

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

MINUTES OF THE LOCAL GOVERNING BOARD MEETING

HELD ON TUESDAY 8 MAY 2018

AT 3.45pm

Present: T Scott (Chair), D Brockman (Vice Chair), K Williams (Headteacher), H Robson, J Bell, S Carter, H Maxwell

In attendance: S Decker (CEO RMET Board of Trustees), C Baxter (Clerk)

Item	Main discussions and agreed actions	Action by/when
	The meeting was quorate.	
1	Welcome and Apologies The Chair welcomed everyone to the meeting. Apologies were received and accepted from K Murray due to ill health. Apologies were not received from L Singleton and the Chair would contact her via email.	Chair
2	Declarations of Interest	
	2.1 No further declarations were made	
3	Notification of any other urgent business	
	3.1 H/T: Recent events H/T: Parent surveys (linked to item 6)	
4	Minutes of the meeting held on 14 November 2017	
	4.1 Approval for accuracy: The minutes were signed by the Chair as a true record.	
	4.2 Matters arising: 4.4 H Maxwell had agreed to be the SEND link Governor. 6.2 T Scott and D Brockman would produce another parents' newsletter this term based on the annual governance statement 13.4 draft Committee Terms of Reference to be discussed in item 9 All other actions had been resolved.	TS/DB
	4.3 Confidentiality: 20.1 Remained confidential.	
5	Headteacher's report	
	The report had been posted on Governorhub and Governors had received and read the report prior to the meeting. The report was linked to the SDP and a copy is filed with the minutes. Key points were:	
	5.1 Coasting category Despite Term 4 data showing improvements across all year groups and	

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		<p>in-year progress in Y6 showing an improvement on outcomes 2017, the school was still at risk of falling into the “Coasting” category. The “Coasting” definition was based on three years’ of data and the criteria being met for consecutive years. The measures were based on fewer than 85% of pupils achieving level 4 in English reading, English writing and maths in the first year and fewer than 85% of pupils achieving the expected standard at the end of primary school and the average progress made was less than -2.5 in English reading, -2.5 in maths or -3.5 in English writing in the second and third years.</p> <p>The information included in the Inspection Dashboard contained some historical data but data was improving every time. Interventions and strong monitoring systems were in place and KS1 data, Y1 phonics and FS data were all good. The SEF rated the school good in all areas and outstanding for behaviour and well-being, particularly in supporting pupils with challenging behaviours. Governors noted there had been improvements in both attainment and progress and were aware that the attainment figure on the coasting measures remained high but nationally it was lower.</p> <p>S Decker added that it was encouraging that the school was moving in the right direction.</p> <p>Governors acknowledged that HR had carried out extensive work to produce interim milestones which were supported by accurate systems and the predictions last year were close to the outcomes, again proving reliability of the system.</p> <p>SD recommended that although Term 5 was short and mixed with SATs it would be good to have Term 5 data available in the event of an Ofsted inspection even if the information was similar to Term 4.</p>	HR
	5.2	<p>Quality of Teaching</p> <p>Governors were encouraged to see 57% of teaching staff accredited as outstanding and 4 teachers were school based moderators for the LA. Laura Tullett had been highly commended in the Kent Teacher of the Year Awards. The Chair would write to congratulate Laura on behalf of the Governors.</p>	TS
	5.3	<p>Leadership and Development</p> <p>The Maths Subject Lead had been successful in becoming a School Based Development Lead for Maths Mastery and had also been successful in passing her NPQML (middle leadership qualification).</p>	
	5.4	<p>Intake for September</p> <p>Numbers were still being finalised but 54 places had been offered. 11 May was the cut-off date for places to be accepted or declined.</p> <p>Governors commented that 96% attendance was fantastic and a credit to the H/Ts hard work.</p>	

	5.5	<p>SATs preparation</p> <p>Pupils were coping well with the preparation and were familiar with test practices. The timetable was slightly different this year as there would be 2 groups sitting the tests at different times to facilitate the higher needs children. Both groups would be kept separate.</p> <p>HM & SD agreed to invigilate SATs and SD from the Trust would complete a monitoring visit during SATs week.</p>	
6	Feedback on Parents in Partnership workshops		
	6.1	<p>Although there had been a small uptake, feedback from those that had attended had been incredibly positive and a worthwhile support for families. A display for the reception area was in progress linking parents' suggestions to how the school had responded. A flyer for a reading workshop was being sent out this week and power point presentations were available on line. Timings would be reviewed going forward and a suggestion was made linking workshops to collection and drop off times. Other ways of possible communication going forward were discussed including sending a survey to parents asking if they had heard of PiP / if they would be interested in attending workshops and the use of SMS text message alerts.</p> <p>The H/T would take the suggestions back to the Family Liaison Officer.</p>	KW
	6.2	<p>Surveys</p> <p>Surveys had been overwhelmingly positive. Homework was currently being reviewed for consistency across the school. On-line safety was flagged up and e-safety was covered in newsletters, via posters in school and through termly lessons and assemblies with the children. The H/T would examine any comments marked in red and address any issues.</p> <p>Governors commented it was positive that the number of responses had increased from 39 to 68.</p> <p>There was a strong cohesive ethos among the staff team. The H/T gave a special mention to the Breakfast and After School Club member of staff (Holly Reid) that had helped during a staff shortage and effected a quick turn-around of the survey information.</p>	
7	Standards & Welfare Committee update		
	7.1	The recent RSC visit and interim targets were discussed. SD added that in September a consultant would be employed to provide consistency across the Trust looking at the impact of interventions at Trust level and what support had been provided in the 3 schools for gap analysis.	
	7.2	Subject Lead reports studied.	
	7.3	Predictions and 2017/18 targets discussions	
8	Resources (including Finance) Committee update		
	8.1	The budget was scrutinised and there were no areas of concern	
	8.2	The impact of the snow closures was discussed	
	8.3	Swimming included in the PP reports. A phenomenal piece of work had been carried out by the Sports Lead (Harry).	

