

RIVERSIDE PRIMARY SCHOOL

MINUTES OF FULL GOVERNOR MEETING HELD ON TUESDAY 7 MARCH 2017 AT 3:45PM

PRESENT: Jacob Bell, Trish Burr, Dave Brockman (Vice Chair), Simon Carter, Joy Jearum, Helen Maxwell, Tim Scott (Chair), and Kim Williams (Head teacher)

IN ATTENDANCE : Helen Robson – Deputy Head teacher 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</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>Membership update</p> <p>As previously discussed at the Standards and Welfare meeting on 28 February Trish Burr would be resigning as governor at the end of the FGB meeting. All governors expressed their heartfelt thanks and mentioned how Trish has shown dedication and support to the school and the children's centre. Governors presented a gift and flowers.</p> <p>Governors discussed and agreed to arrange a meeting with RMET after 1 April , the meeting would give governors a greater understanding of their expectations in relation to the LGB of Riverside Primary.</p> <p>Governors discussed the role of the whistle blowing governor, this is a statutory requirement. A governor will have to take on the roll now that Trish has resigned. After discussion, governors agreed for chair to contact Lesley as the role links in with the safeguarding role she currently is responsible for.</p> <p>After discussion, Trish Burr proposed Simon Carter as the Health and Safety governor. Tim Scott seconded. Simon agreed to take on the responsibility of the health and safety governor and would lead on the inspection walks that take place around the school site. Chair informed Simon the relevant health and safety information from previous meetings is on GovernorHub.</p> <p>All governors agreed for Dave Brockman to contact Keith and arrange a date (external advisor) for the Performance Management of the Head teacher.</p>	

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	No additional comments were raised by governors at the meeting.	
5	Minutes of the meeting held on 15 November 2016	
5.1	<p>Approval for accuracy – . The confidential minutes from the Standards and Welfare meeting on the 8 November were signed and agreed as a true record.</p> <p>Minutes from the joint Resources and Full Governors meeting held on the 24 January 2017. Governor agreed to sign Item 9 – Academy update as a true true record. The Resource items of the minutes would be agreed and signed at the next Resources meeting on 2 May 2017. Chair of Resources retained the original minutes for signing on 2 May 2017. Minutes would be uploaded onto the school website once approved.</p> <p>No additional comments were raised by governors at the meeting.</p>	
5.2	Matters Arising not already on the agenda none	
5.3	Confidentiality – Governors agreed for head teacher to keep copies of the confidential minutes.	
6	<p>Report to governors from head teacher</p> <p>Report was handed to governors at the meeting. 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"> DATA -currently comparing an old system with a new system, the predicted data is against the old system. There is not a bench mark of data as the system is completely new. The school is currently looking a new data/progressing systems. <p>Governor asked for the school to enquire what data system Rainham Mark have in place, would it be useful to Riverside? Deputy head reported she had met with Twydall and looked at the data system they use.</p> <p>Governors discussed about being able to match the old levels to the new levels. Head teacher informed governors once the new system is in place the staff would have a better understanding of what the new assessment system looks like and would be able to provide a clear diagnostic picture to governors. Update to be given at the next meeting.</p> <p>Governor asked if the children on EHCPs are included in the report standards data? Head teacher informed governors yes they are and highlighted the information breakdown within the report.</p> <ul style="list-style-type: none"> Maths Mastery is working well, children have a clear understanding of their 	

