



RIVERSIDE PRIMARY SCHOOL

**MINUTES OF THE LOCAL GOVERNING BOARD  
26<sup>TH</sup> NOVEMBER 2019 3.45PM**

**Present:**

Kim Wilmer	Headteacher (HT)
Dave Brockman (Chair)	Co-opted Governor
Tim Scott (late)	Parent Governor
Dean Clarkson	Parent Governor
Tracey Wilson (late)	Co-opted Governor
Helen Robson	Staff Governor

**In attendance:**

Simon Decker	Trust CEO
Laura Bunting	Clerk

Item	Main discussions and agreed actions	Action by
1	<b>Welcome and apologies:</b> The Chair welcomed everyone to the meeting. Apologies had been received from P Aldous, J Bell and S Carter and were accepted by the board. It was noted that T Scott and T Wilson would attend late. Due notice had been given and the meeting was quorate.	
2	<b>Declarations of business interest</b>	
	<p>2.1 There were no new declarations of interest. The Chair asked if T Wilson had updated she no longer did any work for the Trust and the Clerk confirmed T Wilson had updated her Register of Interests on GovernorHub.</p> <p><b>Action: Clerk to check GovernorHub reflects T Wilson's current work commitments to Trust.</b></p>	Clerk
3	<b>Notification of AOB</b>	
	3.1 The HT confirmed she had some items to raise.	
4	<b>Minutes of the previous meeting</b>	
	4.1 The minutes of the previous meeting on 1 October 2019 and the confidential minutes were agreed and signed by the previous Chair as a true record.	
5.	<b>Matters arising not covered by this agenda (update on actions)</b>	
	<p>5.1 The Chair commented the actions log made the current status of actions very clear. There were two requiring an update:</p> <ul style="list-style-type: none"> <li>• The Safeguarding quiz which could be an exercise for Governor Day</li> <li>• The Chair confirmed D Clarkson and himself had both attended Safeguarding training. T Scott would be asked for an update of his attendance at training once he arrived.</li> </ul> <p><b>Action: Chair/Clerk to add Safeguarding Quiz to agenda for Governor Day</b></p>	Chair/Clerk
6	<b>Governor membership updates</b>	
	6.1 The Clerk confirmed that there would be a trust wide recruitment campaign for new Governors taking place after Christmas as there are Governor vacancies across the trust.	



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<b>7</b>	<b>Income &amp; expenditure report</b>		
	7.1	This is discussed under agenda item 8 below.	
<b>8</b>	<b>Monitoring visit report (Business Management)</b>		
	8.1	The Chair explained that due to the Ofsted visit and other pressures it had been hard to arrange the monitoring visit. He had therefore carried out monitoring on the income and expenditure report with the SBM (School Business Manager) on Monday. The income and expenditure report and monitoring visit report had both been uploaded to GovernorHub prior to the meeting and are filed with these minutes.	
	8.2	The Chair explained there had been a few lines with large variances in expenditure but these were explained by some utility bills and school supplies being billed at the beginning of the school year. Variances in income were mainly due to how the school was funded by the LA, this was not in equal amounts and there were some adjustments from last year. These variances should even out over the next few months.	
	8.3	The Chair commented that spending on supply staff was higher than expected and the HT confirmed this was due to paying supply TA's. The plan was to appoint them as school staff.  <i>T Scott arrived at 3.59pm</i>	
	8.4	It had also been noted that repair and maintenance costs were high and the SBM had explained there was a broken pump which was outside of warranty. The HT added lots seemed to be breaking at the moment which was creating a lot of unforeseen costs.  The Chair passed on his thanks to the TBM and RMET for support in applying for grants to cover maintenance costs. He added consideration needed to be given to how to support funding for the hall. The HT highlighted the oven that needed replacing was a heavy duty oven used by the caterers and was expensive.	
	8.5	The Chair commented expenditure was currently within 1% of forecast and it was clear the school was spending wisely. Spending on staffing had increased for a number of reasons outlined in the report. The rollover covered this additional spending.	
	8.6	The Chair commented that he had asked questions recommended by the trust for monitoring of finance and ran through these. He highlighted how difficult benchmarking was as it was hard to find similar schools, another Governor agreed. The questioning had confirmed that the forecasts took into account the increases in employer's contributions, and made allowances for potential pay increases. The school's Hospitality Policy had been approved by governors in March 2019 and a refresher was planned for staff by the end of the month. Returns to the EFA were submitted by RMET.	



