

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

MINUTES OF THE FULL LGB & RESOURCES COMMITTEE MEETING
HELD ON TUESDAY 6 JUNE 2017
AT 3.45pm

Present: Timothy Bodley-Scott (Chair), David Brockman (Vice Chair), Kim Williams (Headteacher), Joy Jearum, Helen Maxwell, Jacob Bell [left the meeting at 5.30pm].

Also Present: Nichol Gordon (School Business Manager). Cheryl Baxter (Clerk)

Also in attendance: Simon Decker (CEO RMET Board of Trustees) [left the meeting at 5.50pm], Michelle Brighton (RMET Trust Business Manager), Alison Bovis (Chair of RMET Audit Committee) [left the meeting at 5.20pm].

	The meeting was quorate	
1	Welcome, introductions and apologies The Chair welcomed everyone to the first meeting as a full LGB committee and introductions were made. Apologies had been received and accepted from Simon Carter due to an unforeseen meeting commitment. Apologies were also received from Neal Carter (Finance Trustee on RMET Board of Trustees) due to an urgent appointment. Apologies were received and accepted after the meeting from Lesley Singleton	
2	Declaration of pecuniary and business interests No additional declarations were made.	
3	Budget & Benchmarking Governors confirmed they had received, read and scrutinised the following documents prior to the meeting: Budget Planning 2017-2018 Narrative, Income and Expenditure Report, Budget Dashboard, 2015-2016 Financial Benchmarking, CFR Benchmark Graphs 2015/16. The School Business Manager also provided hard copies at the meeting. <u>Budget Planning 2017-2018</u> The School Development Plan continued to focus on raising standards particularly in relation to Maths where a Maths Mastery programme would be rolled out in Years 2 and 3 and continuing into Years R and 1. This programme enabled more staff to access high quality CPD and resources across the school. The Development Plan and Budget also ensured that staff were trained to deliver interventions to support children with additional needs. The school had invested in a dog where dog therapy would be experienced by more children and a two year training programme to increase the knowledge of the member of staff responsible for the dog had been budgeted for. The Inclusions Manager was undertaking the second part of the SENCO training and training had been planned for the School Business Manager and all the SLT would have accredited ASD training. Through strategic budgetary planning the school would be fully staffed for 2017-18 including two fixed term LTAs and a part time booster	

