



RIVERSIDE PRIMARY SCHOOL

MINUTES OF THE LOCAL GOVERNING BOARD

10th MARCH 2020 3.45PM

Present:	Kim Wilmer Dave Brockman (Chair) Tim Scott Tracey Wilson Peter Aldous Helen Robson	Headteacher (HT) Co-opted Governor Parent Governor Co-opted Governor Co-opted Governor Staff Governor
In attendance:	Simon Decker Nichol Gordon Michelle Brighton Laura Bunting	CEO School Business Manager Trust Business Manager Clerk

Item	Main discussions and agreed actions		Action by
1	Welcome and apologies: The Chair welcomed everyone to the meeting. Due notice had been given and the meeting was quorate. Apologies had been received from S Carter and J Bell and were accepted by the GB. It was noted that no apologies had been received from D Clarkson. ¹		
2	Declarations of business interest		
	2.1	The HT informed Governors she was now a Trustee at Brompton Westbrook. Action: HT to send details of start date of this appointment to Clerk to update declaration of interests on GovernorHub	HT/Clerk
3	Notification of AOB		
	3.1	The Chair requested coronavirus be added to AOB. The CEO added the Trust's response would be covered in the Trust update.	
4	Minutes of the previous meeting		
	4.1	The minutes of the previous meeting on 28 th January 2020 were agreed and signed by the Chair as a true record.	
5.	Matters arising not covered by this agenda (update on actions)		
	5.1	An actions log was circulated with the agenda. It was noted all actions were marked as complete with the exception of 10.8. T Wilson explained she had found it was a statutory responsibility to have supervision. She referenced paragraph 3.21 of the Statutory Framework for EYFS and section 11 of the Children's Act. There had also been a number of case reviews which supported the need for regular supervision. The HT added the school had organised for an EdPsych to conduct group supervision for TAs. A similar session would be arranged for Teachers and DSLs. She had not yet discussed further support with the Trust. It was noted the DHT held 1 to 1 sessions with EY staff but that supervision for senior leaders was also needed.	

¹ After the meeting it became clear D Clarkson had sent apologies to the school reception. However due to an urgent incident these had not been passed on. Acceptance of these apologies would be formally agreed at the next meeting of the LGB.



RIVERSIDE PRIMARY SCHOOL

MINUTES OF THE LOCAL GOVERNING BOARD

10th MARCH 2020 3.45PM

6	Governor membership updates		
6.1	It was noted that T Scott's appointment as Parent Governor would end on 30 March 2020. T Scott confirmed he had not re-stood for Parent Governor but would like to be co-opted as a Governor until the end of this academic year to ensure consistency and allow time for another appointment to be made. It was noted this was a 4 year term but he could stand down at any time. The CEO was in agreement with asking Trustees to approve this. Action: Chair to email Trust Clerk with the LGB recommendation to be added to the next Trust Board agenda.		Chair
6.2	It was noted no parents had nominated themselves for Parent Governor and the closing date was that day. Action: DHT to contact parent who had expressed an interest in standing for Parent Governor		DHT
7	Trust Update		
7.1	The CEO informed Governors that from September A Wilson would be providing management support as an employee of the Trust. This resolved any previous concerns over conflicts of interest.		
7.2	The CEO explained that the HT and Business Managers across the Trust had met yesterday to consider the coronavirus and had agreed to continue to do whatever was advised by the DfE and LA. Schools had already been communicating with parents. Future communication was discussed as well as how teaching and learning could be continued and how staff would continue to be paid. The ability for remote working had also been arranged. He added the situation was changing rapidly.		
7.3	The HT informed Governors there had been a directive today from Medway following another case in Chatham. There was now a named contact, Paul Clark, for all communication. This was shown to The TBM and CEO who had not yet received this.		
7.4	A Governor asked about links with the Children's Centre and the effects this may have. The SBM confirmed she planned to speak to them.		
7.5	The HT informed Governors the Emergency Plan had been amended in the light of coronavirus. A copy of which was provided to the Chair of Governors.		
7.6	Class Dojo would be used for communication. Only 9 families were not signed up to this and a reminder had been sent to them. Class Dojo would also be used to protect learning. Staff had been spoken to that morning about ensuring they took laptops home, access to the curriculum drive was being given to all staff and facilities for remote banking provided. The importance of handwashing had been highlighted. The HT considered all that could be done at the current time had been. Public Health England guidance was being followed. She highlighted some staff would be going on holiday abroad at		



