



Spring Term 2018

The Governing Board of Rivacre Valley Primary School

Minutes of the Full Governing Board Meeting held on Thursday 18th January 2018 at 4pm

Composition of Governing Board:

Name	Category of Governor	Date of end of tenure	Designated Role
Mr Ian Aspden	Co-opted	10/03/2019	
Mrs Yvonne Colclough	Co-opted Staff	10/03/2019	
Mrs Moira Atkins	Co-opted	26/10/2020	
Mrs Julia Clarke	Co-opted	25/01/2021	
Mr Ibrahim Abdel-Samie	Parent	16/07/2019	Chair of Governors
Mrs Kate Hubbard	Parent	04/02/2020	Vice Chair
Mrs Gemma Flynn	Parent	22/06/2020	
Vacancy	LA		
Mrs Dawn Stride	Staff	21/06/2020	
Mrs Kate Docherty	Headteacher		Head
Mrs Jacqui Critchley			Clerk of Governors

Governors not present:

The Clerk checked the number of Governors present to ensure that the meeting was quorate.

1. Staff Presentation: Curriculum Project

Four members of staff were present to inform the governors of the forthcoming curriculum project.

It was noted that 30 schools are involved with the Ignite project and the chosen projects will be launched in the summer term. The projects are being run by Dr Deborah Kidd and Mr Hywell Roberts in conjunction with Ignite.

The projects will be cross curricular and will include the whole school from Nursery through to year 6. Children will be made aware of global issues and how to make a difference.

The projects, Local Wildlife Connection, Illegal Wildlife Trade and Sustainable Palm Oil are all linked to Chester Zoo and a video of each one was shown to governors.

Q: Could the rangers be invited into school to give a presentation or discuss issues?

A: Yes, they are willing to come in.

It was reported that, although the three Chester Zoo linked projects were great initiatives, teachers had decided to add conservation of the oceans and Blue Planet 2 into the mix and all staff had agreed that was the project they wanted to be involved in. The Blue Planet 2 video was shown to governors.

The project sets out how oceans are useful to humans; the marine life and the effect that humans have on them; damage to coral reefs and other plant and marine life; global warming; pollution etc. It is important to educate the children to stop the damage that is being done as they are the future for this planet.

Q: Are there different classes doing different elements of the project?

A: This has not yet been decided as staff are still training but it will probably cover different curriculum areas across the school. It is hoped that even reluctant writers will be inspired by Blue Planet 2.

Governors thanked the staff for their presentation and agreed that conservation of our oceans will be an excellent project for all the children to be involved in.

The staff members left the meeting at this point.

2. Apologies

- Mr Abdel-Samie had sent apologies for absence in advance of the meeting due to work commitments and the apologies were accepted.
- Mrs Stride apologised that she would have to leave by 5.20pm.

3. Declaration of interests

There were no interests declared. MA, GF, KH and DS completed the outstanding annual declaration forms and they were retained in school.

4. Governing Board Membership

Governors noted the LA governor vacancy. A skills audit will be carried out to see what skills are lacking before a new governor is sought.

5. Minutes of 22nd November 2017

The Part One minutes were **agreed** and signed by the Vice Chair.

6. Matters Arising

The following updates on actions were given:

	Action	Update
Item 3	Head to ensure the absent governors complete the Annual Declaration forms as soon as possible	Completed under Item 3
Item 6	The Head to ask KR to upload information onto the website	Completed
Item 6	Chair to speak to KR and ask her to update the website as and when necessary.	Completed
Item 13	Head to email Mrs Greenwood-Pearsons regarding a potential LA governor.	Completed

Q: Is KR updating the website for everything?

A: KR is doing the general information and the teachers are responsible for class specific information.

The Head noted that two thorough reviews have now taken place on the website and staff are all aware of what they are responsible for. There are a few pen portraits still outstanding for governors.

The following Matters Arising was raised:

Q: Was the 2% increase to the main pay range included in the Pay Policy?

A: Yes, and the 2% increase to main pay range and 1% increase to upper pay range and leadership pay range were approved.

7. Part One reports

Safeguarding

The notes were included with the agenda and the following matters noted:

- IA and DS meet with JH termly to ensure compliance with statutory regulations.
- The governors wanted to ascertain that the pupils feel safe in school and that had been added to the pupil questionnaire with 99% of responses being affirmative.
- Online safety was reviewed, and workshops are planned for parents. Such events are generally not well attended so other means are also used to raise awareness eg newsletters and electronic communication with parents

Q: When do teachers speak to the children about on-line safety?

A: They talk about safe behaviours as soon as possible.