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		There were no further questions from Governors on the income and expenditure report or monitoring visit.	
	8.7	In relation to safeguarding training discussed under 5.1 above, T Scott confirmed he was still to complete this and would by the end of term. Online sources for completing this training were discussed. <b>Action: T Scott to complete safeguarding training by the end of Term 2</b>	T Scott
9	<b>Agree Pay Committee recommendation for Headteacher's salary</b>		
	9.1	The HT and H Robson (Staff Governor) left the room at 4.06pm as HT pay was being discussed. <i>Refer to confidential minutes.</i>  <b>Action: T Scott to send report from the meeting to S Decker once T Wilson had checked.</b>  <i>H Robson and the HT returned to the meeting.</i>	T Scott
10	<b>Accounting officer checks</b>		
	10.1	The HT confirmed the accounting officer checks had been completed and circulated them for Governors to see.	
11	<b>Premises update</b>		
	11.1	The HT informed Governors that the main issue was still the hall. There had been another meeting held with the contractors whose service and standard of work carried out had been appalling. The school was also liaising with the LA.	
	11.2	The HT advised there had been an issue in the plant room in the new build. This is covered under warranty as a latent defect. The school also has an issue with a leaking external pipe. The LA had said this was an old issue caused by birds pecking at it and that it would need to be covered from the school insurance. The HT was currently fighting this decision.	
	11.3	A Governor asked if anything had been found from looking at CCTV footage with regards to the damage to the table tennis tables. The HT confirmed nothing had been found in the footage, it was hard to see properly in places as it was dark. The Governor commented it did look like the damage had been caused maliciously.	
	11.4	Another Governor asked about the current status of the car park extension. The HT confirmed the LA were obtaining quotes for an overflow car park, similar to that at RMGS, but this was dependant on budget. Governors discussed whether any money could be reclaimed from the company that had carried out the original work. The HT confirmed that the work was done to spec so this was unlikely.	
12	<b>Review of exclusions</b>		
	12.1	The HT informed Governors there had been 1 exclusion in October, which was a fixed 2 day exclusion for a physical assault against an adult. This was a child that had also been excluded for a similar	



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		<p>incident last year. The child did not have an EHCP diagnosis currently.</p> <p>Governors asked how the adult was. The HT replied that they were OK but after the previous incident had been off work for 2 days.</p> <p>Governors discussed the importance of staff training and noted that although the school tried to avoid exclusions, sometimes they were unavoidable. The HT highlighted that the school had outstanding behaviour management and wellbeing initiatives in place.</p>	
<b>13</b>	<b>Admissions update</b>		
	13.1	<p>The Admissions arrangements had been uploaded on GovernorHub prior to the meeting and are filed with these minutes. The HT confirmed these had been sent to the Clerk for review by Trustees and there had been minimal changes, highlighted in red. The HT informed Governors she was representing the area as one of the HT's on the fair access panel for this year, which would provide a useful insight.</p>	
<b>14</b>	<b>SEND Report</b>		
	14.1	<p>The SEND report had been uploaded to GovernorHub prior to the meeting and is filed with these minutes. Governors agreed to review this as part of the discussion relating to the SEND monitoring visit under agenda item 15 below.</p>	
<b>15</b>	<b>Monitoring visit reports (School Improvement)</b>		
	15.1	<p>The Chair commented that he had been delighted with the commitment and support to the new monitoring visits from both Governors and the school. He thought they showed genuine challenge and holding the school to account.</p>	
	15.2	<p><u>Quality of Education &amp; Pupil Outcomes (QE&amp;PO) monitoring visit:</u></p> <p>The report had previously been uploaded to GovernorHub and is filed with these minutes. A Governor summarised that the focus of the visit had been on reading and the HT had explained that following the last SATs results a number of interventions had been put in place, including a deep dive into how reading and phonics were taught. Power of reading had been introduced with funding from the Trust, along with other interventions and a very rigorous approach to gap analysis.</p> <p>The DHT explained that rather than free readers, children were now given a guided choice with a range of exciting texts, although the school needed to build the choice of books it had. Governors discussed the schools desire to have a reading caravan or bus, the HT confirmed this idea was still in development. Governors discussed that the Ofsted visit had verified the findings of the monitoring visit and it was noted that one of the reasons quality of education had not been rated as outstanding by Ofsted was because the full impact of interventions was yet to be seen. Another Governor commented he had read the</p>	



