

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

MINUTES OF THE STANDARDS AND WELFARE COMMITTEE

HELD ON TUESDAY 12 JUNE 2018

AT 3.45pm

Present: T Scott (Chair), D Brockman, H Maxwell, K Williams (Headteacher)

In attendance: Cheryl Baxter (Clerk)

Item	Main discussions and agreed actions		Action by/when
	The meeting was quorate.		
1	Welcome and Apologies		
	1.1	The Chair welcomed everyone to the meeting. Apologies were received and accepted from H Robson.	
	1.2	L Singleton had resigned as a Governor due to personal commitments. The Chair had accepted her resignation and thanked her for her contribution to the Governing Body. In addition H Maxwell would not continue as a Governor when her term of office ended in August. Currently there was one Co-opted Governor and one Parent Governor vacancy. D Brockman was meeting with a potential Co-opted Governor tomorrow who it was hoped would be in place by the end of term. After a discussion it was agreed that Parent Governor elections would be postponed until the school had sent letters to the parents of the new intake of children starting in September. H Maxwell would also informally talk to parents in her role as Parental Engagement Governor.	
2	Declarations of Interest No additional declarations were made.		
3	Notification of any other urgent business		
	3.1	Chair: Interim Whistleblowing and Safeguarding Governor	
	3.2	H/T: Advised there was an additional agenda item to follow her verbal update in item 5	
	3.3	Chair: RMET Audit Committee representative	
4	Minutes of the meeting held on 20 February 2018		
	4.1	Approval for accuracy The chair signed the minutes as a true record.	
	4.2	Matters arising:	

SIGNED

DATED

	6.2	D Brockman would make arrangements with the Attendance officer to monitor attendance records and the proactive systems in place to feedback at the LGB on 10 July.	DB
7	Governor Visits and monitoring feedback		
	7.1	The Chair referred to the CEFM April update regarding the designated teacher for looked-after children statutory guidance. The Headteacher was the lead designated teacher supported by the Inclusion Manager and both had attended training last week.	
	7.2	The H/T advised that E-safety was referenced in the school newsletter sent out every third week. A poster for parents was in Reception as part of the school's continued commitment to raising awareness of e-safety. An on-line safety log was also available.	
	7.3	The Chair made reference to the Mathematics at KS2 and KS3 article in the CEFM update in April. He had visited the school during Maths week and noticed that peer learning was encouraged. He was very impressed that children were forming friendships with children across the different year groups.	
	7.4	SENd update. H Maxwell would update at the LGB meeting on 10 July	
	7.5	IQM review. H/T was evaluating the action plan and targets were being sent off.	
	7.6	The H/T made Governors aware that Ofsted were developing an even sharper focus on the curriculum for the 2019 inspection framework. 3 key questions were based on Intent (what are you trying to achieve through the curriculum), Implementation (how is the curriculum being delivered) and Impact (what difference is our curriculum making). Governors were advised to check The Key for some useful documents. The Clerk would post on Governorhub the KeyDoc of questions Governors could be asked during an Ofsted inspection. Latest NGA updates: There could be 2 day Ofsted inspections for schools using the data to capture schools that could potentially change grade.	Clerk
	7.7	Governors reminded the Headteacher to make sure she was getting a good work/life balance and stated they appreciated all that she was doing for the school.	
8	Governors Awards ceremony: 2 July at 6pm		
	8.1	It was agreed that if the new potential Governor (Tracy Wilson) was accepted as a co-opted Governor she would be invited to the ceremony and would be eligible to cast a vote in the various categories. D Brockman would discuss during his meeting with Tracy tomorrow. S Carter, J Bell, D Brockman, T Scott and K Murray had confirmed their attendance.	
9	Training and CPD		
	9.1	D Brockman confirmed that J Bell was checking the training on Governorhub.	
10	Any Other Business		
	10.1	D Brockman agreed to be the interim Whistleblowing and Safeguarding Governor until a permanent Governor was in place.	

	10.2	A representative from Riverside governors was required to attend RMET Audit Committee meetings. It had previously been agreed that this could be on a guest arrangement and the Chair would contact K Murray as a possible audit committee member.	Chair
	10.3	H/T: Governors were invited to attend the Staff Development day in the morning of 22 June. Clerk to post invitation on Governorhub.	Clerk
	10.4	The H/T tabled the DfE Benchmarking report Card which is filed with these minutes. Comparison was made to Richmond Avenue Primary School and although useful there was not enough detail provided to enable a direct comparison. However Riverside was broadly in line with spending and staffing. Benchmarking would continue to be monitored in Resources Committee meetings.	
11	Confidentiality of discussion		
	11.1	5.5 Staffing. This conversation was confidential and recorded in Part 2 of the minutes.	
12	Review of meeting/impact of governance		
	12.1	Monitor PPG funding and the impact of interventions Parental Engagement to gain parents feedback on the impact of pupils' behaviour at home Having awareness during monitoring visits Preparing for an Ofsted inspection Recognising and planning for a need to strengthen our understanding of data Encouraging a culture of continued improvement	
	Dates of next meetings		
	Tuesday 13 November at 3.45pm Tuesday 12 March 2019 at 3.45pm Thursday 11 July 2019 at 3.45pm		
	The meeting closed at 5.30pm.		

ACTIONS

Name	Item	Action	By When
Kim	6.1	Present evidence of the PPG spend for the LGB meeting in July	10 July
Kim	6.1	Parental feedback on the impact of learning and behaviour at home.	Autumn term
Dave	6.2	Arrange with Clare M-W to monitor attendance and feedback at LGB on 10 July	20 June
Cheryl	7.6	Post KeyDoc on Governorhub	20 June
Tim	10.2	Contact Karen to attend RMET Audit Committee meetings	24 June
Cheryl	10.3	Post Staff Development Day invitation on Governhorhub.	20 June