

RIVERSIDE PRIMARY SCHOOL

MINUTES OF STANDARDS AND WELFARE MEETING
HELD ON TUESDAY 28 FEBRUARY 2017 AT 3:45PM

PRESENT: Jacob Bell, Dave Brockman (Vice Chair), Simon Carter, Joy Jearum, Lesley Singleton and Kim Williams (Head teacher)

IN ATTENDANCE: Helen Robson – Deputy Head teacher, Zoe Huggett – Inclusion 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, Helen Maxwell, Tim Scott and Trish Burr. Lesley Singleton due to arrive late. The Vice Chair agreed to lead the meeting in the absence of Tim Scott (Chair of Governors). Vice chair informed governors a letter had been received from Trish Burr stating that she would be leaving the Governing Body after the Full meeting on the 7 March for personal reasons. All governors expressed their thanks for the sterling service she had given to the school, children’s centre and governing body.</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 No items.</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. The confidential minutes would be signed at the Full Governors meeting on 7 March 2017. 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>Academy update Head teacher informed governors The Commercial Transfer Agreement, Master funding Agreement and Supplemental Funding Agreement have been agreed in principal. All questions raised at the meeting on 24 January 2017 have been clarified by the solicitors. Still on schedule for the transfer date of 1 April 2017.</p>	

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	<p>Head teacher confirmed a legal statement would be included for the children’s centre - 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>Currently waiting for the Commercial Transfer document to be finalised by Medway Local Authority, once the document has been finalised; two delegated governors are required to sign the final version.</p> <p>All governors agreed for the chair and vice chair to sign the finalised copy. If either is unavailable then another governor would sign the document.</p> <p>No additional comments were raised by governors at the meeting.</p>	
<p>6</p>	<p>Standards update</p> <p>Report was handed to governors at the meeting. The new levels were explained in detail to the new governor. The report gave a breakdown of the whole school overview for Term 3. The following points were highlighted from the report –</p> <ul style="list-style-type: none"> • By term 2 children should be entering their curriculum year group. • The children are expected to be progressing from term 3 and by term 6 children should have met their curriculum year group • In Foundation stage children move through month bands, there are 3 steps in each band. By term 6 children should have moved 6 steps and hopefully achieved their Early Learning Goals in the 17 steps. In Foundation stage there are 30 children The predicted Good level of Development (GLD) is 70% (including children with EHCP) • Year 1 – 29 children(12 girls, 17 boys, 6 SEN, 11 dEDsad). EOY targets(not including the children on EHCP) for reading is 79%, Writing is 76% and Maths is 80%. There have been numerous interventions for the children to support them, the children have a positive attitude to learning which shows in the EOY information. • Year 2 – 30 children (11 girls, 19 boys, 4 SEN, 4 Disad). EOY targets for reading 90%, Writing 77% and Maths 83% • Year 3 – 25 children (13 girls, 13 boys, 8 SEN (incl 1 EHCP), 13 disad) EOY targets for Reading 77%, Writing 65% and Maths 77% • Year 4 – 26 children (6 girls and 20 boys, 9 SEN(1 EHCP), 14 Disad). EOY targets for Reading 81%, Writing 81% and Maths 85%. There are a range of strategies in place for the class to ensure all children engage with their learning, as year 4 as a higher ratio of boys compared to other year groups across the school. • Year 5 – 22 children (10 girls, 12 boys, 5 SEN (incl 5 EHCPs), 10 disad). EOY targets for Reading 87%, Writing 77% and Maths 86% • Year 6 – 22 children (11 girls, 11 boys, 6 SEN (incl 3 EHCPs), 8 disad). EOY 	

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	<p>targets for Reading 77%, Writing 73% and Maths 73%. Year 6 children are receiving booster classes and inventions are currently running to support the children.</p> <p>Governor asked if children on EHCPs receive extra time during tests. Their needs are accommodated and the children that require assistance and extra time are supported. The children who suffer from anxiety are now also supported; this area of support is new and has changed from last year.</p> <p>Maths Mastery is working well across the school. A Maths lesson observation was carried out by a member of the SMT which showed the lesson as outstanding.</p> <p>No additional comments were raised by governors at the meeting.</p>	
7	<p>SEND update</p> <p>The report was handed to governors at the meeting. The report gave the governors a breakdown of the SEN children in the year groups. The Inclusion Manager highlighted the following points –</p> <ul style="list-style-type: none">• There are currently 48 children on the whole-school SEND register which is 22% of the school roll. (Discounting the Nursery, the figures are 43 children and 23%)• The progress data in the report was broken down into year groups and provided governor with details of the pupils SEND needs.• Year 1 progress data for all children Reading 97%, Writing 86% and Maths 100%• Year 2 progress data for all children Reading 97%, Writing 87% and Maths 93%• Year 3 progress data for all children Reading 88%, Writing 92% and Maths 88%• Year 4 progress data for all children Reading 88%, Writing 96% and Maths 92%• Year 5 progress data for all children Reading 91%, Writing 77% and Maths 86%• Year 6 progress data for all children Reading 86%, Writing 86% and Maths 73% <p>Governor queried the levels and asked for an explanation. Levels were explained in detail. Inclusion Manager reported on a successful visit to an outstanding school in Northampton to share and observe best practice identified in the IQM award. Governors praised the school for forging positive links.</p> <p>Governors thanked the Inclusion Manager and expressed how detailed the report was at showing how the school supports the children with their educational and emotional health needs.</p> <p>Inclusion Manager reported the Foxes room is working well and how the room is a valuable resource for staff and children. The room is used to assist children that are new in school and helps them settle into their new surroundings.</p>	