- KS2 had a full day training and leaflets have been sent home to raise awareness for parents ie age limits for videos and computer games.
- KS1 will have training in the summer and that will be linked to a project.
- School have a whole school e-safety awareness day and e-safety is also covered during computer lessons.

Q: Now you are using CPOMS could governors be given reports or an overview of the information on CPOMS?

A: A report could be shared at the Resources meeting when JH gives her update to governors. An overview of Inclusion work is included later in today's agenda (item 13), however, KD will speak to JH about using CPOMS for future reporting.

ACTION: Head to ask JH to consider use of CPOMS to generate report for the next meeting.

- School need to be GDPR compliant by 25th May 2018. The Head has attended training which has outlined the things that are required. Most of it was already known and is being used in school. School have had a Freedom of Information request so know how to report via emails etc.



Q: Who is the Data Protection Officer?

A: This could be JH or someone external to school.

The Head reassured governors not to be alarmed, school just need to do the best they can and ensure processes are in place and policies are up to date. She noted that there is a holding area now for reception and documents are not left on show. All staff have been informed.

Q: What about the cleaners if staff leave information out?

A: The cleaning staff are employed by the school so come under the same confidentiality clauses as everyone else. It is hoped that personal information would not be left on show by teaching staff.

Q: Has the Site Maintenance Officer made any progress with the asbestos?

A: The SMO is liaising with the CWAC team and trying to get a meeting with the asbestos company to see if we need to strip out the loft space.

The Head reported that stripping out the asbestos would not be a good use of budget as the loft would not be accessed unless there was a desperate need to do so and there are notices up there to warn people of the asbestos.

- The school is monitored by cameras 24 hours per week.
- The S175 audit will be completed by the Head. This is a mammoth statutory document which needs to be completed in full detail. It covers 14 areas with up to 20 questions per area. In the past IA has carried out random checks to ensure the audit is watertight.
- DS is checking the Single Central Record (SCR) and confirmed that it is up to date.

Headteacher's Performance Management

The Headteacher's Appraisal Panel had met on 5th December with the School Improvement Partner, Sarah Bentley. They had reviewed documentation and discussed progress towards the completion of the objectives set. The panel had been pleased with the progress.

The SIP will be meeting with IA and GF who will come and work alongside her at her next meeting.

8. Headteacher's Report – Performance & Pupil Welfare Focus

The Report contained the following information:

- SSDP
- Data
- Numbers on Roll
- Pupil Welfare/Attendance
- School Council
- EIP/Ignite TSA



The following matters were highlighted:

SSDP Summary

The SSDP summary was included with the agenda and the Head noted that she is pleased that most things are on track.

Q: How are the KS2 combined results looking now?

A: The SIP had set the targets at 50% and combined is looking like 56%.

Q: Have there been any new children in Y6?

A: Yes, and one is a phase 2 phonics.

Q: Can that data be removed?

A: Yes.

Q: If data had been taken out this time would the scores have been better?

A: No, as a few of the children missed by a few points.

Staff are aware of the issues and are focusing on specific interventions. However, there are almost 40% of Y6 with attendance problems so staff are working extremely hard with what they have. Eleven children have been regrouped with 2 adults to see if that helps.

Q: Will more able numbers increase with this cohort?

A: There are some working at Greater Depth in Maths and there are some good writers in this cohort.

Years 5 and 6 have been split over 3 classes with 3 teachers and some pupils are now in groups of less than 11. The groups are constantly being reviewed to ensure everyone has the same expectations.

In Y2 the teacher has carried out a lot of joint planning across the team to ensure there are high expectations for progress.

Data

KS1 is in line with National Average. This is due to the support and moderation put in.

Q: Are there any children there with Greater Depth?

A: Not at the end of Y2 (July 2017) due to issues that have now been addressed. It will be a massive journey for Y3 in KS2 now as some of them only just managed to show enough evidence for the expected standard.

The KS2 data for the combined scores was not where it was expected to be and that needs to improve. Scores for Reading and Maths have improved.

The data includes the mapping attainment grid and the white box is where they should be. The coloured columns on the grids show where the children need to be at the end of the academic year. It is not as easy to predict now,



although most children are now working towards the end of year expectations and we tend to see more improvement in the spring term.

Assessments will be carried out to ensure the data figures are correct and governors can talk to their class link teacher re planning etc.

The SIP is keen for school to use the case study commentary approach and staff add photographs as evidence of small steps and the different skills mastered. Our targets are to move the children at least a whole year progress.

Y6 is a challenge and our target is for all children who were secure at Y4 to be a Y6 secure by the end of the academic year. In Maths a few children are at Y5 developing and it is hoped that the high staffing ratio will help to move the children on.

Q: What were the Y6 like in Y2?

A: There were some with significant needs, but they were only 2 terms behind. The new curriculum has ramped up expectations by 2 years.

