



RIVERSIDE PRIMARY SCHOOL

**MINUTES OF THE LOCAL GOVERNING BOARD**  
**1<sup>ST</sup> OCTOBER 2019 3.45PM**

<b>Present:</b>	Kim Wilmer Tim Scott (Chair) Dave Brockman Tracey Wilson Peter Aldous Helen Robson Jacob Bell Dean Clarkson Simon Carter	Headteacher (HT) Parent Governor Co-opted Governor Co-opted Governor Co-opted Governor Staff Governor Staff Governor Parent Governor Parent Governor
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<b>In attendance:</b>	Nichol Gordon Michelle Brighton Terry Whittaker Laura Bunting	School Business Manager Trust Business Manager Trustee Clerk
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Item	Main discussions and agreed actions		Action by
1	<b>Welcome and apologies:</b> The Chair welcomed everyone to the meeting. Due notice had been given and the meeting was quorate. No apologies were received. The Clerk informed Governors that S Decker (CEO) was unable to attend due to a family bereavement and that he had passed on his thanks to T Scott for his time as Chair.		
2	<b>Declarations of business interest</b>		
	2.1	The Clerk confirmed that all Governors had updated their declarations of interest. D Brockman advised he no longer did any work for the Trust and T Wilson confirmed she now only did some work for Twydall Primary. Both had updated their declarations on GovernorHub.	
3	<b>Notification of AOB</b>		
	3.1	There was nothing notified.	
4	<b>Minutes of the previous meeting</b>		
	4.1	The minutes of the previous meetings of the Resources Committee (21 May 19), LGB (18 June 19) and Standards & Welfare (11 July 19) and confidential minutes were agreed and signed as a true record.	
5.	<b>Matters arising not covered by this agenda (update on actions)</b>		
	5.1	The Chair of the Resources Committee asked the HT if she considered it would still be useful to have a meeting to discuss the difficulties in obtaining top up funding. The HT and SBM explained they had become resigned to the fact that they would not receive any top up funding unless it was an auto top up. The Inclusion Manager would be observing a panel which would give a greater understanding of how decisions were made. The HT added the Inclusion Manager had received a distinction in her Masters and the Board passed on their	



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		congratulations.	
	5.2	A Governor referred to section 5.2 of the Standards and Welfare minutes and asked the outcome of appeals. The HT confirmed none had been upheld and one downgraded.	
	5.3	All other actions were complete or no longer relevant. The Chair commented the minutes were good and that in particular impact of governance was recorded well.	
6	<b>Code of Conduct &amp; KCSIE</b>		
	6.1	The Clerk confirmed all Governors had signed the Code of Conduct and had confirmed on GovernorHub they had read part 2 of Keeping Children Safe in Education (KCSIE).	
	6.2	<p>A Governor commented that it would be good at the Governor Day to hold a quiz on KCSIE. Another Governor mentioned there was a quiz on The Key which he had put on GovernorHub. The Trust Business Manager (TBM) added there was safeguarding training available on Educare, which Governors could be given access to if they hadn't already. The Chair commented he needed to update his safeguarding training and it was confirmed he could do this via Educare.</p> <p><b>Action: Governors to update their training records once they had taken the quiz which had been posted on GovernorHub.</b>  <b>Action: Governors to update safeguarding training via educare as needed.</b></p>	All
7	<b>Governor responsibilities, monitoring pairs and visit schedule</b>		
	7.1	D Brockman gave an overview of the new circle model structure and that it was hoped this would save time in meetings and lead to more effective monitoring as well as sharing expertise across the trust and disseminating best practice. He mentioned the work done by the Clerks and signposted Governors to the role descriptions and example questions, but stressed these were to be used as a guide.	
	7.2	<p>Governors agreed the following monitoring pairs/named governors:</p> <p><u>Finance, Pay and Reward</u> - T Wilson and T Scott</p> <p><u>Health &amp; Safety</u> - S Carter (H&amp;S named governor), D Clarkson and J Bell</p> <p><u>Personal Development, Behaviour and Welfare</u> - H Robson, D Brockman and D Clarkson</p> <p><u>Pupil Premium &amp; Sports Premium</u> - D Brockman (PP named Governor) and S Carter</p> <p><u>Quality of Education and Pupil Outcomes</u> - T Wilson (EYFS named governor), P Aldous and T Scott</p> <p><u>Quality of Leadership &amp; Management</u> - D Brockman (Safeguarding and Whistleblowing named governor), J Bell (Training &amp; Development named governor) and D Clarkson</p> <p><u>SEND</u> - T Wilson (SEND named governor) and P Aldous</p>	



