



RIVERSIDE PRIMARY SCHOOL

**MINUTES OF THE VIRTUAL MEETING OF THE
LOCAL GOVERNING BOARD
9 March 2021 3.45PM**

Present:

Peter Aldous (PA)	Co-opted Governor
Dave Brockman (Chair)	Co-opted Governor
Simon Carter (SC)	Co-opted Governor
Matt Pyrke (MP)	Parent Governor
Helen Robson (HR)	Staff Governor
Michael Sullivan-Stanley (MSS)	Staff Governor
Tracey Wilson (TW)	Co-opted Governor
Kim Wilmer	Headteacher (HT)

IN ATTENDANCE:

S Decker	CEO
M Greener	Clerk

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

Item	Main discussions and agreed actions	Action by																				
Procedural																						
1.	Welcome and apologies: The Chair welcomed everyone to the meeting and welcome Mel Greener the new Clerk to the Trust. Due notice had been given and the meeting was quorate.																					
2.	Declaration of business interests																					
	2.1 There were no new declarations of interest.																					
3.	Notification of AOB																					
	3.1 Pupil numbers (HT)																					
4.	Minutes of the previous meeting																					
	4.1 It was noted there was a mistake in 16.2 and that S Carter should be S Decker. Clerk to amend. Action: Clerk to amend minutes before Chair signs.	Clerk																				
	The minutes of the previous meeting on 2nd February 2021 were agreed. The Chair would sign these electronically on Governor Hub.	Chair																				
5.	Matters arising not covered by this agenda (update on actions)																					
	5.1 An actions log was circulated with the agenda and it was noted that most actions were complete. The following updates were given.																					
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Item</th> <th style="width: 60%;">Action</th> <th style="width: 15%;">Who</th> <th style="width: 15%;">Status</th> </tr> </thead> <tbody> <tr> <td>5.2</td> <td>Chair and Vice-Chair to feedback re SEND at Circle Review Group after half term</td> <td>Chair/Vice</td> <td>Ongoing</td> </tr> <tr> <td>10.1</td> <td>Online Safety Policy – page 13. Michael Sullivan - Stanley to look at local rules and how these can be tied in.</td> <td>MS-S</td> <td>Completed and on website</td> </tr> <tr> <td>14.1</td> <td>Check Data Protection issue re lateral flow test information with ICO</td> <td>HT</td> <td>Checked with Trust DPO – nothing further required</td> </tr> <tr> <td>15.1</td> <td>SDP external validations be linked via Governor Hub</td> <td>Chair</td> <td>Completed</td> </tr> </tbody> </table>	Item	Action	Who	Status	5.2	Chair and Vice-Chair to feedback re SEND at Circle Review Group after half term	Chair/Vice	Ongoing	10.1	Online Safety Policy – page 13. Michael Sullivan - Stanley to look at local rules and how these can be tied in.	MS-S	Completed and on website	14.1	Check Data Protection issue re lateral flow test information with ICO	HT	Checked with Trust DPO – nothing further required	15.1	SDP external validations be linked via Governor Hub	Chair	Completed	
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Updates		
6	Governor Membership Updates	
6.1	<p>The Chair advised that Dean Clarkson, Parent Governor had resigned on 8.3.21. Governors noted that they were grateful for his contribution.</p> <p>Action: HT to ensure removal of parent governor from GIAS and email system and DB arrange for a card of thanks to be sent</p> <p>Parent Governor elections will be held in due course.</p> <p>The CEO suggested that references be obtained for governors moving forward. Clerk agreed.</p> <p>The Chair tabled the need to potentially recruit another co-opted governor as we are getting 'parent heavy' on the board.</p> <p>Action: 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.</p>	<p>HT/DB</p> <p>All</p>
7.	Trust Update	
7.1	New Head appointed at RMGS – Lisa Barker. Current Head at High Weald Academy and previously SLT at Weald of Kent Grammar. Will join Head's meeting next Tuesday and then a virtual meeting with staff body shortly afterwards.	
7.2	Ofsted have visited Twydall for a two-day inspection to check the response to COVID-19 and review the remote learning offer. The report was very pleasing and we are confident to receive a Good at the final inspection. RSC will then hopefully approve further growth plans for the Trust.	
7.3	Final accounts – the DfE have produced a document that RAG rates the three schools in the Trust and this has been forwarded to the Heads. The CEO suggested that governors may wish to discuss this in the future.	
7.4	<p>Monitoring pairs – boards need to discuss how to now step monitoring up and what is reasonable for school to manage now that we are out of lockdown. The CEO advised he is meeting with Andy Wilson to discuss what trustees should expect now to the end of July and beyond during this period of recovery.</p> <p>TW suggested that monitoring pair visits could take place in Term 5 now that SATS are not happening and there might be more time to achieve these.</p> <p>The Circle Model Group needs to reconvene and this will be addressed with the Trustees on 29.3.21. The Chair noted that it was not for the CEO to determine monitoring pairs and this direction should come from the trustees and that this is an area that has lacked guidance.</p>	CEO
7.5	Twydall IAB board steps down as of 7.6.21 and the new LGB will take over.	
4.18pm CEO left the meeting		