RIVERSIDE PRIMARY SCHOOL

MINUTES OF THE LOCAL GOVERNING BOARD

10th MARCH 2020 3.45PM

		Easter. The Chair confirmed Governors were fully supportive of the approach being taken.	
	7.7	Governors discussed the effects on mental health for some staff with health related anxiety. The SBM had sent something out from the Mental Health Foundation. The TBM highlighted the availability of Care First for staff could also be promoted.	
	7.8	<p>A Governor asked whether antibacterial hand gel was being provided to staff. It was noted that this was hard to source at the current time and that soap and water was just as good.</p> <p><i>4.13pm - The CEO left the meeting</i></p> <p>The Chair reminded Governors about the Trust celebration event and to RSVP by 3 April.</p>	
8	Income and Expenditure Report		
	8.1	The Income and Expenditure Report was uploaded to GovernorHub prior to the meeting. Governors noted that Finance monitoring had reviewed the I&E Report in detail and that although there were small variations of 1 or 2% there were no concerns. The TBM noted that electricity bills were behind and the SBM confirmed the last that had been received were in October. The SBM added the forecast had not changed since it was projected in January.	
	8.2	<p>The SBM asked for approval from Governors to spend some of the capital rollover on a door from the staffroom to the playground. This was due to the corridor outside the staffroom being used as a safe reflection space and the difficulty this caused for staff leaving the staff room. This would cost 3-4K and quotes had been sought previously. It had now become a necessity. A Governor queried whether this door would also act a fire exit and this was confirmed.</p> <p>Governors agreed money from the capital rollover could be spent on a door from the staffroom to the playground, on the caveat that the correct procedure was followed for seeking quotes.</p>	
9	Accounting Officer Checks		
	9.1	The HT and SBM confirmed that Accounting Officer checks had been completed.	
10	Support Staff Pay Award		
	10.1	The TBM explained that support staff pay was currently being re-negotiated. Due to ongoing discussions involving unions this was unlikely to be agreed until July. The TBM confirmed staff who were due an increment would receive this in April and once the cost of living increase was agreed it would be backdated.	
	10.2	The TBM advised Governors that from 1 April the Trust would be going live with new payroll software. It was cloud based and so could be accessed remotely if needed.	



RIVERSIDE PRIMARY SCHOOL

MINUTES OF THE LOCAL GOVERNING BOARD

10th MARCH 2020 3.45PM

11	Monitoring Visit Reports (Business Management)		
	11.1	The Chair thanked the Vice-Chair for running the monitoring day in his absence.	
	11.2	<p>T Scott ran through the Finance monitoring visit for Governors. The report would be added to GovernorHub by the Clerk following the meeting. T Scott highlighted focus had been on:</p> <ul style="list-style-type: none"> • The expense of growing to 2 forms of entry • Review of disaster planning • Coronavirus • Asset register - the use of QR codes moving forwards had been discussed. The TBM informed Governors this system was used at RMGS and agreed to work with the SBM to set this up. • The introduction of a cashless payment system. Governors agreed it was important a cash option was also available. • School gates and the provision of parking in a local pub. The Chair agreed to write a letter of thanks. <p>Governors noted the visit showed clear evidence robust systems were in place. They discussed the need for the next visit to have a clear agenda. The TBM suggested that the financial risk register could be used as a focus for the visit.</p> <p>Action: Chair to write thanking local pub landlord for use of the car park at drop-off and pick-up</p>	Chair
	11.3	<p>The TBM informed Governors that the Trust had a new firm of auditors in place now and they would be looking to the risk registers and the Trust Audit committee to determine focus areas. T Wilson offered to be on the Audit Committee and M Brighton agreed to feed this back to the Trust Clerk.</p> <p>Action: TBM to feedback the suggestion T Wilson join the Audit Committee.</p>	TBM
	11.4	<p><u>Financial Risk Register:</u></p> <p>Governors noted that everything that was within the schools control was green. Governors discussed issues with funding, which was largely outside the schools control and was partly due to being a growing school but not yet 2 form entry. The SBM highlighted the school just moved across into the higher costs for licences (eg CPOMS, parents evening system) because of its size.</p> <p>The HT and DHT informed Governors they were working on a strategic plan to increase numbers joining the school in early years. Nursery numbers had been lower but were looking higher for the next academic year. The HT added she had been disappointed not to be a first choice school for more but hoped to gain children through being a second choice school. The school was looking to increase numbers by having a stand at the FoRPS summer fair and estate agent boards. A Governor asked about links with health visitors.</p>	



