

RIVERSIDE PRIMARY SCHOOL

MINUTES OF RESOURCES MEETING AND FULL GOVERNORS MEETING
HELD ON TUESDAY 24 JANUARY 2017 AT 3:45PM

PRESENT: Jacob Bell, Trish Burr, Dave Brockman (chair of resources), Joy Jearum, Helen Maxwell, Tim Scott (chair of governors), Kim Williams (head teacher)

IN ATTENDANCE: Nicol Gordon – School Business Manager and Nicola Nash - Medway Clerking Services

Item	Main discussions and agreed actions	Action by/when
1	<p>Welcome and Apologies Apologies were received and accepted from Lesley Singleton. Governors agreed for Item 9 Academy Update to be discussed before the Resources meeting.</p> <p>Chair welcome Simon Carter, new community governor. See item 10 for appointment details.</p> <p>The meeting was quorate.</p>	
2	<p>Declaration of Business Interests Governors were asked if they had any business interests linked to Twydall Primary or Rainham Mark Grammar.</p> <p>No declarations of business interests from governors.</p>	
3	<p>Notification of any other urgent business not on the agenda New community governor appointment. Discussed under item 10. SLA Medway Clerking Service. Discussed under item 10. Chairs correspondence. Discussed under item 10.</p>	
4	<p>Minutes of the meeting held on November 2016</p>	
	<p>4.1 Approval for accuracy – minutes were agreed as a true record of the meeting and were signed by the Chair. Minutes would be uploaded onto the school website.</p>	
	<p>4.2 Matters Arising not already on the agenda none</p>	
	<p>4.3 Confidentiality – Governors agreed for head teacher to keep copies of the confidential minutes.</p>	
5	<p>Budget Monitoring . The School Business Manager distributed the finance report to governors at the meeting.</p> <p>The following points were highlighted – Expenditure information EO2 – booster teacher is included EO3 – shows an underspend but additional costs are in E26 EO4 – Premises Staff – shows variance due to extra duties and time carried out by</p>	

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	<p>the site manager EO5 – Budget planning tool was not picking up pension contributions for SBM EO7 - highlights a saving EO8 – travel costs have increased EO12 – shows a saving- upgrade less than budget, all decoration were included in capital EO13 – increased amount due to the extra equipment needed for outside areas around the school site EO14 – increased due to extra equipment required EO16 – waste water – School Business Manager reported she would continue to monitor this . Governor asked about the installation of Smart meters? Were advised the meters are not suitable for schools. E22 – New visitor system to be installed. The Children’s centre would be paying half of the cost. The school have received £25,000 to cover Academy legal costs, this forms part of the rollover but would be paid once the process had been finalised and completed.</p> <p>Income information I01 and I03 balance out I05- Pupil premium shows a positive increase I06 – Academy conversion grant for the legal fees I08 – clubs continue to be popular I12 – more contributions received from school visits than expected</p> <p>Sports funding had been confirmed but money has not been received.</p> <p>No additional comments were raised by governors at the meeting.</p>	
6	<p>SEND funding update Covered in item 5.</p>	
7	<p>Environmental and Building Head teacher highlighted the following points to governors –</p> <ul style="list-style-type: none"> • Heating and hot water works– All completed • New welcome sign due to be installed for school and nursery • Outside painting works planned • Removal of deteriorating desking area and replace with patio • New door to the breakfast/after school club has been installed • New carpets laid <p>No additional comments were raised by governors at the meeting.</p>	
8	<p>Governor Visits and Monitoring David Brockman reported on the Financial Monitoring visit on 15th November. A copy of the report was handed to governors at the meeting. The following points were highlighted –</p> <ul style="list-style-type: none"> • A thorough review of the financial procedures was carried out • No concerns were identified 	

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	<ul style="list-style-type: none"> Disaster planning was discussed, data is backed up daily and the school continues to liaise with Rainham Mark for pupil facilities in the event of a disaster making Riverside unusable. <p>Staffing Review meeting on 13 January. The following points were highlighted to governors –</p> <ul style="list-style-type: none"> Members of staff are being developed to decrease the dependence on expensive bought-in-services. This aids staff CPD and retention and could also assist in the Investors in People status. Amendment to supply teacher insurance has been rectified; the policy now covers stress related absence. Before and after school clubs are oversubscribed, decisions need to be made about the staffing of the clubs if numbers continue to increase. <p>Governors discussed the role of year 6 monitoring governor; Trish Burr had previously agreed to take on the role but due to personal circumstances cannot continue. Helen Maxwell agreed to take on the role. All governors agreed. After discussion, Trish Burr agreed to be the Foundation stage governor. After discussion David Brockman agreed to be the Pupil Premium governor.</p> <p>Head teacher informed governors The Friends of Riverside Primary school have asked governors permission to run a quiz night. All governors agreed for the event to take place. Date is yet to be arranged.</p>	
9	<p>Academy Update – FGB item</p> <p>Head teacher informed governors they had three documents to discuss and agree as part of the Academy process.</p> <p>The Transfer Agreement, Master funding Agreement and Supplemental Funding Agreement. All documents had previously been circulated to governors prior to the meeting.</p> <p>Questions arising from the Transfer Agreement –</p> <p>7.3.3 Additional clause to be added re the Children’s centre. With the changes from January 2017, is this relevant? The transfer of buildings is still with the solicitors at the moment. Head teacher informed governor the space would become part of the school if the children’s centre closed. Children Centre paragraph to include a clause which confirms that in the event of the Council no longer leasing the premises for the Centre, that the building would return to school’s use.</p> <p>Staffing appendix – there is a staffing situation on going at the moment but this is being dealt with accordingly. Head teacher to check who is responsible for staff redundancies. The issue of long term sickness absence of the Centre cleaner is in the process of being resolved and is likely to result in the cleaner being dismissed prior to 31st March.</p> <p>We would still require the indemnity clause for redundancy linked to the post of Centre cleaner.</p>	

