

**RIVERSIDE PRIMARY SCHOOL**  
**(part of the Rainham Mark Education Trust)**  
**MINUTES OF STANDARDS & WELFARE COMMITTEE**  
**HELD ON TUESDAY 25 APRIL 2017**  
**AT 3.45pm**

**Present:** Timothy Bodley-Scott (Chair), David Brockman (Vice Chair), Kim Williams (Headteacher), Helen Maxwell, Lesley Singleton

**Also present:** Cheryl Baxter (Clerk)

Item		Action by/when
	The meeting was quorate. RMET had formally approved the LGB as it stood.	
1.	<b>Welcome &amp; apologies</b> The Chair introduced Cheryl Baxter and welcomed her as the new Clerk for the LGB. Apologies were received and accepted from Joy Jearum and Simon Carter. Lesley Singleton advised that she would have to leave the meeting at 5.40pm	
2.	<b>Declaration of Business Interests</b> No additional interests were declared.	
3.	<b>Notification of any other urgent business</b> Governor Awards: Dave Brockman Expansion update: H/T	
4.	<b>Minutes of the previous meeting held on 28 February 2017</b>	
	4.1 Approval as an accurate record The minutes were signed as a true record	
	4.2 Confidentiality and approval for publication No items were confidential	
	4.3 Matters arising not on the agenda. Governors were reminded to link any training into the CPD Training folder on Governorhub.	
5.	<b>Feedback on celebration tea party</b> This had been a memorable moment in the history of the school to mark the occasion of joining the Rainham Mark Education Trust (RMET). It was in line with the values of inclusivity and at the heart of the community. Letters and cards had been received congratulating the school on a fantastic day. <b>The Chair, on behalf of the Governors, praised the whole school for a wonderful day and gave special thanks to Mrs Slade for her support with the catering. Governors expressed their</b>	

	<p><b>gratitude to the staff and children for the tours of the school and commented that the whole school should be incredibly proud.</b> A photograph was published in the Kent Messenger on 10 April and a copy would be obtained for the picture board.</p>	H/T
6.	<p><b>Governors' questions to the Trust</b> A list of questions on behalf of the LGB for the Chair of RMET were available on Governorhub. Governors were asked to view the document to raise any additional questions and to make the Vice Chair aware. <b>It was agreed that a meeting to raise the questions would be arranged next week between the Chair and/or Vice Chair and Terry Whittaker (Chair of Board) and Simon Decker (CEO).</b></p>	H/T TB-S/DB
7.	<p><b>Standards/SATS update</b> HM, DB and LS were attending school to support the children through the forthcoming SATs. The Chair thanked them for their continued support.</p> <p>Data for Term 4 was tabled and gave an overview of the expected predictions for key year groups. Governors noted that children in early years showed a good level of development and the pupils in Yr 1 Phonics had an outstanding teacher and would reach the check required.</p> <p>Year 2 data reported on Reading, Writing and Maths for children with and without Education, Health and Care Plans (EHCP). <b>In response to Governors questions</b> there was not specific support and interventions in place for Yr 2 students who were PPG because they were receiving Quality First provision. They worked extensively in smaller group and parent engagement had also been encouraged to provide additional support at home. Governors were satisfied that the school puts early interventions in place where necessary ensuring that every child was kept on track.</p> <p>Year 6 data showed a combined target of 70%. School were addressing any test nerves through regular test practice and extra afternoon maths sessions were in place. In addition the experienced Yr 6 teacher and experienced booster teacher were running a Saturday morning maths pizza club for students starting 5 weeks prior to the SATS and for 3 hours per session. The children had also had the benefit of The Higher Level Teaching Assistant (HLTA) being able to stay in the class as much as possible. <b>Governors asked for their thanks to be passed to Miss Zeuli for giving up her time on a Saturday.</b></p> <p><b>Governors enquired if the children were being given exam techniques.</b> Yr 6 worked on old practice papers but the new tests only came into being last year. They were given plenty of test practice and there was Quality First provision in every class. The Yr 6 Governor responsible for overseeing and monitoring standards commented that during her visits she had witnessed amazing work being produced and was very impressed with the quality of teaching delivered. Team working had brought them together and they were a credit to their family and the school. She was confident that everything was being done to achieve the best results. <b>The Chair thanked the Helen Maxwell for taking on the role and for being so proactive.</b></p> <p>As RAISEonline was being discontinued after 31 July 2017 <b>Governors asked if training had been offered to staff.</b> Analysed School</p>	