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	7.3	Governors agreed T Wilson and T Scott should sit on the Pay Committee. T Whittaker suggested a Trustee could also join the Pay Committee due to potential conflicts of interest amongst other Governors. <b>He suggested A Bovis, and would raise this at the Trust Board.</b>	
	7.4	Governors discussed the need for a whistleblowing governor at LGB level as there was a trustee responsible for whistleblowing. It was noted this was still required.	
	7.5	Governors discussed whether they wanted a Governor focused on parental engagement but decided to have stakeholder engagement as a standing item on agendas instead.  <b>Action: Clerk to add stakeholder engagement as standing item to LGB agendas.</b>	Clerk
	7.6	D Brockman highlighted that although there were named governors, all governors were responsible for these areas. The SBM asked the Clerk to add a link to the documents on the noticeboard on GovernorHub. It was noted the scheme of delegation referred to committees and needed updating.  <b>Action: Clerk to add link to GovernorHub</b>	Clerk
	7.7	Governors discussed the use of mediation to help resolve complaints. The HT confirmed that Trustees would now review complaints prior to a panel meeting, this would hopefully resolve complaints at an early stage. It was noted the complaints policy was still to be updated to reflect this.	
8	<b>Governor training update and CPD</b>		
	8.1	T Scott informed Governors he had been on Ofsted training with D Clarkson. They had found this very useful. Following this he was suggesting there should be a briefing sheet for Governors to be circulated as soon as possible. Governors agreed it would be good for them to get together and prepare a first draft of this to be shared with the HT and DHT.  <b>Action: Governors to set up a meeting to produce a briefing sheet to assist them with an Ofsted visit asap.</b>  Governors discussed that the HT and staff were well prepared and ready for Ofsted. The HT mentioned staff had clear examples ready so they were not relying on memory. The DHT added staff had reviewed their action plans, had worked collaboratively in creating them and knew them well. The HT added that feedback was only just starting to come through from schools inspected under the new framework.  T Whittaker highlighted the new framework which was values based	All



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		<p>and focused on the importance of preparing children to be good citizens should suit the school and Trust as this reflected their focus. The HT also highlighted that although inspectors would not look at internal data they would still review national data.</p> <p>Governors discussed the importance in not simply showing they had asked questions of the HT and school but that the answers to these were evidenced and it was agreed there was a lot of supporting evidence available.</p> <p>A Governor commented that it was a credit to N Gordon that the office staff felt well prepared for an Ofsted visit too.</p>	
	8.2	<p>D Brockman informed Governors he had attended the Chairs supportive network which had been useful but more attendees were needed. He asked Governors to spread the message about this.</p> <p>He had also completed safeguarding training and had added a link to GovernorHub to a DFE monthly bulletin for Governors to view. He also mentioned it would be useful for Governors to read an article about money mules.</p>	
	8.3	<p>T Wilson informed Governors she had completed online safer recruitment training. The Clerk flagged up it would be useful for as many Governors as possible to complete safer recruitment training.</p>	
	8.4	<p>D Clarkson informed Governors he had attended the staff safeguarding training and was booked on promoting parental engagement on 16<sup>th</sup> October, the Governing Boards role in safeguarding in November and exclusions training in February.</p>	
9	<b>Governor membership updates</b>		
	9.1	<p>There were no membership updates.</p>	
10	<b>Chair &amp; Vice-Chair appointment</b>		
	10.1	<p>T Scott informed Governors he had not nominated himself to continue as Chair as he considered he had fulfilled this role for a few years and his job was now more demanding. He would be continuing as a Governor and considered the Governing Board to be in a strong position. The HT thanked T Scott for his support through some challenging times and the way he had led the Governors over the past few years leading to a Governing Board which embraced the Riverside attitude. T Scott was presented with a card and gift. T Whittaker also thanked T Scott on behalf of the Trust.</p>	
	10.2	<p>The Clerk informed Governors that one self-nomination had been received from D Brockman for the position of Chair. D Brockman thanked T Scott, they had worked well together and he was delighted he was remaining a Governor. He commented he shared the same values and would continue with the vision, strategy and leadership T</p>	



