**2019 Spring Term Two**

**The Governing Board of Rivacre Valley Primary School**

**Part One Minutes of the Full Governing Board Meeting held on**

**Wednesday 13th March 2019 at 4pm**

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| Name | Category of Governor | Date of end of tenure  | Designated Role |
| **Present**: |  |  |  |
| Mrs Yvonne Colclough | Co-opted Staff | 10/03/2023 |  |
| Mrs Julia Clarke | Co-opted | 25/01/2021 |  |
| Mr Ibrahim Abdel-Samie | Parent | 16/07/2019 | Chair of Governors |
| Mrs Gemma Flynn | Parent | 22/06/2020 |  |
| Mrs Rachel Chamberlain | Staff | 01/10/2022 |  |
| Mrs Kate Docherty | Headteacher |  | Head |
| Mrs Jacqui Critchley | Local Authority | 12/03/2023 | From Item 4 |
| **Absent:** |  |  |  |
| Mr Ian Aspden | Co-opted | 10/03/2023 |  |
| Mrs Moira Atkins | Co-opted | 26/10/2020 |  |
| Mrs Kate Hubbard | Parent | 04/02/2020 | Vice Chair |

**Governors not present:**

The Clerk checked the number of Governors (7/10) present to ensure that the meeting was quorate.

1. **Staff Presentations**

Tapestry: Mr Denham – EYFS

Tapestry is used for Early Years assessments. It is observation based and can be used in school and at home. These observations are used to inform the Early Learning Goals.

Teachers, parents and teaching assistants all feed into the system to give an overall picture. Snap shots of independent learning are included, and parents are able to see what their child has done in school which encourages parent / child dialogue.

***Governor Question: What do the colour blocks mean?***

*Answer: They are used to inform the practitioner so that he can see development and decide on the next steps.*

The system is fully interactive so parents can access it at any time even on a smart phone. Parents are encouraged to use the system and there are lots of parents who are pro-active and interact on the system.

Parent governors noted that the system is exceptional as they can see what their child is doing in class and it supplies answers to many questions, so that they don’t have to ask the teachers.

***Governor Question: Do you find updating the system onerous?***

*Answer: No, it actually drastically reduces workload*.

Earwig – Mr Parsonage and Mr Davies – KS1/KS2

This is a reporting system into which teachers input information and parents can access. Parents are given a log in code and are able to see their own children in school. Again this can be accessed from anywhere and is a nice way for parents to be updated daily.

Earwig is different to Tapestry as parents can view and comment but cannot upload information or photographs. Photographs can be added by the teacher providing the parent has signed a consent form.

***Governor Question: Do parents get an email once something is added?***

*Answer: Messages come out twice weekly.*

It was noted that teachers use Earwig and work books and the books are still marked.

KS1 “light bulb” moments were discussed, and it was noted that these can be filmed if the child is unable to express the moment in writing.

***Governor Question: Are levels recorded anywhere else?***

*Answer: No, everything is recorded on Earwig. This has removed the need to do an annual report to parents, although some teachers do still produce paper copies for their day to day tracking.*

Governors thanked the teachers for their presentations, and they left the meeting.

1. **Apologies**

Apologies were received in advance from Mr Aspden, Mrs Atkins and

Mrs Hubbard. The absences were approved.

1. **Declaration of interests**

There were no interests declared.

1. **Governing Board Membership**

Governors noted that Mr Aspden and Mrs Colclough had been reappointed as co-opted governors for a further 4 year term of office at the previous meeting. Their end dates will be 10th March 2023.

Governors noted that Mr Abdel-Samie’s term of office as a parent governor will end on 16th July 2019.

Governors noted the Local Authority had nominated Mrs Critchley as the LA Governor. The nomination was accepted and approved.

**RESOLVED**: That Mrs Critchley be appointed as the Local Authority governor for a four year term of office.

1. **Minutes of 17th January 2019**

The Part One minutes were **agreed** and were signed by the Chair at the end of the meeting.

1. **Matters Arising**

There were no matters arising from the previous minutes.

