



RIVERSIDE PRIMARY SCHOOL

MINUTES OF THE VIRTUAL MEETING OF THE LOCAL GOVERNING BOARD 6 July 2021 3.45PM

Present:	Peter Aldous (PA)	Co-opted Governor
	Naomi Austen (NA)	Parent Governor
	Dave Brockman (Chair)	Co-opted Governor
	James Sims (JS)	Co-opted Governor
	Lee Phipps- Bartley	Co-opted Governor
	Matt Pyrke (MP)	Parent Governor
	Helen Robson (HR)	Staff Governor
	Susan Richter (SR)	Co-opted Governor
	Tracey Wilson (TW)	Co-opted Governor
	Kim Wilmer	Headteacher (HT)
IN ATTENDANCE:	Kirsty Cruttenden	Observer (new Staff Governor from 1.9.21)
	Nichol Gordon	SBM
	Mel 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), Simon Carter and Michael Stanley Sullivan.																										
2.	Declaration of business interests																										
	2.1	There were no new declarations of interest.																									
3.	Notification of items to be discussed under AOB																										
	3.1	None noted.																									
4.	Minutes of the previous meeting (9.3.21)																										
	4.1	The minutes of the previous meeting on 9th March 2021 were AGREED as a true and accurate record of the meeting. The Chair would sign these electronically on Governor Hub.																									
5.	Matters arising not covered by this agenda (update on actions)																										
	5.1	An actions log was circulated with the agenda:																									
		<table><tr><th>Item</th><th>Action</th><th>Who/when</th><th>Update</th></tr><tr><td>4.1</td><td>Clerk to amend minutes before Chair signs.</td><td>Clerk</td><td>Completed</td></tr><tr><td>6.1</td><td>HT to ensure removal of governor from GIAS and email system and arrange for a card of thanks to be sent</td><td>HT</td><td>Completed</td></tr><tr><td>6.1</td><td>Governors to look at training opportunities on Governance Connected and via the NGA Learning Link and to ensure Training section of GovernorHub profile is kept up to date.</td><td>All</td><td>Ongoing</td></tr><tr><td>8.</td><td>Clerk requested that all governors check that their business interests are up to date on GovenorHub.</td><td>All</td><td>Completed</td></tr><tr><td>12</td><td>The Chair asked the Head to pass on a huge thank you from the governors to staff.</td><td>HT</td><td>Completed</td></tr></table>	Item	Action	Who/when	Update	4.1	Clerk to amend minutes before Chair signs.	Clerk	Completed	6.1	HT to ensure removal of governor from GIAS and email system and arrange for a card of thanks to be sent	HT	Completed	6.1	Governors to look at training opportunities on Governance Connected and via the NGA Learning Link and to ensure Training section of GovernorHub profile is kept up to date.	All	Ongoing	8.	Clerk requested that all governors check that their business interests are up to date on GovenorHub.	All	Completed	12	The Chair asked the Head to pass on a huge thank you from the governors to staff.	HT	Completed	
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14.1	TW advised she was aware of other potential funding options and would share this information with the HT.	TW	See below
17.1	HT to feedback positive comments to subject lead regarding her report	HT	Completed
17.1	PA to see if any other funding available from Martin Potter	PA	Ongoing
18.2	Clerk to add RSE policy to RMET agenda on 29.3.21 for sign off	Clerk	Completed
19.4	Clerk to investigate with Trust board as to who moderates risk registers across the Trust.	Clerk	Completed
20.2	Clerk to investigate options for effective challenge training with regards to monitoring pair visits	Clerk	Completed
21.3	SC to create H&S Checklist and forward to the school for completion.	SC	Completed
<p>14.1 TW advised that funding had been halted and she had not been able to progress this.</p> <p>Action: TW to share details with new Chair/Vice Chair before she leaves the LGB</p>			

Updates

6.

Governor Membership Updates

The Chair advised the following:

Dave Brockman (current Chair) – will become a trustee from 14.7.21

Tracey Wilson – tendered resignation

Michael Sullivan-Stanley – resigned as Staff Governor as leaving school

James Sims – new Co-opted Governor

Susanne Richter - new Co-opted Governor

Lee Phipps-Bartley - new Co-opted Governor

Naomi Austen – new Parent Governor

Kirsty Cruttenden – new Staff Governor from 1.9.21

Both posts of Chair and Vice Chair therefore require re-election. The Chair advised that it is not good governance practice for a trustee to be a Chair of an LGB.

