

MINUTES OF A MEETING OF RIVERSIDE PRIMARY SCHOOL  
HELD ON TUESDAY 12<sup>TH</sup> MAY 2015 AT 3.45PM

Present: Jacob Bell, Trish Burr, Joy Jearum, Helen Maxwell, Terry O'Regan, Hilary Sanders (from 4.05pm), Katie Sloman Kim Williams

In attendance: Anne Robinson (Medway Clerking Service), Marie Smith (School Business Manager)

Item	Main discussion and decisions	Action by
1.	<p><b><u>Apologies for absence</u></b> Apologies were received and accepted from Andrew Mortimore. Hilary Sanders extended apologies that she would be late. Jacob Bell and Helen Maxwell advised that they would need to leave the meeting at 5.30pm</p> <p>The vice chair opened the meeting.</p> <p>The meeting was quorate</p>	
2	<p><b><u>Declaration of Interest</u></b> None declared</p>	
3.	<p><b><u>Notification of Any Other Urgent Business</u></b> The SBM sought permission to report on the children's centre audit and the headteacher wished to confirm staffing arrangements.</p>	
4.	<p><b><u>Minutes of the Meeting held on 27<sup>th</sup> January 2015</u></b></p>	
	<p>4.1 <b><u>Approval of for accuracy</u></b> The minutes were agreed as a true record and signed by the vice chair</p>	ALL
	<p>4. <b><u>Matters Arising</u></b></p> <ul style="list-style-type: none"> <li>o Governors noted that the headteacher was unable to train all staff on the PREVENT strategy due to the focus of staff development day having already been planned. She advised that the senior leadership team had completed the <a href="#">online training</a> and other staff would be asked to do it over the summer and reclaim time. Governors who had not yet accessed the training or submitted their certificates to the SBM were encouraged to do so.</li> </ul> <p>All other action had been completed and there were no further matters arising.</p>	
5	<p><b><u>Reports and Recommendations from committees/link governors</u></b> (Committee reports were taken out of sequence pending the arrival of the chair of the standards and welfare committee)</p>	
	<p>5.2 <b><u>Resources Committee</u></b> <b><u>Approval of Budget 2015/2016</u></b> The committee chair reported on the recent meeting advising that members had reviewed the proposed budget in detail and were confident in recommending it for approval by the full governing body.</p> <p>Hilary Sanders joined the meeting</p> <p>Having been able to review the budget papers prior to the meeting, after a short discussion governors voted unanimously to agree the budget for implementation and submission to the Local Authority.</p> <p><b><u>Trim Trail</u></b> Further to the finance meeting Katie Sloman had been invited to comment</p>	MS

Signed \_\_\_\_\_ 14<sup>th</sup> July 2015

MINUTES OF A MEETING OF RIVERSIDE PRIMARY SCHOOL  
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	<p>on any experience she might have of the company that had been identified as offering best value for the trim trail installation. She stated that this was not a company she had had dealings with and recommended additional references be obtained, which took into account after care. A short discussion ensued from which it was agreed that the SBM should send a global communication inviting all Medway schools to comment on any experiences they had with the potential suppliers and subject to the satisfactory responses, the final choice was delegated to the head teacher to make.</p> <p>Governors asked that once installed, the headteacher reported back to governors at an appropriate meeting of the standards and welfare committee and its use and benefits and impact</p>	<p>MS</p> <p>KW</p> <p>KW</p>
5.1	<p><b><u>Standards and Welfare committee</u></b> The chair reviewed the content of the recent meeting. She advised of her recent learning walk and that she would be attending a SAT's test in the capacity of trusted friend to observe the administration. Governors who had participated in invigilating were invited to submit a report on any observations they had. Together with Helen Maxwell she went on to report to governors on the re-establishment of the Parent, Teachers and Friends Association (PTFA) with the aim of raising funds towards purchasing a mini bus for the school. Recognising that this was an ambitious project, governors discussed the benefits that it would bring and possible opportunities for funding.</p> <p>It was agreed that SBM would explore potential for grants and that Trish Burr would approach Rotary Club to seek their support.</p>	<p>MS</p> <p>TB</p>
5.3	<p><b><u>Children's Centre Report</u></b> The link governor to the children's centre expanded on her report, which is filed with these minutes. Governors noted the contents, echoing the link governor's thanks to staff for the work they had done to secure a 'Good' Ofsted judgement. They also particularly noted the increasing engagement of local partners, which they were keen was built upon productively. They discussed the raised expectation expressed by the inspector that advisory boards in general challenge and hold partners to account for participation and agreed to consider how they might better meet those expectations in the future. In response to a question the headteacher assured governors that the action plan for the children's centre was being set the following week and would be coming to the July meeting via the advisory board. <b>Governors agreed that children's centre staff be invited to that meeting so that the governing body could celebrate their achievement.</b> The Chair of Governors briefly recounted her visit to the mobile farm, which she reported a being positive,</p>	<p>KW</p>
5.4	<p><b><u>Chair's Report</u></b> The chair reported on a parental complaint and staffing matter, both of which she was confident had been resolved.</p> <p>This remainder of this item was deemed confidential and is recorded separately</p>	
6.	<p><b><u>Membership Update</u></b> Governors discussed the current constitution and LA governor vacancy. It was agreed that the a request would be put forward to the LA to redesignate the chair of governors in this role in order to give greater freedom to the governing body to</p>	<p>AR/</p>