RIVERSIDE PRIMARY SCHOOL

MINUTES OF THE LOCAL GOVERNING BOARD

10th MARCH 2020 3.45PM

		<p>The SBM commented that 2 year checks were still done in the children's centre and Tots leaflets were put there but it was dependant on the health visitor promoting this.</p> <p>Governors discussed ways to raise additional funds for the school. The HT commented they were doing outreach work for SEND. The SBM was looking at making a SIF bid but it was noted this was time consuming. The HT commented any help from the Trust with this would be appreciated. Governors discussed building relationships with local businesses, but it was noted this was a time consuming job and one that required particular skills. The shortage in SEN funding was also noted. The SBM and HT commented that the school was fortunate to have FoRPS to raise funds for the school. A Governor asked whether there was a good level of membership of FoRPS and the SBM confirmed there were always new members joining. Governors concluded there was not much that could be done to control funding or to challenge funding decisions made.</p> <p><i>4.57pm - the TBM and SBM left the meeting</i></p>	
12	Premises Update (as required)		
	12.1	The HT informed Governors that the work on the gates was still ongoing and there had been delays. There were a few leaks from windows in the new build and work was booked for the Easter holidays to resolve this. Medway had gone back to Enviro regarding work in the car park to find a cheaper option. Tree roots and drainage were a big issue.	
13	Review Exclusions		
	13.1	Refer to confidential minutes.	
	13.2	Governors noted the exceptional behaviour in the school. A Governor noted the use of de-escalation strategies had kept the number of exclusions low. It was noted that there was robust evidence the school was doing all it could. Governors asked what impact incidents, such as that which had taken place that day, had on the health of the HT and other staff. The HT commented it was emotionally draining and that more supervision would help.	
	13.3	<p>Governors discussed the importance of attending exclusions training. The Clerk commented she had recently attended training with D Clarkson organised by Governance Connected and agreed to look into what future training was planned.</p> <p>Action: Clerk to investigate exclusions training run by Governance Connected</p>	Clerk
14	Monitoring Visit Reports (School Improvement)		
	14.1	<p><u>Personal Development Behaviour & Welfare:</u></p> <p>T Scott commented the Safeguarding notes had not been received from D Clarkson yet. The Report would be uploaded to GovernorHub</p>	