The Senior Leadership Team have studied the data and it was noted that children who were developing from the year before should be at a good point to move to expected. We have never been in a situation where children were sitting where expected so this is a more positive picture from Y5 down for the start of the next academic year.

Numbers on Roll

There have been 7 new juniors and 1 new infant child. One family is leaving due to their house move to Chester and school will lose 5 high ability children when they go.

Q: What are the Reception numbers for September?

A: They are in the high 20s, so it is not looking like a full house. The application window is now closed.

Q: What is the school PAN?

A: The PAN was increased to 45 at the request of the LA and we are hoping that the numbers will pick up this year.

Q: Are the houses being built locally inhabited yet?

A: No, but there are lots of houses being built around this area and several of the schools locally are full already.

Q: Are you providing 30-hour provision for the Nursery?

A: Yes. There are 15 children receiving 30-hour care and this will help them be ready for the move up to Reception. The Nursery is covered by the TAs at lunchtime who carry out specific activities with them.

It was noted that if the 30-hour provision was promoted more then it may fill up and that would have a positive impact on the school going forwards.



The Head stated that there is no urgency budget wise to increase the numbers and it is nice to offer quality teaching to small groups.

Attendance

Attendance has suffered due to the sickness bug that was doing the rounds as some children were sent home from school. Some children have been hospitalised, there have been some accidents and some of the children are travellers. Nine children were on holiday! One child is off due to bereavement and one new starter is a persistent absentee.

Q: Did the families get fined for taking the children out of school?

A: No, but the holidays were not authorised.

Unfortunately, a lot of children with attendance issues are also late comers, and as school offers precision learning from 9am to 9.30am they miss the benefit of that if they come in at 9.20am. Letters have been sent home to parents and half termly rewards are being offered for good attendance.

DS left the meeting at 5.25pm with apologies.

It was noted that at the Ofsted Inspection last February the Inspector noted that school are doing everything they can to increase attendance.

Q: Could the school collect those children who turn up late?

A: Yes, we already do that. We need to change the culture of the parents who are letting the children stay at home when they are not poorly.

Q: Are you using any other punishments ie keeping the child behind after school to make up for the time lost in the morning?

A: We have tried keeping the children in after school and the parents have complained, especially if they collect more than 1 child from school and are made to wait the end of the day!

MA reported that her school had introduced keeping children behind after school and, although some families had left the school, the initiative did work, and punctuality did improve.

Governors discussed the matter and the Head reported that the school are not complacent and will keep tracking and trying to improve the attendance.

School Council

The School Council are working well, and it was noted that they will be more motivated when they decide what to spend their money on.

EIP/ignite TSA

The Head has contacted A Moor and he is in the process of putting the annual governor newsletter together which will be circulated as soon as it is received.

Governors thanked the Head for her report.

9. School Improvement/Development Plan

The meeting to discuss the School Self Evaluation Form (SEF) had been held on 29th November and governors had been invited. The SEF had been updated online and discussed with IA for governor input. The report had been distributed with the agenda and governors noted that it is a good idea to have nice summary and bite size questions to aid governors. The Head stated that the bite size question section with ratings was as requested by Ignite. When governors hover over the judgement box it gives an explanation for Good and Outstanding criteria, so the judgements can be validated. It was noted that Behaviour and Welfare grading could be affected by poor attendance.

The SEF has not changed significantly since the last inspection.

Q: Are the charts the targets for last year?

A: Yes, they are those accomplished plus the targets for 2018. These targets were set before some pupils left so they are moveable.

For attendance, information has been added about the Nursery and home visits.

Q: Do the parents get a welcome pack when their children start school?

A: Yes, they get basic information and forms to complete.

Q: Is the SEF on the website as this is a good summary and is positive for the school?

A: Not at present but this can be added

ACTION: Head to put the Self Evaluation Form on the website.

10. Policies

The following policies had been distributed in advance of the meeting and were discussed:

- Accessibility Plan – the policy was **approved**.
- Instrument of Government – the IOG was **noted**.
- Charging Policy – the benefits need updating and SC is in the process of checking those with the LA. There were no other changes to the content. The policy was **approved subject to the amendments outlined**.

11. School Bulletin

The January Bulletin was distributed by the Clerk and the following matters highlighted

- 1) New Starting Well Service – no longer part of Integrated Early Support Service.
- 2) Ensure new appointments are reported to the School Relationship Team.
- 3) Consider the key themes from the previous SFVS audit prior to completion this term. – This will be discussed at the Resources meeting.
- 4) The changes to the SEN team were noted.



Q: Have there been any problems now the SEN team has reduced?

A: There has been nothing reported by the Inclusion Co-ordination.

