



RIVERSIDE PRIMARY SCHOOL

**MINUTES OF THE LOCAL GOVERNING BOARD
28TH JANUARY 2020 3.45PM**

Present:

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| Kim Wilmer | Headteacher (HT) |
| Dave Brockman (Chair) | Co-opted Governor |
| Tim Scott | Parent Governor |
| Dean Clarkson | Parent Governor |
| Simon Carter (late) | Parent Governor |
| Tracey Wilson (late) | Co-opted Governor |
| Peter Aldous | Co-opted Governor |
| Helen Robson | Staff Governor |
| Jacob Bell | Staff Governor |

In attendance:

| | |
|-------------------|-------------------------|
| Nichol Gordon | School Business Manager |
| Michelle Brighton | Trust Business Manager |
| Laura Bunting | 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. There were no apologies. It was noted that S Carter and T Wilson would attend late and S Decker was unable to attend. | |
| 2 | Declarations of business interest | |
| | 2.1 There were no new declarations of interest. | |
| 3 | Notification of AOB | |
| | 3.1 There were no items to be added under AOB. | |
| 4 | Minutes of the previous meeting | |
| | 4.1 The minutes of the previous meeting on 26 November 2019 and the confidential minutes 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 confirmed all actions were complete with the exception of 5.1. H Robson agreed to find a safeguarding quiz for use at the Governor Day on Friday. Action: H Robson to find safeguarding quiz for Friday | H Robson |
| | In relation to action 16.1, it was noted the newsletter had been sent out but that as Governors had not received this they may need to be added to the new system - Dojo, along with S Decker. Action: N Gordon to investigate adding Governors and S Decker to Dojo | N Gordon |
| 6 | Governor membership updates | |
| | 6.1 It was noted that the Trust were currently working on a recruitment campaign for new Governors. The Chair added he had refreshed the advert the school had on Inspiring Governance but there had been no new interest. Governors discussed different options and agreed it | |



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| | | <p>was important to maintain a good balance between parents, staff and Governors with no immediate connection with the school. Although ethnic diversity was important to consider, recruitment should be on the basis of skills needed and the skills audit would be revisited as part of Governor Day. The TBM suggested that adverts could be put up at the station as part of the trust recruitment campaign.</p> <p>Action: Clerk to feedback this idea to Trust</p> <p><i>3.57pm - T Wilson arrives</i></p> | Clerk |
| 7 | Income & expenditure report/Review budget | | |
| | 7.1 | <p>An income & expenditure report & budget monitoring sheet had been uploaded to GovernorHub prior to the meeting.</p> <p>The SBM advised there is a new member of staff in foundation stage, as previously agreed. This was already included in the budget. The headline figure was less than previously thought as the school had decided not to replace a TA who had resigned.</p> | |
| | 7.2 | <p>The SBM explained electric gates were included in the budget. She highlighted a deficit of approx. £17K was currently predicted but this had previously been closer to £50K.</p> | |
| | 7.3 | <p>Following discussion at the last LGB meeting, Governors queried whether the correct procedure had been followed for purchase of gates and laptops. This was confirmed. The HT highlighted the incorrect figure had been quoted at the last meeting (this had been added as a footnote to the minutes).</p> | |
| | 7.4 | <p>Governors queried whether there would be government funding to cover the cost of pay rises. The SBM explained she expected 2% would be met from the budget and the rest would be funded. This was the basis currently being worked on. An allocation towards pension costs had now been received, which hadn't previously been included in the budget. A Governor highlighted that the last finance monitoring visit had confirmed these rises had been built into the budget.</p> | |
| | 7.5 | <p>A Governor asked the process for recruiting a new TA. The TBM and HT explained this was built into the budget from September. There was currently a Schools Direct teacher which gave more flexibility to hold off on recruitment and be careful with the budget. The Chair of Governors confirmed that appointments of this kind do not need approval from governors.</p> | |
| 8 | Accounting Officer Checks | | |
| | 8.1 | <p>The TBM confirmed the accounting officer checks had been completed.</p> | |
| | 8.2 | <p>The TBM advised Governors that a new firm of auditors had been appointed by the Trust as they considered it prudent to have new scrutiny of the accounts. The first internal audit was TBC but</p> | |