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		<p>Scott had shown. The HT added D Brockman had been awarded Governor of the Year.</p> <p><i>D Brockman left the room while Governors discussed his nomination. Refer to confidential minutes.</i></p> <p><b>Governors voted unanimously to recommend D Brockman to the Trustees for the position of Chair.</b></p>	
	<b>10.3</b>	<p>The Clerk informed Governors that one self-nomination had been received for the position of Vice-Chair from T Wilson.</p> <p>T Wilson commented it had been a privilege to be part of the Governing Board for the past year. She had developed her skills but was aware there were still gaps. She had signed up for a Developing Chair's course.</p> <p><i>T Wilson left the room while Governors discussed her nomination. Refer to confidential minutes.</i></p> <p><b>Governors voted unanimously to recommend T Wilson to the Trustees for the position of Vice-Chair.</b></p> <p><b>Action: T Whittaker asked D Brockman and T Wilson to provide a written statement to be forwarded to Trustees. This would enable confirmation of their appointments earlier than the Trustee meeting scheduled for 16<sup>th</sup> October.</b></p>	<b>D Brockman/T Wilson</b>
<b>11</b>	<b>Succession planning and governance development plan</b>		
	<b>11.1</b>	<p>The Chair highlighted to Governors that over the next few months they could consider if they would be interested in becoming a future Chair or Vice-Chair and address any gaps in their own training or knowledge. J Bell (Training &amp; Development Governor) mentioned it would be good to update the skills audit in January.</p>	
	<b>11.2</b>	<p>T Whittaker mentioned the new strategy document being reviewed by Trustees on 16<sup>th</sup> October. Governors agreed it would be good to have sight of this, even if currently in draft form, as it would then be clearer how the School Development Plan linked with the strategic plan of the Trust. A Governance Development Plan could also be developed related to this at the Governor Day in January. T Whittaker agreed to investigate if this was ready to be circulated next week.</p> <p><b>Action: To circulate Trust Improvement Plan</b></p>	<b>T Whittaker /Clerk</b>
<b>12</b>	<b>Clerk updates</b>		

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	12.1	The Clerk mentioned the DfE monthly update and asked if Governors would be happy for their email to be added to GIAS so they would hopefully receive this by email in future. Governors thought this would be a good idea.	
13	<b>Trust update</b>		
	13.1	T Whittaker mentioned he would be meeting the new Regional Schools Commissioner in November and that the latest message was that they were more accepting of smaller trusts.	
	13.2	T Whittaker informed Governors that the Chair of Governors at Twydall had resigned due to relocation but that a good internal candidate had nominated themselves for this position.	
	13.3	<p>A Governor asked whether it might be possible to recruit additional Governors from the parents of students at RMGS. T Whittaker agreed this approach had been used at Twydall and Co-opted vacancies could be advertised across the trust. Another Governor mentioned there had been no success using Inspiring Governance. T Whittaker added that another approach was to contact local businesses. Governors discussed getting Governors with the right attitude and ethos was important but that it would also be useful to identify the skills particularly required on the Governing Board through the skills audit. It was agreed a review of the skills audit would be useful.</p> <p>The HT highlighted it was useful to have a Trustee at the meeting.</p>	
14	<b>Policies</b>		
	14.1	<p>The updated Behaviour Policy Appendix was circulated prior to the meeting. A governor noted that an updated DfE list of statutory policies had been published in September.</p> <p><b>Action: A Governor asked for clarity on the policy approval process for statutory policy school appendices and the Clerk agreed to investigate this.</b></p> <p>A Governor queried the first two lines on the last page because it seemed to suggest parents would not be informed of actions taken for negative behaviour. It was agreed this was related to the need to keep another child's details confidential if two children were involved and therefore should be linked to the paragraph before.</p> <p><b>Action: The SBM agreed to amend the policy and send to the Clerk for Trustee approval.</b></p> <p>A Governor asked that if policies did come to the LGB for approval</p>	<p><b>Clerk</b></p> <p><b>SBM</b></p>