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8.	Clerks Update		
	8.1	Nothing to note.	
		Action: Clerk requested that all governors check that their business interests are up to date on GovernorHub.	All
Business Management			
9.	Income & Expenditure Report		
	9.1	No further updates since last report	
10.	Accounting Officer Checks		
	10.1	Checks have been completed and there were no flags.	
11.	Support staff pay award (if agreed)		
	11.1	Nothing further to discuss.	
12.	COVID-19 Risk Assessment		
	12.1	<p>The HT gave a verbal update followed by questions from governors:</p> <p>Has a review been made to the risk assessment for return to school? HT confirmed that appropriate changes have been made to include extremely vulnerable staff and that individual risk assessments have been made for those who require them. One staff member cannot return currently due to guidance. Face masks and safe storage of these have been discussed with staff.</p> <p>Has the risk assessment been shared with all stakeholders? The Head confirmed this can be located on the school's website.</p> <p>Is wraparound care starting? The HT confirmed that this has continued to run throughout lockdown and is being reported back to the DfE</p> <p>How have the children been on return? All pupils have returned positively. There have been a few 'wobbles' but nothing unexpected. MSS confirmed children are tired by the end of the day but no patterns have emerged as of yet.</p> <p>What is being provided with respect to wellbeing for pupils and staff? The HT confirmed that pupils who have needed counselling sessions (or who had started these) have still been able to access these during lockdown. Staff have also been offered a weekly session and all staff have 1-2-1 sessions weekly with the HT, together with an open-door policy. School counsellor hours have been increased.</p> <p>What is being offered to those pupils who cannot attend school? HT advised that live lessons are not possible but that there are activities set on Purple Mash and paper packs are being sent home.</p> <p>Action: The Chair asked the Head to pass on a huge thank you from the governors to staff.</p>	
13.	Monitoring Visit Reports		
	13.1	Finance, Pay and Reward was due but did not take place	



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14.	Premises Update		
	14.1	<p>The HT gave a verbal update following a review of what the school offers and with growth in mind:</p> <ul style="list-style-type: none"> a) Speech and Language room to be created and utilise the specialist TA as there is a high proportion of need in Reception. A two-way window will be installed for all class teachers to observe and implement practice into the classroom. b) Research zone is outdated. All books have been brought down to the conservatory and it feels more like a library. The standalone PCs in the Research Zone will be moved into classrooms and this space will be divided into 2 intervention rooms. c) Foxes Room has been a breakout room for ASD pupils and worked effectively. It will now be split into two rooms for intervention and a light sensory area with a door that leads out to a sensory garden. d) Reading book vending machine is being ordered for the front of the school and pupils will be given tokens to choose a book. e) Y5/6 will move into new build as Y3 will be two classes. <p>The HT confirmed this is all dependent on the budget.</p> <p>Can the sensory room be leased out to recoup costs? HT advised this might be possible.</p> <p>Have we heard back yet regarding the roof funding? HT confirmed not as yet.</p> <p style="text-align: right;">Action: TW advised she was aware of other potential funding options and would share this information with the HT.</p>	TW
15.	Exclusions		
	15.1	None to note	
16.	Review school targets and propose for next year (if data available otherwise term 6)		
	16.1	<p>Lockdown has meant that data has not been captured. Targets cannot be set until this is obtained.</p> <p>When will targets be set? The HT advised she is unsure at the moment. The wellbeing of pupils is important and to ensure they have the basic skills they should for their age. Likely to be at the end of Term 5 post assessments.</p>	



