

RIVERSIDE PRIMARY SCHOOL
(Part of the Rainham Mark Education Trust)

MINUTES OF THE LOCAL GOVERNING BOARD MEETING

HELD ON TUESDAY 10 JULY 2018

AT 3.45pm

Present: Timothy Scott (Chair), David Brockman (Vice Chair), Kim Williams (Headteacher), Simon Carter, Karen Murray, Helen Maxwell, Jacob Bell, Helen Robson

In attendance: Tracey Wilson (prospective new co-opted Governor), Zoe Huggett (Inclusion Manager), Cheryl Baxter (Clerk)

| Item | Main discussions and agreed actions | | Action by/when |
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| | The meeting was quorate. | | |
| 1 | Welcome and Apologies The Chair welcomed everyone to the meeting and made introductions for the benefit of Tracey Wilson. Apologies had been received and accepted from Simon Decker. | | |
| 2 | Declarations of Interest | | |
| | 2.1 | None were declared | |
| | 2.2 | Declaration forms were signed at the meeting. The Clerk would send copies to RMET Clerk. | Clerk |
| | 2.3 | RMET Code of Conduct was signed at the meeting. The Clerk would send copies to RMET Clerk. | Clerk |
| 3 | Notification of Any Other Business | | |
| | 3.1 | Chair: The Key for Governors potential questions for Ofsted inspections | |
| 4 | Minutes of the meeting held on 8 May 2018 | | |
| | 4.1 | Approval for accuracy. The minutes and confidential minutes were accepted as a true record and signed by the Chair. | |
| | 4.2 | Confidentiality. The minutes remained confidential. | |
| | 4.3 | Matters arising/update on actions 11.3 The interim working party for Governors to meet between meetings would be scheduled in September for next year. 11.4 The Clerk will check the number of online responses to the Governor Healthcheck via survey monkey. 14.2 The Mayor would be available around 18 September for the soft opening of the new building. A fundraising event for mental health charities would be arranged. | Clerk |
| 5 | Membership | | |
| | 5.1 | Tracey Wilson stated she had previously been a Governor at Deanwood Primary school and an Early Years Advisor for the last 15 years. She had set up a consultancy business with her husband as an educational | |

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| | | <p>consultant working 3 days a week and in the nursery at Twydall Primary School for 2 days per week which finished at the end of July.</p> <p>4.05pm. Tracey left the room for Governors to consider her application. Governors felt that her early years' experience would be beneficial particularly as this area was expanding and she had supported the school previously offering advice when required. A potential conflict of interest due to the consultancy business was discussed and J Bell commented that it had never been an issue at Deanwood school where he had also served as a Governor at the same time as Tracey.</p> <p>Governors were unanimously agreed for Tracey Wilson to be a co-opted Governor.</p> <p>4.10pm. Tracey returned to the meeting and accepted the position of co-opted Governor. The Chair mentioned that if there was a potential conflict of interest due to her consultancy business she would be required to recuse herself from the meeting.</p> | |
| | 5.2 | There would be 2 vacancies when Helen Maxwell retired as a Governor in August (1 Parent Governor and 1 co-opted Governor). Parent elections would be delayed until September until the Chair and Vice Chair had produced a newsletter to be sent to the parents of the new intake of children. | |
| 6 | End of Year Data | | |
| | The full document was available on Governorhub. The information had been published prior to the meeting which Governors had received and read in advance. Brief details follow:- | | |
| | 6.1 | The Reception Class had a high percentage of SEND children. Results were slightly lower than the end of year target of 67% for attainment but without the EHCP results were above. All the children had made good progress. | |
| | 6.2 | Yr1 Phonics. The end of year target of 83% would have been met but a new child joined the ASD provision a week before the test. Maths Mastery had made an impact. 81% of the class at 'expected' for attainment which was shown through the test results. | |
| | 6.3 | <p>Y2 Reading. 70% attainment. Yr 2 teacher is a KS1 moderator and her judgements provided an accurate assessment.</p> <p>Governors asked if having a teacher going through moderation had helped. It had prevented over inflated KS1 results.</p> <p>In terms of identifying that as a gap what have you put in place for those children going into Yr3? Resources had been bought in throughout the year as part of the everyday reading. This had been identified in the SDP for next year.</p> <p>Y2 Writing. Children were good at phonetically sounding out but spelling would be started earlier in future. Twinkl had been bought in and that would continue. Governors noticed there was quite a difference in attainment between boys and girls and noted that it was a boy heavy cohort with quite significant needs within this group. All staff had written action plans for the next teacher to be aware of what the needs were and the level of support required.</p> | |