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		they have any changes highlighted for ease of reference.	
		A Governor asked about changes which had been suggested for the SEND policy and the HT confirmed she was still to action this.	
<b>15</b>	<b>Income &amp; expenditure report/Year end</b>		
	15.1	<p>The Income and Expenditure report was uploaded to GovernorHub prior to the meeting and is filed with these minutes.</p> <p>The SBM informed Governors that the school had a greater rollover (approx. £20K more) than originally predicted. This was because they had worked on a worst case scenario and had not assumed they would be guaranteed top up funding.</p> <p>The TBM informed Governors that the auditors were in next week and some slight adjustments may be made but this would not have a significant impact on the figures.</p>	
	15.2	A Governor asked why there been an overspend of 21% in management of premises. The SBM replied that this had been spent on carpeting and painting in preparation for a new class starting next year.	
	15.2	A Governor highlighted that in light of the cuts in funding over the past few years the schools financial position was really good. The TBM added that a re-forecasted budget was currently being worked on now that costs such as teachers pay awards were known.	
	15.3	T Whittaker asked about the high electricity costs and the SBM explained that higher bills had been received as the school had been taken off the maintained school contract without being informed. The school had now signed a new contract on much better rates.	
	15.4	<p>The HT informed Governors that currently the school had a waiting list for years 2 &amp; 4 that could fill another class. However Governors discussed the authority would not currently fund this.</p> <p>The Vice-Chair thanked Nichol for her excellent management of the budget.</p>	
	15.5	<p><u>Pay Committee Recommendations</u></p> <p><i>5.27 - J Bell and H Robson left the room as staff pay was being discussed. Refer to confidential minutes</i></p>	
	15.6	<i>5.33 P Aldous left the room due to a conflict of interest as office staff were being discussed. Refer to Confidential Minutes. P Aldous returned at 5.40pm.</i>	
	15.7	<p><b>Governors voted unanimously in favour of the recommendations made by the Pay Committee.</b></p> <p><i>5.41pm - M Brighton left and Governors took a short break. The meeting resumed at 5.44pm.</i></p>	



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<b>16</b>	<b>Accounting Officer checks</b>		
	16.1	The SBM confirmed that accounting officer checks had been completed.	
<b>17</b>	<b>HT Report</b>		
	17.1	<p>The HT Report was uploaded to GovernorHub prior to the meeting and is filed with these minutes. The HT explained that the HT report followed a new format being used trust wide. Governors agreed they liked this format and that it gave useful contextual information.</p> <p>The HT presented her report to Governors. She highlighted the high mobility and the impact this had, particularly on SATs results. A Governor noted it was interesting the move towards more girl heavy cohorts in lower year groups.</p>	
	17.2	<p>The HT highlighted the impact a school refuser (who had now left) and persistent absence had had on attendance figures. There had also been a greater number of children with English as an additional language (EAL) joining. Governors asked if these children were more mobile. The HT explained it was too early to say, most stayed, but visits home impacted on attendance figures. Tracey in the admin office was doing some work on attendance, highlighting those children with persistent absence and giving explanations. The DHT added that there were a lot of children with EHCPs and high needs and that these children often had to attend lots of appointments which effected the data. Children were also asked to stay off school for 48 hours following an episode of diarrhea and sickness. Governors noted that despite these issues the school was still broadly in line with the national expectation.</p>	
	17.3	<p>The HT informed Governors of issues regarding the work to expand the hall. The site had been left open over the summer and the floor damaged. The contractors had been spoken to and this would be rectified. Governors asked when this would be finished and the HT explained it should be finished over half term. In addition new table tennis tables had been damaged and the school was currently checking CCTV to find out how this had happened. The HT mentioned other maintenance work had been carried out, which was on a 5 yearly cycle.</p>	
	17.4	<p>The SBM informed Governors there had been a recent compliance management audit, which had been positive and showed the site manager was on top of maintenance.</p>	
	17.5	<p>The HT informed Governors she had been working on the Safeguarding Audit and that she had fed back some issues she had with the document.</p>	





