



Summer Term 2018

The Governing Board of Rivacre Valley Primary School

Minutes of the Full Governing Board Meeting held on

Thursday 21st June 2018 at 4pm

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

The Clerk checked the number of Governors present (5/9) to ensure that the meeting was quorate.

1. Presentation: Curriculum Project – in children’s own words

This was deferred to the July meeting.

2. Apologies

- Mrs Atkins had sent apologies for absence in advance of the meeting due to being on a training course.
- Mrs Clarke had sent apologies for absence in advance of the meeting due to illness.
- Apologies for Mrs Flynn and Mrs Stride were received at the meeting. Governors noted that Mrs Stride was attending an in-house training course.

RESOLVED: That the apologies be accepted.

3. Declaration of interests

There were no interests declared

4. Governing Board Membership

There were no changes to be reported.

Governors discussed the LA governor vacancy and the Clerk suggested contacting SGOSS and Inspiring Governance to recruit a governor.

5. Minutes of 14th March 2018

The Part One minutes were **agreed** to be a correct record *subject to the following amendment*: Item 11: HR Update: Should read “Governors to note a potential pay award of at least 1% for teachers but possibly more”

6. Matters Arising

The following updates on actions were given:

	Action	Update
Item 6	School to initiate a Compliments Policy	Compliments Policy completed and sent to governors for approval. See Item 9
Item 19	All governors to complete the competency framework matrix and return to the Headteacher the week before 21 st June meeting.	The Headteacher has received 6 matrices so far. Action ongoing

Matters Arising

Item 6: Matters Arising

Governor Question: Are we promoting the school in the local community now?

Answer: We use the website, newsletters and publish information on Pride in the Port to promote the school regularly. We also produce a booklet in Early Years which has information on the school and we hope that parents will share this information.

Governor Question: Has the school got a Twitter account as that is useful to promote the school and some schools are Tweeting all the time about what the children are doing in school?

Answer: We do not have a Twitter account. However, our own parents can see what their children have been doing in school via Tapestry and Earwig.

Governor Question: Are we attracting new children?

Answer: Yes. We have 32 children in Early Years now for September 2018, some from the new housing builds and some due to the school’s reputation.

Governor Question: Could governors help with Tweeting to avoid adding an extra burden to staff?

Answer: We would have to agree a protocol and agree what was published as some children cannot be photographed.

7. Part One reports

The Safeguarding Reports of 13th March and 23rd May were received and IA reported as follows:



13th March meeting with JH

- a) There are 144 children on the Inclusion register that staff are paying particular attention to.
- b) There is a Starting Well service for Early Years.
- c) CPOMS has been installed and is working well.
- d) There have been no bullying reports and the school is very inclusive.
- e) Help guides have been added to the website to promote safety online.

Governors noted that there have been a lot of new children starting the school recently and they have integrated seamlessly with the current pupils. Good feedback has been received from new parents on the way their child has settled in.

23rd May meeting with KD

GDPR was discussed and it was noted that the school have invested in privacy wallets, which cannot be seen through. These can be used to slip confidential papers into for short spaces of time.

Parent online safety workshops will be taking place in the autumn term.

Governor Question: How will you get the parents involved in the workshops?

Answer: We would have a dual purpose to the meeting – maybe have the children perform to attract the parents into school.

Governor Question: What is happening about the asbestos?

Answer: The Site Manger is arranging another survey of the site. There is only asbestos in the loft space now and that is above 2 ceilings so is unlikely to be disturbed. In the event that someone did enter the loft space, there are ample signs to alert people to the presence of asbestos.

The Site Manager has now been in post for a year and is very willing. A walkaround was undertaken with the HT and DHT to ensure the previous standards are being maintained and the Site Manager found this a useful exercise for Health & Safety awareness.

The new Keeping Children Safe in Education policy will be out in September and there are no major changes. The draft document has been shared with staff and Governors and the proposed key changes identified.

