



RIVERSIDE PRIMARY LGB MEETING MINUTES - 30th September 2021

BOARD: RIVERSIDE LGB MEETING

DATE: 30th September 2021

TIME: 3.45PM – 5.45PM

VENUE: Riverside Primary School, St Edmund's Way, Rainham, Kent, ME8 8ET

PRESENT: S Richter (Chair) K Wilmer (HT) D Brockman (DB)
S Carter (Vice Chair) M Pyrke (MP) P Aldous (PA)
H Robson (HR) L Phipps-Bartley (LPB)

ATTENDING: M Brighton (TBM) N Gordon (SBM) M Greener (Clerk)

Questions raised, **blue**. Points agreed, **green**. Action, **red**.

Item	Main discussions and agreed actions	Action by																																								
Procedural																																										
1.	Welcome, Introductions and Apologies The Chair welcomed everyone to the meeting and apologies were received and accepted from Simon Decker (CEO), Naomi Austen, Kirsty Cruttenden and James Sims.																																									
2.	Declaration of business interests 2.1 There were no new declarations of interest.																																									
3.	Code of Conduct and KCSIE 3.1 The Clerk advised that all governors have signed the Code of Conduct and KCSIE confirmations on GovernorHub.																																									
4.	Notification of items to be discussed under AOB 3.1 None noted.																																									
5.	Minutes of the previous meeting (9.3.21) 5.1 The minutes of the previous meeting on 6.7.21 were AGREED as a true and accurate record of the meeting. The Chair would sign these electronically on Governor Hub.																																									
6.	Matters arising not covered by this agenda (update on actions) 6.1 An actions log was circulated with the agenda:																																									
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Updates		
7.	Governor Membership Updates The Clerk advised there were no changes other than Kirsty Cruttenden as now officially become the Staff Governor from 1.9.21.	
8.	Trust Update 8.1 See confidential minutes.	
9.	Clerks Update 9.1 The Clerk advised that she continues to send her weekly updates on a Friday.	
Business Management		
10.	SBM report 10.1 Income & Expenditure Report/Year End The SBM advised that the I&E distributed before the meeting is still subject to some adjustments following review by the auditors. The TBM advised the LGB that she had received all the files required from the SBM for year end. An estimated allowance was included in 2020/2021 accounts for the backdated NJC award (1.75%). The TBM advised that the union had recommended this was rejected but no further information is available at this time. DB queried the lettings and asked whether these had increased? The SBM advised that there had been an increase with football on the school field at the weekend and a new fitness class. DB asked what the increase of £16k on the forecast relates to? The SBM confirmed this was reduced down due to lockdown and no breakfast/after school clubs and that these started back in the summer term and remained popular and the Year 6 residential trip was able to go ahead. DB queried the utility bills (electricity is 26% over and water is 32% under)? The SBM advised that these are estimations and is water has gone down whilst the pupils were home schooled during the pandemic. The TBM advised that the fixed price with Kent LASER is coming to an end and perhaps a review on deals available might be sensible. Action: SBM/TBM to review utility price deals DB noted that the LA was planning to resurface the car park? HT confirmed this will happen. It has already been done but needs redoing as it has failed. 10.2 Premises / Health & Safety Covered in HT report.	
11.	Accounting Officer Checks Confirmed as completed by the HT.	



