**Summer Term 2018**

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

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

**Wednesday 4th July 2018 at 4pm**

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| --- | --- | --- | --- |
| 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 |  |
| Mrs Julia Clarke | Co-opted | 25/01/2021 |  |
| Mrs Gemma Flynn | Parent | 22/06/2020 |  |
| Mrs Dawn Stride | Staff | 21/06/2020 |  |
| Mrs Kate Docherty | Headteacher |  | Head |
| Mrs Jacqui Critchley |  |  | Clerk of Governors |
| **Apologies**: |  |  |  |
| Mrs Moira Atkins | Co-opted | 26/10/2020 |  |
| Mr Ibrahim Abdel-Samie | Parent | 16/07/2019 | Chair of Governors |
| Mrs Kate Hubbard | Parent | 04/02/2020 | Vice Chair |
| **Vacancies**: |  |  |  |
| Vacancy | LA |  |  |

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

In the absence of the Chair and Vice Chair, G Flynn took the Chair for the meeting.

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

It was noted that two children from school are part of the Citizenship Project with other schools and they had to choose a right to make a film about. The right they chose to film was the right to an education.

The presentation was presented via the I-pad and children highlighted the importance of respect, to live free and peacefully in society, to respect the environment and cultural differences.

The Headteacher noted that a celebration for the Citizenship Project took place at the Civic Centre in Ellesmere Port.

1. **Apologies**

The following absences were received in advance due to other commitments: Mrs Atkins, Mrs Hubbard and Mr Abdel-Samie.

Mr Aspden will be late due to a hospital appointment.

1. **Authorised/Unauthorised Absences**

**RESOLVED**: That the absences be authorised.

1. **Declaration of interests**

There were no interests declared.

1. **Governing Board Membership**

There were no changes to be reported.

1. **Minutes of 21st June 2018**

The Part One minutes were **agreed** to be a correct record and were signed by the Acting Chair, G Flynn.

1. **Matters Arising**

The following updates on actions were given:

|  |  |  |
| --- | --- | --- |
|  | Action | Update |
| Item 6  Matters Arising | All governors to complete the competency framework matrix and return to the Headteacher the week before 21st June meeting. | The Headteacher reported on the outstanding matrices and will send an email version to GF, JC and IAS. |

**ACTION**: Headteacher to send an email version of the Governor Competency Framework Matrix to GF, JC and IAS.

1. **Part One reports**

There were no reports received.

1. **Headteacher’s Report – Performance & Pupil Welfare**

The report contained the following information:

* Professional Development and Training
* Celebrations
* Events Still to Come
* Funding Raising
* SEN Expenditure and Income

The following matters were highlighted:

1. There is currently a big focus on our curriculum project and governors noted the excellent work and the impressive displays they had seen in school.
2. The Senior Leadership Team attended the Refresh Ed event at Liverpool Hope University and the Headteacher noted that it was good to be able to go out as a group and meet the senior leaders from other schools.
3. There had been good attendance at the Family Learning event for Early Years Foundation Stage (EYFS) and Key Stage 1 parents.
4. School are taking part in the Music Festival as part of Ignite TSA.
5. The Year 6 residential visit to London has taken place and was enjoyed by all.
6. The Citizenship Project had been reported under Item 1.
7. The parent open visits have been arranged and will take place at 3pm on the afternoon of the Year 6 Leavers Show.
8. Residents of the Mayfield Nursing Home will be visiting school to listen to the choir sing. This will be a pre-visit prior to the World War 1 project in the autumn term.
9. The School Council have raised £158.30 for Cheshire Down Syndrome.
10. The Friends of Rivacre Valley raised £600 for the Library from Easter treats.
11. One of the TAs, Julie Nicholson, is leading on the summer fair.

***Governor Question: Did you manage to find a face painter for the summer fair?***

*Answer: Yes, however if anyone knows of another one it might be useful to have two.*

1. SEN income is £129,453 and a list of the expenditure was included in the report. It was noted that the actual spend on SEN was closer to £140,000. The impact of expenditure on raising standards was also included and the Headteacher reported that the lowest progress measure was 70% making expected progress, which was very pleasing.