8. Headteacher's Report – Performance & Pupil Welfare

The Report contained the following information:

- School Development Plan
- Data
- Numbers on Roll
- Pupil Welfare / Attendance
- EIP / Ignite TSA
- Class Data – see website
- School Council – see website / oral report from DS



The following matters were highlighted:

School Development Plan

The SSDP for 2018/19 was discussed and it was noted that the plan is going well, and all actions are either on track or have been completed.

The SSDP for 2019/20 has been compiled and was shared.

Governor Question: You are looking at upgrading the CCTV, why is that?

Answer: There are some issues with the monitoring system. It is fit for purpose but could be more efficient. It is not essential to update it, but it would be useful if we could afford it.

Transition is key now throughout the school and up to high school.

Governor Question: What does triangulation mean?

Answer: To look at all the angles ie observation, children's' data, pupil books, Earwig etc. We have an open-door policy here, so it is easy to get a feel for what is happening too. Triangulation is useful to look at the whole picture and highlights any staff causing concern.

The Headteacher requested governors to inform her if there were any items they would like to add to the team objectives for 2018/19.

Currently the SSDP is compliant with Ofsted's current focus on transition and the wider curriculum and evidence of monitoring (for which Earwig and Tapestry provide a vibrant source of information). The North West Maths Hub is being used for mastery and we are looking to embed that throughout the school. Moving forwards the changes in the staff structure should help to pull everything together.

Data

The Headteacher reported that she is pleased with the overall school picture although there are some pockets of red throughout.

Year 3 only just gained Secure at Year 2, so we always knew they would be a challenge. There are some very immature children in this class and they are on a steep learning curve. The majority of the children are middle achievers and there are less than 5 high achievers, this class also has a high percentage of traveller children. However, we are seeing an improvement now and we are confident that they will get to where they need to be by the end of Year 4.

The data for Year 4 and Year 5 is looking good.

Governor Question: Will we hit the progress measures we have set?

Answer: We should be in the high 80%. We cannot guarantee 93% which probably was an unrealistic target for this school. However, it is great news that children are progressing and are making good progress.

Governor Question: Could transition help?

Answer: We already rolled up some groups in the last half term, however the



6 weeks holiday can be a problem as some children do not even read a book during the long summer holiday.

Numbers on Roll

There have been fluctuations in the numbers and this shows the mobility of the children who attend our school.

Attendance

Attendance continues to be an issue.

Governor Question: Are you fining for holidays?

Answer: Yes.

Governor Question: Do you monitor those pupils with attendance below 90%

Answer: Yes. This group of children is monitored on a weekly basis. Letters are sent out by Admin and invitations to meet with the Headteacher are offered. We have also offered the school transport to encourage attendance, but this has been refused by some of our most prolific poor attenders. We praise the pupils and the parents when attendance improves by sending a positive letter home.

Governor Question: Are there specific year groups with bad attendance?

Answer: Yes, mainly Upper KS2. Y6 has some pupils with a very poor attitude to attendance.

Governors thanked the Headteacher for her report.

9. Policies

The following policies had been distributed in advance of the meeting for discussion. It was noted that the first 5 are LA policies and it is important for governors to ensure they mirror the practice in school and are compliant. The Compliments Policy was put in place at Governors request.

- Code of Conduct
- Dignity at Work Policy
- Disciplinary Policy
- Disciplinary Procedure
- Health & Safety Policy
- Compliments Policy

RESOLVED: That the policies listed above be approved.

10. School Bulletin and HR Update

The April School Bulletin was distributed by the Clerk and the following matters were highlighted:

GDPR – School have bought into the LA package for 1 year. The named Data Protection co-ordinator is Y Colclough and the LA has been informed.

Safeguarding in Education – Governors noted the new LADO and SSYP Co-ordinator.

New legislation for Sexual Violence & Sexual Harassment between children in Schools and Colleges; Sexting in School; Searching, Screening and Confiscation at School This is available via the links and was noted.

Early Help and Prevention Team – Contact names and telephone number noted.

Appointment process for LA Governors – Noted.

Public Sector Equality Duty – Annual update duly noted.

Ofsted guidance on using the Inspection Data Summary Report (IDSR) – A session for governors will be held in the autumn term once the new IDSR is received.

New DFE guidance on Sexual Harassment – Governors to consider how this non-statutory guidance is incorporated into school's existing policies and practice.