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| | | Yr2 Maths results were amazing. Governors asked what was it about Maths Mastery that had helped. It was the use of language and understanding of the use of manipulatives. There were also maths meetings in the afternoon in all year groups from Reception to Yr6. Maths Mastery would be introduced in Yr4 next year and continued improvements would be evident. | |
| | 6.4 | Yr3 had performed really well all year and had responded well to creative teaching. Governors asked how middle attainers were monitored in class. It was difficult to identify as children were either working towards, working at or working at greater depth within the expected standards. | |
| | 6.5 | Yr4 progress had improved throughout the year. Governors asked if there was a similar trend with boys and girls. Boys were more 'working towards' but progress had improved. An EHCP had impacted in that class and measures were in place to protect the learning with the change of teacher. | |
| | 6.6 | Yr 5 was a boy heavy class (22 boys and 6 girls). Progress had been made from T1 – T6 and looked promising for next year. | |
| | Governors thanked the Deputy Headteacher for providing the narrative and asked for an update on assessments. 'O' Track would be changing and they were always looking for improvements to show progress and outcomes in a clearer format. | | |
| | 6.7 | Yr6 SATS. A class of 23 children including 5 EHCPs. 72% combined for attainment without EHCPs but this was a mainstream school with provision which was not taken into account when the data was published. Tracey Wilson commented there was a need to take some ownership of the ASP and RDSR prior to an Ofsted inspection and to articulate clearly the cohort in Yr 6. Governors were aware of the profile of each cohort. The Headteacher advised that a narrative had been made of the provisions that had been put in place and the current SEF would be updated with this information. Quality of teaching throughout the school was being ensured and high quality teachers were being recruited. Governors acknowledged the amazing score for writing and asked what could be put in place for maths next year for this Yr 5. They were already having Third Space learning and specialist teachers coming in. Interventions were in place to support within lessons and those teachers coming in from Rainham Mark Grammar School were aware of the gap analysis. | |
| 7 | Headteacher's report | | |
| | The report was available on Governorhub and had been published prior to the meeting. Governors had received and read the information in advance. Main points raised were: | | |
| | 7.1 | The school was still at risk of falling into the 'Coasting' category for next year. | |
| | 7.2 | Interventions had been put in place to improve outcomes at the end of KS2 in English and Maths. RMET had provided support and RMGS staff had delivered staff training on challenging the more able. Joint working with the Trust would continue to develop and the Maths and English leads would work alongside RMGS staff. Yr 5 boys were being targeted for maths. | |