	<p>teacher on a fixed term contract.</p> <p>The next discussion regarding staffing was confidential and the minutes were recorded separately.</p> <p><u>Income/Expenditure Report</u></p> <p>Governors noted that the total Revenue Income forecast for 2017/18 was £1,134,779 and the total staffing costs were £909,968. Governors asked for an explanation regarding the staffing development expenditure being reduced by £2k for the next two years. The investments in staff development had been made sustainable and going forward training could be available as part of RMET. Michelle Brighton advised that RMET was signed up to Optimus Training offering a variety of conferences and the school was entitled to one free place.</p> <p>Governors noted that the expenditure on utilities gradually increased for electricity but not for gas. The School Business Manager confirmed that this was an error.</p> <p>Governors queried that there was an expenditure of £6120 for Technical Support in 2017/18 but nil costs for the next 2 years. This had been planned when the school became part of RMET and the technical support would be provided by them.</p> <p>Governors asked why Sports Premium was not mentioned in the expenditure for PE. As the funding was unknown it had not been included but had been ring fenced pending going forward.</p> <p>Governors asked for clarification for the acronym MGFL. Medway Group for Learning supplied the internet connection on a contract for another 3 years but this would change to RMET's provider long term. Michelle Brighton confirmed that this would be reviewed and Riverside would be linked to RMET going forward the same as Twydall Primary School had been.</p> <p>Governors referred to the new supplier providing water and sewerage on a new tariff and asked if any water saving devices such as w.c. flushing bags had been obtained for the toilets. The Headteacher confirmed these had not but would be considered. The costs had not been excessive previously and the only larger than average bill related to the new water system as part of the refurbishment that provided drinking water to discontinue the use of water coolers. Michelle Brighton added that the water mark had been deregulated in April and RMET were investigating the water market for savings.</p> <p>Had the impact on the potential use of additional water been taken into account with the likely expansion? Governors were advised this would be guess work at the moment but it was being monitored.</p> <p>Governors continued their scrutiny and referred to the grounds maintenance budget being reduced by just over £2500 for next year and the reduction for the following year. They would have expected to see an increase with the expected expansion. Allocation had been made in the Capital Budget for use on expansion which should not impact on the exterior. Governors asked for clarification regarding the allocation for visits/visitors as the figures seemed quite high. They were fully satisfied that this was purely for the benefit of the children by creating a memorable experience for them and to enhance the curriculum.</p> <p>Governors noticed an imbalance between the costs for teaching staff and support staff. This was due to children that required one to one support and for the provisions provided where children needed more support.</p>	KW
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	<p>Governors raised the question whether extra teaching staff needed to be budgeted for in the new year in connection with the school expansion plan. They had not been budgeted for due to the local Authority supporting the expansion. However, once the consultation had started it would be monitored over the next 2 years.</p> <p>There was an in year deficit of £3k and a rollover of £102k. Going forward for the next two years a surplus was expected and it would therefore counter balance. Governors recognised these were uncertain times due to the school expansion and potential high pupil needs on the budget.</p> <p>Governors gave thanks to the School Business Manager for providing a phenomenal piece of work. They appreciated that she had had to learn a completely new system and work with RMET to integrate the system.</p> <p><u>Financial Benchmarking 2015-17</u> A group of 15 schools similar to Riverside had been identified however it was noted that the specialist provisions provided could not be taken into account. The results from the comparisons with the other schools were discussed at length and the accompanying CFR benchmark graphs supported the information provided. The Vice Chair tabled a paper in graph format taken from the education.gov.uk website of 30 schools with similar characteristics to Riverside. Governors made reference to the School Business Manager's figures showing Riverside having the highest spend on clerical and admin staff per pupil. Governors were satisfied with the explanation regarding the SureStart Centre attached to the school and pointed out that the spend was not dramatically out of line with similar schools in the benchmarking exercise.</p> <p>Governors noted that the school generated additional income of £81 per pupil compared with an average of £118 per pupil in other schools. The after schools clubs had been subsidised and reduced costs applied for community based lettings due to the deprivation of the area. This was recognised as an area that could be developed to generate more income. Governors raised the question that although the money raised by FORPS (Friends of Riverside Primary School) would be separate it would still have a positive impact on pupil experience. They were advised that this already made a difference to the community and the children.</p> <p>Governors approved the budget unanimously by a show of hands vote.</p>	
4	<p>RMET Code of Conduct Copies would be available for all Governors to sign at the next meeting.</p>	Clerk
5	<p>Membership update As part of RMET Governing Body Structure there was a vacancy for one Staff Governor and one Co-opted Governor. The Vice Chair would provide a presentation at the briefing on 22 June giving staff an opportunity to apply and he would report back to Governors. A Co-opted Governor would be sourced through the One Stop Shop and a skills audit would be carried out. The attributes of being a Co-opted Governor would also be raised at the meeting for new parents.</p>	Vice Chair

