



RIVERSIDE PRIMARY SCHOOL

**MINUTES OF THE VIRTUAL MEETING OF THE
LOCAL GOVERNING BOARD
29th September 2020 3.45PM**

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

Item	Main discussions and agreed actions	Action by
1	<p>Welcome and apologies: The Chair welcomed everyone to the meeting. Due notice had been given and the meeting was quorate. No apologies had been received from D Clarkson.</p> <p>Governors agreed to the meeting being recorded for the purpose of typing the minutes, to be deleted once approved.</p>	
2	<p>Declaration of business interests</p> <p>2.1 There were no new declarations of interest. All declarations had been updated and confirmed on GovernorHub.</p>	
3	<p>Code of Conduct and KCSIE</p> <p>3.1 It was noted all Governors had updated GovernorHub to confirm their agreement to abide by the code of conduct and to confirm they had read KCSIE. The Chair highlighted the importance in updating these annually.</p>	
4	<p>Notification of AOB</p> <p>4.1 There was nothing to be discussed under AOB.</p>	
5	<p>Minutes of the previous meeting</p> <p>5.1 The minutes of the previous meeting on 7 July 2020 were agreed. The Chair would sign these at a later date.</p>	
6.	<p>Matters arising not covered by this agenda (update on actions)</p> <p>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 there was now a new landlord and a new agreement had been made.</p>	
7	<p>Governor membership updates</p> <p>7.1 The Chair congratulated and welcomed M Sullivan-Stanley to his first LGB as the new Staff Governor. It was noted the previous Staff Governor had stepped down early to enable M Sullivan-Stanley to attend the meeting as a full member.</p>	



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	7.2	It was agreed something should be arranged to thank J Bell and T Scott who had recently left the GB and the Chair agreed to look into arranging this. Action: Chair to arrange thank you gift for J Bell and T Scott.	Chair
8	Trust Update		
	8.1	The CEO highlighted that Covid had changed how the Trust was operating with many meetings operating virtually. He commented that Trustees had agreed governance should continue virtually and monitoring take place remotely via zoom for the time being. He highlighted there was a new Chair of Trustees from September and that the previous Chair was now chairing the Twydall Interim Advisory Board. A Wilson was now working 1 day a week supporting the Trust and revising the Trust Development Plan, which had been impacted by Covid. The CEO referred to a major recruitment drive for governors and trustees which been successful hopefully enabling Twydall to re-establish it's LGB in the near future.	
	8.2	The CEO outlined Benenden Health was now available to all schools within the Trust. The Trust was also funding supervision for DSLs.	
	8.3	The CEO informed Governors about an ongoing union grievance against all schools within Academy Trusts relating to back pay of holiday. Discussions were ongoing and the TBM was currently working on figures.	
	8.4	The CEO highlighted the challenge in relation to the awarding of exam results over the summer.	
	8.5	The CEO highlighted positive feedback from the local Vicar who had written to Ofsted praising Riverside for its handling of a full re-opening. He noted Riverside had also managed to offer tours of the school for potential new entrants in a safe, socially distanced way. He thanked the HT for all her efforts. The Chair also thanked the HT. The HT commented it was a team effort.	
	8.6	The CEO informed Governors that the annual accounts were currently being prepared. There was a new format and a lot more information regarding governance was required.	
9	Clerks Update		
	9.1	The Clerk did not have anything to add to the Trust update. She thanked all Governors for submitting their skills audits and updating declarations which she would be uploading to the website.	
10	Income and Expenditure Report/ Year End and Pay Committee		
	10.1	The I&E report had been uploaded to GovernorHub prior to the meeting. The SBM commented that figures were based on the position at the end of last year and did not reflect the final year end position as adjustments had not yet been made. She added that there had been more money left than expected and after careful consideration herself and the HT had decided to carry this forward	