Governors received an update on the previous meeting actions:

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| **Agenda**  | **Action** | **Who** | **Update** |
| Item 5 | Attach the completed governor skills matrix to the next meeting agenda. | Headteacher | The current skills matrix was received and reviewed. New governors R Chamberlain and J Critchley to be added |
| Item 5 | Prepare a paper on the proposed Nursery extension for the next meeting. | Headteacher | Paper prepared and discussed below |
| Item 7 | Produce attendance as a percentage next meeting | Headteacher | Document prepared and discussed below |
| Item 8 | Ask the SMO to liaise with the School Council Leaders and invite members of the School Council to be part of the Health & Safety check. | Headteacher | Action completed. See Item 7 below |

Nursery Extension:

A paper had been prepared and distributed on the proposal to expand the Nursery to 45 places and the following matters were noted:

1. The current building/classroom was designed for 30 children; however the Reception intake is 45 and it would be more logical to have a 45 place Nursery to feed into Reception.
2. There is currently new housing being built locally and it is expected that this will increase the demands on Nursery places.
3. The plan would be to extend the current building by removing the fence and replacing that with the entrance to the new Nursery provision. The existing doors and windows would be re-used, and the CCTV monitoring system would be relocated to the new entrance.
4. One quote has been received for a single storey extension of £70,000. If DFC money of £32k was used towards the extension there would be a shortfall of £38k. It was noted that the school have a healthy carry forward for 2018/19 that could be used to make up the shortfall.

Governors discussed funding and agreed to ask the Local Authority if any match funding is available.

1. As a maintained Nursery a qualified teacher is a requirement and any additional staffing must include at least one Level 3 Teaching Assistant. The ratio of adults to children is 1:13 so this will impact on staffing costs as the numbers increase.
2. Current staffing is one QTS and two Teaching Assistants at a cost of £80,684. An extra QTS would cost £34.5k bringing the total staffing costs to £115,245. Current income is £93k and that would increase as extra children are admitted.

Governors discussed the proposal and agreed to the extension in principle. The Headteacher was tasked with obtaining two more quotes for the building works and contacting the Local Authority for any match funding that might be available.

**HEADTEACHER ACTIONS**:

1. Obtain two more quotes for the Nursery extension building works.
2. Contact the Local Authority regarding match funding.

Attendance Percentage:

The attendance summary for spring had been sent with the agenda. It was noted that there are only two children with less than 80% attendance and neither of these are travellers, which means the hard work done in school is paying off.

The Headteacher reported that the new system Study Bugs allows parents to access the NHS to check whether their child needs to stay off school or whether it is okay to bring them in. Hopefully, that will also have a positive impact. From this system school can also look at various breakdowns and analysis in school and the types of absences other schools in the local area are experiencing.

1. **Part One reports**

GDPR Items: There have been no activities to notify to the Data Protection Commissioner.

New request forms are being sent out to parents as school are thinking of setting up a Twitter account. Governors discussed the information that will be put on Twitter and noted that there will be no personal information of children added.

Health & Safety: The Chair had met with the Site Maintenance Officer on 1st February to conduct a H&S check of the site. A meeting was held with the School Council and it was noted that they had a good level of awareness of Health & Safety. There were good discussion and some great ideas put forward for trips and play areas etc.

1. **Headteacher’s Report**

The report contained the following information:

* Professional Development and Training
* Celebrations
* Fund Raising
* Holiday Dates for 2019/20

The Headteacher reported that there has been excellent fundraising taking place in school. The film night had raised £437. The School Council have raised £1,370.37 and school have received £500 from Asda.

The holiday dates and Inset days were reviewed and approved.

**RESOLVED**: That the Inset days for 2019/20 be approved.

Governors thanked the Head for her report.

1. **School Strategic Development Plan (SSDP)**

The updated SSDP was shared at the meeting in January and was attached for information. There were no changes to be reported.

1. **Policies**

Governor received and reviewed the following policies:

* Whistleblowing Policy
* Data Protection Policy

**RESOLVED**: That the policies above be agreed.

1. **School Bulletin / HR Report**

The School Bulletins for January and February 2019 were received with thanks. Items of interest were outlined for governors’ information.

The HR Update was received with thanks and items of interest were outlined. The information on reducing teacher workload was highlighted.

**RESOLVED**: That the bulletins and HR update be received.

1. **School Improvement Partner (SIP) Report**

The SIP had visited on 25th January and her report was received.

The following was noted:

* Early Years environment is the best the SIP has ever seen it.
* The Reception environment is excellent.
* Early Years writing is very good.
* In Key Stage 1 there is a clear focus on phonics. The lower ability children are improving, and the strategies are working.