	<p>David Brockman resigned as Local Authority Governor effective today and provided a statement in support of his application to become a Co-opted Governor. DB left the room and the Chair read the supporting statement to the Governors. All Governors were unanimously agreed supporting DBs application to become a Co-opted Governor and invited him to return to the meeting. David Brockman accepted the position of Co-opted Governor. The supporting statement signed by DB and the Chair would be passed to the RMET Trustees.</p>	Clerk
6	<p>Revised Skills Matrix This item was taken forward to the next meeting. It was agreed that a few minutes would be allocated at the start of the next meeting to consider the competencies.</p>	Clerk
7	<p>Notification of any other urgent business Parents and Staff surveys: Chair Lockdown Policy: Chair</p>	
8	<p>Minutes of meeting held on 7 March 2017 The minutes were signed and approved as an accurate record There were no items of a confidential nature. No matters arose not already on the agenda</p>	
9	<p>RMET meeting The meeting with the CEO and Chair of RMET Board of Trustees had been very positive and reassuring. The Chair was confident that the LGB could work constructively together and was excited to be part of RMET. The CEO of RMET added that he had been encouraged by the meeting and impressed by Riverside's values.</p> <p>The Chair of Twydall Primary School LGB had requested to attend one of our meetings and the Chair of our LGB Committee would ask for a reciprocal visit.</p>	TB-S Clerk
10	<p>Bidding for the Strategic School Improvement Fund The criteria to access the £114m Government funding to improve outcomes was to have a consortium of 4 schools, 70% or more of which had to meet the eligibility criteria. Governors agreed that currently it would be a struggle to meet the criteria of this particular fund. The CEO advised that the growth plan for RMET was for up to a maximum of 6 schools within 2 years and in order to keep a local community only schools within a 10 radius would be considered. There was a small but growing trend for children to travel large distances which denied places for local children. Over-subscription criteria applied this year but the over-subscription criteria that privilege RMET school children passing the 11 plus to attend Rainham Mark will be in place for the future.</p>	
11	<p>School expansion plans update The Headteacher had met with relevant personnel at Medway Council and confirmed that the proposals for the expansion plan were viable using a 'systems' building model which were built off site and craned in. The proposal was to expand the car park and the hall and the Headteacher was waiting to hear regarding her proposal that it would be cheaper to have a 'systems building' for a hall rather than expand the current glass fronted hall.</p>	

	<p>Governors asked if these were durable and were told that they were both efficient and attractive. The classrooms were slightly smaller but were within the legal requirement and in line with building regulations. Governors were impressed with the images of the external brickwork appearance of modular system buildings and were advised they could also see built examples at Brompton Academy and a school in Saxon Way.</p> <p>In answer to Governors questions solar panels would not be fitted due to potentially extending above the system to possibly provide a 3 form entry in future.</p> <p>The Headteacher would now complete the online application to the RSC (Regional Schools Commissioner) and commence the 4 week consultation.</p> <p>Governors raised the question of how the consultation document would be circulated. It would be sent to existing parents, to local schools within a 2 mile radius, the local nurseries, noticeboards in public places, the school website, Medway Council, the local paper etc. A Governor suggested that this could be included in the Rangers project to hand deliver the consultation document.</p> <p>It was agreed that the consultation meeting would take place on 21 June 2017 at 7pm.</p> <p>Governors asked when would the building work start following the consultation. It was expected to be 2018 and the work would be limited to about 3 weeks. There would be less noise and disruption as the 'system' build was at the end of the building. Governors raised that some parents may be concerned that the school's ethos and values could be lost if it potentially doubled in size. The Chair of Governors would ensure the ethos was maintained and Rainham Mark shared the same values and was a 7 form entry school.</p> <p>The School Business Manager would liaise with a local publican to arrange the use of the car park for additional parking for the evening of 21 June.</p> <p>Alison Bovis left at 5.20pm due to another appointment.</p>	<p>HM</p> <p>NG</p>
12	<p>Policies</p> <p>The Chair thanked the Vice Chair for producing a very useful colour coded document that highlighted when policies were in date and when they became due for review/renewal. Governors noted that the document was available on Governorhub. The Vice Chair and Clerk would liaise to discuss RMET responsible policies, the school's policies and those that the LGB were responsible for.</p> <p>Governors enquired regarding a policy for school closure in light of the school being closed as a polling station for the General Election on 8 June 2017.</p> <p>A policy was not available as it was the Polling Authority's decision to close the school for the election and we could not refuse them. The decision to close the school was made by the Headteacher and was approved by the Chair of Governors. Parents had been advised in writing in advance in order to make alternative child care arrangements.</p> <p>Jacob Bell left the meeting at 5.30pm.</p>	Vice Chair/Clerk