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		to next year. The rollover was expected to be approx. £45K. This meant the school would not be able to claim a refund for covid costs but it had been considered the best course of action. One of the main reasons for this decision was that the school hoped to use this money to support the expansion of breakfast and after school clubs. It was agreed that final figures would be reviewed during term 2 finance monitoring if available or another monitoring meeting would be arranged if needed. The Chair thanked the SBM for her handling of the budget.	
	10.2	It was noted that the timescale had been too tight to hold the Pay Committee prior to LGB and therefore Governors were asked to approve delegation for the Pay Committee to report its recommendations directly to the Trust Board. All Governors agreed with this proposal.	
11	Accounting Officer Checks		
	11.1	The SBM confirmed Accounting Officer checks had been completed. <i>The SBM left the meeting at 4.17pm.</i>	
12	HT Report		
	12.1	The HT Report was made available on GovernorHub prior to the meeting. Governors noted numbers for Year R were lower this year, and asked what factors contributed. The HT commented they had been surprised by the low numbers as they had had positive feedback. She commented some children who would have applied had since got EHCPs and had therefore gone to a specialist provision. Nursery numbers had also been low last year. The DHT added numbers in nursery were much higher this year which would have a positive impact on next year's intake. The HT highlighted again that the school had managed to offer tours within the guidelines and that they had lots of positive facebook feedback from current Year R families and had put promotional material on the website. This should also impact numbers next year. She also added the Trust Schools were looking at formulating an advertising campaign across all three schools. Mobility issues meant numbers changed constantly.	
	12.2	The CEO commented on the large number of green areas in the Covid recovery plan. He asked how the staff meeting on online learning platforms had gone. M Sullivan-Stanley commented he had led this. It had gone well, staff had looked at Teams and agreed it was fantastic for face-to-face teaching but that they would continue to use Class Dojo too, which parents were very comfortable using. Letters were being prepared with hints and tips for parents in using Teams and he was trialling with his class. The HT and DHT were also writing to families to find out if there was anything else that could	



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		<p>be done to support remote learning in the event of another lockdown or a class having to isolate. The CEO thanked the HT for a comprehensive HT Report and for all the brilliant work being done at Riverside.</p> <p><i>The CEO left the meeting at 4.28pm</i></p>	
	12.3	<p>Governors noted the excellent attendance record. The HT commented this fluctuated between 93% and 96% and included any children having to isolate, in line with government guidance, as work was being set.</p>	
	12.4	<p>Governors asked if the SCR had been updated with staff changes. The HT confirmed this.</p>	
	12.5	<p>Governors asked about the one GDPR data breach that had been reported and whether any lessons had been learnt from this. The HT informed Governors this was relatively minor and was related to a new intake's details on Dojo being identified by other parents. Tweaks would be made to Dojo moving forwards.</p>	
	12.6	<p>Governors asked whether there were any issues with children having access to wifi and Dojo. The HT commented that some children did have issues accessing computers or laptops at home. Very few children at Riverside had qualified for the IT support given by the government. Throughout covid and lockdown hard copy packs were offered for these children.</p> <p>The Chair thanked the HT for a very thorough report which anticipated a lot of the questions Governors may ask.</p>	
13	Annual Safeguarding Audit		
	13.1	<p>The Safeguarding Audit had been uploaded to GovernorHub prior to the meeting. The HT highlighted a few minor things that needed to be completed:</p> <p>Section 1 - The Governors annual report should cover safeguarding and highlight commitment to Keeping Children Safe in Education (KCSIE).</p> <p>Section 2 - Policies needed to be updated in line with KCSIE</p> <p>Section 5 - Staff supervision had been arranged prior to Covid but hadn't been able to go ahead.</p> <p>It was noted the Online Safety Policy was in the process of being updated.</p> <p>There were no questions from Governors. The Chair agreed to arrange a date to attend school and sign the audit and the EY audit.</p> <p>Action: Chair to sign Safeguarding Audits.</p>	Chair
14	Monitoring Visit Reports		
	14.1	<p>The PDBW monitoring report was uploaded to GovernorHub prior to</p>	



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		the meeting. Governors noted the additional stresses staff were under currently and the impact on the SLT in supporting both staff and students. Governors asked if the SLT felt supported enough. The HT commented that the team supported each other, the Trust had provided Benenden health care which had a counselling provision and there were other sources of counselling support. She added a staff suggestion box was being introduced. The DHT highlighted it was difficult for staff as they couldn't get together as a team due to Covid guidelines and restrictions. A second staff room had had to be set up and this impacted some staff who might be there on their own.	
	14.2	Governors asked if there was anything they could support with, such as approving additional temporary staff. The HT considered temporary staff would not be as integrated into the school and additional TAs had already started this year. Catch up funding from the Government may be used to fund an additional part-time teacher. The DHT highlighted how well the staff had pulled together. The HT also highlighted the support from the school community.	
	14.3	Governors wanted to do something to make it clear to staff how much they supported them, as they hadn't been able to be present in school. The HT suggested a letter or card. The governance annual report could also be sent to parents and acknowledge the efforts of the staff. Action: Chair to thank staff in the annual report and/or arrange for a letter to staff from Governors.	Chair
	14.4	The Chair reminded Governors next terms monitoring would be SEND, finance and Quality of Education. PP and sports premium also needed to be monitored and the funding and intent could be considered as part of finance monitoring. It was noted impact would not be clear yet as many sports activities had been put on hold due to Covid. Monitoring was due to take place on 12 November and it was likely to be virtual. The Chair asked that Governors discuss priorities and questions by email prior to the monitoring.	
	14.5	The Chair explained the process of monitoring to new governor M Sullivan-Stanley who confirmed he was happy to step into the monitoring pairs vacated by J Bell initially with a review to take place after Christmas. Action: Clerk to update GovernorHub and monitoring pair records	Clerk
15	Stakeholder engagement		
	15.1	The Chair highlighted the GB had already agreed to communicate with staff, parents and pupils and would produce an annual statement. He asked Governors to input their ideas.	
	15.2	Governors asked about the timing of surveys this year. The HT	



