

RIVERSIDE PRIMARY SCHOOL
(Part of the Rainham Mark Education Trust)

MINUTES OF THE LOCAL GOVERNING BOARD MEETING

HELD ON TUESDAY 12 FEBRUARY 2019

AT 3.45pm

Present: T Scott (Chair), D Brockman (Vice Chair), K Wilmer (Headteacher), T Wilson, H Robson, J Bell, P Aldous, D Clarkson, S Carter (arrived 4pm).

In attendance: S Decker (RMET CEO) (arrived 4pm). C Baxter (Clerk)

Item	Main discussions and agreed actions		Action by/when
	The meeting was quorate.		
1	Welcome and Apologies The Chair welcomed everyone to the meeting and made introductions. No apologies had been received.		
2	Declarations of Interest		
	2.1	TW declared she had been appointed as Trust Improvement Lead for RMET on a temporary contract until July 2019.	
3	Notifications of any other urgent business		
	3.1	J Bell: Skills Audit	
	3.2	T Scott: Safeguarding and on-line safety	
	3.3	T Scott: Updated curriculum statement	
4	Minutes of the meeting held on 16 October 2018		
	4.1	The Chair had approved and signed the minutes on 13 November 2018 to be sent with the annual safeguarding report to Medway Safeguarding Board by 30 November.	
	4.2	Matters arising: 7.3: Blue Sky training had been carried out. A governor commented there was a richness of monitoring practices already in the school. 11.2: Following a discussion about the school's vision and ethos, Governors agreed that the Vision Statement encapsulated and underpinned everything that was done in the school.	
	4.3	Confidentiality: 12.1 Remained confidential.	
5	Headteacher's report (copy filed with the minutes). Key highlights were:		
	5.1	Leadership and Management:	
	5.1.1	Governors asked if any actions had been taken on board following a recent full review of the school by the Headteachers from Wayfield and St Margaret's Infants. They had identified many	

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			strengths including the SEF, assessment, inclusion and teaching but specifically they had feedback on the use of TAs.	
		5.1.2	A question was asked if there were any future specific observations being carried out i.e. KS2 Maths the H/T advised that the current agreement was to just carry out school reviews with each other.	
		5.1.3	The H/T was now an IQM assessor and would be in a position to share general good practice while developing her own leadership skills.	
	5.2	Quality of Teaching, Learning and Assessment		
		5.2.1	<p>Governors raised the Risk Audit programme and asked what were the risks identified with the recent departure of the Maths subject lead. Maths was a key focus area and the H/T had mitigated the risk by overseeing that role herself. She had been working with the Maths Mastery Development Lead from the Maths Mastery Team to further reduce any risk. An experienced teacher passionate in delivering Maths Mastery would now take on the role.</p> <p>Was there enough resilience in view of the middle teacher leaving? The H/T had completed a 6 year staffing plan and there were skilled experienced staff with leadership capacity within the current team. Working strategically staffing was linked to succession planning and by using their skills it enabled them an opportunity to grow and develop.</p> <p>In response to a further question regarding reaching the end of year attainment and progress targets HR responded they were confident in reading and writing and maths would be an improving picture due to the good work of the cohort of children. This term's data would show what that impact had been and the analysed data would be available on Governorhub after half term.</p>	
		5.2.2	<p>Governors asked if there was any support from the Trust and were told that they purchased the Third Space learning tool. Governors enquired how confident was the H/T that this intervention was sufficient to reach the target at the end of Yr 6. The H/T advised that Third Space was a one-to-one programme where pupils worked at their own level and reports were generated on an individual basis. Booster teachers were in place using sheets for recording impacts which were reviewed each time. Also extra sessions were provided in the mornings and at lunch times which were reviewed each term against outcomes.</p> <p>Is a booster teacher provided by the Trust? A specialist in Maths from Rainham Mark was provided for higher attaining children and to develop reasoning skills.</p>	
	5.3	Personal Development, Behaviour and Welfare		
		5.3.1	The class Dojo was working well and consistently used across all classes as a tool to reward positive behaviour.	
		5.3.2	Attendance continued to be monitored by the new office administrator who was tracking persistent absences compared to national benchmarks. Governors asked if this way of working had	

