. The chair welcomed the new governors to the meeting.</p> <p>The meeting was quorate.</p>	
2	<p>Children's Centre Update Vanessa Ewing handed out the report to governors and highlighted the following points from the report –</p> <ul style="list-style-type: none"> • The new structure will start from January 2017 • The centre staff and team of volunteers have done an amazing job to maintain the services for the children and families • Vanessa will be starting her new role as the FLO within the school from September • The school will continue as an active partner with the children's centre under LA management. • Cluster meetings with local nurseries will continue • The centre has had a productive year, ten parents have completed NVQs in childcare <p>The head teacher expressed her thanks to the children's centre staff and reported how well they had worked together and how they had continued to provide a high quality service to all the children and families that use the facilities.</p>	
3	<p>Presentation from SLT on standards and SEND Standards - Helen Robson handed out the report to governors and highlighted the following points from the report –</p> <ul style="list-style-type: none"> • FS2 GLD – 26 Children ELG in Reading 73%, Writing 73% • Year 1 Phonic check – 32 Children , Non SEND (27 children) 93%, they have made really good progress • Year 1(32 children) Attainment % at expected – Reading 84%, Writing 81% and Maths 88% • Year 2 phonic check 1/5 children passed – all have made progress on their levels • Year 2 attainment % working at expected and greater depth Reading 83%, writing 61% and Maths 78% • Year 3 pilot phonic check carried out 5/5 children passed at 100% • Year 3 attainment (25 children with 19 boys in the class) % at expected – Reading 88%, Writing 84% and maths 88% • Year 4 (22 children) % at expected Reading 91%, Writing 73% and Maths 77% 	

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	<ul style="list-style-type: none"> • Year 5 (23 children) % at expected Reading 78%, Writing 74% and Maths 74% • % levels of children without EHCP Reading 85%, Writing 80% and Maths 80% • The combined figures are maintaining the standard figure is at 74% • Year 6 SATs Results (13 children) % working at expected – Reading 46%(6), Writing 54%(7), Maths 31%(4) % with greater depth 15%(2) and combined 23%(3) • A breakdown sheet for a number of the Year 6 children for the governors' information, the report gave an insight into their circumstances that have had an impact on their learning during Year 6 (names of the children were not included). The current year group have a lot of complex needs and SEND. <p>The scores were mostly in line with what the school had expected.</p> <p>The CoG (HS) challenged if Ofsted contact the school and ask for detailed information; the Year 6 information discussed shows the children have not made any progress since September and this represents a serious concern. The head teacher and deputy head informed governors the external consultant had agreed with the school's judgment. The school are confident they would be able to justify their judgments if Ofsted made contact.</p> <p>TS asked what lessons have been learnt regarding the situation with the current Year 6 cohort. The head teacher informed governors, the school have implemented a variety of interventions to support the children. Maths Mastery is due to start and the programme will support all year groups within the school.</p> <p>Governors discussed in detail about the new referral process for safeguarding a child and how the policy for referral has changed without schools being aware of the new system. The school have reported and logged their concerns to the MCSB.</p> <p>SEND – Zoe Huggett handed out the report to governors and highlighted the following points from the report –</p> <ul style="list-style-type: none"> • There are currently 42 children on the whole school SEN register, this is 20% of the school roll. Of the 42 children, 14 have a statement or EHC Plan and 20 are classed as SEN support. • Attainment and progress for SEN children - for governors to be aware the SEN children are experiencing learning difficulties in more than one area and therefore these children will be achieving below the expected standard and/or progressing slower than their peers. • Year 1 – 5 children with SEN(16% of the cohort), 3 with EHCPs • Year 2 – 5 children with SEN (22% of the cohort) • Year 3 – 8 children with SEN(32% of the cohort) • Year 4 – 5 children with SEN(34% of the cohort), 4 with a statement or EHCP • Year 5 – 7 children with SEN(30% of the cohort), 3 with a statement or EHCP • Year 6 – 6 children with SEN(46% of the cohort), 1 with a statement or EHCP • ZH has agreed to continue with her SEN studies, having qualified for her current school role. • Inclusion Quality Mark assessment – due to take place on 20 July 2016 • LA are planning changes to the SEN funding for next year. 	
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	<p>Governors discussed the new funding for SEND children and how it would work. All agreed for more feedback to be received at the next meeting when the school is fully aware and clear of new the SEND funding system.</p> <p>Chair expressed governors thanks to Zoe Huggett and Helen Robson for their effort and hard work on the reports they both produced for the governing body.</p>		
4	Declaration of Business interests None		
5	Membership Update After discussion, all governors agreed for Lesley Singleton as the new co-opted governor. 3 new governors joining the GB are as follows – Parent governor – Tim Scott Co-opted Governor– Lesley Singleton LA governor – Dave Brockman Clerk agreed to notify Governor Support of the three new governor appointments.		
6	Notification of any urgent business not on the agenda None		
	Zoe Huggett left the meeting at 17:10		
7	Minutes of the meeting held on 20 May 2016 – resources and FG meeting together		
	7.1	Approval for accuracy – minutes were agreed as a true record of the meeting and were signed by the Chair. Minutes would be uploaded onto the school website. Clerk advised the chair the minutes of the Full governors meeting held in March need to be approved and signed. After discussion governors agreed for them to be signed at the September meeting.	
	7.2	Matters Arising not already on the agenda All actions are in hand or have been completed. No actions outstanding from last meeting.	
	7.3	Confidentiality – No items were deemed to be confidential.	
8	Report to Governors from the Head teacher Covered within item 3. Copies of the report were handed out to governors at the meeting for their information. The governors were asked to raise any questions not already covered in item 3 of the meeting. Head teacher highlighted the following points from the report – <ul style="list-style-type: none"> Attendance this year has improved from 95.9% last year to 96.6%. Termly 		