TW advised that it has been a privilege to be on the LGB and it has been a delight to work alongside everyone.

The Head thanked both Dave and Tracey for their commitment to the board and asked TW not to be a stranger.

Vice Chair role

The clerk advised that she had received a nomination from Simon Carter for the role of Vice Chair and asked for a vote from the LGB whether they were in agreement? **The LGB unanimously AGREED to vote Simon Carter into the role of Vice Chair.**

Chair role

The Head advise that the most important thing is for the Chair to understand the importance of the vision and values of the school.



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	<p>The Clerk advised no nominations had been received and it might be worth governors creating a co-chair position and thus be able to support each other. TW seconded this approach as it was positioned as a good model of practice when she attended the NGA Chairs Development training last year.</p> <p>A discussion took place and the Clerk advised that the position is a mandatory one and would need to be filled at this meeting.</p> <p>SR put herself forward as a candidate for the role and left the meeting so this could be discussed amongst the board.</p> <p>PA/MP advised they do not have the capacity to take the role on but would happily provide support to the new chair where they could.</p> <p>NA/JS felt they were too new to governance to be able to discharge the role properly.</p> <p>NG advised the trustees would not abandon the LGB and support would be put in place to assist the transition.</p> <p>The Chair advised that he would remain on the committee until Christmas.</p> <p>The Clerk asked the LGB to vote on SR assuming the role of Chair from September 2021 and all AGREED with this proposal.</p>	
7.	<p>Trust Update</p> <p>7.1 A report was shared prior to the meeting. The CEO was unable to attend the meeting so the Chair gave a brief synopsis of the update:</p> <ul style="list-style-type: none"> - Twydall have received an Ofsted regrading and have progressed from Inadequate to RI (all areas good with Quality of Education scoring RI) - The new Trust Improvement plan has been drafted and once agreed will be circulated. - The CEO thanked everyone for their commitment throughout the pandemic. - Thanks given to Alan Moore (HT at RMGS) who is retiring at the end of term. <p>The Chair asked if there any questions – none were noted.</p>	
8.	<p>Clerks Update</p> <p>8.1 The Clerk advised that all her updates continue to come out in the weekly updates. The Clerk drew the LGBs attention to the following which all have the deadline of 1.9.21</p> <ul style="list-style-type: none"> - A new skills audit will be circulated shortly and will inform the board of any gaps allowing for a discussion at the next LGB meeting as to training requirements. - 	



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	<ul style="list-style-type: none"> - KCSIE has received a 2021 update which needs to be read and understood by governors so they understand the processes required within school and can therefore hold leaders to account. - A new Code of Conduct is on GovernorHub (see link in the Declarations section) and needs confirming (reclicking the Confirm button). - The new Safeguarding for Governors is live and governors has the registration link in their inbox. <p>Action: All governors to complete the new skills audit / Code of Conduct / read KCSIE / and the new Safeguarding Governors (except Staff Governors) training by 1.9.21.</p> <p>The Clerk advised that all of the above are mandatory.</p> <p>The Chair asked the LGB to complete by the required deadline.</p> <p>TW thanked the Clerk for the weekly updates as they are a valuable resource and a central point of reference and have saved a significant amount of time.</p>	All
9.	<p>Audit Committee Update</p> <p>Trustee Nigel Goodall has joined the LGB meeting to give a verbal update from the Audit Committee.</p> <p>NG explained that the purpose of the Audit Committee is to have responsible oversight of the MAT's risk management and internal controls and ensure that value for money is achieved. The Committee does not complete any of the work required and reports to findings to the Trust board.</p> <p>TW is stepping down and another governor from RMGS has left and as such a new representative from Riverside would be appreciated. The Clerk advised that there are 3 meetings a year.</p> <p>Action: LGB to advise the Clerk if they are prepared to join the Audit Committee.</p> <p>NG advised that there has been a change of auditors as it is good practice to have separate auditors for the Trust management accounts and internal audits. NG advised that a clean bill of health had been given for the internal inspections with some minor issues identified, all of which have been/will be addressed:</p> <ul style="list-style-type: none"> - Payroll & HR at Twydall – salary statements - Contracts register across the Trust - Staff health checks at Riverside <p>The Head advised that the school were unaware that they had to complete these checks as they were not done before when it was a maintained school. The Head advised that she has spoken with the CEO and suggested that a package be given to new schools joining the Trust</p>	All