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		<p>report from this governor monitoring visit and noted there had been a lot of challenge, particularly around reading and SEND.</p> <p>The Trust CEO commented that he had met with the HT and the school had made excellent progress against the Trusts School Support Plan and the RMET Improvement Plan. The Support Plan for the next few years following Ofsted was now being considered, with a move towards the introduction of schemes such as the power of reading and CPD for staff. Governors discussed this could be reviewed as part of the next monitoring visit and T Scott would liaise with S Decker about which aspects to cover. It was agreed the next monitoring visit could also be combined with Governor Day and could potentially have a reading focus with a talk from the subject leader, depending on workload.</p> <p><b>Action: Consider incorporating next QE&amp;PO monitoring visit with Governor Day</b></p>	<p>Chair/ Monitoring Pair</p>
15.2	<p><u>Pupil Premium monitoring visit:</u> The Chair commented that a PP review had taken place with 2 HT's from other schools. The Governor monitoring visit had been combined with this and he had put the report on GovernorHub. It is also filed with these minutes. He highlighted the Inclusion Manager and SBM had explained the school context and had shown a Venn diagram showing multiple vulnerabilities. A number of questions had been asked during the visit.</p> <p>The Trust CEO informed Governors there had been PP training at RMGS on 11 October which had had good reviews. The HT and DHT confirmed they had attended, and added the trust wide Governor training had also been useful.</p> <p>The Chair suggested that cross school PP monitoring may be useful in term 3 to share best practice. The CEO confirmed that the HT and DHT had agreed to use their expertise and knowledge to assist Twydall in Early Years and PP. He referred to a Trust commissioned PP review which had taken place and the HT confirmed the Clerk had uploaded this to GovernorHub. The CEO added that Riverside would be the venue for the upcoming Trust moderation activity.</p> <p><b>Action: Consider cross school monitoring visit for Term 3</b></p>	<p>Monitoring Pair</p>	
15.3	<p><u>Personal Development Behaviour &amp; Welfare monitoring visit:</u> The Chair explained this had been due to take place the week Ofsted visited. He added this area had been judged outstanding by Ofsted. Governors agreed not to carry out a Governor monitoring visit this term as it would be a repeat of Ofsted.</p>		



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15.4	<p><u>SEND monitoring visit:</u> The monitoring visit report had been uploaded to GovernorHub prior to the meeting and is filed with these minutes.</p> <p>The Chair outlined the report for Governors. He noted particularly that SEN children and those with multiple vulnerabilities were a large proportion of the school. Governors discussed in particular the challenges in early years with speech and language. The CEO confirmed there would be trust wide support in this area.</p>	
15.5	<p><u>CEO Update:</u> The CEO gave an update to Governors. He explained that he was informing other schools in the Trust about the pleasing Ofsted inspection at Riverside, whilst not giving details. He added that Governors at other schools would be keen to know more of this once the report was published.</p> <p>The CEO informed Governors that the annual review with the Regional Schools Commissioner had been a very encouraging meeting. He highlighted the need for Twydall to do well in its next Ofsted inspection and there was therefore the need for more rapid progress there.</p> <p>The CEO highlighted the support the Trust was giving to wellbeing which would be the focus of the next Trust training to staff. He was also keen to extend Benenden healthcare to all employees across the Trust, and would be proposing this to Trustees. This would cost a considerable amount but he considered it important in being equitable and recognising the value of staff across the Trust.</p>	
15.6	<p><u>SEND Update continued:</u> The Chair congratulated the Inclusion Manager on finishing her MA and noted the benefit this had for her work at the school. She had also joined the Medway SEND panel which would be valuable for learning best practice. He suggested the school could invite the portfolio holder and local MP to visit the school in the new year as it was an IQM flagship school.</p> <p>A Governor commented the Inclusion Manager talked about the school being a magnet school and asked about the effect of the Ofsted report when it was published. The HT considered this would hopefully make the school a magnet for all children. She added she would be working with the DHT on a new strategic plan following Ofsted in the new year. The HT confirmed the school were paid for the IQM work she does.</p>	
15.7	<p>It was noted that S Carter and J Bell had come in for a visit with the Site Manager in preparation for a health and safety audit.</p>	