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		<p>Governors asked about online safety and the HT confirmed records were kept on CPOMS and a separate file in the office. The DHT added that online safety issues reported were mainly those which had taken place outside school. A governor asked if online safety breaches could be included in future HT reports. The HT agreed.</p> <p>The HT ran through sections on exclusions, GDPR and complaints.</p> <p><i>6.06pm - T Scott left and D Brockman chaired the remainder of the meeting</i></p>	
	17.6	<p>The DHT highlighted that reading was a focus of the school this year and that the school would be using power of reading, inviting parents in, stretching older children with their reading and providing training for teachers. A Governor asked the intended impact. The DHT explained as reading and writing were linked this should impact both areas. Texts were linked to topics being taught, with minimal overlap moving through the school. The SBM confirmed the trust was financially supporting use of the power of reading and that training was provided with it.</p> <p>A Governor asked if there was still a link with RMGS on maths. The HT confirmed it is planned for RMGS students to support at RPS. Another Governor highlighted the progress made by the school in maths since it was identified as an issue a few years ago.</p> <p><b>Action: Governors agreed further questions could be asked in a monitoring visit. A note could be put on GovernorHub so other Governors had the chance to submit their questions. The HT suggested this visit could be with the DHT and the English and Maths leads.</b></p>	Monitoring Pair
	17.7	<p>The HT informed Governors targets had been set in line with national expectations. EYFS were harder to predict as the cohort was not known yet. The DHT added there was less SEND in this cohort that in previous years. A Governor noted from monitoring visits carried out that a lot of work was spent getting children ready to learn and getting an accurate baseline. The DHT added she had piloted use of NFER to establish a baseline this year, however this only gave an indication of where these children were expected to be at the end of KS2.</p> <p>Governors noted the amount of external validation of the quality of teaching and learning.</p>	
	17.8	<p>The HT ran through curriculum and how they were making the school an excellent employer. The SBM commented she was currently also putting a well-being pack together. Governors noted the low absence</p>	



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		figures among staff and their positive attitude, shown in survey results. They also noted and were happy with the whole school approach being used in the curriculum.	
	17.9	<p>The HT commented SEND figures were constantly changing and highlighted the IQM flagship status the school had achieved. The HT also carried out IQM assessments herself which was an income stream for the school.</p> <p>A Governor asked how the meeting with the caterers had gone. The HT replied that a new team was in place and everyone was much happier and lunches were more appealing.</p>	
<b>18</b>	<b>School Development Plan</b>		
	18.1	<p>The SDP was uploaded to GovernorHub prior to the meeting and is filed with these minutes. The HT informed Governors that the SDP followed a new template used across the Trust and reflected the new Ofsted framework. She explained that she had graded most areas 'outstanding' but had graded quality of education as 'good' with some outstanding aspects. This was because reading was below average and the school did not consistently meet national expectations.</p> <p>Governors challenged the HT on this decision. The HT explained she was not happy to grade this area as 'outstanding' for the reasons mentioned above and that Ofsted would also assess her judgement and knowledge of the school. She explained that although cultural capital was important in the new framework Ofsted would still be looking at external data. Governors noted that the HT had contextualised her judgement of 'good' showing the school had lots of 'outstanding' features and considered this clearly showed strength in leadership that she was aware of the schools strengths and weaknesses. They noted the considerable journey the school had been on in the past few years. The HT confirmed this document was reviewed regularly, three times per year.</p> <p><b>Governors agreed with the SDP</b></p>	
	18.2	<p><i>6.38pm D Clarkson and S Carter left the meeting</i></p> <p>Governors raised concerns about the amount to be covered in this meeting and how long it was. It was noted this meeting had additional items which would not normally be on the agenda. It was agreed that meetings needed to be more focused on questions and challenge.</p> <p><i>6.44pm P Aldous and H Robson left the meeting</i></p> <p><b>Action: Governors agreed that the Quality of Education monitoring</b></p>	<b>Monitoring</b>