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	<p>explaining clearly what needs to be completed ensure that the Trust does their due diligence. The Head advised is a lesson for the Trust. NG advised that the risk registers for each relevant monitoring area should be reviewed and considered when completing a monitoring pair visit. Risks should be highlighted in the report which should also draw information from the School Development Plan (SDP) to evidence that the steps listed in this document are evidenced.</p> <p>The Head asked what the purpose is to backdating the health checks? NG advised this is good practice. The SBM advised that at the end of every big term the staff are met with and have the opportunity to make any issues aware to the Head and SBM. The Head advised these are lengthy meetings that are recorded. The Chair advised that there needs to be consistency across the Trust and that growth plans need to ensure that everyone is working to the same remit. NG agreed that assumptions should not be made.</p>	
Monitoring Visit reports		
10.	<p>The Chair gave a huge thanks to the Head and her team and thanked them for facilitating all of these meetings.</p> <p>All reports were circulated before the meeting.</p> <p>10.1 Finance, Pay and Reward (to include reviews of central services – HR, Finance – school insurance, lettings, traded services) Highlights:</p> <ul style="list-style-type: none"> - £40k surplus at year end. - Lettings are starting again. - Need to be aware of the lack of resources as the school funding figure is estimated as currently unknown. (relates to risk register – lack of school resources rating at 9 due to current pandemic and possible staff shortages) - Budget is in place as is 3/5-year plan - Roof CIF bid was unsuccessful but will be reapplied for next year - Central trust services have been reviewed (IT/HR) and was sense checked to be good value (which it is) and it is not felt that any further services are required currently. <p>TW asked what the surplus implications are when part of a trust? The Head advised that a % is given over to the Trust. NG a new reserves policy is being written and that he believes if schools allocate resources to activities this will be permitted from their surplus. The Head advised that Riverside does plan carefully and manage their budget and it is somewhat concerning that these funds might be shared with other areas within the Trust.</p> <p>TW asked whether the Reserves policy details how the Trust will finance a growing school (which Riverside is)? NG advised yes it should.</p>	



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	<p>The SBM explained that funding for the year is based on the pupil information entered into the previous year's October census. The Head further explained that there is a PAN of 60 for Reception in September but if only 50 join the funding will reduce to this number in Y1. The Head advised that 5 years ago an extra £50k each year was allocated but this has now stopped.</p>	
10.2	<p><i>Personal development, behaviour and welfare</i></p> <p>The Chair advised:</p> <ul style="list-style-type: none"> - This has been a challenging year as there has been a significant amount of home learning. - There has been a rise in safeguarding cases - Peer on peer abuse as per new report from the DfE should be reviewed at each MP visit moving forward as it will form part of the new Ofsted inspection framework. - Safeguarding at Riverside remains exemplary – the complexity of the cases raised has also increased. This does have an impact also on the wellbeing of staff who have to deal with these cases. Staff wellbeing is a governor responsibility. RMET has offered supervision for Trust DSLs (Designated Safeguard Leads). The Family Liaison Officer (FLO) role has returned but now called Home/School Support Worker. - SLT are aware of the DfE report into sexual abuse at schools and colleges. <p>The Head advised that supervision has taken place with one meeting and two visits will be had by the end of July. From September the four DSLs will have time on a weekly basis allocated.</p> <p>The Chair asked if there were any questions relating to behaviour and noted that overall it is good with a small isolated pocket. There have been no exclusions this year.</p> <p>The Head advised that the school has special provision (complex needs) and as such attract a large % of SEND pupils (1/3 of the school) and these can bring behaviour issues. The Head advised that the general population are well behaved.</p> <p>The Chair advised that the Behaviour Champion needs embedding and the Head and PHSE lead have undertaken trauma training.</p> <p>Challenge was given in the red RAG rated SIP areas regarding diversity being embedded into the curriculum e.g. diverse writers / artists and that it is frustrating that the governors have not been able to visit the school to see the good work in place. Parent Governors validated these findings.</p> <p>Attendance was praised during this challenging time (96%) at the time of the report with the national level being 92%.</p>	



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The Head advised that last week attendance has nose dived and is 90% today with children being off due to sore throats or awaiting C-19 test results but generally it is illness related not pupils who do not want to come to school.

