



RIVERSIDE PRIMARY SCHOOL

MINUTES OF THE VIRTUAL MEETING OF THE LOCAL GOVERNING BOARD 7th July 2020 3.45PM

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

Item	Main discussions and agreed actions		Action by
1	Welcome and apologies: The Chair welcomed everyone to the meeting and thanked all for their commitment to the school. Due notice had been given and the meeting was quorate. No apologies had been received from D Clarkson. It was noted T Wilson would join the meeting late. With reference to the minutes of 10 March, it was agreed that D Clarkson's apologies were accepted by the Governing Body.		
2	Virtual Meetings		
	2.1	The Chair highlighted that the protocol for remote meetings was on GovernorHub. Governors agreed to hold meetings virtually in line with this protocol and were happy for the meeting to be recorded and then deleted once the minutes were checked.	
3	Declarations of business interest		
	3.1	There were no new declarations of interest.	
4	Notification of AOB		
	4.1	It was noted uniform in nursery would be discussed under AOB.	
5	Minutes of the previous meeting		
	5.1	The minutes of the previous meeting on 10 March 2020 were agreed and the Chair would sign these at a later date.	
6.	Matters arising not covered by this agenda (update on actions)		
	6.1	An actions log was circulated with the agenda and it was noted that all actions were complete except a letter the Chair was going to write to the local pub landlord. It was noted that the audit committee meeting had been delayed so membership had not been discussed yet.	
7	Governor membership updates		
	7.1	The Chair welcomed M Pyrke to his first LGB.	
	7.2	It was noted that T Scott had been appointed as a Co-opted	



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		Governor until the end of this academic year and this was therefore his last LGB meeting. The chair, CEO and HT expressed their thanks. T Scott commented it was a great Governing Body to be a part of.	
	7.3	The Chair highlighted that J Bell's term of office was coming to an end in September and he had indicated he wouldn't stand again. The Chair and HT thanked him for his 8 years as a Staff Governor. Appointment of a new Staff Governor would begin in September which provided an opportunity for another staff member to gain this experience.	
8	Trust Update		
	8.1	<p>The CEO commented there had been many sets of guidance from the DFE. All schools were working on recovery/return plans in line with the latest guidance. He had been impressed with the Riverside plan. He noted there was anxiety among parents, pupils and staff and a big aspect of the plan was about easing anxieties before a gap analysis could start. He thanked Kim and her staff for their efforts. He noted parents had been kept fully informed throughout and highlighted it was a credit to the HT and her staff that support and feedback from parents had been exceptionally good. He thanked the school on behalf of the trustees and hoped staff had a well-earned break over the summer.</p> <p>The CEO added the Trust had been tracking attendance and attendance had increased as parents became less anxious. The HT added attendance had been good and the school compared well with other zone schools. It was noted measures the school had put in place had given parents confidence.</p>	
9	Income and Expenditure Report/ Year End/ Monitoring		
	9.1	<p>The Monitoring visit on the Budget, PPG and Sports Premium had been added to GovernorHub prior to the meeting. The Chair gave a brief summary of this:</p> <ul style="list-style-type: none"> • The statutory report on sports premium was on the website and was exemplary. • The sports grant spend this year was £17,740 and the majority had been spent on securing knowledge and competence of staff. It was noted it had since been confirmed funding will continue for next year. • The Inclusion Manager and SBM had been working on the PP report which was not yet finalised. It was clear the school was fulfilling its statutory duty and the gap eradicated in some cases. • The budget this year had been impacted by the partial closure and reopening. There had been a loss of income from lettings and before and after school clubs. There had also 	



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		<p>been spending on free school meal vouchers prior to Government funding being announced. This had effected the expected rollover, which had previously been approx. £15,000. There will now be an in year deficit of approx. £3,000. It is believed the majority will be recovered from the government.</p> <p><i>T Wilson joined the meeting.</i></p> <p>The Chair commented it was a sensible and well thought out budget. Governors had no additional questions.</p>	
10	Budget Forecast and Staffing Structure		
	10.1	<p>The Budget forecast had been uploaded on GovernorHub prior to the meeting. The SBM highlighted plans for the expansion of the school would continue and this impacted on staffing which was a major cost. The original plan for next year was to end the year with a small rollover. Now it was predicted there would be a balanced budget for next year.</p> <p>The school were looking to employ an additional TA as one TA would deliver speech and language support, for which there was a high need across the school. The Trust was employing a speech and language therapist and Riverside would have their support 1 day per week. The TA had already been working with this speech therapist and this would continue. It was noted the Inclusion Manager had worked hard putting a case to the Trust. The CEO added speech and language was a priority across the trust and more children may also need this support after the school closures.</p>	
	10.2	<i>Refer to confidential minutes</i>	
	10.3	<p>Governors noted the reduced income and asked if lettings were expected to resume once the current situation improved. The SBM explained the expectation was that these would resume as soon as they were allowed to. According to recent guidance, breakfast and after school clubs were allowed to re-open but may need to reduce numbers. The SBM added they had worked on worst case scenario when planning the budget. An additional HN child was expected to bring in extra funding but this had not been included until finally agreed.</p> <p>Governors asked what caused the higher spend on building and maintenance in 20-21. The SBM explained this was for new classrooms and would not need to be as high in later years.</p> <p>Governors asked why there was an increase in ICT spending. The</p>	