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<p>LGB Terms of reference Governors discussed the composition of the LGB would change, no LA governor is listed. David Brockman could transfer over to a co-opted governor.</p> <p>Governor asked about the role of the local governing board and guidance on what is required. All governors agreed for the clerk of RMET to be invited to the next full board meeting so she could give further advice on this matter.</p> <p>All governors agreed to accept the Transfer Agreement pending clarity of the buildings section of the document.</p> <p>Scheme of Delegation approved <i>although Governors are keen to have clarity around a Riverside Governor being part of the Board of Trustees</i></p> <p>Questions arising from the Master Agreement –</p> <p>2.5 Staff TUPE across on existing pay and conditions. Would new staff commence on these same terms, or over time would there be disparity between new starters and predecessor staff? Answer – to adhere to national pay and conditions. A possible mobility clause for new staff to enable flexible working across sites. Good opportunities to share good practice across all schools involved.</p> <p>Governors reported they had considered the feedback and consultation from the Stakeholders. The TUPE meeting had taken place. Governors had considered any consequences but nothing has been raised at the meeting.</p> <p>2.21 Curriculum is the responsibility of the Academy Trust. Have Twydall made any changes to their curriculum since joining RMET? Does Riverside have plans to change? No discussions have taken place regarding any changes to the National Curriculum. KS2 testing is still part of the National Curriculum.</p> <p>All governors agreed to accept the Master Agreement</p> <p>Supplemental Funding Agreement –</p> <p>Date on front needs to change to April 2017</p> <p>2.A Has any consideration been given to potential cost savings of employing lay persons, taking into account the obvious need to provide high quality education and successful outcomes? Three HLTA staff members have provided sufficient cover within relevant classes. School is not in a position at the moment to take on Teacher Direct Graduates support programme, maybe at a later stage. The school is currently supporting the nursery nurse to enable her to be qualified, once completed she would be a great benefit to the school.</p> <p>P.8 planned capacity is reported as 210 age group 4-11, should this also include</p>	<p>HT/Clerk</p>
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	<p>Nursery which would change the age range and capacity?</p> <p>Supplement Funding Agreement agreed by governors subject to queries being addressed.</p> <p>Trish Burr left at 5:30pm</p>	
10	<p>Any other business of urgent nature</p> <p>New co-opted governor appointment. Governors asked Simon to leave the meeting so they could discuss his appointment. Governors were informed Trish Burr and David Brockman had interviewed Simon and both agreed he would be a great addition to the governing body. After discussion. Trish Burr proposed that Simon Carter be appointed as Co-opted governor. David Brockman seconded. All governors agreed on the appointment of Simon as Co-opted Governor. Simon re-joined the meeting and was informed of his appointment of Co-opted governor from 24/1/17.</p> <p>SLA for Medway Clerking Service. Clerk was asked to leave the meeting while governors discussed the SLA 2017. Clerk re-joined the meeting. After discussion governors agreed not to continue with Medway Clerking service from April 2017. Governors agreed the last meeting for Medway Clerking service would be 1 March 2017.</p> <p>Chairs correspondence. Chair informed governors he had written to the Dominic Herrington Regional Schools Commissioner regarding the school expansion, he shared the response letter with governors which stated a decision regarding the free schools would be made in the Spring of 2017.</p> <p>Governors discussed the expansion plans and the procedures, there is a meeting planned on 30 January 2017 with Medway LA, Paul Clark. Advice from the LA has been to continue with the plans to avoid any delays. An additional meeting is due to take place with the design team at Medway LA. Update at the next meeting.</p> <p>A letter of thanks had been received from Medway LA, Mark Holmes Strategic Manager, Early years services.</p> <p>No additional comments were raised by governors at the meeting.</p>	<p>Clerk</p> <p>HT</p>
11	<p>Confidentiality</p> <p>None</p>	
12	<p>Review of meeting</p> <p>See action points</p>	
13	<p>Confirm date and time future meetings</p> <p>Next meeting scheduled for 2 May 2017 at 3:45pm</p>	
	<p>Meeting finished at 6:20pm</p>	

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ACTIONS

Name	Item	Action	By when
Head teacher	10	School expansion update following meeting on 30 Jan 2017	Next meeting

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