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Monitoring Visit reports		
12.	<p>12.1 <i>Pupil premium and sports premium spend and impact.</i></p> <p>LPB advised that this had been a positive visit and the report had been shared prior to the LGB meeting.</p> <p>LPB advised the focus of the visit had been on confirming that the statutory reports for PP/SP on the website and the progress made regarding COVID-19. LPB confirmed that great progress is being made and the SP has been allocated efficiently which will bolster sports equipment for future years to come. LPB noted there were no concerns noted from the visit.</p> <p>The Chair asked for clarification on the measurement targets mentioned in point 2 and the entry on the risk register related to significant financial impact?</p> <p>LPM advised this was discussed at the visit and is related to COVID-19.</p> <p>The HT advised this is related to changes in funding.</p> <p>DB noted that the form was a fantastic piece of work and evidence has been given to back up answers and is a brilliant example of how to complete the new form.</p> <p>DB/HR suggested that on the next MP visit service premium and other grants is reviewed alongside the COVID-19 premium.</p> <p>Action (1): PP/SP Monitoring Pair to review other grants e.g. service premium etc at next visit.</p> <p>DB advised that the Clerk had recently attended one of the sessions at the Governors for School Conference and COVID-19 catch-up was mentioned (see recording that was shared in Clerk Updates). Ofsted will be looking to the LGB to explain the narrative of the school's COVID-19 journey e.g. remote learning, lockdown etc and perhaps the governing body should consider how best to answer this question? The HT advised the LGB that the previous HT reports would be a good place to start.</p> <p>Action (2): Chair to discuss with LGB what the narrative of the COVID-19 journey has been for the school so they are able to communicate this effectively.</p> <p>HR advised that governors need to be monitoring the National Tutoring programme and suggested this be included in the next monitoring visit.</p> <p>Action (3): PP/SP Monitoring pair to review National Tutoring Programme at the next visit.</p> <p>LPB advised he is attending the Pupil Premium NGA training next week.</p>	<p>LPB/SC</p> <p>LPB/SC</p> <p>LPB/SC</p>
	<p>12.2 <i>Personal Development Behaviour and Welfare</i></p> <p>The report was issued to the board before the meeting.</p> <p>The Vice Chair gave a brief overview of the visit.</p> <p>Action: PDBW Monitoring pair to review and evaluate the Trauma Informed training that took place this week and the impact it is having at their next visit.</p>	<p>NA/JS/ HR</p>



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	<p>DB noted it was good to see that the monitoring pair had sought assurance that all staff have read KCSIE.</p> <p>SR noted that there were no outstanding actions from the previous visit.</p> <p>DB advised the questions were excellent but how the evidence is shared needs considering for the next visit. DB advised that this subject will be added to the next session of Circle Model training in January.</p> <p>HR advised that it was lovely to see the children back for their first assembly, who have shown brilliant behaviour. Some children have faced situations never experienced before such as Y1 getting their own lunch, Reception have never mixed with other year groups in the playground and have never walked into the school hall for an assembly.</p> <p>The Chair asked whether the speech and language specialist is a medical or pedagogical professional?</p> <p>The HT advised they are a medical professional that the Trust pay for who mostly work across the two primary schools. In Riverside there is a specialist TA who delivers the programme that the therapist agrees for a child.</p> <p>The Chair asked how the medical S&L Therapist can help EAL pupils?</p> <p>The HT advised that the strategies used works for all needs but they also have specific strategies for children who are EAL.</p>	
School Improvement		
13.	<p>HT Report</p> <ul style="list-style-type: none">13.1 Safeguarding13.2 Behaviour & attendance13.3 Teaching & Learning13.4 Review of Term 1 data13.5 GDPR13.6 Staff wellbeing & HR summary <p>The HT report covering all aspects above was shared prior to the meeting.</p> <p>The HT advised that the school is now pretty full with two spaces available in Y1/2 but this is a constantly changing position. Unfortunately, the waiting lists are for year groups that do not have spaces. Y4 are over PAN due appeal hearings (5).</p> <p>The Chair asked whether the 5 appeals were within expected limits?</p> <p>The HT advised it depends and this year they had 6/7 enquiries for places in the first week back to school. Admissions can force admissions and the HT advised that she gained useful information when she was a member of the Fair Access Panel last year.</p> <p>The SBM advised that mobility in the area is increasing as people relocate from London and noted that all local schools are at capacity.</p> <p>DB asked whether the prospective of expansion (initially organic from Reception) might now be considered further up the school?</p> <p>The HT advised that expansion in Y3 had been tabled but the school had not had a recent Ofsted so this was not permitted.</p>	



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The TBM asked whether upfront funding would be given if it was decided that a new year group should be created?

The SBM advised that this is not the school's decision. This would be agreed with the Local Authority if it is something they wanted the school to do.

DB asked whether it has been captured on the SCR that all new staff receive safeguarding training?

The HT confirmed this information is captured in the SCR and that new staff are allocated a mentor as part of their induction process, which includes online training, inset day training and signing to confirm they have read KCSIE. Safeguarding is also an standing agenda item at each Thursday's staff briefing.

DB asked when the latest COVID-19 risk assessment will be uploaded to the website?

The HT advised this will be completed shortly as many changes were made at the start of the term and need to be reflected in the document.

MP asked whether the CO2 monitors have been received as of yet?

The HT advised these have yet to arrive.

The TBM asked whether any negative feedback have been received from parents since return to school?

The HT advised there had 1/2 comments relating to how busy drop off/collection feels now and to address this the both site gates have been opened to widen the entry point, but on the whole parents have been positive.

MP advised as a parent it is good to be back to how it used to be.