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		SBM explained this was to prepare new year 5 and 6 classrooms in the new build with projectors, white boards etc. Governors had no further questions and were happy to approve the budget with the suggested staff changes.	
11	Accounting Officer Checks		
	11.1	The SBM confirmed Accounting Officer checks had been completed. <i>The SBM left the meeting at 4.20pm. The Chair thanked her for all she had done this term.</i>	
12	HT Report		
	12.1	<p>The HT Report was made available on GovernorHub prior to the meeting. The HT highlighted the following:</p> <ul style="list-style-type: none"> • There had been a lot of appeals for schools spaces. These included children with EHCPs and looked after children which the school were required to accept and therefore this pushed class sizes up. • Two teachers were leaving. Both would be missed but it was good for their development. The school was looking to provide TLR's for some staff to help with retention. Before lockdown two new teachers had been recruited after observations and interviews. Mentors had been appointed and the new staff members had joined virtual staff meetings. These new teachers had said 'hello' to their new classes supporting transition from 10 July. • New guidance was to stagger start, finish and lunch breaks when the school opened fully from September. Staff had been working on different scenarios. A thorough risk assessment had been produced for re-opening on 1 June so this should just need small tweaks based on intended plans. This would be sent to Governors again for comments. Risk Assessments for individual children would continue as currently. • The Behaviour Policy Appendix needed to be reviewed again. It had already been reviewed for 1 June with zero tolerance for not following rules. • Guidance currently suggested a cross curricular approach from September, which the school already used. Guidance was to close any gaps but still offer a broad and balanced curriculum. Selected schools would have a monitoring visit from Ofsted about their response to covid-19. There would be no judgement letter and the HT was happy to participate in this if selected, the Chair agreed. 	



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		<ul style="list-style-type: none">Dojo was used which offered two way communication. As part of the recovery plan the school had looked into using Teams. This had been discussed with Twydall who were using in the same way as dojo. If Teams was used moving forwards it would be for live lessons. Governors discussed lessons provided by other sources such as the Oak National Academy however it was recognised these were not specific to children at Riverside.	
	12.2	<p>The CEO asked whether staggered start and end times would lengthen time on site for staff and reduce teaching time. The HT commented that the school had managed to incorporate the amended times into current staff contractual hours and that although start and end times were staggered the actual teaching time of the school day was the same.</p> <p><i>4.37pm - The CEO left the meeting.</i></p> <p>Governors asked about the gap between staggered start/end times and the effect on health and safety. The HT replied this was about 10 minutes, although this may change. This was a reduction on current gaps but it was still considered appropriate to maintain health and safety. Governors noted lunchtimes would present more difficulties. The Chair asked that his thanks be passed to Mr Sullivan-Stanley for the work he has done on online safety.</p> <p>Governors noted the increase in reports of domestic abuse and asked what the school could do remotely to help children? The HT explained that any reports from police were logged on CPOMS. A phone call was made to ensure all was OK and to offer a space for the children in school. However the school was limited in the current circumstances.</p> <p>Governors asked how the school would manage safeguarding and wellbeing issues once all students returned? The HT highlighted there was a big emphasis in recovery plans on emotional wellbeing in the first two terms. The SBM had training and could listen to children's concerns when appropriate. The school dog may also be back. T Wilson added it was clear from monitoring that the school had an embedded strategy to support wellbeing remotely and in school. A Governor added postcards sent to children were a lovely touch. Governors noted morale remained high among teaching staff even though they had additional pressures. It was clear the school was making time to listen to concerns.</p>	