***Governor Question: Has attendance improved?***

*Answer: There is a real hard core of 25 children, of whom 16 are travellers, with attendance below 80%. This is monitored weekly and improvements are rewarded, and absences are chased.*

YC reported that attendance sheets are in classes now so that attendance can be monitored closely by the teachers.

The Headteacher reported that attendance is better lower down the school. Year 6 are particularly poor attenders and Year 5 are also poor.

There are some Pupil Premium attendance issues and school may pay for a breakfast club to get them into school on time. The late starters need to be tackled as interventions are held first thing and that was discussed. Children who are very late into school are marked as unauthorised absence and if they have more than 10 sessions unauthorised absence in a term then the parents can be issued with a Fixed Penalty Notice (FPN).

1. A literacy text based learning resource has been used for pupils from EYFS up to Year 6 to aid a wider range of vocabulary use. Staff have benefited from high quality units of work to plan from which is aiding teacher workload pressures.
2. A new Daily Mile track is being installed.
3. Staff have received high quality training on the curriculum project which helps to bring the curriculum to life; in particular conservation and single use plastic. The children have subsequently produced high quality written work.
4. School are training an additional person to be an Emotional Literacy Support Assistant (ELSA).
5. Magic skills sessions for children in Key Stage 2 have taken place. This truly helps raise children’s self-esteem and self-confidence and the children love it. The sessions enable teachers to target children who might be overlooked normally.
6. The three class structure in Upper Key Stage 2 has increased the amount of time teachers are able to spend with each child and significant impact can be seen.
7. A Speech and Language Therapist (SALT) is being employed to ensure children receive tailored programmes to overcome oral difficulties. Children need to be able to articulate their thoughts so that words have more meaning which will have a positive impact on reading and writing.

Governors thanked the Headteacher for her report and appreciated the amount of information it contained.

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

The 2018-19 SSDP was shared at the meeting on the 21st June and it was noted that there are focused areas which meet Ofsted’s current focus.

1. **Policies**

The Keeping Children Safe in Education legislation requires all schools to have a separate Child Protection Policy in place. All governors were requested to read the new Child Protection policy and report any feedback to the Headteacher.

**ACTION**: Governors to read the Child Protection Policy and feedback to the Headteacher.

The Pay Policy and Appraisal Policy have not been received and will be discussed at the next meeting. The Headteacher reported that the cap has been lifted on teachers’ pay and could be increased by 2% or 3%. This could have a potentially significant impact on the budget.

1. **School Bulletin and HR Update**

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

* Annual Governor Statement – this will be published on the website.
* Financial Benchmarking – Top 10 planning checks: This document will be considered in the spring term when the benchmarking document is reviewed. It was noted that IA and KH attend the Budget Officer meetings.
* Governor Email Addresses – it has been recommended that schools set up and use school email addresses and the Headteacher will ensure these are set up.

**ACTION**: Headteacher to ensure school email addresses are set up for governors.

**HR Update**: This had been received the previous day and emailed to all governors for information.

* It was noted that governors had discussed reducing teacher workload and pay awards at the previous meeting.
* The Headteacher reported that there is information on leave and as a foster friendly school this is something to be mindful of.

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

The SIP, Sarah Bentley (SB), had visited on 7th June, however there was no report available to be received at this meeting.

1. **Budget and Unofficial School Funds**

The 2017-18 Budget had a carry forward of £70,513. The final outturn for 2017-18 is £150,142.

The figures for the 2018-19 Budget were presented along with the draft budget figures for 2019-20 and 2020-21. The budget figures presented showed slight “in year” deficits for the next 3 years which are offset by the current carry forward. The Headteacher reported that the budget figures had been built on the lowest income figures so could show an improved picture.

**RESOLVED**: That Governors agreed to approve the budget figures for 2018–19 and the draft figures for 2019–20 and 2020–21.

***Governor Question: Are you changing the model for Key Stage 2?***

*Answer: Yes, due to pupil numbers coming into lower Key Stage 2 we now need to move to a 3 class vertically grouped structure; similar to what we have in Key Stage 1 and Upper Key Stage 2.*

***Governor Question: Will there be a new teacher in Lower Key Stage 2?***

*Answer: Yes, Mr Matt Parsonage, who completed his teacher training here, will be joining the Lower Key Stage 2 team. J Hughes will be used to cover PPA time.*

The School Fund year end is 31st August and the accounts will be received in the autumn term.