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15.8	<p><u>Safeguarding monitoring visit:</u> An additional monitoring visit had taken place to review the safeguarding audit following the last LGB meeting, this had been uploaded to GovernorHub and is filed with these minutes. It was noted that 41 of the areas had been fully met and 9 partially. These were outlined in the monitoring visit report and were minor procedural issues as a result of it being a new format of audit. These had all been addressed. It was clear from the monitoring visit that the school takes safeguarding very seriously.</p>	
<b>16</b>	<b>Stakeholder engagement</b>	
16.1	<p>It was noted this had been added to the agenda as the board considered this to be a collective responsibility. Although it was discussed the DHT could focus on parental engagement. It was agreed that once the Ofsted result was published the Chair and Vice-Chair should write something for the school newsletter. <b>Action: Chair and Vice-Chair to write an article for school newsletter once Ofsted report published.</b></p>	<b>Chair/Vice-Chair</b>
<b>17</b>	<b>Clerk update</b>	
17.1	<p>The Clerk informed governors that the Trust Clerks had been co-ordinating a working group to look at Governor induction. She added this and the Circle Model working group would meet again after Christmas and invited any feedback from Governors. The Chair added his thanks to the new Governors on the Board who had given some feedback already on their induction experience.</p> <p>The CEO commented that the Trust were lucky to have Clerks involved in work such as this and added that the HT had confirmed she was happy with how the clerking was working.</p> <p><b>Action: In response to request from Chair, Vice-Chair to be copied into all correspondence, if not confidential, to aid with succession planning.</b></p>	<b>Clerk</b>
<b>18</b>	<b>Trust update</b>	
18.1	The CEO had given a trust update under agenda item 15.5 above.	
<b>19</b>	<b>Policies</b>	
19.1	The new policy approval process where statutory policies and appendices were approved at Trust level was noted. The Chair confirmed that all other policies could be delegated to the HT unless there was a fundamental change which needed to be discussed with Governors.	
19.2	The Trust CEO confirmed school appendices would be reviewed by Trustees and any queries would be directed to him so as not to increase the HT workload. There was a master list of policies held at Trust level and the HT added that the SBM was meeting with S Smith and A Moore (at RMGS) to ensure this master included primary	



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		policies. She added that it would have been good if Twydall was also involved in this meeting.	
<b>20</b>	<b>Review of risk registers</b>		
	20.1	The risk registers had been uploaded to GovernorHub prior to the meeting for Governors to view and are filed with these minutes. The HT explained to Governors how the risk registers were prepared. A Governor discussed one risk was losing the HT but it was noted there was a good senior leadership team and non-hierarchical structure in place which reduced this risk.	
	20.2	A Governor asked if there was any comparison which could be made with other schools. The CEO and HT explained this was individual to the school. Governors discussed they could hold the school to account by ensuring the risk register was completed and investigating any red areas or ensuring any major changes had been reflected in the risk register.	
	20.3	Governors discussed risks associated with fire/disaster and noted there was a contingency plan for this and the Health and Safety group and monitoring pairs also monitored these risks. The CEO explained the Trust Audit Committee may be incorporated into the Trust Board, this would be decided at the next Trust Board on 11 <sup>th</sup> December.	
<b>21</b>	<b>Ofsted update - Refer to Confidential minutes.</b>		
	21.4	<i>5.37 - T Wilson arrived with flowers for the HT and DHT.</i>  Governors noted they could not share feedback until the report was published. Next steps could then be considered.	
<b>22</b>	<b>Governor training update and CPD</b>		
	22.1	It was noted D Brockman and D Clarkson had attended safeguarding training. They commented it had been good to meet the safeguarding Governor from Twydall at the training. T Scott would complete safeguarding training online.	
	22.2	T Wilson had applied for the Chairs Development course starting in February. D Clarkson had also signed up for more training in February which he had mentioned at the last LGB meeting.	
<b>23</b>	<b>AOUB</b>		
	23.1	<u>Gates:</u> The HT informed Governors the school had received 4 quotes for gates for the school site ranging from £11,796 - £26,995. As what was provided in all the quotes was not greatly different the school was proposing to opt for the cheaper quote. This would be taken from capital reserves but was important for safeguarding the school site. It would be similar to the access system at RMGS.  A Governor asked if there would be any contribution from the children's centre. The HT replied this was not likely as it would probably inconvenience them. She commented the gates would	