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	<p>targets. As part of the programme the school has had two visits from a lead in the programme. Both visits were useful and gave positive feedback on the progress of Maths Mastery at Riverside. As a result of the visit other schools may attend and observe good practice of the programme.</p> <ul style="list-style-type: none"> Teaching, Learning and Assessment – so far in 2016/17, 88% of teaching and learning has been judged as good or better(7/8 teachers) with 50% demonstrating outstanding practice. Where practice has been less than good, then training and support has been put in place and regular monitoring has taken place to ensure practice improves. <p>Governor asked what is the Ofsted % for outstanding? Governors were informed Ofsted look at the whole school. Head teacher informed governors she has visited several outstanding schools which was informative and gave guidance to assist Riverside in their outstanding practice.</p> <ul style="list-style-type: none"> English – ‘No Nonsense’ spelling from years 2-6 was introduced in September. This helps teachers to plan and ensure cover of the curriculum. Reading has been a high priority within school Behaviour around the school is good and children are engaged and focussed on learning. Attendance up to the end of Term 3 was in line with National at 96%. FLO is a great strength and continues to support families at Riverside. Staff reported how much they enjoyed the governor day, positive feedback had been received. <p>No additional comments were raised by governors at the meeting.</p>	
7	<p>Standards update Covered in item 6.</p> <p>No additional comments were raised by governors at the meeting.</p>	
8	<p>Academy update</p> <p>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> <p>Currently waiting for the Commercial Transfer document to be finalised by Medway Local Authority, once the document has been finalised.</p> <p>Governors were informed all children are due to receive a PE kit bag with the RMET name. A RMET celebration event is planned for 31 March 2017. Governors asked for their thanks to be passed on to the year 6 children the invitations to the celebration.</p>	

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	No additional comments were raised by governors at the meeting.	
9	<p>School Expansion update</p> <p>Head teacher informed governors that she is not sure of the situation at the moment and that she might not hear until after April as it all depends on what happens with regards to the free school funding. Update at the next meeting. No additional comments were raised by governors at the meeting.</p>	HT
10	<p>Governor action plan and monitoring</p> <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>Year 6 trip – Governor reported the children’s behaviour was impeccable they trip was a great success and an enjoyable day.</p> <p>Health and Safety monitoring visit – after discussion, Simon Carter agreed to contact the site manager and arrange a date to carry out a visit in preparation for the Health and Safety audit in June 2017. Governors expressed their thanks to the site manager for his flexible approach and hard work.</p> <p>Governing Body Action Plan 2017 – A copy was handed to governors at the meeting; the document is in working progress and is to be updated of a regular basis. The Action plan is based on the following:</p> <ul style="list-style-type: none"> • The health check conducted at the Governor Day • The SDP • Ofsted school inspection framework • DfE publication – The Competency Framework for Governors • Suggestions from individual governors <p>All governors agreed for the Action Plan to be an agenda item for future FGB meetings. The document would be reviewed and progress monitored. Dave Brockman informed governors the document would be posted on GovernorHub.</p> <p>No additional comments were raised by governors at the meeting.</p>	DB
11	<p>Governor code of conduct – to review and agree</p> <p>Chair informed governors the document had been looked at and would be posted onto GovernorHub for comments.</p> <p>Jacob Bell agreed to upload the document.</p> <p>No additional comments were raised by governors at the meeting.</p>	JB

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12	E.safety update Governor monitoring visit took place on 1 December 2016. The following points were highlighted from the visit – <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>No additional comments were raised by governors at the meeting.</p>	
13	Chairs correspondence/actions None	
14	Training Governors reported on the following training courses attended : <ul style="list-style-type: none"> • Simon Carter had attended Asking Great Questions training; he reported the course content was valuable and interesting. • Jacob Bell and Dave Brockman attended SEND strategic evening <p>No additional comments were raised by governors at the meeting.</p>	
15	GovernorHub After discussion governors agreed for a training folder to be set up on GovenorHub and for feedback reports to be uploaded once governors have attended a training course. <p>No additional comments were raised by governors at the meeting.</p>	
16	Policies and procedures for discussion Governors agreed to seek advice and guidance from RMET after April with regards to policy updates. Update at the next meeting. <p>No additional comments were raised by governors at the meeting.</p>	Chair/HT
17	Any other business of urgent nature None	
18	Confidentiality Recorded on GREEN paper.	
19	Review of meeting	

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	See action points	
20	Confirm date and time future meetings Next meeting scheduled for 11 July 2017 at 3:45pm	
	Meeting finished at 6:20pm	

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ACTIONS

Name	Item	Action	By when
Head teacher	9	School expansion update	Next meeting
Chair/HT	10	Reminder for governor day date to be agreed	Next academic year
SC	10	Health and Safety monitoring visit update	Next meeting
Chair	11	Governor code of conduct - agree	Next meeting
Vice Chair	12	Governor Action Plan 2017 - review	Next meeting
Chair/HT	16	Policies and Procedures – update of details	Next meeting

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