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		<p>Governors asked about bereavement support and whether the number of families who had suffered a bereavement was known. The HT commented she did not know exact numbers but there were not many. Numbers would be clearer in September. The SBM had training in providing support with bereavement if this was needed and wanted.</p> <p>Governors noted 83% engagement with online learning was impressive and asked if there were any benchmarks. The HT commented that the Government tracked engagement differently using 4 pieces of work but the school had tracked weekly engagement. The school had already been using dojo so all were familiar with it. The DHT commented many schools had not used online learning and did not have the same level of engagement. The HT highlighted the ease of communication using Dojo, giving the example of a response she had sent to a child who had written a letter to her.</p> <p>Governors asked if the school intended to develop virtual learning and engagement further in the future. The HT commented the majority of families had engaged positively and everyone's skills set in using this platform had improved so the school intended to build on this for homework and additional learning. The DHT added it had enabled new classes joining in September to engage with the school. The Chair thanked the HT for a comprehensive report.</p>	
13	School Recovery Plan		
	13.1	<p>It was noted this was a live working document which had been reviewed in detail in the monitoring visit. The Chair gave a brief summary of the monitoring:</p> <ul style="list-style-type: none"> • Transition had been discussed, work set so far and work to be set over the summer. It was noted there was good evidence summer schooling was not very effective, therefore packs would be sent out but would not be compulsory. • The impact on new teachers was discussed and it was noted they were already engaged fully by joining virtual meetings. • Some plans had been put in place for those coming back however government guidelines had not been known at the time of monitoring. The Chair asked if anything had needed changing to plans since the monitoring visit. The HT commented only minor changes had been needed. It was not yet clear how government funding for one-to-one tuition should be spent. • It was clear the school had excellent knowledge of all government guidance. 	



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		Governors had no further questions. The Chair highlighted there had been a lot of challenge in the monitoring visit and the school leadership had engaged positively with the GB and Trust. Monitoring reports had been made available for all Governors to review prior to this meeting which Governors commented was useful.	
14	SDP and School Targets for Next Year		
	14.1	It was noted that although the SDP would normally be reviewed at this meeting, the Recovery Plan has taken precedence so there would be a delay. The Trust and GB were supportive of this. The HT explained that the SDP incorporated the schools self-judgement in relation to Ofsted grading's. These grading's had been agreed by Ofsted in their recent inspection so were not expected to change. The focus would be on how to become outstanding in all areas. Targets from Ofsted would form the new SDP. The HT highlighted the Recovery plan covered the period to the end of term 2.	
15	Approve School Dates for Next Academic Year		
	15.1	<p>The HT informed Governors school dates had already been set in line with Medway and were on the website. The development days were planned for:</p> <ul style="list-style-type: none"> • 1 September - This had been reduced from the 2 days originally planned so children could return sooner. The final decision from the Government on schools reopening was due on 11 August so 1 day was still needed to prepare. • 23 November - This had already been fixed as a trust development day. To avoid mass gathering this would now be a school development day with a wellbeing theme. • 22 February - This would be on SEND/inclusion. • 1 April - This would be on curriculum. • 7 June - This would be a SDP review and setting targets. <p>The HT added, with the exception of 23 November, which had already been set, these had been added to holidays for the ease of parents. She highlighted the importance of this time for upskilling, refreshing skills and staying up to date. She added she tried to arrange a school visit to an outstanding setting, however it was becoming more difficult to find the right schools and some schools were charging.</p> <p>A Governor asked if this could be an income stream for Riverside. The HT commented this was possible. They had offered the expertise of the Inclusion Manager and got some verbal interest prior to lockdown. Until fully outstanding it may be difficult and she wouldn't charge other zone schools.</p>	



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		Governors agreed these days were beneficial for engaging the whole team and ensuring consistent expectations for staff. Governors noted it may not be appropriate for them to join the first development day this year as they normally would. Governors approved the dates.	
16	Monitoring Visit Reports (School Improvement)		
	16.1	<p>Most reports had already been discussed in previous agenda items. T Wilson outlined the Pastoral Wellbeing and SEND monitoring:</p> <ul style="list-style-type: none"> The school had been quick and responsive at the beginning of the pandemic to establish the needs of all staff and provide support throughout. Wellbeing and mental health of staff was a priority. Children's wellbeing as they returned to school as well as those at home had been discussed. There were a range of strategies in place, including bereavement support and regular contact with vulnerable families, this included postcards and story time magazines. Students and parents were kept informed and the school responded to individual needs. Risk assessments were responsive and individualised support provided. Paper based packs were provided to those families who did not have access to technology as well as summer catch up packs. There were clear links to the recovery plan, showing how this was working in practice and the dedication of all staff was clear. <p>Governors asked about funding for laptops. The HT explained there was strict guidance on who could access this and this only applied to a few families at present. The Chair thanked T Wilson for leading the monitoring which showed in depth challenge.</p>	
	16.2	<p>Governors discussed monitoring for the next academic year:</p> <p>Term 1: 24 September - Personal Development Behaviour & Welfare (PDBW) visit to take place via zoom to look at wellbeing and transition back to school and a brief consideration of changes to the recovery plan. It was agreed that there would not be anything new to monitor for sports and pupil premium which had been monitored this term. Quality of Education & Pupil Outcomes (QE&PO) would be monitored in term 2 to give time to complete assessments when children return.</p> <p>Term 2: 12 November - SEND, finance and QE&PO carried over from term 1.</p> <p>Term 3: 21 January -Quality of Leadership & Management, pupil and sports premium. QE&PO would be moved to Term 4.</p> <p>Term 4: 25 February - QE&PO moved from term 3 to report mid-year data, Finance, PDBW and SEND.</p>	