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		<p><i>Term 6</i> Finance, Pay and Reward Quality of Education Personal Development Behaviour and Welfare SEND</p>	
	17.3	<p>Governor resignation means there are spaces across monitoring pairs which need to be allocated. It was agreed:</p> <p>P Aldous – Health & Safety T Wilson - Personal Development Behaviour and Welfare M Pyrke – Quality of Leadership</p>	
Policies & Risk Register			
18	Policies		
	18.1	<p>RSE Policy – HR advised that nothing has been formally received from consultation to date. Governors agree with proactive positioning.</p> <p>Are any resources needed to deliver this new policy? HR advised that nothing has been highlighted so far.</p> <p>Does the new curriculum take into account of social trends? HR confirmed that it will support children as they go forward.</p> <p>Action: Clerk to add RSE policy to RMET agenda on 29.3.21 for sign off</p>	Clerk
19.	Review Risk Register		
	19.1	<p>2. Financial Governors queried why 158 was amber (DfE funding)? HT confirmed she is being cautious. Funding can change. Statement has come in higher than expected and does not include disadvantaged children so more likely to come.</p>	
	19.2	10. Strategic – nothing to add	
	19.3	11: Students – nothing to add	
	19.4	<p>HT asked whether risk registers are moderated by a trustee as heads never get feedback.</p> <p>Action - Clerk to investigate with Trust board as to who moderates risk registers across the Trust.</p>	Clerk
Governance / Procedural			
20.	Governor Training Update & CPD		
	20.1	MP advised that he and HR had attended training on setting a budget, which was very informative and thought provoking. Would be good for new governors to attend this.	
	20.2	<p>It was agreed that linking monitoring pair visits with effective challenge is needed.</p> <p>Action: Clerk to investigate options for effective challenge training with regards to monitoring pair visits</p>	Clerk



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	20.3	The Chair asked new governors to check all the training on their induction checklist had been completed. Action: MSS – needs to complete digital training	MSS
	20.4	Chair advised the dates for following courses and encouraged governors to attend: <ul style="list-style-type: none"> - Promoting Parental Engagement on 22nd March - Safeguarding training for those who require a refresher on 26th April - Pupil Premium on 10th May 2021. The Chair also flagged up the NGA Learning Link.	
21.	Any Other urgent Business		
	21.1	Pupil numbers – 46 parents have put Riverside down as their first choice for Reception in September 2021. 6 families in the nursery have forgotten to do their application so the number is likely to rise. HT advised that Y1 is full, Y2 is over and KS2 classes are all full.	
	21.2	HT advised she has recruited an apprentice for the nursery to assist a child with high needs.	
	21.3	SC asked whether it would acceptable to send a Health & Safety checklist through to be completed post his monitoring pair visit in Term 5. HT agreed. Action: SC to create H&S Checklist and forward to the school for completion.	SC
22.	Confidentiality		
	11.1	None noted.	
20	Impact of Governance/Governors KPIs		
	20.1	The Chair expressed his thanks to all. He noted that Governors need to reflect upon and refine monitoring as discussed.	
	Date of next meeting: 6th July 2021		
	The meeting closed at 5.54pm		



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Actions

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4.1	Clerk to amend minutes before Chair signs.	Clerk
6.1	HT to ensure removal of governor from GIAS and email system and arrange for a card of thanks to be sent	HT
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
8.	Clerk requested that all governors check that their business interests are up to date on GovernorHub.	All
12	The Chair asked the Head to pass on a huge thank you from the governors to staff.	HT
14.1	TW advised she was aware of other potential funding options and would share this information with the HT.	TW
17.1	HT to feedback positive comments to subject lead regarding her report	HT
17.1	PA to see if any other funding available from Martin Potter	PA
18.2	Clerk to add RSE policy to RMET agenda on 29.3.21 for sign off	Clerk
19.4	Clerk to investigate with Trust board as to who moderates risk registers across the Trust.	Clerk
20.2	Clerk to investigate options for effective challenge training with regards to monitoring pair visits	Clerk
20.3	MSS – needs to complete digital training	MSS
21.3	SC to create H&S Checklist and forward to the school for completion.	SC