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| | | expected to be the week of 21 st February. | |
| | 8.3 | <p>Governors were informed there had recently been an ESFA financial audit carried out across the trust. This had raised some questions and a response/explanation from the school was being prepared before it was presented to the Trust Board. The TBM confirmed she would be looking at the report in detail with the SBM. There were some obvious anomalies, for example how student teachers were recorded and whether they showed up as staff.</p> <p><i>4.11pm - S Carter arrived</i></p> <p>Governors expressed they would like to be kept informed about when Trust audits or monitoring were being completed and the outcome of these. This would enable them to hold the school to account, or congratulate them appropriately. It would also avoid any duplication by monitoring pairs.</p> | |
| 9 | Premises Update | | |
| | 9.1 | <p>It was noted this was included in the HT Report and would be discussed under item 10</p> <p><i>4.20pm - TBM and SBM left the meeting</i></p> | |
| 10 | HT Report | | |
| | 10.1 | <p>The HT Report had been uploaded to GovernorHub prior to the meeting. Governors were asked if they had any questions.</p> <p>It was noted that attendance was above national and Medway and was exceptional. This had also been noted by Ofsted. The HT added this had an impact on grades. It was noted staff in the office worked hard on this.</p> | |
| | 10.2 | <p>Governors noted a staff member was leaving and asked how the school planned to replace their role as pupil well-being champion. The HT explained that when someone leaves it gave the opportunity to re-evaluate. She informed Governors all staff were trained in the use of ASD and de-escalation strategies and there were lots of staff in the school who could act as champions so the focus would be more on a pupil well-being team, rather than named individuals. There would also be a change to the Parent Champion role which would be taken over by the DHT.</p> | |
| | 10.3 | <p>Governors noted staff absence figures appeared good. The HT added they compared well to other schools in the Trust. There was currently one member of staff on long term sick leave.</p> | |
| | 10.4 | <p>A Governor asked what progress had been made in resolving parking issues. The HT explained that an agreement had now been made with a local pub landlord for parents to park at drop off and pick up times. The DHT was also investigating setting up a walking</p> | |



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| | | bus in the morning. This was currently being risk assessed and the route approved. There would not be a walking bus after school, as the school needed to ensure all children were picked up. | |
| | 10.5 | Governors asked about progress installing gates. The HT explained cables had been laid and these were now being connected to the mains. A Governor asked whether there had been any feedback from parents. The HT explained there had been a couple of queries about access for before and after school clubs, for which parents could buzz to gain access. There had been a lot of ‘thumbs up’ comments. The DHT highlighted this would make the area outside school much safer. It was agreed delivery companies would be used to this as many schools had gates. | |
| | 10.6 | Governors noted a health and safety audit had been carried out with help from S Carter, J Bell and the SBM. This had been really good and the HT wished to recognise the excellent work of Mr St Clair. The HT added there were minor recommendations around asbestos management training. The Chair thanked all involved. A Governor asked whether there had been any actions or feedback following the incident reported at the last LGB meeting. The HT confirmed there had been no feedback from the HSE yet. The parent and child seemed fine, any potential risks had been removed and replaced with soft beanbags. | |
| | 10.7 | Governors noted Ofsted had recognised safeguarding was effective. There had been a safeguarding monitoring carried out by the Trust. This had been positive with some administrative recommendations. A Governor highlighted that the Medway Safeguarding Board had previously said the school practices were outstanding. | |
| | 10.8 | A Governor noted the big increase in safeguarding cases from 49 in 2019 to 67. The DHT confirmed the school was making regular phone calls to social services. A Governor asked if anything could be done to help. The HT explained that a recent visit to another school for an IQM assessment had highlighted the importance of supervision. Some cases were very complex or serious. It was noted there was no regular supervision for staff and that staff wellbeing needed to be considered. Governors queried whether this was something the Trust could be asked to help with. The HT explained she had regular 1 to 1 support but this was different from formal supervision. Another Trust had an educational psychologist to provide supervision for the HT. The HT explained Riverside DSLs did use group supervision among themselves currently. Governors discussed that there could be a lack of understanding of what supervision was. It was felt that more clinical supervision was required. The HT highlighted the school did a lot to promote mental health and wellbeing. They had pamphlets, a trained staff champion and | |



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| | | <p>resources such as Headspace. There were also 4 DSLs to share the workload and discuss cases. However, there was a lot of pressure as phone calls were official, recorded and could be used in court. A Governor queried whether mental health support would be offered to any children who had to appear in court. The HT confirmed this.</p> <p>Action: T Wilson agreed to work with one of the DSL's to investigate options for supervision and statutory responsibilities before raising with the Trust.</p> | <p>T Wilson</p> |
| <p>10.9</p> | | <p>Governors discussed the Year 6 data and asked if the impact of interventions was being seen in reading. The DHT commented that this terms result was higher. There is a lot of need in the cohort with multiple vulnerabilities. However, they have had the same teacher as last year who really understood them well. The DHT explained there were currently 2 children with EHCPs in this class and since term 2 another child with additional needs had joined so this would affect the results. Another child who had previously joined the school in Y5 with EAL probably wouldn't be sitting the reading paper. Girls were doing better in this cohort as there was a higher percentage of boys with SEND and multiple vulnerabilities. A Governor asked about the progress of Pupil Premium recipients. Disadvantaged in this class are currently performing the same as non-disadvantaged.</p> | |
| <p>10.10</p> | | <p>The HT explained that it had been agreed that RMET support for maths would be reduced to one teacher coming into Riverside every other week. There was no similar RMET support for reading so the class teacher was running a morning session working with HAP children. She would also be running a SATs club after school. Students from RMGS were also coming in regularly.</p> <p>A Governor asked the impact of the Maths teacher coming in. The HT said this was difficult to judge at the current time.</p> <p>Governors asked about support provided by the Trust for reading. The HT explained they had funded the purchase of Power of Reading and training of staff. This was having an impact with increased engagement with texts. The HT commented it was useful to have funding from the Trust so that the school could assess and decide the best way to spend this. She also commented that she was discussing with the Trust the best way to provide support. For example twilight sessions to train staff may be more beneficial and sustainable than teachers from RMGS coming in to deliver a lesson. Governors recognised that a two way flow of expertise would be beneficial for both schools.</p> | |