The Chair asked what the office is doing to sense check parents who might be pulling their children out for 'days out'.

The Head advised the normal procedure is following (chasing reasons for absence and noting details) and monitored. Teachers know their children and Class Dojo allows teachers and parents to communicate. The Head advised that holiday is not permitted and the school cannot authorise but parents are advised of this before this is sent to avoid causing anxiety and this means the school / parent relationship remains strong. All concerned C-19 parents now have their children back at school.

The Chair advised that the staff/pupil/parent surveys were overwhelmingly positive with only minor negatives noted from some parents which have been considered as to whether the suggestions are implementable.

10.3 SEND

The Chair advised that Inclusion Quality Mark Flagship status has been achieved by the school which is to be congratulated since they have now retained this for a 3rd year.

PA advised that there is be a year on year increase on the SEN register but school progress for these individuals is inline with the rest of the school. Integration of these pupils is fantastic and this is due to the hard work and dedication of the team. There are 83 x SEN support pupils which is a huge provision. Home learning provided due to lock down was good with great parental engagement. The Trust's S&L therapist hard work is now showing dividends and the learnings from lockdown are being taken forward.

JS confirmed that there is a strong sense of a positive culture through everything within the school and support is there when needed.

10.4 Quality of education and pupil outcomes

The Chair thanked MP for his questions which were provided in advance. Much challenge was provided and considering how much time pupils have been out of school there was some concern about progress and attainment. Highlights from the report:

- Impact needed on hitting targets (particularly writing)
- Impact on future staff absence and the risks this poses.
- Interventions were discussed
- EY early adopter discussed.

HR advised that they discussed what is being put in place to prepare current Y5 for SATs next year. Writing needs to be a focus as home learning as impacted progression on this topic. Writing at home is not easy to do (great depth is hard to achieve) but this does not just apply to Riverside. Extra support is being provided to improve stamina.



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HR advised that Riverside is an early adopter of the EY framework and the children have been assessed using the new baseline assessments (which are a statutory requirement from September) and against the new goals which puts Riverside ahead of the game.

JS asked whether discussions with other schools/teachers might throw up some learning?

HR advised that all schools are experiencing the same issues. Writing is being prioritised and pupils are being given plenty of opportunities to produce lengthy pieces of writing across all subjects (History, RE etc). Learnings from lockdown #1 have been applied and writing modelling was used for lockdown #2.

Pupils perform differently at home and school. Teachers know what the level each pupil is at and what needs to happen across all areas.

TW asked whether the implications of early communication of the EYFS reform are featured in the SIP?

HR confirmed this was correct.

HR advised that the NELI intervention is being used as there are a large number of S&L issues in September in Reception and this also supports EAL pupils of which there are a significant number also.

PA advised that it is hard to challenge when the school is so proactive.

TW advised that individual governors have the responsibility to challenge the monitoring pairs and that moving forward there is some work to be completed on how this is structured.

The Chair advised that the Trust is aware that guidance is needed and this is being worked on and that training will be delivered on how to ask questions which he will be delivering.

PA advised that he has an issue with the word 'challenge' and perhaps we need to explore rewording this to 'confirmation of best practice'.

The Chair advised that challenge can be positive and that the LGB are in a fortunate position with Riverside. Training will address this.

TW believes the next step is for the LGB to have a better understanding of how to challenge and for modelling of this to take place outside the LGB meetings.

10.5 Pupil Premium / Sports premiums spend and impact (primary)

The Chair advised:

- 2 x DfE grants have been ring fenced for disadvantaged pupils – Pupil Premium and Sports Premium.
- There are statutory reports that need to be completed and uploaded to the website (deadline is 31.7.21).