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	secure an individual with legal or HR expertise as a co-opted governor. Governors noted the difficulties that Andrew Mortimore had attending meetings due to his shift patterns. They queried whether he would prefer to be designated as an associate member which would allow him to retain his involvement with the school and continue to contribute as he did now but provide an opportunity to recruit a governor who could participate fully at meetings. It was agreed that Terry O'Regan would discuss this matter with him. The Chair undertook to speak to colleagues from the Chairs supportive network and Berkeley's about the availability of possible candidates with the necessary skills to fill the existing vacancy.	HS  TO  HS
7.	<b><u>Governor Training</u></b> Governors reported on training undertaken since the last meeting including SEN, exclusions, safer recruitment, finance beyond the basics and financial efficiencies. They were reminded that an in-school event had been commissioned on Ofsted readiness for the following week. Governors discussed needs that were not currently provided for and suggested that governor services consider a session on 'book looks and monitoring'. The chair and clerk agreed to take this forward. The head teacher recommended governors looked at ' <a href="#">lessons learnt</a> ' from which a template was available that governors might find useful to support monitoring. Governors were reminded that the <a href="#">governor services conference</a> was taking place on June 2 <sup>nd</sup> and were encouraged to book soon as there were limited places remaining. Governors were also encouraged to consider the e-safety training being hosted by St Margaret's Junior school on 1 <sup>st</sup> July.	HS/ AR   ALL
8.	<b><u>Monitoring and Accountability</u></b> The Chair of Governors suggested that while she was confident that the school was effectively held to account through committee meetings, monitoring would benefit from being more structured. The Chair of Governors and Vice Chair undertook to develop a monitoring plan detailing areas of focus for the coming year linked to the school development plan, which the headteacher would then populate with appropriate visit opportunities. Governors discussed areas of focus for the summer and agreed to a governor morning on Friday 5 <sup>th</sup> June from 9.30 – 1pm looking at behaviour and wellbeing and use of the new kitchen and outdoor space. The headteacher agreed to provide governors with an appropriate monitoring template and the SBM to make arrangements for lunch. The Chair of Governors agreed to a visit to look at phonics on 9 <sup>th</sup> June to which any other governors were invited and the SEN governor reported briefly on her visit to the SENCO and was invited to attend the meeting that the head teacher had arranged with the interim head of psychology and inclusion on 18 <sup>th</sup> June if available	HS/ TO  KW  ALL KW MS HS
9.	<b><u>Publication of Governor Details on website</u></b> Governors noted the new requirement coming into force in September. The SBM advised that she was updating information in readiness for publication. Governors confirmed their roles and committee membership. They agreed that the clerk would circulate new registers of business interests and that minutes would be published to the website from the next FGB meeting in July. Governors went on to discuss where materials would be held and agreed that hard copies would be retained at the school but documents held in electronic format on governorhub.  Jacob Bell and Helen Maxwell left the meeting during this item.	AR
10.	<b><u>Dates of future meetings</u></b> Governors discussed the range of possibilities for future meeting dates. It was agreed that the clerk would formulate a proposal for discussion at the next meeting taking into account key deadlines and expressed needs of governors for discussion at the next meeting.	AR
11.	<b><u>Any Other Business</u></b> <b><u>Staffing</u></b>	

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	<p>The head teacher confirmed to governors that following recent recruitment activities the school was fully staffed from September</p> <p><b><u>Children's Centre Audit</u></b></p> <p>Governors noted the report that overall was very positive. The SBM brought to governor attention the recommendation from the audit team to reduce the salary cross charge to the children's centre in respect of finance support from the school. Governors discussed this in detail noting that the head teacher and SBM had reviewed the position and had agreed a reduction to a 15% allocation of finance salaries would be feasible. A parallel discussion took place in respect of the allocation and build of the headteacher's salary. It was agreed that this was item was referred to the resources committee for fuller discussion.</p>	
12.	<p><b><u>Confidentiality</u></b></p> <p>Item 5.4 was deemed confidential to the governing body indefinitely and as such is recorded separately.</p> <p>Item 11a) was deemed confidential until such time as the school had communicated staffing arrangements to parents.</p>	
13.	<p><b><u>Next meeting date</u></b></p> <p>The meeting closed at 6pm. The next meeting is scheduled to take place at 3.45pm on 14<sup>th</sup> July 2015</p>	

ACTIONS

- ALL            Consider attendance at conference and e-safety training and book as appropriate  
Undertake PREVENT training and submit certificates to SBM  
Complete and return registers of business interests.  
If available join governor monitoring morning on Friday 5<sup>th</sup> June
- ANNE            Circulate register of Business interest form to be returned either electronically or at the July meeting  
Develop a proposal for meeting dates in preparation for July meeting  
Liaise with Hilary re book look training and LA governor re-designation
- HILARY            Speak to Chairs supportive network and Barclays re governor recruitment  
Liaise with Anne re book look training and LA governor re-designation  
Carry out phonics visit on 9<sup>th</sup> June  
Liaise with Terry to develop a monitoring plan
- KATIE            Check availability for meeting with Angela Wellings on 18<sup>th</sup> June @ 11am
- KIM            Populate monitoring plan with monitoring opportunities when developed  
Provide governors with monitoring template for visit on 9<sup>th</sup> June  
Decide the most appropriate supplier for trim trail subject to feedback from schools  
Invite children's centre staff to start of FGB meeting in July and report on usage and impact at appropriate standards and welfare committee.
- MARIE            Make arrangements for lunches for governors visiting 9<sup>th</sup> June  
Submit agreed budget to LA  
Send global communication to Medway schools seeking feedback on trim trail suppliers  
Explore possibilities for grant funding towards mini bus
- TERRY            Speak to Andy re associate membership to the finance committee  
Liaise with Hilary re developing a monitoring plan
- TRISH            Explore possibilities for donation from Rotary towards mini bus

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