The preparation documents for the SIP visit on 25th January were included. The focus was on the key areas from the autumn report.

As previously discussed, it is best practice to change the SIP every three years or so and future SIP options were outlined:

Leading Schools: It was noted that these are two experienced headteachers who were recommended by Mrs Atkins, the executive headteacher of William Stockton and Wimboldsley.

ECM: The school has previously worked with ECM and had one of their founders as the LA appointed SIP.

Ignite: Ignite offer a package but the Headteacher works with them as a Local Leader of Education.

After much deliberation, the governors decided to work with Leading Schools as they had been recommended.

**RESOLVED**: That the new SIP service would be purchased from Leading Schools.

1. **Budget and Unofficial School Funds**

The Budget information was reviewed, and it was noted that there will be a healthy carry forward of £119,721 for 2018/19.

Expenditure has been overspent by £28,146 due to additional teachers, supplies and services.

Governors reviewed the 3 Year Budget and noted that there will be an in-year shortfall each year, however there is a predicted carry forward for 2019/20 and 2020/21.

The Headteacher reported that she will work hard to get the 2019/20 budget to balance and there are areas where savings can be made.

It was noted that the budgets have been set on predicted numbers, however the school have the capacity to take more children and an increase in Nursery spaces would also help.

It was noted that the Minimum Funding Grant is reducing year on year and High Needs Top Up Funding is also reducing each year.

The Early Years Block Allocation appears to have reduced by circa £20k for the next three years, so those figures will be investigated.

***Governor Challenge: The number of full time equivalent staff appear to be going down over the three years, why is that?***

*Answer: If the budget reduces then we would have to cut back on additional staff. However, the three year budget always looks worse than it is. We currently have some additional teachers in floating roles; if necessary these would be removed from the staffing structure and we would operate with12 teachers (1 per class base).*

***Governor Question: Would the Nursery count towards the school size if we wanted to move up a group?***

*Answer: Yes it would. However we would still be around 50 short of Group 3 numbers.*

**RESOLVED**: That the Budget for 2019/20 be approved.

Governors reviewed the Unofficial School Fund accounts and the School Fund Statement of Intent. It was noted that the School Fund has a healthy carry forward and was approved.

**RESOLVED**: That the School Fund accounts be approved.

Governors reviewed the School Buildings and Capital Expenditure Programme and noted the planned expenditure for the next three years. The items on the Wish List are non-essential items and will have no detrimental effect on the school if they are not carried out.

1. **Resources and Community Report**

Manual of Internal Financial Procedures (MIFP): Mr Aspden and Mrs Hubbard have both reviewed the MIFP. Only two changes were made, and the tracked document was attached so that governors could view the amendments.

**RESOLVED**: That the Manual of Internal Financial Procedures be approved.

School Financial Value Standards (SFVS): The SFVS and additional questions had been reviewed and amended by Mr Aspden and Mrs Hubbard. Again the document with tracked changes visible was attached for governor review.

**RESOLVED**: That the School Financial Value Standards be approved and signed by the Chair of Governor prior to submission to the Local Authority.

Benchmarking: Benchmarking has been carried out using the Department of Education (DfE) information. The majority of comparisons with other schools show that Rivacre are lower in costs. The only area that was high was supplies and services and that will be reviewed.

Fraud: The types of risk particular to schools had been outlined and governors were reminded that they share a responsibility for protecting taxpayers’ money. Any concerns should be recorded and notified to the Local Authority internal audit term.

1. **Governor Training and Visits**

There has been no training undertaken this term.

1. **Correspondence to the Chair of Governors**

There was none to be reported.

1. **Date, Time and Place of Future Meetings**

The full Governing Board summer term meetings will take place at the school at 4pm on the following dates:

* Performance and pupil welfare focus 20th June 2019
* Resources and community focus 3rd July 2019
1. **Governor Impact**

The Impact Statements for 2018/19 were reviewed. The Statements have been populated with the areas monitored and governors were asked to feedback on any areas.

***There being no further business the Part 1 meeting ended.***

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rivacre Valley Primary School

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PART ONE ACTION LIST**

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| Agenda Item | Action | Who/When |
| Item 6 | Obtain two more quotes for the Nursery extension building works. | Headteacher20th June 2019 |
| Item 6 | Contact the Local Authority regarding match funding. | Headteacher20th June 2019 |
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