



RIVERSIDE PRIMARY SCHOOL

**MINUTES OF THE VIRTUAL MEETING OF THE
LOCAL GOVERNING BOARD
2 February 2021 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 Co-opted Governor Parent Governor Staff Governor Staff Governor
In attendance:	Simon Decker Nichol Gordon Sarah Hart	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. D Clarkson did not attend.</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.</p>	
3	<p>Notification of AOB</p> <p>3.1 RSE policy and consultation.</p>	
4	<p>Minutes of the previous meeting</p> <p>4.1 The minutes of the previous meeting on 1st December 2020 were agreed. The Chair would sign these electronically on Governor Hub.</p>	
5.	<p>Matters arising not covered by this agenda (update on actions)</p> <p>5.1 An actions log was circulated with the agenda and it was noted that most actions were complete. The following updates were given.</p> <p>5.2 16.1 - Chair and Vice-Chair to feedback re SEND at Circle Review Group. This will be done after half term.</p>	After half term
6	<p>Governor Training Update & CPD Mid-Year Review</p> <p>6.1 Tracey Wilson advised that she had completed 6 modules from the NGA course. The plan was to cascade this training to others on Governors Day. Tracey also has a meeting in May on self-development. As the training is all on-line now it makes training very flexible, the content on Governor Space is very useful.</p> <p>6.2 Simon Carter had attended Welcome to Governance.</p> <p>6.3 Dave Brockman has attended Curriculum Monitoring.</p> <p>6.4 The Chair advised that some useful courses are coming up. <ul style="list-style-type: none"> • 8th February - Setting the Budget • 24th February - Governor and Trustee Supportive Network </p>	
7	<p>Governor Membership Updates</p> <p>7.1 The Chair advised Simon Carter has been re-elected as a Co-opted Governor for a 4-year term.</p> <p>7.2 <i>See Confidential Minutes</i></p>	



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8	Clerks Update		
	8.1	Nothing to report.	
9	Trust Update		
	9.1	<p>Following a Riverside Governor Safeguarding Check it was suggested that some impact assessments on remote learning tools was carried out. One was completed on Office 365 by the Trusts data protection officer. Virtual safeguarding checks have been completed across the Trust. Riversides check on the single central register was done on the 27th it was found to be well maintained. There were a couple of gaps due to lockdown so a couple of updates were required to prevent training and safer recruitment.</p> <p>Question -Are there plans in place to address the safeguarding gaps? Yes, some have been addressed already. Training could not happen as the training was not available due to COVID-19. Nichol Gordon is to do safer recruitment training.</p>	
	9.2	Recruitment of a new HT for RMGS is underway due to the retirement of Mr Moore. Interviews will take place on 8 th and 9 th February, there has been a very strong field for this vacancy.	
	9.3	Mel Greener has been recruited as the new full-time clerk across the 3 schools and the Trust board. She will start after half term.	
	9.4	<p>Twydall has their HMI monitoring visit Wednesday and Thursday this week. Their LGB is after this meeting.</p> <p>Governance at Riverside is strong but variable at Twydall. It is difficult to recruit governors so the Trust stepped in and has been running the board for the past 9 months. It's now time to return the Governing Board back to Twydall with the appointment of new Governors. The Trustee board will step back in term 5/6. There is a buddy system between the Trustee and new Governors to provide support. If anyone wishes to volunteer as a buddy let CEO know. All new Governors had attended training and were doing their induction.</p> <p>Dave Brockman said he would happily support the Twydall Governors if time constraints allowed.</p> <p>Simon Carter said he was happy to mentor and buddy up with Twydall Governors.</p>	
	9.5	<p>Question - Has the Chairs Forum met virtually? Dave Brockman advised that he was the only one to show up. He will try again when the next forum is planned.</p> <p>Simon Decker left the meeting at 4.17pm</p>	
10	Policies		
	10.1	The following policies, circulated in advance of the meeting were reviewed and agreed as presented: Admissions Policy; Remote Learning Policy; Online Safety Policy	