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| | | A Governor asked about plans for a library bus. The HT highlighted the new reading hub to Governors which was the schools focus currently. | |
| | 10.11 | <p>Governors asked about support in place in year 2, in particular to improve writing. The DHT explained there was spelling and handwriting support and that support was differentiated according to gaps identified by teachers.</p> <p><i>5.04pm - HT left the meeting</i></p> <p>The DHT explained the focus was on embedding cursive handwriting. A Governor asked what was working best in terms of reading and maths. The DHT explained that Maths Mastery had worked well for Year 2 and that progress could be seen as a result of Power of Reading. More evidence was needed of progress in writing but she was confident this would be achieved.</p> <p><i>5.07pm - HT re-joined meeting</i></p> | |
| | 10.12 | Governors asked how the school ensured that teachers were assessing accurately. The DHT explained this was moderated within school as well as from external sources. It was noted the Governor Day would help to triangulate this as the focus was on the Power of Reading. | |
| | 10.13 | The Chair highlighted the praise from Ofsted for the wellbeing and mental health of staff and pupils and congratulated the school. | |
| 11 | Review of School Development Plan (SDP) | | |
| | 11.1 | <p>The updated SDP and Ofsted Action Plan were uploaded to GovernorHub prior to the meeting. Governors asked the HT to explain progress on any items showing as red on the plan. The HT explained:</p> <ul style="list-style-type: none"> • <u>Using Word Aware approach to developing subject specific vocabulary</u> - The HT explained this had changed from red to amber as although teachers were using subject specific vocabulary they weren't using the resource enough. • <u>Pupil leaders and school council to take on responsibility for identifying areas to further develop and action planning</u> - The HT explained this was still in progress, the school council had been nominated and pupil leaders had met with subject leaders. The Chair noted that Governors would be meeting the school council at the Governor Day and could ask questions and triangulate the findings of the pupil survey. • <u>Offer outreach support to other settings</u> - The HT explained this was about the school selling the services it could offer in being experts, as a mainstream school, of having children | |



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| | | <p>with complex needs. Medway had previously preferred using specialist schools for this. Now the school had an outstanding rating from Ofsted for its wellbeing, behaviour and attitudes it was in a good place to offer its services again.</p> <ul style="list-style-type: none"> • <u>Prepare for changes in the RSE and health education curriculum</u> - The HT was aware there was some actions still outstanding. She commented the RSE curriculum was based on Jigsaw so there was lots already being done, however a consultation was still needed. A Governor queried whether it would be useful to buy in services for the consultation. The HT did not feel this necessary as she could answer any questions from parents. • <u>Further diversity training for all staff</u> - The HT commented that staff had had METRO training a year ago so this was not high on the agenda at the current time. • <u>Expand the range of extra-curricular opportunities available</u> - The HT commented there had not been many meetings of the school council yet to enable this to be discussed. | |
| | 11.2 | It was agreed red actions relating to school governance would be discussed at the Governor Day on Friday. It was noted the draft Ofsted action plan could inform the Governor action plan to be developed at the Governor Day and Governors could discuss ways to achieve outstanding for leadership and management at the next Ofsted visit. | |
| 12 | Monitoring Visit Reports (School Improvement) | | |
| | 12.1 | It was noted that the Quality of Education and Pupil Outcomes monitoring visit would be carried out as part of Governor Day. Other visits had not taken place this term as it was considered these areas had been adequately monitored in previous visits, as part of the Ofsted inspection or in the recent Trust commissioned PP review. | |
| | 12.2 | <p>The Chair advised Governors the circle working party was meeting the following Wednesday to review how the new circle model was working in practice and asked Governors if they had any feedback. One Governor suggested clarity around the purpose and function of the visits would be useful. In particular in relation to cross school visits - how should these be recorded, what was the intended impact and what could be shared at LGB meetings to ensure confidentiality was maintained.</p> <p>Action: Clerk and Chair to feedback to circle model review group</p> | Clerk/Chair |
| | 12.3 | The Chair advised that power of reading would be the focus of the monitoring visit at the Governor Day. Governors would also meet with the school council, look at Trust KPIs develop their governance plan and look at how to be better governors, individually and as a group. The format of the day was discussed. It was noted that P Aldous and J Bell would not be able to attend. | |



