

RIVERSIDE PRIMARY SCHOOL

(Part of the Rainham Mark Education Trust)

MINUTES OF THE STANDARDS & WELFARE MEETING

HELD ON TUESDAY 20 FEBRUARY 2018

AT 3.45 PM

Present: T Scott (Chair) D Brockman, K Williams (Headteacher), H Maxwell

In attendance: K Murray, C Baxter (Clerk)

Item	Main discussions and agreed actions		Action by/when
	The meeting was quorate.		
1	Welcome and Apologies The Chair welcomed everyone to the first meeting of the year and greeted KM who had attended while deciding on the appropriate Committee to sit on. Apologies were received and accepted from L Singleton and H Robson.		
2	Declarations of Interest		
	2.1	DB declared that he was currently undertaking consultancy work for RMET and amended his Register of Business Interests form accordingly.	
	2.2	KM advised that she was an employee of Commercial Services (KCS) and completed her Register of Business Interests form.	
	2.3	Both forms were handed to the Clerk. DB will update the school website.	DB
3	Notification of any other business		
	3.1	H/T: High needs funding update and numbers for September 2018	
	3.2	Chair: Governor Awards day 2 July 2018	
	3.3	Chair: Ofsted priorities	
4	Minutes of the meeting held on 7 November 2017		
	4.1	Approval for accuracy. 8: Correction to wording. "Ofsted could change the way inspections were carried out if there was a potential change of grade".	Clerk
	4.2	Matters arising. 5: Governors would receive a talk on the Blue Sky training system from TPS's Deputy Headteacher during his placement in the school as RPS is supporting him in his alternative placement for the National Professional Qualification for Headship (NPQH). 6: The H/T, Deputy HT and HM had not yet had an opportunity to meet to discuss the changes made following feedback from previous surveys but this would be arranged when the Deputy HT returned from sick leave. 8: Monitoring Q & A during monitoring visits. The previous year's monitoring visit report would be used as a comparison and any further actions documented. The link between reports and the governors' action plan would be raised for reflection in the SDP and included in the action plan for next year.	

		The meeting agreed that all other actions had been resolved.	
	4.3	Confidentiality. Item 5: staffing contained in the Headteacher's summary report.	
5	Headteacher's summary report		
	The H/T verbally delivered her summary and the key points were:		
	5.1	Safeguarding: There were 2 Looked After Children but no children were under a care plan and very high needs cases had reduced.	
	5.2	Behaviour: High needs children had high levels of anxiety but their challenging behaviour was being managed very well. 3 exclusions this year (2 with EHCP and 1 with a history of significant previous exclusions due to severe behavioural needs). This was being managed extremely well but conversations continued with the parents to explore other placements more suitable to his needs. Additional support had been sought and other agencies had been involved.	
	5.3	Teaching and learning: 3 members of staff had undertaken moderation training. Yr 1 Maths Lead was a school based development lead for Maths Mastery.	
	5.4	School Development Plan update: The school is making good progress towards the SDP targets.	
	5.5	Staffing update: Yr 4 NQT was being monitored and mentored. Recruiting for 2 teachers, one with early years' experience with the school expansion in mind.	
	5.6	Curriculum: Maths and English reports were tabled by the subject leads at the meeting and are filed with these minutes.	
		5.6.1 Maths Mastery continued to be received positively and was used in Yrs R-3 and being monitored in other year groups. Parent workshops in September and October had been very well attended and received positive feedback. Maths week in the school in May was aimed at raising the maths profile and a Times Table Sing Star event was introduced in February to also prepare for a test that may be introduced in Yr 4 in future. Strategies were in place for Yrs 5 and 6 with RMET providing support and by students regularly practicing previous SATS papers. The most able students were also being challenged. Governors expressed their thanks to RMET for their support and asked when the impact of this support would be known. At the milestones assessment stage.	
		5.6.2 Book Week in January provided a range of activities and workshops from external providers and parents were in attendance. Book scrutinies evidenced that children were writing a range of genres and through lesson observations that discrete punctuation and grammar lessons were being taught. Phonics was taught daily in FS and Yr 1 and spellings daily in Yrs 2-6. Boys in Yr 5 were receiving extra support from Rainham Mark Grammar School pupils who were running weekly spelling sessions. Parent workshops for spelling and reading was scheduled for April and May.	
	5.7	Predictions and 2017-18 Targets Data sheets were provided by the Assistant H/T and discussed in item 7.	