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		visit would look at and challenge the SDP in more detail.	Pair
		The HT commented that she had thought different agendas in the new model would have a different focus i.e. only some would focus on finance. Another Governor raised concern about the amount of visits. It was suggested in future years some of the elements of this first agenda could be dealt with in a separate business meeting and the order of agendas could be changed.	
19	<b>Annual Safeguarding Audit</b>		
	19.1	<p>The HT made the Safeguarding Audit available to Governors which followed the new LA template. There were some discussion of issues the HT had raised with Kate Barry, the LA Education Safeguarding Lead. Governors also asked if the HT could add the last page to the template for future HT Reports.</p> <p>It was agreed that more time should be taken to review the Safeguarding Audit and that the Quality of Leadership and Management monitoring pair (which incorporated safeguarding) would review this in more depth. The Audit would be added to GovernorHub with the monitoring pair's comments to give other Governors an opportunity to comment on and ratify the document.</p> <p><b>Action: Monitoring pair to review Safeguarding Audit and HT to add to GovernorHub</b></p>	Monitoring Pair/ HT
20	<b>Monitoring visit reports</b>		
	20.1	The Acting Chair highlighted there was a PPG joint visit taking place on 15 <sup>th</sup> October as the Trust had organised a PPG review of all the schools and Governors would be present at this. Other monitoring visits would be arranged and reported to the LGB in Term 2.	
21	<b>Review risk registers</b>		
	21.1	The HT confirmed that the risk registers had not been completed. This was a new requirement for the school. Now she had the annual planner she knew which ones should be prepared for each LGB and would report on the first 3 at the next meeting.	
22	<b>AOUB</b>		
	22.1	The SBM informed Governors that the school had signed up to Operation Encompass Which meant police would contact the school in any instances of domestic abuse. This would help the school monitor that child and put any other issues in context.	
23	<b>Confidentiality</b>		
	13.1	There were confidential items in agenda items 10.2 and 10.3 relating to Chair and Vice Chair appointments. There were also confidential items in agenda items 15.5 and 15.6 in relation to the Pay Committee recommendations.	
24	<b>Impact of Governance/Governors KPIs</b>		



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	<p>Governors had:</p> <ul style="list-style-type: none"> <li>Considered succession planning</li> <li>Held the school to account as far as possible within the time constraints of the meeting, and arranged monitoring visits to further examine safeguarding, quality of education, and the SEF/SDP</li> <li>Appreciated valuable Trustee input</li> </ul> <p>It was noted there had been some concerns raised and ‘teething issues’ with the circle model and these would be discussed with the trustees.</p>	
	<b>Date of next meeting: 26<sup>th</sup> November 2019 at 3.45pm</b>	
	<b>The meeting closed at 6.58pm</b>	

#### Actions

Item	Action	By/who
6.2	Governors to update their training records once they had taken the quiz which had been posted on GovernorHub.	All
6.2	Governors to update safeguarding training via educare as needed.	All
7.5	Clerk to add stakeholder engagement as standing item to LGB agendas.	Clerk
7.6	Clerk to add link to circle model documents on GovernorHub	Clerk
8.1	Governors to set up a meeting to produce a briefing sheet to assist them with an Ofsted visit asap.	All
10.3	D Brockman and T Wilson to provide a written statement to be forwarded to Trustees.	D Brockman / T Wilson
11.2	To circulate Trust Improvement Plan	Clerk / T Whittaker
14	Clerk to clarify the policy approval process for statutory policy school appendices.	Clerk
14	The SBM agreed to amend the policy and send to the Clerk for Trustee approval.	SBM
17.6	Further questions on the HT Report to be asked in a monitoring visit. A note to be put on GovernorHub so other Governors had the chance to submit their questions. The HT suggested this visit could be with the DHT and the English and Maths leads.	Monitoring Pair
18.2	Governors agreed that the Quality of Education monitoring visit would look at and challenge the SDP in more detail.	Monitoring Pair
19.1	Monitoring pair to review Safeguarding Audit and HT to add to GovernorHub	Monitoring Pair / HT