RIVERSIDE PRIMARY SCHOOL

MINUTES OF THE LOCAL GOVERNING BOARD

10th MARCH 2020 3.45PM

		<p>by the Clerk after the meeting. T Scott outlined that there had been thorough questioning and the visit had noted the following:</p> <ul style="list-style-type: none"> • Class dojo was extremely useful for parental engagement and monitoring behaviour. It was linked to the school values. • Each class had a one cross system and learning walks were in constant use • The recent Ofsted visit had rated this area outstanding & fighting was rare • A comprehensive analysis of exclusions took place • Staff had training in positive handling • There is an inset day focused on behaviour • There were many strategies in place to support good behaviour. This included the Hopscotch classroom. Governors noted this was also mentioned in the SEND monitoring visit. • Dojo points were working well • Attendance rates were above the national average and support was given from the AAP • There was 1 exclusion at the time of the visit. • Well-being within the school had been reorganised with the DHT focusing on parent well-being and N Gordon focusing on staff wellbeing. Governors asked the DHT if she thought she could manage this workload and she confirmed this. A new leaflet had been developed with details of staff support available. It was agreed to circulate this to Governors. • A growth mindset was encouraged within the school. • Benenden Health had not yet been fully agreed by the Trust. • An EdPsych was providing some supervision. But it would be good to seek a financial contribution from the Trust. <p>The Chair commented that the visit showed a lot was embedded in the culture and ethos of the school.</p> <p>Action: Clerk and HT to circulate staff well-being leaflet.</p>	Clerk/HT
	14.2	<p><u>SEND:</u></p> <p>The report was uploaded to GovernorHub before the meeting. P Aldous summarised the SEND visit:</p> <ul style="list-style-type: none"> • Attendance rates were discussed and it was noted that SEND absence was slightly higher as there were complex needs but these were well traced and logged. A Governor noted Ofsted had commented they were happy with this area. • There was only 1 exclusion at the time of the visit and this reflected the support and excellent policies and procedures in place allowing issues to be de-escalated. • Involvement from parents was good. • A school nurse visit reinforced school messages • Group supervision for SEND and safeguarding would be beneficial. Governors noted the HT had now arranged for an 	



RIVERSIDE PRIMARY SCHOOL

MINUTES OF THE LOCAL GOVERNING BOARD

10th MARCH 2020 3.45PM

		<p>EdPsych to carry out supervision but this was something the Trust could perhaps support and may be of benefit to schools across the Trust.</p> <p>Action: Clerk to ask CEO if supervision can be discussed at the next HT Board</p> <ul style="list-style-type: none"> Governors also noted a recommendation that speech and language provision be reviewed trust wide. It was suggested that a speech and language therapist be hired to work across all Trust schools. Governors considered this may be financially beneficial and may have a better impact on pupil outcomes. <p>Action: Clerk to ask CEO to consider hiring a speech and language therapist to work across all trust school, based on feedback from Governor monitoring</p> <p>P Aldous thanked the Inclusion Manager for her time and passion.</p>	<p>Clerk</p> <p>Clerk</p>
	14.3	<p><u>Quality of Education:</u></p> <p>The monitoring reports had been uploaded to GovernorHub prior to the meeting. T Wilson summarised:</p> <p>The visit was to triangulate the impact of the Power of Reading. Governors had been able to see this in practice as well as quality first teaching. Interventions across the school had been looked at and the impact of targeted sessions seen. Monitoring had reinforced that actions in the SDP had been implemented and the impact this had on children. Behaviour had been exemplary and consistency in behaviour management by all staff could be seen. The environment had showed the high profile given to reading within the school, which was captured in displays. There was a high level of speech and language need and the impact of texts could be seen.</p> <p>The Chair noted that the GB were improving at demonstrating challenge in monitoring visits. It was agreed data could be reviewed at the next Quality of Education visit, with a review of year 6 data at the start of next academic year, when it would be available.</p> <p>Action: Monitoring pairs to consider focus for next monitoring visits</p>	<p>Monitoring Pairs</p>
15	Stakeholder Engagement		
	15.1	The Chair highlighted that Governor Day had risen the profile of Governors with students and teaching staff. Meeting the School Council had been useful. He also confirmed he would be writing to the pub landlord, enhancing links with the local community.	
16	Policies		
	16.1	There were no policies requiring approval from Governors.	
17	Review Risk Register		
	17.1	The risk registers were uploaded to GovernorHub prior to the	