	5.8	SEND report	
		The Inclusion Manager's report was tabled at the meeting (copy filed with the minutes)	
		<p>HT - The EFA had agreed with the LA and reduced funding by 7 places. As classes were at PAN it had not been possible to accept 7 LA referrals received so far this year. However strategic financial planning over the years had sustained the school and Governors thanked the School Business Manager and SLT for financial forward thinking despite the loss of funding. Governors suggested that as the High Needs funding was reviewed annually with the LA that the school gather evidence highlighting the impact of the reduced funding throughout the year. The H/T would take that option forward.</p> <p>Governors expressed their gratitude for the detailed reports and asked if they could be received prior to the meeting in order to capture points beforehand in future.</p> <p>H/T would arrange for responses to the SEN Capital Programme 2018-21 and top up funding consultation to be uploaded to Governorhub.</p> <p>Medway finance team were consulting on arrangements for top up funding to some schools and academies. DB would draft a response to the first of three SEN consultations and copy in the Chair. The closing date is 23rd February.</p>	<p>H/T</p> <p>DB</p>
	5.9	<p>Admissions and Attendance</p> <p>YR Admissions will continue to be managed by the LA but in-year admissions will now be managed by the school, including appeals.</p> <p>There was a significant amount of sicknesses in Term 2. Interventions were in place and case studies being carried out. Staff absence through sickness had also been affected in this term which the H/T was monitoring following Medway guidance.</p> <p>The Resources Committee would be made aware if absences became a problem.</p>	
	5.10	<p>SATS review benchmarked against national targets.</p> <p>Data sheets were provided by the Assistant H/T and discussed in item 7</p>	
	5.11	O-Track update. Discussed in item 7.1	
6	RMET Delegation of Powers 'Standards & Welfare'		
	6.1	The Committee terms of reference was still in draft format. DB would bring to the LGB for approval at the next meeting on 8 May.	Clerk
7	Assessment update		
		Data sheets were tabled at the meeting (copies filed with the minutes)	
	7.1	The anonymised reports from O-Track would be discussed at the next S&W meeting when a narrative had been provided by the DH/T on her return from sickness.	Clerk
	7.2	Interim Milestones were scrutinised in detail and questions were answered to the Governors' satisfaction. They could see evidence based interventions were working as results were improving. Governors asked if the columns	

		highlighted in dark blue and green could be shaded in a lighter colour as the figures were difficult to read.	
		Governors requested an update on environment opportunities linked with Rainham Mark. A drama club was being held in school, there were science workshops for Yrs 5 & 6, 4 and 3 and each key stage would have a science day. Yrs 1 and 2 had outdoor learning environment opportunities. A forest school could potentially be extended to other years but difficult to fit into the curriculum. However the school expansion could potentially provide an area for developing a forest school. The recent Stay and Play session had been well attended by families in the community.	
8	Update on Governors' day on 26 January		
	8.1	Expansion has new opportunities for the school. Becoming more future focussed ensuring strategy review at each FGB meeting Effectiveness of meetings and scheme of delegation Opportunity of reviewing the school vision on Inset day in September. The vision was communicated to parents via newsletters. Governors were invited to attend the Staff Development day examining the SDP.	
9	Feedback on RSC visit and interim targets		
	9.1	DB commented he was proud of the school for rising to the inspection. It had been intense involving a number of staff and the school should be incredibly proud of what they had achieved and how the school was run. The Chair thanked DB and HM for their involvement on the day. Yr 6 link Governor focussed on closing the gap for disadvantaged children in Yr 5. A Governor was monitoring pupil premium children.	
10	Governors visits and monitoring feedback		
	10.1	Safeguarding update. As apologies had been received from the Safeguarding Governor the update would brought forward to the next meeting.	Clerk
	10.2	E-safety update. As above	Clerk
	10.3	SEND Governor update. HM would contact the SEND Manager to discuss the details of the role.	
	10.4	Music update (the music lead provided a report and a copy is filed with the minutes). Music monitoring visit in October last year and the report was on Governorhub. Links with Rainham Mark would be followed up.	
11	Training and CPD update		
	11.1	HM - Code Club training. A 3 week course providing an opportunity to involve parents in a volunteer role. Materials for schools was available.	
12	Any other business		
	12.1	H/T: High needs funding update and numbers for September 2018 Discussed in item 5.8 HT – shared high numbers for reception places 2018. 50 first choice applications – the highest ever.	
	12.2	Chair: Governor Awards day 2 July 2018. It was agreed that there would be	

		a word limit for teacher nominations and Governors would receive all nominations by 18 June. The ceremony to be held at Rainham Mark Grammar School again and Simon Decker would be in attendance.	
	12.3	Chair: Ofsted priorities to be a standing agenda item for FGB meetings	Clerk
13	Confidentiality		
	13.1	None noted	
14	Review of meeting/impact of governance		
	14.1	Monitoring reports scrutinised Impact linked to the SDP leading to change SLT reaction to RSC visit Subject lead reports studied	
	14.2	Governors agreed to continue using their existing email addresses until the next meeting when they would be set up on the Medway email address system.	Clerk
15	Date and time of next meeting: 12 June at 3.45pm		
	15.1	Forthcoming monitoring visits 8 May – Safeguarding at 2pm 12 June – Curriculum at 1.30pm	
	The meeting closed at 6.40 pm.		

ACTIONS

Name	Item	Action	By when
David Brockman	2.3	Update the declarations of Business Interests on the school website.	9 March
Cheryl Baxter	4.1	Amend the minutes with the exact wording	Completed
Kim Williams	5.8	Please arrange for responses to SEN Capital Programme 2018-21 and top up funding consultation to be posted on Governorhub	23 Feb
David Brockman	5.8	Please draft a response to the first SEN consultation and cc the Chair. to Medway consultation	Before 23 Feb.
Cheryl Baxter	6.1	FGB Agenda item for 8 May mtg. Committee terms of reference	10 April
Cheryl Baxter	7.1	Agenda item for 12 June mtg. O-Track data	15 May
Cheryl Baxter	10.1	Agenda item for Lesley 12 June mtg. Safeguarding update	15 May
	10.2	Agenda item for Lesley 12 June mtg. e-safety update	
Cheryl Baxter	12.3	Include Ofsted Priorities as a FGB standing agenda item	Completed
Cheryl Baxter	14.2	Ensure Governors are set up on Medway email addresses for the next meeting on 12 June.	1 June