9	Committee Terms of Reference		
	9.1	Until ToRs were Trust-wide it was unanimously agreed that the draft document previously circulated at Committees would be adopted. This document had taken the items delegated to LGBs in RMET's Scheme of Delegation and allocated them to the appropriate committee.	
10	Link Governor updates		
	10.1	Health, Safety & Premises Link Governor latest visit report was on Governorhub. Arrangements were being made with the Inclusions Manager for an addendum visit next week. Good communication with the site personnel during the current building works continued.	
	10.2	The Finance Procedures visit report was on Governorhub. Record keeping was exemplary and procedures adhered to.	
11	Review Governor objectives. The action plan was on Governorhub and key points were:		
	11.1	KPIs from the Trust were discussed in January and how they were evidenced for a consistent approach across the Trust in line with DFE objectives.	
	11.2	The importance of using Governorhub to record training, CPD and any governance related reading material.	
	11.3	The capacity to challenge especially around data (ASP). It was agreed that an interim Governors' working party would meet with HR between meetings to discuss end of year data in greater depth. HR would include a narrative every term and provide the data 7 clear days in advance in order for Governors to digest the information. Financial data would be dealt with in the same way.	
	11.4	Governor Healthcheck. Only 4 responses had been received. Governors were asked to complete this online via survey monkey if not already done so.	Govs.
	11.5	Vision Statement would be reviewed in September	
	11.6	Looked at strategic direction	
	11.7	Holding the H/T to account through performance management. SD advised that an external advisor may be necessary as the school became bigger.	
	11.8	2019 Governor Day. An external reviewer would be in attendance this time. Informal 1:1 meetings for Governors to provide mutual support was suggested. This would lead into the training schedule. Governors to send further suggestions/comments to DB via Governorhub.	Govs.
12	Policies for review		
	12.1	The H&S & Equality Policies will be reviewed by the H/T before coming to the next LGB.	H/T
13	Ofsted Priorities provided by the Clerk		
	13.1	Guidance updated for families about joint inspections (Ofsted and the Care Quality Commission) of local services for SEND. Early Years Compliance Handbook updated. Document shared at the	

		meeting. Release of freedom of information updated.	
14	Governor awards / potential Expansion celebrations		
	14.1	Award ceremony to be held on 2 July 2018, 6pm at Rainham Mark Grammar School. Nominations would be in by half term (end May). DB would put on survey monkey for voting purposes. As many Governors as possible to attend to present the various awards. Clerk to post request on Governorhub.	DB Clerk
	14.2	Potential expansion celebrations It was discussed that an official opening ceremony should be delayed until funds had been raised for a mental health charity following a charity event in September/October. The Royal family would then be contacted to arrange the official opening. A soft opening to preview the new building before the official launch could take place and possibly opened by the Mayor on his return on 4 September. A photo opportunity with Cllr. Potter was taking place on 11 May. The Site Manager had a photographic record of the build's progression.	
15	Governor Training and CPD		
	15.1	The Training Link Governor would send a reminder to governors to update their training on Governorhub. Item 11.2 refers.	JB
	15.2	DB had almost completed his Leadership course for Chairs and Aspiring Chairs.	
	15.3	The Clerk had successfully completed and passed her Clerk's Development course.	
	15.4	Termly briefing feedback was in the CPD folder	
	15.5	GDPR internal audit had been completed	
16	Any Other Business:		
	16.1	Recent Events. Discussions were confidential	
17	Impact of Governance		
	17.1	Considered the Action Plan How the PiP workshops could be better communicated to parents Analysed the survey data The importance of understanding data to effectively challenge where necessary Collaborative working with the Trust	
18	Confidentiality of discussion		
	18.1	Event 1 was confidential and minuted in Part 2 of these minutes	
	18.2	Event 2 was confidential and minuted in Part 3 of these minutes	
19	Dates of next meeting: Tuesday 10 July 2018 at 3.45pm. <i>Please note that whole school data will be available for this meeting except Yr 6 and the SATs results will be for attainment but not progress. Validated data would be available in Term 1 (September)</i>		

	<u>SUMMER FETE 14 July</u>	
	The meeting closed at 6 pm	

ACTIONS

Name	Item	Action	By when
Tim Scott	1	Email Lesley regarding her non-attendance and absence of apology	15 May
Tim Scott Dave Brockman	4.2	Termly newsletter based on annual governance statement	May
Helen Robson	5.1	Prepare Term 5 data in the event of an Ofsted visit	Beginning June
Tim Bodley	5.2	Write to Laura Tullett on behalf of the GB congratulating her on being highly commended in the 2018 Kent Teacher of the Year Awards.	16 May
Kim Williams	6.1	Speak with Vanessa about PiP suggestions	17 May
Governors	11.4	Complete the Governor Healthcheck via Survey Monkey. The Link has been posted on Governorhub	21 May
Governors	11.8	Suggestions/Comments re meeting informally for peer support. Contact Dave via Governorhub.	21 May
Kim	12.1	The H&S and Equality Policies are due for review in June.	End May
Dave Brockman	14.1	Voting for Governor Awards. Put on survey monkey	18 May
Cheryl Baxter	14.1	Presentation of Governor Awards 2 July. Request for Governors to attend. Post on Governorhub.	18 May
Jacob Bell	15.1	Email governors to remind them to update their training on Governorhub. (Item 11.2 refers)	18 May