Removing unnecessary teacher workload – Governors discussed this and the Headteacher reported that the teacher reports to parents have been reduced as timelines are available on Earwig and Tapestry. This has a positive benefit on teacher workload.

With regard to the popular trend to move towards “no marking”, it was noted that staff use focus marking and they would not want to give that up as dialogue is very important.

Governor Question: How do parents know about their child's academic progress?

Answer: This is on Earwig and Tapestry for parents to log into. Information is uploaded throughout the year, with pictures and video evidence of achievements. These are then linked to our assessment statements and next Steps can also be included. A report can be printed off if necessary.

Governor Training Offer – Governors to inform the office if they want to book onto a course.

Legal Services Update – To note.

Data Collection Dates – To note.

Guidance and Correct Forms for Fixed Penalty Notices – To note.

Support Staff Pay Award – The NJC pay award for support staff has been agreed. This is a 2 year pay deal from 1st April 2018 to 31st March 2010. The Headteacher reported that these increases have been included in the budget forecast figures.

HR Update: There were no updates to be received this time.

11. School Improvement Partner (SIP) Report

The SIP, Sarah Bentley (SB), had visited on 8th March and the meeting had been attended by YC and GF as reported at the last meeting. Governors received the copy of the report with thanks.

The next visit had taken place on 7th June and the report will be distributed once it is available. It was noted that GF had joined the sessions and was enjoying the experience.



Governor Question: Is it positive to have GF at the meetings, is it still useful?

Answer: Yes. It is important for governors to show an interest and be engaged. Our governors may not understand everything as SB works at a very fast pace and assumes everyone has an educational background, but we feel it is important for governors to be there for the feedback sessions. Any governor with the time to spare would be welcome.

Governor Question: Are we happy to continue with the same SIP?

Answer: Yes. We need one more year to consolidate the changes and then we should look for another SIP.

12. Performance & Pupil Welfare

The report contained the following information:

- Quality of Teaching and Ofsted Action Points
- Pupil Safeguarding
- Parent Partnership/Friends of Rivacre Valley Primary
- Extended Schools update

The following matters were highlighted:

- The Ofsted action points have been embedded and data has been RAG rated. Green is where we need to be.
- Governors received the minutes from JC on Friends of Rivacre Valley Primary with thanks.
- The Extended Schools offer includes Lego, Minecraft and the Victory Garden which Mr Colclough is working on with the children. Next year ICT will be included.

Governor Question: Is Friends of Rivacre Valley Primary School a PTA?

Answer: No. However, all the members now have assigned roles.

Governor Question: Do they have 2 members signing the cheques?

Answer: Yes.

Governor discussed the summer fair which will take place on 12th July. The Year 6 leavers party will take place on 18th July.

Governor Question: Will there be stalls at the summer fair?

Answer: Yes, however some concerns have been raised about whether these will be in place due to JC illness as she is the one organising it. However, the school have hired an obstacle course, spheres and inflatable games so there will be something for the children. There will also be traditional games.

13. Governor training and visits

There was no training reported. Visits were reported as follows:

- KH and IA attended the finance meeting with the budget officer.
- GF attend the SIP visit.
- IA has attended Safeguarding meetings.



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

There had been no part one correspondence or actions.

15. Planned Residential Visits

There were none to report.

16. Calendar of dates for the next academic year

The following dates were reviewed and agreed:

Resources and community focus	Wednesday 4th July 2018
Performance and pupil welfare focus	Thursday 11 th October 2018
Resources and community focus	Wednesday 28 th November 2018
Performance and pupil welfare focus	Thursday 17 th January 2019
Resources and community focus	Wednesday 13 th March 2019
Performance and pupil welfare focus	Thursday 20 th June 2019
Resources and community focus	Wednesday 3 rd July 2019

17. Governor Competency Framework

The Headteacher has received 6 matrices so far and governors were requested to send the outstanding matrices as soon as possible so the audit can be completed.

There being no further business the Part 1 meeting ended.

Signed: _____
Chair of Governors Rivacre Valley Primary School

Date: _____