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| | 7.3 | <p>The maths subject lead had been successful in becoming a School Based Development Lead for Maths Mastery. David Brockman was thanked for his support and being proactive in succession planning by completing a Leadership Development Programme for Aspiring Chairs. The Inclusion Manager was currently completing her second year of the Masters in Enabling Learning.</p> <p>The Headteacher had been impressed by the PE lead who was only in his second year of teaching but had shown leadership skills by organising inter schools' competitions and taking the lead on the LAs Pilot programme 'Schools for Health and Wellbeing'.</p> <p>Governors commented that it was a reflection on the commitment of staff who went above and beyond the requirements of their job.</p> | |
| | 7.4 | IQM Quality Mark. A new assessment was taking place this year. | |
| | 7.5 | PiP. Although attendance had been low those that had attended gave 100% positive feedback. The Headteacher would use the positive feedback to promote the scheme at the first coffee morning and publicise on the school gate to increase attendance. | H/T |
| | 7.6 | The Parental Engagement Governor mentioned that parents had asked for the bike shed to be moved. The Headteacher would send out a response in her next newsletter. | H/T |
| | 7.7 | The Headteacher's wellbeing was discussed and Governors were assured that she felt very supported by her SLT, the Chair and Vice Chair of Governors and appreciated their concern. | |
| | 7.8 | Governors asked if parents had been asked to put their positive views on Parentview. The school had a comments book as a record and comments were published on the website. | |
| | 7.9 | Attendance September 2017 – 2 July 2018. With the Nursery attendance was at 96.3%. Without the Nursery it was 95.6%. | |
| | 7.10 | <p>There had been 3 children with fixed term exclusions this year totalling 18.5 days. 16.5 days was for 1 child displaying persistent disruptive behaviour. 1:1 support and many interventions had been put in place including working with the Inclusions Team to investigate any further support.</p> <p>A further conversation was considered confidential and minuted in Part 2 of these minutes.</p> | |
| | 7.11 | <p>Safeguarding. E-Safety had been a focus this year and updates and information are sent every third week through the Headteacher's newsletter. No e-safety concerns had been raised or reported in the e-safety log.</p> <p>Tracey Wilson advised that an alternative email address or telephone number needed to be in place while the school was closed during in the summer holiday should a Freedom of Information request be made in that period.</p> <p>A further conversation was considered confidential and minuted in Part 3 of these minutes.</p> | |
| 8 | <p>Inclusion Manager's report</p> <p>The report was tabled at the meeting and a copy is filed with these minutes.</p> <p>Main points raised were:</p> | | |

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| | 8.1 | There were currently 66 children on the whole school SEND register (28% of roll). | |
| | 8.2 | 21 Children had EHCPs. All had an annual review and this academic year they had fully achieved a total of 66% of their targets with a further 13% being partly met | |
| | 8.3 | There were currently 4 Nursery children with SEN support in receipt of LA top up funding and 9 children across the school who had specific diagnoses from paediatricians. | |
| | 8.4 | Additional support was provided by the school buying in Speech and Language Therapy and Occupational Therapy. The Animal Assisted Play Therapy provided by Eddie the school dog had been invaluable. | |
| | 8.5 | The Local Authority had cut the numbers in the special provisions from September despite the school expanding giving more capacity to support more children. From September 2018 the school would already exceed the 11 funded ASD places that Medway had reduced it to. A Governor asked if the school accessed the Disability Access Funding from Medway. For only one child but who now had an EHCP maintained by Kent. 5.55 pm. Zoe Huggett left the meeting | |
| 9 | Standards & Welfare Committee update | | |
| | 9.1 | Success of book week and scrutiny of the children's work | |
| | 9.2 | Support from Rainham Mark pupils running weekly spelling sessions. A drama club and science workshops were also being run. | |
| | 9.3 | High needs funding was reviewed. | |
| | 9.4 | The school expansion and the potential to provide an area for developing a forest school. | |
| | 9.5 | Feedback on the RSC visit and interim targets | |
| | 9.6 | Code Club training would be held next year | |
| 10 | Resources (including Finance) Committee update | | |
| | 10.1 | The 2018/19 Budget was recommended for approval by the LGB. The budget was ratified by the LGB and required final approval by the Board of Trustees. | |
| | 10.2 | A tour of the school expansion | |
| | 10.3 | Reviewed benchmarking information of a school in Essex. | |
| 11 | Link Governor updates | | |
| | 11.1 | Health & Safety annual audit. The follow-up visit had been done and an additional visit would be made in September when the new build opened. | |
| | 11.2 | SEND. The report was uploaded to Governorhub. The link Governor would be involved in the IQM visit on 13 July and retiring from the Governing Body in August. Tracey Wilson agreed to be the SEND link Governor from September 2018. | |
| | 11.3 | Wider Curriculum. Governors were reminded that monitoring visit reports required the Headteacher's approval before being uploaded to Governorhub. The wider curriculum would be considered in the new framework and Governors added that the visits provided them with an opportunity to see British Values being endorsed in the school. The specialist bought in music teacher had been very complimentary about the school. | |