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		explained this still needed to be considered as well as how they would be completed. The completion of surveys would normally take place at parents evening but this would be through telephone consultations this year. She informed Governors surveys had been completed last year which the school had started collated. Ofsted had then carried out their own surveys which had been reported to Governors.	
16	Policies		
	16.1	There were no policies to review and no changes to report.	
17	Risk Registers		
	17.1	The risk registers were uploaded to GovernorHub prior to the meeting for review. The HT explained what the risk registers were for new Governors. She highlighted that any red or amber areas were as a result of Covid.	
	17.2	Governors discussed the benefit of quality assuring and comparing the risk registers across the Trust.	
	17.3	The Chair added one risk of governance was having vacancies. There was currently one Co-opted Governor vacancy. It was agreed the findings of the Governance Risk Assessment should be reflected in the Governance Action Plan.	
	17.4	Governors noted many risks identified were as a result of the pandemic and the HT Report showed how some of these were being addressed. There were no further questions.	
18	Skills Audit		
	18.1	The Chair thanked everyone for completing the skills audits and the Clerk for collating these. It was clear that the GB was strong but lacked some finance and HR skills, which should be a focus for recruitment to the Co-opted Governor vacancy.	
19	LGB Self Evaluation, Succession Plan and Governance Development Plan		
	19.1	The Chair urged governors to look at their own skills and identify areas where they could benefit from further training. It was noted the original plan had been to talk in small groups at their Governor Day in January. As this was now likely to be virtual governors agreed they could feedback on an area of training they had attended to share best practice.	
	19.2	The Chair informed Governors he would re-circulate the Governance Development Plan for review. The HT suggested considering Ofsted targets around governance. Action: Chair to circulate Governance Development Plan for review	Chair
	19.3	It was noted D Clarkson had missed a few meetings. Action: Chair to contact D Clarkson	Chair
20	Governor Training update and CPD		
	20.1	T Wilson informed Governors she had signed up for Entrust training	



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		on leadership development and training on promoting equality and diversity.	
	20.2	The Chair highlighted that he was trained in Safer Recruitment and that he would be attending refresher training on 21 st October. He urged other governors to undertake Safer Recruitment training and M Pyrke agreed to attend this.	
	20.3	The Chair encouraged other Governors to also attend Promoting Equality, Equity and Diversity training on 12 th October. He encouraged new Governors to attend the Introduction to Governance Part 2 training on 7 th October. The Chair also highlighted Safeguarding training on 9 th November which would be a useful refresher.	
	20.4	M Pyrke confirmed he had started working though his induction training modules and had found this very informative.	
	20.5	P Aldous confirmed he had completed School Teacher Appraisal and Capability Training and needed to update his GovernorHub record.	
21	AOUB		
	21.1	The HT advised the LGB that Ofsted had informed schools they would be resuming visits to investigate how schools had managed through Covid and their provision of remote learning. There would be no changes made to school's grades but they would be written to after with Ofsted's findings. The HT was confident about what the school had been doing during lockdown.	
	21.2	Governors noted the importance of wellbeing at the moment and the range of external resources which were available to staff. They requested it be fed back to staff how much the governors appreciated the phenomenal job they were all doing. Action: HT to feedback Governors support to staff	
	21.3	A Governor asked if the school had any areas of concern at the moment. It was noted by all that the priority currently was wellbeing and safeguarding and that the Quality of Education visit in Term 2 would probe further into this area. The HT commented that staff had started doing assessments and knew where skills gaps were but that percentages were not known currently.	
22	Confidentiality		
	22.1	There were no confidential items.	
23	Impact of Governance/Governors KPIs		
	23.1	The Chair thanked Governors for their positive attitude towards governance and noted the way they had adapted to the current circumstances.	
	Date of next meeting: 24 November 2020		
	The meeting closed at 5.37pm		



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Actions

Item	Action	By/who
7.2	Chair to arrange thank you gift for J Bell and T Scott.	Chair
13.1	Chair to sign Safeguarding Audits.	Chair
14.3	Chair to thank staff in the annual report and/or arrange for a letter to staff from Governors.	Chair
14.5	Clerk to update GovernorHub and monitoring pair records	Clerk
19.2	Chair to circulate Governance Development Plan for review	Chair
19.3	Chair to contact D Clarkson about non attendance	Chair
21.2	HT to feedback Governors support to staff	HT