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		Term 5: 27 May - PP and health and safety Term 6: 1 July - Finance, QE&PO, PDBW and SEND. Action: Clerk to publish dates of monitoring days.	Clerk
	16.3	Monitoring pairs - It was agreed M Pyrke would join the QE&PO and Finance monitoring pairs. It was agreed M Pyrke and P Aldous would join the pay committee with T Wilson. It was considered although P Aldous's wife worked at the school this would not present a conflict of interest as data was anonymised. Action: Clerk to send details of training for those joining Pay Committee	Clerk
17	Policies		
	17.1	The HT informed Governors that the Behaviour, Health & Safety and Safeguarding appendices to Trust policies had been updated and approved by the Trust Board ready for reopening on 1 June. They would now be reviewed to see if they needed further changes.	
18	Clerk Updates		
	18.1	The Clerk informed Governors that the skills audit was being updated to reflect the new 2019 NGA version and to add criteria to help with judgements. This would be ready for completion by September. The Circle Model Review Group had met and the notes were on GovernorHub. Some podcasts had also been added to GovernorHub which may be of interest to Governors.	
19	LGB Terms of Reference and Circle Model		
	19.1	The Chair highlighted the review group recognised the new model was not perfect but were optimistic it would work well with some minor tweaks. It would continue to be reviewed. He added monitoring days at Riverside had the potential to work well.	
20	Approve LGB Meeting Dates for Next Year		
	20.1	Governors noted meeting dates. Monitoring dates had previously been covered under agenda item 16.2	
21	AOUB		
	21.1	The HT explained the school were considering bringing in a uniform for nursery of a burgundy top and black joggers/leggings. These would not have to have the school logo. It was considered this would make the nursery feel part of the school community and hopefully lead to an increase in numbers applying to join in Reception. It was considered the benefits outweighed the negatives. A governor expressed concern about the impact on deprived families. The HT explained that was why there would be flexibility and a school logo not required. Another asked if there was a fund to help disadvantaged children. The HT explained PP funding could be used. It was also noted clothes should be easily removable for toilet training.	



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		All Governors were in support of introducing a uniform and agreed it would help integrate the nursery into the school.	
	21.2	The DHT informed Governors that the statutory baseline due to be used in September had been delayed for another year. However the school may be involved in trialling the new EYFSP.	
	21.3	A Governor asked whether there would be any kind of school tours for new families. This was still being discussed but would need to be through video. Governors discussed the benefits of professional editing and it was agreed to explore contacts.	
	21.4	A Governor asked if the school planned to use zoom as a teaching resource and whether a school protocol document would be produced. The HT explained this had been considered but the school was not using zoom currently. The school currently used dojo and had a protocol for the use of this. Zoom meetings had been arranged for teachers to say goodbye to old classes and staff had been talked to about the protocol for that. If online classes were provided in future something would be produced to reinforce the online safety aspects.	
22	Confidentiality		
	22.1	There were confidential items under agenda item 10.2.	
23	Impact of Governance/Governors KPIs		
	23.1	The Chair thanked all Governors for their support. He praised the co-operation from the school leadership team and governors, who had joined the zoom monitoring at short notice and produced 3 monitoring reports in under 24 hours. He thanked T Scott and J Bell for their contributions over the last few years. Another Governor commented on how well the school had done in interpreting guidance and putting measures in place.	
	Date of next meeting: TBC		
	The meeting closed at 18.08		

Actions

Item	Action	By/who
16.2	Clerk to publish dates of monitoring days.	Clerk
16.3	Clerk to send details of training for those joining Pay Committee	Clerk