13	<p>Governor action plan progress update</p> <p>The main highlights were discussed and updates given by the Vice Chair. DB would revise the Governors' area on the school website and upload the recent minutes. A PowerPoint presentation on 'Being a Governor' prepared by a previous Governor would be approved by the Chair and Headteacher before being posted on the school website. Governors' profile had been raised in the community and Yr 6 school council would interview Governors on Governor day. The shield for the Governors awards had been ordered and the 7 successful children chosen for exhibiting the values of the school would attend a presentation at RMET on 6 July.</p> <p>Simon Decker left the meeting at 5.50pm to attend another meeting.</p>	<p>DB</p> <p>Chair & H/T</p>
14	<p>Governor visits and training</p> <p>Simon Carter, Health & Safety Governor, would carry out an H&S visit within the next 3 weeks.</p> <p>David Brockman and Jacob Bell had attended Safer Recruitment training and would provide a copies of their certificates for the file.</p> <p>David Brockman was currently undertaking a Chairs Development Course.</p> <p>A creative monitoring visit was taking place on 15 June.</p>	
15	<p>Any other urgent business</p> <p>The Headteacher advised that the parent survey had been completed and the staff survey would be completed on 8 June. Feedback would be shared on Governorhub.</p> <p>In view of the recent terrorist attacks the Headteacher confirmed that the school had an alarm with a different sound from the fire alarm and that had recently been tested. A practice lock down would be carried out this term and again in September. In addition there was an Evacuation Policy in place. Michelle Brighton added that a lock down at Rainham Mark School would be handled sensitively so as not to make students more anxious. The Headteacher confirmed that guidance was available for teachers advising how this should be discussed with the children.</p>	<p>H/T</p>
16	<p>Impact of governance</p> <p>Governors had scrutinised the budget and asked probing questions.</p> <p>Networking with personnel at RMET and Twydall Primary School.</p> <p>Raising the lock down procedures in line with current affairs.</p> <p>Providing a colour coded document for the review and renewal of policies.</p>	
17	<p>Confidentiality of discussion and minutes</p> <p>A discussion in item 3 was confidential and minuted separately.</p>	
18	<p>Date of next meeting</p> <p>Full LGB: 11 July at 3.45pm.</p> <p>Governor Day: 26 January 2018</p>	
	<p>The meeting closed at 6.05 pm.</p>	

	ACTIONS	On or Before
3	Kim please investigate the supply of 'save-a-flush' bags with the water supplier.	11 July
4	Cheryl to provide copies of the RMET Code of Conduct for Governors to sign at the next meeting.	11 July
5	Dave please provide an update for the next meeting following the staff briefing on 22 June.	11 July
5	Cheryl to pass Dave's supporting statement to be a co-opted Governor to Casey at RMET	When received from Tim
6	Cheryl to add Skills Audit to the next agenda and allow 5 minutes for discussion on the competencies.	End June
9	Dave and Cheryl to arrange for the Chair of Twydall Primary School to attend a meeting and to arrange a return visit.	July
11	Helen please liaise with the school regarding the Rangers becoming involved with delivering the school expansion consultation document.	14 June
11	Nichol please contact the landlord of The Concord PH to arrange overflow parking for 21 June.	14 June
12	Dave and Cheryl to meet to discuss policies and responsibilities.	9 June
13	Dave please revise Governors' area on the website and upload the recent minutes.	By 11 July
13	Tim and Kim please ensure that the school Council are invited to Governor day on 26 January.	Before 26 Jan
15	Kim please share the feedback from parent and staff surveys on Governorhub.	22 June