RIVERSIDE PRIMARY SCHOOL

MINUTES OF THE LOCAL GOVERNING BOARD

10th MARCH 2020 3.45PM

		meeting. <u>Strategic Risk Register:</u> This was a short risk register and was positive with both areas green and given the highest rating.	
	17.2	<u>Students Risk Register:</u> There were three areas which were all green and with the highest rating. Governors asked the HT if there was anything else she considered she could change or improve. The HT did not consider there was at the current time, and highlighted the recent outstanding Ofsted rating in this area. She would review again in a year. A Governor asked if the school had to close as a result of coronavirus how this would affect attendance. The HT confirmed the school would follow Government advice. For anyone having to self-isolate they had been advised to authorise this.	
18	Clerk Updates		
	18.1	The Clerk informed Governors the Trust wide recruitment drive had been approved and a banner had been delivered to display in the school reception, Governors were asked for their help in 'spreading the word'. An advert would be sent to parents once the Parent Governor appointment process was complete.	
	18.2	The Clerk highlighted the celebration event and also informed Governors the Circle Review Group had recently met. Views had been fed back and the overall feeling was positive with some action points moving forwards. The notes were on GovernorHub for all to view.	
	18.3	Governors discussed the importance of deciding the focus of visits in advance (as in action in 14.3) and perhaps seeking ideas for focus areas from the Trust. It was noted this was easier for Quality of Education which could focus on a different aspect at each visit. The DHT commented it might be useful to look at Dojo, how it works in the classroom and how it works in practice.	
	18.4	Some concerns were expressed about the time commitment of the new circle model and repetition between monitoring visits and discussions at LGB. The HT suggested holding an LGB in 3 of the terms and monitoring days in the other 3 terms to combat this. It was agreed the Chair and Vice-Chair would feed this back at the next meeting of the Circle Review Group. Action: Chair and Vice-Chair to feedback concerns and ideas at the next Circle Review Group meeting.	Chair/Vice Chair
19	Governor Training Update and CPD		
	19.1	T Wilson reported she had attended training about supporting children with gender identity issues in primary schools which she had found extremely useful. Governors suggested this might be good training to share. Action: T Wilson to share training with other Governors	T Wilson



RIVERSIDE PRIMARY SCHOOL

MINUTES OF THE LOCAL GOVERNING BOARD

10th MARCH 2020 3.45PM

20	Reviewing and Approving the Governor Action Plan		
	20.1	The drafted Governor Action Plan was uploaded to GovernorHub prior to the meeting. All Governors confirmed they were happy to approve this.	
21	AOUB		
	21.1	It was noted that coronavirus had already been discussed. The DHT asked Governors for help with SATs in the week beginning 11 May.	
22	Confidentiality		
	20.1	There was one confidential item under 13.1	
23	Impact of Governance/Governors KPIs		
	23.1	<ul style="list-style-type: none"> Some useful actions and suggestions had been made at Governor monitoring visits Good triangulation could be seen through monitoring The risk registers had been analysed effectively. It had been noted some areas were outside the schools control. However the registers had been scrutinised and the school held to account. Some recommendations had been made to the Trust and Governors were interested to see how these progressed. Governors noted the monitoring day had worked well, having a positive impact on the workload and well-being of Governors. Governors agreed to combine some monitoring areas at the next visit. <p>Action: Quality of Education and SEND monitoring to be combined at the next visit and used to review data.</p>	Monitoring Pairs
	Date of next meeting: 7th July at 3.45pm		
	The meeting closed at 6.05pm		

Actions

Item	Action	By/who
2.1	HT to send details of start date of this appointment to Clerk to update declaration of interests on GovernorHub	HT/Clerk
6.1	Chair to email Trust Clerk with the LGB recommendation to be added to the next Trust Board agenda.	Chair
6.2	DHT to contact previous Parent Governor applicant about standing for Parent Governor	DHT
11.2	Chair to write thanking local pub landlord for use of the car park at drop-off and pick-up	Chair
11.3	TBM to feedback the suggestion T Wilson join the Audit Committee.	TBM
13.3	Clerk to investigate exclusions training run by Governance Connected	Clerk
14.1	Clerk and HT to circulate staff well-being leaflet.	Clerk/HT
14.2	Clerk to ask CEO if supervision can be discussed at the next HT Board	Clerk
14.2	Clerk to ask CEO to consider hiring a speech and language therapist to work across all trust school, based on feedback from Governor monitoring	Clerk
14.3	Monitoring pairs to consider focus for next monitoring visits	Monitoring



RIVERSIDE PRIMARY SCHOOL

MINUTES OF THE LOCAL GOVERNING BOARD
10th MARCH 2020 3.45PM

		Pairs
18.4	Chair and Vice-Chair to feedback concerns and ideas at the next Circle Review Group meeting.	Chair/Vice Chair
19.1	T Wilson to share training with other Governors	T Wilson
23.1	Quality of Education and SEND monitoring to be combined at the next visit and used to review data.	Monitoring Pairs