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		<p>probably be negatively viewed by some in the community, particularly due to parking issues. However parking was an issue in the area generally and the gates were important for the safety and welfare of staff and children.</p> <p>The CEO mentioned there was a Trust tender process which may help ensure the school got best value for money. It was unclear whether this applied to this case.</p> <p><b>Action: HT/SBM to check with TBM about Trust tender process</b></p> <p><b>Governors agreed to this proposal with the caveat the SBM checks regarding the Trust tender process to ensure best value.</b></p>	HT/SBM
	23.2	<p><u>Laptops:</u> The HT proposed the school purchased 30 children's laptops with warranties for a cost of £25K <i>including VAT</i><sup>1</sup>. She added this had been planned for in the budget and staff at RMGS had been working closely with the school to ensure best value. This was a necessity as the laptops had not been updated for some time.</p> <p>A Governor asked if this would be used by one class. The HT explained they would be used across the school. Another Governor asked if parents could be asked for a contribution. The HT considered due to the profile of the community this would not be viable. She added that the school was being very sensible with the budget, trading in 20 older laptops and refurbishing others.</p> <p>A Governor asked what IT support was provided with the laptops. The HT replied this would be provided by the Trust.</p> <p><b>Governors agreed to this proposal with the caveat the Trust would provide IT support.</b></p>	
24	<b>Confidentiality</b>		
	24.1	There were confidential items under agenda items 9.1, 21 and 23.3.	
25	<b>Review Governor Action Plan &amp; impact of governance/Governors KPIs</b>		
	25.1	<p>The Chair commented that most items on the Governor Action Plan had been achieved or were well under way. Some ideas for next years had been discussed. The plan was on GovernorHub if Governors wanted to consider items to add and could be discussed at Governor Day in January along with a review of the RMET Improvement Plan.</p> <p><b>Action: HT to send possible dates for Governor Day to Clerk to set up a doodle poll.</b></p>	HT/Clerk

<sup>1</sup> It was confirmed after the meeting that the cost of laptops was lower than quoted at the meeting, at a cost of £11,872.50 including VAT



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	<p><b>Action: Clerk to add link to RMET Improvement Plan on GovernorHub</b></p> <p>The Chair considered the circle model would work well. There had been a few tweaks to the agenda for this meeting which had helped it run more effectively.</p>	Clerk
	<b>Date of next meeting: 28<sup>th</sup> January 2020 at 3.45pm</b>	
	<b>The meeting closed at 6.05pm</b>	

**Actions**

Item	Action	By/who
2.1	Clerk to check GovernorHub reflects T Wilson's current work commitments to Trust.	Clerk
5.1	Chair/Clerk to add Safeguarding Quiz to agenda for Governor Day	Chair/Clerk
8.7	T Scott to complete safeguarding training by the end of Term 2	T Scott
9.1	T Scott to send report from the meeting to S Decker once T Wilson had checked	T Scott
15.2	Consider incorporating next QE&PO monitoring visit with Governor Day	Chair/ Monitoring pair
16.1	Chair and Vice-Chair to write an article for school newsletter once Ofsted report published.	Chair/Vice chair
17.1	In response to request from Chair, Vice-Chair to be copied into all correspondence, if not confidential, to aid with succession planning.	Clerk
25.1	HT to send possible dates for Governor Day to Clerk to set up a doodle poll.	HT/Clerk
25.1	Clerk to add link to RMET Improvement Plan on GovernorHub	Clerk