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- Team sports have not been possible to due C-19 and Sports Premium funding have been used to purchase fit bit style bracelets for individual activity logs.
- Don Rae Academy have supplied video links for a fee.
- Swimming is currently off the agenda

The Chair asked where swimming lessons will take place since the local pool is closing?

HR advised that there are 2 different venues being considered and costings are being worked out.

LPB asked whether there are any extra cost implications to bring pupils up to speed with swimming?

The Head advised that they will be targeting those who needs are greater and will aim to get as many back in the pool but there will be time lost as the replacement pool will not be just around the corner.

SR asked whether GDPR is in place for the fit bit style bracelets?

The Head advised that this has been checked and no information is being released that could identify a pupil. The research request was also denied and the Trust's DPO has been involved.

MP asked will the current number of PP cases reduce?

The Head advised it will likely increase and HR confirmed that pupils continue to get funding for 6 years (EVER6) regardless of their family circumstances. The SBM confirmed free school meals (FSM) triggers Pupil Premium.

The Chair asked how PP interventions are tracked?

HR advised that there is a tracking spreadsheet which highlights the PP intervention and impact together with the associated costs. The Head advised that the spreadsheet is being updated to include SEND so that there is one area for all the information.

The Head advised that there had been a change to collect PP information from parents at the point of admission which has led to an increase in numbers. HR advised that the October Census logs this information and the funding is received the following year.

NG asked whether PP is promoted to parents?

SBM confirmed that they used to do this termly and that there are now constant communications over family situations.

JS asked whether it is likely the funding received will decrease?

The SBM advised she is not aware of PP funding changes but has noticed a change between Universal FSM and FSM but ultimately the outcomes are the same.

The Chair advised that questions were asked on the performance of PP pupils and they looked at other grants available (National Tutoring programme / Covid Catch up fund).



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	The SBM advised the report is being finalised and will be uploaded to the website by the deadline.	
Business Management		
11.	<p>Income & Expenditure Report/Year End</p> <p>The reports were pre-distributed. The Chair asked governors whether they understood the reports and that I&E explains what money goes in and out of the school.</p> <p>The Chair asked what contingencies were in place for lettings if restrictions are put in place? The SBM confirmed none but they have not planned for lettings and the budget is worst case scenario so will balance out across the year with hopefully additional lettings being added which will result in more income than previous years.</p> <p>The Chair asked about the overspend on 6025 and enquired if this was to do with room movement? The SBM advised this was covered in the monitoring report.</p> <p>NG asked about further government support for the extra cleaning required due to C-19? The SBM advised that extra money was given last year but nothing has been received since. The surplus budget has prevented most reclaim options.</p>	
12.	<p>Approve budget forecast and staffing structure</p> <p>Documents were pre-distributed to the LGB.</p> <p>The SBM advised that it is unusual to rollover funding from one year to another however additional High Needs Funding (HNF) has been applied for 2 pupils but there is a lag in receiving this so £20k of the £40k surplus has been rolled over to support next year's plan and she would look to continue this rolling over.</p> <p>MP asked whether sign off from the Trust would be required for this decision?</p> <p>Action: The Chair to seek clarification from the Trust regarding rolling over £20k of the surplus to bridge the gap for HNF.</p> <p>The SBM thought this would be part of the school's planning.</p> <p>MP is concerned that the Trust's Reserve policy could stop this £20k being use as the school wishes and he feels quite passionate about this.</p> <p>The SBM thinks the HNF should be exempt as per SEN funding (PA confirmed having seen this at the SEND MP visit).</p> <p>The Chair advised he would be surprised if the Trust policy was applied retrospectively.</p> <p>The SBM asked whether the Trust Reserves policy will be shared with the schools before the board sign it off?</p>	