***Mr Aspden entered the meeting at 5pm with apologies for lateness***.

School Building/Capital Expenditure.

Governors reviewed the document and noted the following:

2018-19:

1. The only major expenditure is replacing the heating / water pipes down below the ceilings in case of any future leaks. The holes for the pipework are already in place and the work will be undertaken during the summer holidays.

***Governor Question: Is there an update on the asbestos?***

*Answer: We are still struggling to get a response and we have asked for the site to be re-surveyed. All information we have sourced says that it is best to leave asbestos undisturbed and once the pipes are below the ceilings there is no need for anyone to go into the loft space. We just need an official survey to say we can leave the asbestos where it is.*

1. The fencing around the school garden and pond has been re-painted by the Site Manager. It is in a state of good repair and the replacement metal fencing is a “nice to have” addition but not essential.

2019-20

1. The audio sound system is not currently required and has been included in 2019-20.
2. The boiler house windows are planned for 2019-20.
3. The replacement canopy has also been postponed to spring 2019-20.

Wish List

1. Passing point on school driveway - £3,000 approx. The Headteacher is pursuing the builders to pay for that as compensation for them using the school field, and the Site Manager will chase that up.
2. New soft seating, a dining table and benches to upgrade the staffroom is now £5,871. We aim to reduce this by lowering the number of chairs ordered as we had only budgeted for a spend of £4,000.
3. The CCTV upgrade will cost in the region of £10k and will be considered as required.
4. **Governor training and visits**

School will be running Safeguarding Basic Awareness training in November and all governors are invited.

It was also noted that governors should try and attend training on Complaints, Exclusions and Appeals in case a panel is required.

1. **Correspondence to the Chair of Governors / Chair’s Actions**

There had been no part one correspondence.

The Chair, Vice Chair and Finance Governor, Mr Aspden, had approved the quote for the Daily Mile track which will be installed shortly.

The Headteacher reported that the site is now being maintained by Sodexo, but the cost for cutting the grass last summer had now been requested by Rob Jones at CWAC. This will cost £900.

1. **Governing Board Composition**

Governors received the current Instrument of Government and decided there would be no changes at this time.

1. **Governor Roles and Responsibilities**

Governors reviewed the responsibilities and noted the following amendments:

* The Headteacher’s Performance Management Panel and Pay Panel will be Mr Aspden, Mrs Hubbard and Mrs Flynn.
* The Headteacher’s Performance Management Appeal Panel and Pay Appeal Panel will be Mr Abdel-Samie, Mrs Atkins and Mrs Clarke.

The Headteacher noted that the school is increasing in size and is moving towards being a Group 3 school but is currently still a Group 2 school.

1. **Calendar of dates for the next academic year**

The following dates were reviewed and agreed:

Performance and pupil welfare focus Thursday 11th October 2018

Resources and community focus Wednesday 28th November 2018

Performance and pupil welfare focus Thursday 17th January 2019

Resources and community focus Wednesday 13th March 2019

Performance and pupil welfare focus Thursday 20th June 2019

Resources and community focus Wednesday 3rd July 2019

1. **Any Other Part One Business**

Governor Competency Framework Matrix

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.

School Folders For New Starters

The Headteacher reported that school have purchased good quality folders for the new starters and these will be good marketing tools. Governors noted the information and booklets that will be included and agreed this will present a very professional image of the school. The Headteacher noted that it had been an expensive outlay but going forwards there are lifetime updates available and the printing of the replacement folders, handbooks and starting school story books will be approximately £500 per annum.

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

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

Chair of Governors Rivacre Valley Primary School

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

**PART ONE ACTIONS**

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| **Agenda**  **Item** | **Action** | **Who** | **When** |
| Item 7 | Send an email version of the Governor Competency Framework Matrix to GF, JC and IAS. | Headteacher | 13/07/2018 |
| Item 11 | Read the Child Protection Policy and feedback to the Headteacher. | All Governors | 20/07/2018 |
| Item 12 | Ensure school email addresses are set up for governors. | Headteacher | 20/07/2018 |