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| | 11.4 | Attendance. The Vice Chair advised that the record keeping was exemplary. Statistics had been collated and patterns identified. Attendance was in line with the national average. Governors commented that the attendance for the Nursery was very strong which was not common for this group of children. | |
| | 11.5 | Single Central Register. The Vice Chair noted the thorough use of the template taken from The Key website. | |
| 12 | Policies update | | |
| | 12.1 | H&S & Equality. Both were in hand and were possibly Trustwide policies now. | |
| 13 | Ofsted Priorities | | |
| | 13.1 | The item would be renamed in future to: Latest from Ofsted (including Clerk's horizon scanning). | |
| | 13.2 | Ofsted would be trialling a new approach for inspectors of MAT schools. | |
| | 13.3 | The DFE had scrapped disqualification by association for schools from 31 August. | |
| | 13.4 | A new version of Keeping Children Safe in Education comes into force on 3 September 2018. | |
| 14 | Governor Awards | | |
| | 14.1 | The awards ceremony was a wonderful evening of celebration and attendance was good. A very proud moment for the children, parents and teachers. | |
| 15 | Governor Training and CPD | | |
| | 15.1 | School Finance for Academies takes place on Tuesday 17 July at 7pm in Gun Wharf. Summer Leadership Conference on Thursday 12th July at The Howard School, Rainham 8.50am registration - 4pm | |
| | 15.2 | The scores had been high for the categories considered to be essential for governors in the skills matrix. | |
| | 15.3 | Tracey Wilson offered to run an after school session go through the ASP and IDSR documents with the Governors sometime in October/early November. | Tracey |
| | 15.4 | The Clerk would set Tracey up on Governorhub and check if her training record was attached to her profile. | Clerk |
| 16 | Any Other Business | | |
| | 16.1 | In response to an article in the Key for Governors of potential Ofsted questions, the Chair and Vice Chair had prepared a document with input from the Deputy Headteacher and Inclusion Manager. This would be circulated via Governorhub. The Governors' Action Plan, SDP and PPG would be discussed at the LGB meeting in October. | Chair/Vice Chair |
| | 16.2 | The Headteacher invited Governors to attend a staff development day in September when the school's Vision would be reviewed. Date to be advised. | |
| | 16.3 | The Headteacher provided a verbal end of term staffing update. A TA was retiring, an HLTA and 2 office members of staff were leaving. One person had been recruited from September and 2 full time posts had been advertised for the reception duties role. | |
| | 16.4 | A Governor queried if the school required a GDPR designated lead and the Clerk advised that this was being covered by the Trust who had a designated GDPR officer. | |
| 17 | Impact of Governance | | |

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| | Proactive engagement through monitoring visits Reviewed Safeguarding and Inclusion reports Discussed and scrutinised data Supported the Headteacher on confidential issues | | |
| 18 | Confidentiality of discussion | | |
| | 18.1 | 7.10 Headteacher's report 7.11 Headteacher's report | |
| 19 | Dates of next meetings: LGB inc Resources: 16 October at 3.45pm Standards & Welfare: 13 November at 3.45pm Resources: 29 January at 3.45pm LGB: 12 February at 3.45pm Standards & Welfare: 12 March at 3.45pm Resources: 21 May at 3.45pm LGB inc Resources 18 June at 3.45pm Standards & Welfare: 11 July at 3.45pm | | |
| | The meeting closed at 6.45pm | | |

ACTIONS

| Name | Item | Action | By when |
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| Cheryl | 2.2 | Photocopy signed Declaration of Business Interest forms and take to Casey at Rainham Mark School. | 19 July |
| Cheryl | 2.3 | Photocopy signed Code of Conduct form and take to Casey at Rainham Mark School. | 19 July |
| Cheryl | 4.3 | 11.4 Check responses to Governor Healthcheck on survey monkey | 19 July |
| Kim | 7.5 | PiP. Use the positive feedback to promote increased attendance at coffee mornings and publicised at the school gate. | Sept |
| Kim | 7.6 | Respond to the moving of the bike shed in the next parents newsletter | |
| Tracey | 15.3 | Please arrange an after school session to go through the ASP and IDSR documents with the Governors | October/ early November |
| Cheryl | 15.4 | Set Tracey up on Governorhub and check her training record is attached. | July |
| Tim/ Dave | 16.1 | Circulate on Governorhub: draft document of potential responses to likely Ofsted questions | |