The HT advised is nice to see socialisation taking place again.

The HT advised that the attainment / progress data remains the same as July making it challenging to set targets as there is no National data for key year groups.

The new EYFS baseline assessment has taken place for Reception. The Clerk asked if there were any materials that might be useful for governors within the trust?

Action: HR to send new EYFS framework guidance links for governors to the Clerk

The HT advised that face to face lesson observations have restarted and the teaching and learning profiles are realistic. Three teachers have mentors (TA training to be a teacher, 2 x Early Career Teachers (NQTs). The school is using the Teach First resources but delivering the programme themselves. HR is the induction lead and progress is reviewed termly. Appropriate body checks are in place and the framework is being followed to ensure the teachers are where they are meant to be. HT advised that HR is undertaking the NPQH to gain the leadership skills need to move to a HT role which is a natural career progression.

The HT advised that reading is a high priority across the school and the curriculum is being adapted for Y1 as they have missed so much due to lockdown. Gaps across the school have been identified and are being actioned. The HT advised that they had considered signing up to The Mastering Number programme, but after reviewing the offer it was apparent the school is doing their recommendations already.

DB – Is the Power of Reading funding by the Trust?

HT confirmed this is correct.



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	<p>DB asked whether there were lessons learned from Maths Mastering that can be applied? The HT advised that by managing this internally there would be a future saving of c.£4k.</p> <p>DB asked whether the RHSE programme is being delivered now pupils are back to school? HR advised that the programme was taught in Term 6 but it has since been reviewed and some changes are being made and this will be shared with governors in due course. Parents will be fully informed in advance.</p> <p>The HT advised that wellbeing catch-ups with staff have also restarted and counselling is being offered to those who would like to utilise this option.</p> <p>The Vice Chair asked why Busters Book Club is no longer being used? HT advised that we had been using it for many years and felt it was time for a change. The HT advised that we are continuing to use the diagnostic tool, Lexplore, which tracks eye movements and provides ability information and suggest individual strategies for reading.</p> <p>The Vice Chair suggested that reading needs to be encouraged at home via newsletters and the HT confirmed that reading remains high profile and the vending machine is enhancing this message.</p>	
14.	<p>School Development Plan for approval</p> <p>LPB advised that he attended the training run by the HT and found it very valuable.</p> <p>The HT advised that the SDP is evidence use to show Ofsted how the school is and plans to improve. The last set of Ofsted comments are included and evidence can be backed up to show how these have been addressed.</p> <p>DB advised governors that the SDP is a great tool and should be used to form part of the monitoring pair visit using the evidence mentioned in the document.</p> <p>DB asked whether the Governance Action plan should be included in the SDP or kept separate? The HT advised it should be separate but links can be made.</p> <p>DB asked whether pupil initial should be included in Appendix 5? The HT agreed to remove these.</p> <p style="text-align: center;">Action: Clerk to remove initials from SDP and update on GovernorHub.</p> <p>The Chair asked what 'good progress' looks like? The HT gave an explanation and HR advised that this would be covered at the Assessment training session on 14.10.21 @ 6pm.</p> <p>DB congratulated the HT for a great piece of work with regards to the SDP and gave thanks from the LGB.</p>	
15.	<p>Receive annual Safeguarding Audit The HT advised that there are 45 areas and 43 have been fully met. 2 have been partially met but these are minor issues.</p> <p>Governors AGREED with the annual Safeguarding Audit and the Chair will sign.</p>	



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Policies & Risk Register		
16.	<p>Policies</p> <ul style="list-style-type: none"> 16.1 Admission Arrangements 2023-24 16.2 Exclusions 16.3 Behaviour 16.4 SEND Inclusion 16.5 First Aid <p>DB raised whether there should be an Trust wide Exclusion policy that links to the specific guidance to allow for any updates that are made. DB also noted that some policies do not need to come to LGB for approval and he would seek to gain better clarification on trust wide policies.</p> <p>Action: DB to investigate trust wide policies and seek to gain clarification as to which should be put to LGBs for approval.</p>	DB
17.	<p>Risk Registers:</p> <p>The Chair advised the LGB that the school produces risk registers and RAG rates risk on a 1-9 scale. These are then reviewed on a rolling schedule at governing body meetings.</p> <ul style="list-style-type: none"> 17.1 Review any significant changes to the risk registers and any risks scoring 6 and above. No significant changes to record 17.2 Review – Legal No queries raised with regards to this risk register. 17.3 Review – Infrastructure No queries raised with regards to this risk register. <p>The Chair asked how risks are mitigated? The HT advised that a control measures are listed.</p> <p>The TBM advised that GRC1 is used for all risk registers and suggested that governors could be give read only access so they can review and better understand all the risk registers in place as the summary reports do not contain all of the information.</p> <p>Action: TBM to arrange GRC1 read only access for LGB.</p>	TBM
Governance / Procedural		
18.	<p>Review and agree Governor responsibilities, Monitoring Pairs and visit schedule</p> <p>The Vice Chair suggested that an extra H&S monitoring visit be scheduled due to last year's not taking place. LGB AGREED with suggestion.</p> <p>Action (1): SC/PA to arrange extra H&S visit with HT asap</p> <p>The Chair thanked everyone involved for the first set of monitoring visits and acknowledged that Term 2 dates have been arranged but that all visits for the remainder of the academic year need to be agreed by the next LGB meeting.</p> <p>Action (2): Clerk to send Doodle poll to establish best dates for monitoring visits in 2022.</p>	<p>SC/PA</p> <p>Clerk</p>