			had a direct impact on attendance levels. The H/T advised it was early days but she worked well with ASA and was getting to know the families with potential low attendance.	
		5.3.3	Governors commented that the percentage for pupils with persistent absence was higher than the national percentage and asked if a case study for PA's could be provided? They were advised that case studies were already in place that flagged up any issues.	
		5.3.4	Governors wanted clarification that if a safeguarding issue arose after school did the DSLs have a way of alerting each other. There is a safeguarding email that all members of the SLT could access. TW agreed to check GDPR in connection with CPOMS (Safeguarding and Child Protection software for schools).	TW
	5.4	Outcomes for Pupils		
		5.4.1	Governors raised that Yr 1 Phonics for children without EHCPs was 81% and the current Yr1 was 29% and asked how confident was the H/T that the end of year target would be met? A lot of support had been put in place at FS and gaps were known in reception to Yr1 due to diligent tracking.	
		5.4.2	Governors stated that there was a difference between the results for children with and without EHCPs in reading writing and maths and larger differences in KS1 than KS2. Governors were satisfied that early interventions were already in place for children in FS and with EHC plans.	
6	Update on Data			
	6.1	HR advised the data would be on the system tomorrow and the Standards and Welfare monitoring governor had already booked in a visit.		
7	Standards & Welfare Committee update			
	7.1	S Carter had carried out an H&S monitoring visit and flagged up the need for a handrail to the power room for the Site Manager. The H/T would implement.		H/T
	7.2	T Scott had a meeting with the Inclusion Manager and reviewed the PPG spreadsheet. He suggested that D Brockman and T Wilson (improvement lead from the Trust) should carry out a more thorough monitoring visit in the next couple of months.		
	7.3	Governors were very impressed with the personalised PPG spreadsheet measuring the impact of the interventions used. In addition governors had meetings with the School Business Manager and Inclusions Manager as well as carrying out separate monitoring visits.		
8	Governor Visits			
	8.1	Governor Day was very productive and monitoring visits focussed on the curriculum. The new Ofsted Inspection Framework and the broader curriculum was discussed and a more detailed statement on the draft education inspection framework for 2019 was on the Gov.uk website. The Governor Action Plan had been updated.		

		<p>TW said it was a privilege to see how engaged the children were and how the curriculum was motivating them. The school's values and vision permeated throughout the school in the behaviour of the children at lunch time. The children were polite and a credit for the school.</p> <p>The CEO thanked Governors for his invitation. He had enjoyed the day very much and was particularly impressed in class 2 learning about expressive writing.</p>	
	8.2	The SCR had been monitored and would continue to be checked termly. The CEO added that he carried out a SCR 'spot check' on 7 January and it was well maintained with no significant issues. The statutory information was the responsibility of the office staff now for information to be gathered more readily.	
	8.3	A date would be arranged with Rainham Mark for this year's Governor Awards evening.	
	8.4	DB was carrying out a piece of work checking the websites for the schools within the Trust for duplication of policies. He would liaise with Nigel Goodall for his expertise in dealing with policies.	
9	Any Other Business		
	9.1	<p>The H/T tabled a graph (copy filed with the minutes) showing the chosen preferences for the school from 2011 to 2019. This year the school had received a record 55 first choice places. Governors congratulated the H/T and commented that the values and vision came through on parental visits and the quality of the school was evident as 4 tours had to be arranged to accommodate all the parents.</p> <p>The CEO congratulated the school for the record number of first choice place requests.</p> <p>Governors commented that a risk had been identified with the closure of the Children's Centre and had been mitigated by the introduction of 'Riverside Tots' stay and play sessions. A Governor suggested that future links with health visitors who carried out checks on 2 year olds could be good advocates. The H/T will explore this option.</p>	H/T
	9.2	J Bell: It was agreed on Governor Day that an audit of skills should be updated particularly as 2 new Governors had been appointed. A copy of the Skills Audit was handed out for completion by all Governors.	
	9.3	<p>T Scott: Safeguarding monitoring visits should also include a review of online safety. The H/T advised that a workshop was arranged for 28 February at 2.15pm.</p> <p>The Online Safety Policy was reviewed and changes were suggested by the CEO to keep in line with existing RMET policies. Governors agreed to adopt the updated policy once the H/T had made the relevant changes.</p> <p>The DSL's had completed online safety training and would provide feedback at a whole staff briefing next week. Upper KS2 children were being supported with online safety awareness and assemblies for KS2 and over were being implemented.</p>	

		Governors queried if children's photographs continued to be used once they had left the school. The H/T would check.	H/T
	9.4	T Scott: An updated curriculum statement was on the school website highlighting the intent, implementation and impact of each curriculum area. Governors were reminded to look at this on the school website.	
	9.5	The CEO advised that the SEF and SDP would be viewed again from September 2019 to streamline both documents.	
	9.6	P Aldous and D Clarkson declared they would like to sit on the Standards and Welfare Committee. The Clerk would update Governorhub.	Clerk
	9.7	The Chair informed that FoRPS had successfully received a grant of £1000 from Aviva and were exploring other ways of raising funds for the school.	
	9.8	The CEO provided a brief Trust update and it was agreed that would be a standing agenda item for future LGB meetings.	Clerk
10	Impact of Governance		
	10.1	Holding H/T to account and asking challenging questions	
	10.2	Actively engaged in monitoring visits	
	10.3	Monitoring the outcomes and support in place for all pupils	
	10.4	Consideration of risks and risk mitigation would be a standing item for future LGB meetings.	
11	Confidentiality of discussion		
	11.1	Staff Performance Staff Governors were asked to leave the meeting while this item was discussed and returned at 17.45 once the discussion had been concluded. This discussion is minuted separately in Part 2 of the minutes.	
12	Dates of next meetings: 18 June 2019 (Incl Resources) at 3.45pm		
	The meeting closed at 17.55		

ACTIONS

5.3.4	TW to check GDPR regarding CPOMS	TW
7.1	H/T to implement the installation of a handrail to the power room	H/T
9.1	H/T to explore possible links with Health Visitors in connection with Riverside Tots	H/T
9.3	H/T to check the use of children's photographs once they had left the school	H/T
9.6	Clerk to update Governorhub with the new Governors chosen committee	Clerk
9.8	Clerk to ensure that 'Trust Update' is included in future LGB agenda items	Clerk