	Performance (ASP) was the new service using the same data as the existing RAISEonline and would be updated after an 8 week test period. The SLT would have training initially.	
8.	<p><b>Staffing update</b> This item was confidential and recorded separately.</p> <p>The Vice Chair's annual governance statement was on Governorhub and was also tabled which highlighted the good relationship between the governors and the staff. He would send an electronic copy to the Headteacher for display in the staff room and to be posted on the school website.</p>	DB H/T
9.	<p><b>Governor visits and monitoring feedback</b> The note of the writing book look visit was on Governorhub and the document was also tabled. Three Governors had visited the school on 14 March to observe KS1 and KS2 lessons and to examine evidence, learn about the moderation process and monitor progress. They had been impressed with the quality of the marking which was in line with the SDP objective and the level of mentoring of the NQTs by the subject leaders. Governors commented it would be useful to have a list of subject leads when available.</p> <p>15 June, 9-11am, monitoring standards and welfare for Governors to attend with their 'buddy' classes. Monitoring the curriculum, creative curriculum, developing hooks and WOW moments. Governors would meet in the conservatory after at 11am for an hour to discuss feedback.</p> <p>The new parents' day has been changed due to the election date clashing on 8 June 2017 and the school being used as Polling Station.</p> <p>The Safeguarding and Child Protection policy had been updated and the Headteacher had produced a list of key questions, with answers, for all members of staff to familiarise themselves. A copy was handed to Governors. The Headteacher would also produce a list of questions and answers in connection with the SDP.</p> <p>The Vice Chair had attended the termly briefing and produced a report which was posted on Governorhub. <b>Governors raised key issues</b> and it was confirmed that SEND top up funding was being applied for now, all SENDCOS had received training and changes to the funding formula had been deferred which would be brought to the full Governors meeting in June. The school had prepared for any funding cuts in the SEND budget through previous strategic planning.</p>	<p>H/T</p> <p>Govs.</p> <p>H/T</p>
10.	<p><b>Training</b> Helen Maxwell and David Brockman had attended SATS training. Lesley Singleton and David Brockman were attending Safer Recruitment training on 8 &amp; 15 May.</p>	
11.	<p><b>Any Other Business of an urgent nature</b> Governor Awards: After discussions it was agreed that shields would be purchased to reflect each value of the school and the chosen young person's name would be added every year. Staff would nominate students</p>	

	<p>for each value and Governors would make the final decision. The shields would be kept in the display case in the school but each young person would receive a medal with the name of the value on the ribbon/lanyard to keep.</p> <p>The Headteacher would arrange a prize giving at Rainham Mark and potential dates were Thursday 6 July, Monday 10 July and Wednesday 12 July, all at 6.30pm. Following that an assembly would take place here with the Headteacher and Chair of Governors presenting the prizes.</p> <p>Expansion Update. This item was confidential and recorded separately.</p>	H/T
12.	<p><b>Confidentiality of discussion and minutes</b></p> <p>Item 8 Staffing update</p> <p>Item 11 Expansion Update</p> <p>Lesley Singleton left at 5.40pm.</p>	
13.	<p><b>Review of meeting/impact of governance</b></p> <p>Governors had looked at standards and scrutinised the books. They were supporting the students during the SATs and had initiated a Governors' award in recognition of students whose standards reflected the values of the school.</p>	
14.	<p><b>Date and time of next meetings</b></p> <p>The Full Governors meeting on 2 May has been postponed. A date would be arranged and announced once the budget information was available.</p>	
	<p><b>The meeting closed at 6pm.</b></p>	

### ACTIONS

Item 5	Kim	Please arrange for a copy of the photograph from the KM to be placed on the picture board.	w/c 2 May
Item 6	Tim & Dave	Please arrange a meeting with Simon Decker and Terry Whittaker to discuss the list of questions.	w/c 2 May
Item 8	Dave	Please email a copy of your annual governance statement to Kim	Before half term
Item 8	Kim	Please display Dave's annual governance statement in the staff room and put on the school website.	Before half term
Item 9	Kim	Please send a list of subject leads to Governors when available.	Before the next meeting
Item 9	Governors	15 June: meet in the conservatory at 11am to discuss feedback from the Standards & Welfare buddy class visit	15 June

Item 9	Kim	Please produce a Q&A sheet relating to the SDP	9 May
Item 11	Kim	Please arrange a prize-giving date with Rainham Mark	9 May
Item 11	Kim	Please advise Tim the date of the school assembly for prize giving.	Once RM date is known