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	<p>recognition continues of good attendance, there is a display board broken down into the classes.</p> <ul style="list-style-type: none"> Online safety parent session was a success with 10 parents that attended. 	
9	<p>To receive report from external consultant</p> <p>Head teacher handed out the report to governors at the meeting and highlighted the following points –</p> <ul style="list-style-type: none"> The meeting and visit had been a productive and positive day. The external advisor met with the children, observed staff and the head teacher at various times throughout the visit. Looked at the school data Looked the children's books in depth and challenged them <p>The advisor made also made several recommendations from the visit and these were shared with the governors during the meeting.</p>	
10	<p>Academy Application Update</p> <p>Head teacher reported she has been in contact with DfE and has completed questions and has provided lots of information relating to the academy process. DfE would be in contact before the end of term.</p> <p>A finance meeting between both schools is due to take place</p> <p>Head teacher reported that ten parents had attended a meeting with the CEO from Rainham Mark Educational Trust.</p> <p>Governors asked how the school chooses an outstanding school to visit. Head teacher informed governors the process can be through recommendation, word of mouth or through Ofsted.</p> <p>Governors stated that Riverside Primary is difficult to benchmark against other schools due to the school make up.</p> <p>Update at the next meeting.</p>	Head teacher
	Joy Jearum left the meeting at 17:27	
11	<p>Possible extension of the school to 2 Form Entry</p> <p>Head teacher advised governors the plans are on GovernorHub for their information. Is at the early stage at the moment. Due to go to cabinet in September 2016.</p> <p>Feedback at the next meeting.</p>	Head teacher
12	<p>Committee and Link Governor Reports</p> <p>Health and Safety update - The boiler replacements have been given the go ahead.</p> <p>The new fire doors have been installed</p>	
13	<p>Training</p> <p>Two governors reported attending a very useful parental complaints training session.</p> <p>There is a safeguarding staff training day on 5 September 2016, all governors are welcome to attend. Please inform head teacher of you attendance.</p>	ALL
14	<p>GovernorHub</p> <p>Chair encouraged governors to view GovernorHub, there are updates, useful information and website links to assist in their role as governors.</p> <p>New governors would be set up on the system, details would be sent to governor support services.</p>	Clerk
15	<p>Policies and Procedures for discussion and approval</p> <p>First Aid policy – out of date, in the process of being updated.</p>	

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	Marking and Feedback policy – currently out of date, in the process of being updated. Feedback at the next meeting.	Head teacher
16	Meeting dates for the forthcoming academic year The business meeting is 13 September at 3:45pm	
17	Confidentiality None	
18	Review of meeting See action points	
	Meeting finished at 6pm	

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ACTIONS

Name	Item	Action	By when
Kim Williams	10	Academy Update to governors	Next meeting
Kim Williams	11	School extension update to governors	Next meeting
Clerk	14	To update Governor Services with new governor details	ASAP
Kim Williams	15	To update First Aid policy and marking and feedback policy	Next meeting

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