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| 13 | Stakeholder Engagement | | |
| | 13.1 | The Chair noted the recent article written from the Chair and Vice-Chair had been included in the school newsletter and Governors would be meeting with the school council on Friday. | |
| 14 | Clerk Updates | | |
| | 14.1 | The Clerk highlighted the Resources for RMET page on GovernorHub and the useful information available there. She also reminded Governors about the celebration event organised for 22 April from 6 - 7.30pm for all Governors across the Trust. | |
| 15 | Trust Update | | |
| | 15.1 | S Decker was unable to attend the meeting so there was no trust update. | |
| 16 | Policies | | |
| | 16.1 | There were no policies requiring approval from Governors. | |
| 17 | Review Risk Register | | |
| | 17.1 | <p>The Safeguarding risk register had been uploaded to GovernorHub prior to the meeting. Governors raised the following queries:</p> <p>Why was T181 rated 3? - The HT explained this was because it was hard to rule out completely that someone may get injured even with all possible measures in place.</p> <p>Why was T190 rated 4? - Again the HT explained that although the school had put all it could in place to reduce the risk, actions of individuals couldn't be ruled out e.g. photos being taken at sports day and uploaded to social media.</p> <p>It was noted T203 related to security of the site and was currently rated 4, but that gates would soon be fitted potentially changing that score. It was noted that the current review date was set as 2023 and Governors queried if this should be earlier. The HT replied she had not received guidance from the Trust about how often this should be reviewed. The school had therefore set this at 3 years. The Clerk confirmed it was scheduled on LGB agendas annually.</p> <p>Action: Clerk to seek clarification from the Trust on how often the risk register should be reviewed.</p> | Clerk |
| | 17.2 | <p>Governors asked if the school found the risk register useful. The HT replied that any audit was useful as it provoked thought. She considered looking at all schools across the Trust together would be useful to QA the result and to see what other schools may be doing differently to obtain a different score. The DHT added it could be quite subjective so doing jointly Trust-wide may be useful. This could also drive policy change.</p> <p>Action: Clerk to feedback to Trust</p> | Clerk |
| 18 | Governor Training Update & CPD Mid-Year Review | | |
| | 18.1 | The Chair informed the board he had attended a chairs forum recently. This had focused on Ofsted and it had been great to share | |



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| | | the school's experiences of it's recent visit. Staff and HT wellbeing was also discussed and a lot of what Riverside did was ground-breaking in this area. He also informed Governors there was an evening session on the RSE Framework on 25 th February if anyone could attend. | |
| | 18.2 | T Wilson confirmed her Chairs Development course had been delayed again. She was currently pursuing options available through the Education People. | |
| | 18.3 | T Scott highlighted some free training available through the Institute of School Business Leadership which was funded by the DfE. He flagged this might be relevant for the SBM or any Governor with an interest in finance. | |
| 19 | AOUB | | |
| | 19.1 | There was nothing to discuss under AOB. | |
| 20 | Confidentiality | | |
| | 20.1 | There were no confidential items. | |
| 21 | Impact of Governance/Governors KPIs | | |
| | 21.1 | A Governor read a quote from Governing Matters about the impact of a Governors role. He added everyone had contributed in this meeting. He noted the time Governors committed and the great benefit this had for the children and the community. Another Governor noted it would be useful to discuss upcoming monitoring visits at the end of each meeting and agree dates for these. It was agreed arranging the next monitoring visits would be discussed on Friday at Governor Day. | |
| | Date of next meeting: 10th March 2020 at 3.45pm | | |
| | The meeting closed at 5.55pm | | |

Actions

| Item | Action | By/who |
|-------------|--|---------------|
| 5.1 | To find safeguarding quiz for Friday | H Robson |
| 5.1 | To investigate adding Governors and S Decker to Dojo | N Gordon |
| 6.1 | To feedback the idea of recruitment posters at the station to Trust | Clerk |
| 10.8 | To work with one of the DSL's to investigate options for supervision and statutory responsibilities before raising with the Trust. | T Wilson |
| 12.2 | To feedback comments to circle model review group | Clerk/Chair |
| 17.1 | To seek clarification from the Trust on how often the risk register should be reviewed. | Clerk |
| 17.2 | To feedback to Trust ideas for joint review of risk register across Trust schools | Clerk |