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	<p>The Chair advised that the next LGB will take place remotely and we can discuss the best model for the following meeting at that point. Monitoring visits remain in person unless government guidelines suggest otherwise.</p> <p>The Chair asked the HTs when she would like to receive the questions for monitoring visits? The HT confirmed one week before if possible.</p> <p style="text-align: center;">Action (3): MPs to send questions to HT one week before their visit.</p>	MPs
19.	<p>Agree which governor is to attend Audit Committee meetings.</p> <p>LPB agreed to attend the Audit Committee and if necessary will rotate with another governor but will review after the meeting.</p>	
20.	<p>Succession Planning and Governance Development Plan</p> <p style="text-align: center;">Action: The Chair / Vice Chair to meeting with DB to discuss in more detail</p>	
21.	<p>Skills Audit results</p> <p>Results to be review at meeting mentioned in item 20 and training needs to be established and addressed.</p> <p style="text-align: center;">Action: The Chair / Vice Chair to meeting with DB to discuss in more detail</p>	
22.	<p>Governor Training Update & CPD</p> <p>22.1 Clerk to update on trust-wide training A document was shared prior to the meeting to identify upcoming training opportunities. The Clerk encouraged governors to access training where possible as it will lead to overall improved governance for the board.</p> <p>The Clerk reminded the LGB that training opportunities are also noted in the Clerk Updates and to ensure all training is logged on their GovernorHub profiles.</p> <p>22.2 The Clerk reminded the LGB to share any resources they might get with the LGB following training sessions attended.</p>	
23.	<p>Any Other urgent Business See confidential minutes.</p>	
24.	<p>Confidentiality See confidential minutes</p>	
25.	<p>Impact of Governance</p> <ul style="list-style-type: none"> - Reports received - Challenge / questions asked - Recognised good work of the school team - Monitoring strategy - Training programme 	
	Date of next meeting: 2nd December 2021	
	The meeting closed at 5.43pm	



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Actions from Riverside LGB 30.9.21

Item	Action	Who	Status
10.1	SBM/TBM to review utility price deals	SBM/TBM	
12.1 (1)	PP/SP Monitoring Pair to review other grants e.g. service premium etc at next visit.	SC/LPB	
12.1 (2)	Chair to discuss with LGB what the narrative of the COVID-19 journey has been for the school so they are able to communicate this effectively.	SC/LPB	
12.1 (3)	PP/SP Monitoring pair to review National Tutoring Programme at the next visit.	SC/LPB	
12.2	PDBW Monitoring pair to review and evaluate the Trauma Informed training that took place this week and the impact it is having at their next visit.	NA/SC	
13.	HR to send new EYFS framework guidance links for governors to the Clerk	HR	
14.	Clerk to remove initials from SDP and update on GovernorHub.	Clerk	Completed
16.	DB to investigate trust wide policies and seek to gain clarification as to which should be put to LGBs for approval.	DB	
17.	TBM to arrange GRC1 read only access for LGB.	TBM	
18. (1)	SC/PA to arrange extra H&S visit with HT asap	SC/PA	
18. (2)	Clerk to send Doodle poll to establish best dates for monitoring visits in 2022.	Clerk	Completed
18. (3)	MPs to send questions to HT one week before their visit.	MPs	
20.	The Chair / Vice Chair to meeting with DB to discuss in more details	SR/SC/DB	
21.	The Chair / Vice Chair to meeting with DB to discuss in more details	SR/SC/DB	