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		<p>Admissions Policy - Governors questioned whether the only change was the date. This was the only change to the policy.</p> <p>Remote Learning Policy - this was a large policy to pull together with contributions from many sources including the SLT. Michael Sullivan-Stanley was praised for the amount of work he had put in to this very comprehensive document. Governors queried the contact details for Trust DPO and IT support, it was advised that this guidance is targeted towards staff rather than carers/parents.</p> <p>Online Safety Policy - Michael Sullivan-Stanley was again praised for the work that had gone into this document. Page 13. Michael Sullivan-Stanley to look at local rules and how these can be tied in.</p>	MS-S
	10.2	<p>Question - If there is a breakdown in Wi-Fi connection resulting in an absence from school, is this recorded as authorised or unauthorised absence?</p> <p>This is not covered in the Remote Learning Policy but would come under the Attendance Policy. The DfE has guidance for attendance during COVID-19/remote learning. The school checks by midday if a child has not attended a live lesson.</p>	
11	Income and Expenditure Report		
	11.1	<p>It is very difficult to monitor and manage I&E at the moment. The school is never sure how many children will be in school. It is a constantly changing situation.</p> <p>Increase in Income of £75000 due to catch-up funding, PE grant, Emergency COVID-19 funds, FSM money back on vouchers, SEN top up and high needs funding.</p> <p>Decrease in income due to no lettings and less children attending breakfast and afterschool clubs.</p> <p>Savings have been made on FSM as the uptake was less than predicted. Also, savings due to no music teachers coming into school.</p> <p>Question - Is there insurance for supply staff?</p> <p>No not at the moment. Staff costs are within 1% of the budget at the moment.</p> <p>Question - Cleaning costs are 33% over, can these be reclaimed?</p> <p>The main overspend has been on hand sanitiser and hand towels. These items cannot be claimed for and are covered in the surplus.</p> <p>The HT praised Nichol Gordon for her work on the school budget. The surplus was very healthy and the school does a great job.</p>	
12	Accounting Officer Checks		
	12.1	Checks have been completed and there were no flags.	



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		Nichol Gordon left the meeting at 4.45pm	
13	Premises Update		
	13.1	Final snagging for the hall has been completed.	
14	HT Report		
	14.1	<p>All advised that they had read the report. The HT asked for questions.</p> <p>Question - Why is there a fall in attendance and an increase in unauthorised absence? Classes and individuals have been isolating. Particularly after half term the school was hit by a wave of people needing to isolate. There has also been a reluctance from parents to send their child back into school.</p> <p>Question - Why the increase in casual admissions? This time of year, always sees an increase in in-year admissions. It is growing in the lower years. Much of this is down to families moving in and out of the area. Also, we were over-subscribed with a cohort of 30 this has increased to 60, YR1 and YR2 have now caught up. We do use the Fair Access Panel for support with admissions.</p> <p>Question - ICO guidance requires a complete Data Protection Impact Assessment for lateral flow test data due to its sensitive nature - is the school aware? Staff attending school are doing a test twice a week and a conversation re the data required online when logging test results has been had with staff. The HT will check Data Protection issue with ICO</p> <p>Question - It appears SATS will be cancelled for the second year running, how is the school going to protect best practise? The school assesses all the time. Test readiness will continue and the school is aware of gaps in knowledge, catch up and interventions are still happening. Pupil progress meetings held remotely. Children's learning will always be protected, this is a practise that is embedded into the school ethos and will carry on.</p> <p>Question - Regarding Maths Mastery and The Power of Reading, is the curriculum being followed where possible? Yes, and we are adapting where necessary. Any difficulties encountered when teaching remotely are noted and will be covered when the children return to school. For example, teaching time is better suited to a classroom where every child can have access to a clock.</p> <p>Question - What is the process for managing the flow of return information from remote learning? The school has a record of submissions of work for each day.</p>	HT