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	<p>No additional comments were raised by governors at the meeting.</p>	
<p>8</p>	<p>Moderation process report Deputy head explained the moderation process to governors and highlighted the following points –</p> <ul style="list-style-type: none"> • School based Moderation take place against other schools. • There are key moderators for each year group. • New staff can be formally moderated and asked to present relevant data • Judgement agreement sessions take place within the school. • Consortium schools are involved in the moderation process; the process allows schools to look at what each setting does. • Judgments are correct and accurate and show evidence against targets. <p>Governor asked if governors not able to attend today could receive a summary of the report at the monitoring visit. Deputy Head agreed to this request.</p> <p>A moderation visit for governors is scheduled for 14 March 2017. The visit will allow governors to look at the SDP, look at the children’s books and visit various classes.</p> <p>No additional comments were raised by governors at the meeting.</p>	
<p>9</p>	<p>Governor visit and monitoring feedback</p> <p>Safeguarding - Safeguarding governor reported she had completed the monitoring visit and was impressed with the procedures in place. She suggested linking the procedures that are in place into to the school values. Governors discussed best practice and new ways of working together with the other schools under the RMET.</p> <p>Maths Mastery – governor monitoring visit took place on 29 November 2016. The following points were highlighted from the visit –</p> <ul style="list-style-type: none"> • Governor reported from the SDP and the observations within the classes the programme is working well. • The evidence of Maths Mastery being used in year R and year 1 highlighted the key elements being employed across the school. • Staff appeared confident using the system. • The pupils were engaged in the lessons. • Evidence of progress seen in the children’s’ work books since September. • Clear links to the school values and links to other schools to share best practice. • Governors expressed confidence that Mrs Rimmer is well placed to objectively evaluate the effectiveness and value of the programme. <p>Lesley Singleton left the meeting at 17:30</p> <p>E.Safety – governor monitoring visit took place on 1 December 2016. The following points were highlighted from the visit –</p>	

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	<ul style="list-style-type: none"> • School meets all statutory requirements • Clear signs of Integration of e.safety into the culture of the school • Staff trained in the area of e.safety <p>Governor Day – 27 January 2017. All governors reported an enjoyable and productive day with opportunity to observe teaching. Governors reported how enthusiastic the school council were to school improvement. All governors would like to make the event an annual occurrence.</p> <p>Jacob Bell left the meeting at 17:40</p> <p>Year 6 trip – Governor reported the children’s behaviour was impeccable they trip was a great success and an enjoyable day.</p> <p>Accessibility Audit – 2 February 2017. Governor reported a visit had taken place and minor alterations were highlighted from the report –</p> <ul style="list-style-type: none"> • Position of the hand towels in the disabled toilet – alter the position • Stairs – Extend the handrails so they run uninterrupted through the entire stairwell. This needs to be in place from September 2017. • Internal signage – Consider the need for Braille signage if a Braille user joins the school. • School canteen – would need to rethink layout to accommodate a permanent wheelchair user. • To move the computer table that obstructs doorway from year 3. <p>Governors discussed the collaborative method of using Google docs to provide feedback from monitoring visits. Some governors reported difficulties with the process but all felt it was worth continuing with. Dave Brockman agreed to produce a step-by-step guide.</p> <p>No additional comments were raised by governors at the meeting.</p>	DB
10	<p>Training and CPD update</p> <p>Governor asked for the item to be permanent feature on the agenda for the full governor meetings the item would give governors opportunity to report and share the training content. Governors were reminded of the online training that is available to them.</p> <p>Dave Brockman agreed to set up folder on GovernorHub in which governors can share documents or articles related to CPD.</p> <p>No additional comments were raised by governors at the meeting.</p>	clerk
11	<p>Any other business of urgent nature</p> <p>None</p>	

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12	Confidentiality None	
13	Review of meeting See action points	
14	Confirm date and time future meetings Next meeting scheduled for 25 April 2017 at 3:45pm	
	Meeting finished at 6:20pm	

ACTIONS

Name	Item	Action	By when
Dave Brockman	9	Produce step-by-step guide for Google docs	Next meeting
Head teacher	10	School expansion update following meeting on 30 Jan 2017	Next meeting
Dave Brockman	10	To det up folder on GovernorHub relating to CPD	Next meeting

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