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	<p>NG confirmed this would be the case but advised the LGB not to worry.</p> <p>The LGB AGREED with the budget recommendations subject to the clarification requested on the surplus money being used for HNF funding.</p>	
13.	<p>Accounting Officer Checks Confirmed as completed by the SBM.</p>	
14.	<p>Policies None noted.</p>	
15.	<p>Risk Registers: 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> <p>15.1 <i>Governance</i> The Chair asked whether this this be reviewed in light of changes to the makeup of the governing body?" The Chair confirmed this is an ongoing process of review and will be updated by the Head as and when required.</p> <p>15.2 <i>Health and Safety</i> The Chair challenged the 9 rated risk for 'Exposure to infection'. The Chair confirmed this is related to C-19 which is understandable.</p> <p>15.3 <i>Staff</i> Questions had previously been raised in the Finance monitoring visit.</p> <p>The Chair asked if any other risk registers had had any significant changes that we needed to be aware of? The Head confirmed no.</p> <p>The Chair asked for clarification on the government advice on removing bubbles? The SBM advised guidance has not been received yet and will advise on changes for September. Bubbles are set to go with hygiene and ventilation increased steps required.</p> <p>PA asked about communications to parents and is there a risk some parents will not understand the changes? The Head confirmed communications will be sent once guidance is clear reinforcing the processes that will be in place.</p>	
School Improvement		
16.	<p>16.1 HT Report Report was issued before the meeting.</p> <p>MP noted that attendance was positive which speaks volumes about the school and asked for the board's thanks to be passed onto the school team.</p>	



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	<p>NA asked about staff who might have previously been shielding and how they are feeling with the restrictions about to lift? The Head advised that the school has invested in wellbeing and support is in place for those who need it and they can talk regularly.</p> <p>The Chair asked the Head to pass on the thanks to those staff members who are leaving from the LGB.</p> <p>SR asked for information regarding the data breach? The SBM advised that an email was sent to the incorrect person.</p> <p>SR asked for clarification on those pupils who have had to be relocated? The Head advised this is relocation due to domestic abuse.</p> <p>16.2 Review exclusions figures for the year No exclusions have been recorded which is excellent and due to the fact that Riverside only excludes as a last resort.</p> <p>The Head advised that she had attended trauma training which was around understanding all behaviour is a form of communication and trauma informed practices with an e-module in place will strengthen good practice that is already in place.</p> <p>TW advised that both the Chair and herself had attended exclusion training however there is now a skills gap with both departing and another governor would benefit from attending this training.</p> <p style="text-align: right;">Action: 1 / 2 governors to attend Exclusion training</p>	
	<p>16.3 Survey Analysis The Chair asked for his thanks to be forwarded to the office team for their hard work on the surveys which have been rewritten. Individual responses are now visible and this is a great piece of work.</p> <p>Outcomes of the survey have been covered already in the meeting.</p>	
	<p>16.4 Wraparound care update The Chair advised a proposal had been received from the Head regarding wraparound provision and following consultation has been AGREED via a virtual vote on GovernorHub due to lack of a meeting and time constraints. Robust challenge was given.</p> <p>The Head advised that she had been liaising with the company who would deliver this provision and HR/legal to make sure due diligence has been carried out and it has been decided that the school will not be in a position to start the club until after October half term to allow everything to be in place and communications to be sent to parents.</p>	

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	<p>16.5 Approve school targets for next academic year No targets were set in T4 due to lack of data and pupil progress targets will be set using their previous key stage assessments. There has been no national data for 2 years the Head confirmed.</p> <p>HR advised that the Y2 next year will have no EYFS data and the Y6 progress will be different as system has changed.</p> <p>The Chair confirmed there are no targets to agree and HR advised these would be reviewed and set in September.</p>	
	<p>16.6 Review School Development Plan The Chair advised that this is a large live document and the objective is to set SMART targets. Much of the SDP has been reviewed in the MP visits.</p> <p>The Head advised that the new 21/22 SDP is currently being written but she has been very busy and that report writing takes priority first. A lot of what is amber/red in this year's SDP will be ongoing.</p> <p>NG asked if there had been any positive outcomes for C-19? The Head advised the remote learning package is good and ready to be used when necessary. The school are now proficient at using Teams. HR advised that the lunchtime process will remain but will be tweaked.</p> <p>PA asked if the washing hands / social distancing message to pupils will continue? The Head advises this is already in the curriculum and is a focus in EY.</p> <p>16.7 Approve school dates The Head advised that she is awaiting confirmation from the Trust regarding the extra bank holiday for the Queen's birthday.</p> <p>The Governors AGREED to the school dates subject to any amendments made by the Trust for the extra bank holiday.</p>	
Governance / Procedural		
17.	<p>Governor Training Update & CPD The Chair advised that the new Safeguarding training for governors had been communicated out by the Clerk and this needs completing by 1.9.21.</p> <p>Action 1: All governors (except staff) to complete the Safeguarding training by 1.9.21</p> <p>The Clerk is working through the school holidays so do reach out if you need any assistance.</p> <p>The Chair requested that governors share any training messages they have after completing a course either by uploading directly to GovernorHub (and communicating via the noticeboard) or via the Clerk.</p>	All