- 5) Check the Local Offer and respond to the SEND Capital Consultation P2.
- 6) The Legal Services update is worth a look.
- 7) The Government are seeking views on the planned measures for Mental Health.
- 8) Schools to have a specific governor to look at the provision of SEND.
- 9) Consultation on the new Relationships & Sex Education curriculum.
- 10) Data Protection Regulations (GDPR) – schools need to be compliant by 25th May 2018 – this was discussed under Item 7.
- 11) Governor Training.
- 12) HMCI's recent primary and secondary curriculum research – follow link.
- 13) Edsential programme of services to support schools, families and young people aimed at preventing mental health problems.
- 14) Information for schools for pupils returning to school following a serious or critical incident.
- 15) Email Phishing Attacks – awareness and advice available.
- 16) Fraud and Training Workshops 9th February in Ellesmere Port.
- 17) Public Health England guidance is that reptiles are not suitable pets in school as all species carry salmonella.

12. School Improvement Partner (SIP) Report

A positive report had been received from the SIP, Sarah Bentley (SB). There are some actions that SB will address as some leadership still requires interventions from the Senior Leadership Team (SLT). The Head noted that it is good that the governors are now becoming more involved with the SIP and that IA and GF are going to meet and work with SB.

SB had focused on the improvements that she could see but the Head stated that, although there are no issues over the quality of teaching, one leader is still supported by the Head and Deputy Head so there are still worries about the leadership aspect.

13. Performance & Pupil Welfare Report

The following information was reported:

Quality of Teaching & Learning.

Staff have had access to all the autumn data and they know what is working well. The Head is pleased with where the school are now with the caveat that was discussed previously.

Early Years have been set a target of 62% at Good Learning Development (GLD). It had been noted that this could be higher as last year 69% attained GLD.

A good start needs to be made in Nursery and Reception so that children can progress positively through the school. There are opportunities for everyone,



so all children should be stretched regardless of their ability. The Head will make sure the teachers are clear on the targets expected.

Pupil Safeguarding

This had been covered under Item 7, however the Head noted that JH has a good relationship with the families and she is working hard with them.

Parent Partnership/Friends of Rivacre Valley Primary School

JC gave an update on the FORV. She noted that the funds raised by the Library are separate from FORV funds as FORV have charitable status and their funds will sit outside the Unofficial School Fund.

The Christmas Fair had raised £934 and FORV are happy to provide outdoor equipment and the Head will let JC know what is required.

The School Council also raise money and that is separate again from the Library and FORV.

Extended Schools Update

The extended school's clubs are doing well, and Minecraft is in demand.

14. Governor Training and Visits

The Head and Chair have completed GDPR training.

15. Correspondence to the Chair of Governors / Chair's Actions

There had been none.

16. Planned Residential Visits

The residential visits had been approved at the autumn term meeting.

Governor noted the Y6 trip to London on 26th – 29th June 2018 and the Head reported that the itinerary will be the same as last year.

The Head advised that as per last year the trip will leave at lunchtime and she asked governors to agree that the staff accompanying the trip can come into school at 10.30am and that pupils can come in at 11am. Governors **agreed** to the timings.

RESOLVED: That the staff can come into school at 10.30am on 26th June.

Concerns have been noted and as suggested at the September FGB meeting wristbands have been purchased for the children to wear. Extra medication will also be taken in case of emergencies. There will be no travel on trains, buses or the underground and the school coach will be with the children at all times.

All risk assessments have been undertaken and the same staff are accompanying the children. The hostel has also installed an extra layer of security this year.



Q: What was the take up for the trip?

A: Most of the children wanted to go. Those who chose not to go did not cite concerns regarding terrorism. The traveller children don't tend to go on school trips.

Q: How much was the trip?

A: £200 for the full trip.

Q: Was the trip subsidised and if so by how much?

A: Yes, subsidised by 50%. £10k was included in the budget for visits and coaches this year.

Governors discussed trips that are organised by other schools ie Disney Land Paris and MA reported that her school do a residential trip to France. The Head stated that all children should see their own capital city and the children love to go to London.

17. Date, Time and Place of Future Meetings

- | | |
|---------------------------------------|-----------------|
| • Resources and community focus | 14th March 2018 |
| • Performance and pupil welfare focus | 21st June 2018 |
| • Resources and community focus | 4th July 2018 |

There being no further business the Part 1 meeting ended.

Signed: _____
Chair of Governors Rivacre Valley Primary School

Date: _____



PART ONE ACTION LIST

Agenda Item	Action	Who/When
Item 7	Head to ask JH to consider use of CPOMS to generate report for the next meeting	Head 14/03/2018
Item 9	Head to put the Self Evaluation Form on the website.	Head 14/03/2018