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		<p>Children also upload work onto class Dojo where it is marked and feedback provided. Hard packs sent into school are marked by the TA.</p> <p>Question - When schools return to normal will more cleaners be needed? The cleaning team was reviewed and they are managing well and have enough cover. Any additional cleaning will continue to be manageable with the current team. The school is looking for additional support for the Site Manager in the form of an apprentice for which funding has been agreed.</p> <p>The HT advised that</p> <ul style="list-style-type: none"> • There is to be a creative week after half term focusing on the Environment which will span all age groups. This breaks the routine up for teachers, parent and children. • There is also a tech free afternoon where no devices are used. • A pupil and parent questionnaire are planned for March 	
15	Review of School Development Plan		
	15.1	<p>All advised that they had read the SDP. Some points to note:</p> <ul style="list-style-type: none"> • Moderation had not happened; the bench marks have all changed • The sex, health and relationships policy was in hand for KS1 and KS2 and will be ready to go in the next couple of weeks, ready for the Spring Term. It will be loaded onto Governor Hub ready for comments. The jigsaw scheme has been adopted as this conforms to everything needed. • Leadership/Management - cross working is not happening across the Trust as discussed 9.4. It was suggested that Twydall Governors could attend our meetings. • A governor suggested that, regarding Quality of Education Evidence, parents on the Governing Board are seeing this via remote learning. This is an opportunity to say we have seen quality teaching. It is unprecedented but good evidence. <p>Question - Regarding sex, health and relationships, it was asked whether the consultation would go ahead as required? The Duty Head said that it would be.</p> <p>SDP - The Chair suggested that the external validations be linked via Governor Hub.</p> <p>Simon Carter left the meeting at 5.50pm</p>	DB
16	Monitoring Visit Reports (School Improvement)		
	16.1	<p>It was agreed that continuing with monitoring visits in the same way as usual would not give Governors anything new at the moment.</p>	



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		It was suggested that Teacher presentations from subject leaders might be a better way stay informed in the current situation.	
	16.2	Safeguarding - Tracey Wilson gave some feedback from the Safeguarding monitoring visit she did with Dave Brockman on 21 st January. There was a set of questions that were asked in particular a query about the single central register. The Trust do an annual review of safeguarding but this had not been carried out, Simon Decker has since been in and done this. Notes from the Trust's visit needs to come to Governors so they can ask questions of the school. There is a concern around the flow of reports, Tracey Wilson and Dave Brockman will chase feedback from the Trust as evidence that these visits have happened and the circle gets completed. Questions were also asked around Remote Learning, engaging parents, tailored learning to meet individual needs, differentiated support and additional resources (such as FSM) and contingency for staff absence, these are all working effectively. More detailed information is captured in the Note of Visit.	
	16.3	Website Audit - Dave Brockman carried out an audit on the website using a template from when he did the whole Trust Audit. There have been some changes to the guidance back in November about Executive Pay, COVID-19, Remote Learning. The website continues to be incredibly thorough, with the Office and Governors updating their relevant sections. A report is available.	
17	Review Risk Register		
	17.1	Safeguarding - covered already. No concerns were raised from the Safeguarding Monitoring Visit New starters have all had Safeguarding Training	
	17.2	Next term's risk registers are due to be 2: Financial 10: Strategic 11: Students	
18	Any Other urgent Business		
	18.1	RSE policy - covered in 15.1	
19	Confidentiality		
	19.1	There was one confidential item - 7.2.	
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: 9 March 2021		
	The meeting closed at 6pm.		



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Actions

Item	Action	By/who
5.2	Chair and Vice-Chair to feedback re SEND at Circle Review Group after half term	Chair /Vice
10.1	Online Safety Policy - page 13. Michael Sullivan-Stanley to look at local rules and how these can be tied in.	MS-S
14.1	Check Data Protection issue re lateral flow test information with ICO	HT
15.1	SDP external validations be linked via Governor Hub.	Chair