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	Action 2: Training notes / messages to be circulated if appropriate for all governors to be aware following attending courses.	All
18.	<p>LGB Review</p> <p>18.1 Self-evaluation The Chair advised that not all objectives for the LGB have been achieved and it would be good for the new Chair / Head, SC and himself to meet and create an action plan.</p> <p>Action: New Chair / Head, SC and DB to meet and set action plan for LGB.</p>	
	<p>18.2 LGB skills audit The Chair advised that the Clerk had created a new skills audit and this would be distributed shortly with a deadline to complete by 1.9.21 to allow sufficient time for the information to be reviewed ready for the next LGB meeting.</p>	
	<p>18.3 Review LGB terms of reference and monitoring pairs remit</p> <p>The Chair asked for any comments on the Terms of Reference (TOR) for the LGB. None were received and as such it was AGREED to adopt these again for the next academic year.</p> <p>The monitoring visit pairs require reviewing with people leaving and the following was agreed after a discussion:</p> <p>Finance Pay & Reward – MP/LPB Health & Safety (H&S) – SC/PA Pay Committee – PA/MP/NA Personal Development, Behaviour & Wellbeing (PDBW) – HR/JS/NA Quality of Education & Pupil Outcomes (QEPO) – MP/SR/JS SEND – PA/KC Pupil Premium / Sports Premium (PP/SP) – SC/LPB Quality of Leadership & Management (QLM) – NA/SR/JS</p> <p>Current Chair will still join monitoring visits when he can.</p> <p>18.4 Approve LGB meeting dates for next year</p> <p>A discussion was had on monitoring visits in Term 1 and the Head advised these would not be possible. The Chair agreed these would be moved and he would discuss with the Trust Board when these visits should take place.</p> <p>TW advised it would be better to do monitoring in T2.</p> <p>The Clerk noted her frustration that these dates have been circulated for a while before being issued and that it was not raised as an issue before now. Chair apologised for not picking this up.</p>	



RIVERSIDE PRIMARY SCHOOL

MINUTES OF THE VIRTUAL MEETING OF THE LOCAL GOVERNING BOARD 6 July 2021 3.45PM

	Action: Chair to confirm with Trustees as to when Term 1 monitoring should be moved to at Riverside.	
19.	Any Other urgent Business None noted.	
22.	Confidentiality	
	No items deemed confidential. The Chair thanked everyone for their input and that it has been a privilege to Chair the LGB for Riverside but he knows that he leaves it in safe hands. The Chair thanked TW for all her work which has been phenomenal and that he wished her and her family all the best.	
	Date of next meeting: 30th September 2021	
	The meeting closed at 7.02pm	

Actions from Riverside LGB 6.7.21

Item	Action	Who
5.1	TW to share details with new Chair/Vice Chair before she leaves the LGB	TW
8.1	All governors to complete the new skills audit / Code of Conduct / read KCSIE / and the new Safeguarding Governors (except Staff Governors) training by 1.9.21.	All
9.	LGB to advise the Clerk if they are prepared to join the Audit Committee.	All
12.	The Chair to seek clarification from the Trust regarding rolling over £20k of the surplus to bridge the gap for HNF.	Chair
16.2	1 / 2 governors to attend Exclusion training	All
17. (1)	All governors (except staff) to complete the Safeguarding training by 1.9.21	All
17. (2)	Training notes / messages to be circulated if appropriate for all governors to be aware following attending courses.	All
18.	New Chair / Head, SC and DB to meet and set action plan for LGB.	DB/SR/SC /Head
18.4	Chair to confirm with Trustees as to when Term 1 monitoring should be moved to at Riverside.	Chair