**Spring Term 2018**

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

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

**Wednesday 14th March 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 |  |
| 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 |  |
| 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 |  |
| **Vacancies**: |  |  |  |
| Vacancy | LA |  |  |

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

1. **Presentation: Citizenship Project**

A presentation was received from Cal (Year 6) and Mary-Ann (Year 5) on the Citizenship Project which is based on the rights of children. Children across 9 schools have become Ignite Citizenship Ambassadors. The ambassadors took part in activities to get to know each other and agreed which right they would focus on.

***Governor Question: Which right did you choose?***

*Answer: The right for an education.*

***Governor Question: What were you capturing on the photographs taken?***

*Answer: Different year groups taking part in different lessons ie English, Maths and Music.*

***Governor Question: Were Y1 doing the same lesson as the older children?***

*Answer: No, they were painting.*

***Governor Question: Is this project just for our school or for other schools too?***

*Answer: For other schools.*

***Governor Question: Will you be having exchange visits to other schools?***

*Answer: We met at the college to get together and discuss matters.*

A brochure was distributed to governors on the work of Ignite including the Citizenship Project.

A celebration will take place at the Civic Hall in Ellesmere on 26th April at 1.15pm and all Y5 will attend. The Headteacher noted that this will be very exciting and either herself or the Deputy Headteacher would attend that event.

Governors thanked Cal and Mary-Ann for their presentation and they left the meeting.

1. **Apologies**
* Mrs Atkins had sent apologies for absence in advance of the meeting due to work commitments and the apologies were accepted.
* Mrs Hubbard will be late. (sent apologies)
1. **Declaration of interests**

There were no interests declared. Governors discussed the matter of gifts and hospitality.

1. **Governing Board Membership**

There were no changes to be reported.

***Governor Question: What are we doing about an LA Governor?***

*Answer: Once all the skill matrices are received we can see which skills are required and then start a recruitment drive.*

1. **Minutes of 18th January 2018**

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

1. **Matters Arising**

The following updates on actions were given:

|  |  |  |
| --- | --- | --- |
|  | Action | Update |
| Item 7 | Headteacher to ask JH to consider use of CPOMS to generate a report for the next meeting. | The type of report generated by CPOMs does not include the information currently presented so JH will continue with her current method.Action completed and closed. |
| Item 9 | Headteacher to put the Self Evaluation Form on the website. | Kerry Russell has uploaded the SEF onto the website and this is available on School Information Tab. Vicky Vaughan is now responsible for updating the website. |

Governors discussed a Complaints Procedure and it was noted that this is part of the Complaints Policy which is available on the parents’ page of the website. It was noted that at recent Mental Health training it was highlighted that schools should take notice of complaints and compliments. Governors discussed and agreed to initiate a Compliments Policy.

**RESOLVED**: That the school will initiate a Compliments Policy.

Governors discussed the website and it was noted that the school is not as proactive as some schools are at promoting themselves to the local community. A lot of information is available in school but that is only seen by parents. Governors discussed promoting the school to the community.

**Matters Arising**

Item 7: Part One Reports

Governors discussed GDPR and the queries raised at the previous meeting. The Headteacher reported that plastic pockets have been ordered that cannot be seen through as part of the preparation for GDPR.

***Governor Question: At the end of the day is everything tidied away?***

*Answer: Yes. The school have a clear desk policy, and everything is locked away.*

It was noted that it might be an idea for the Senior Leadership Team to carry out spot checks on classrooms to ensure the procedures are being followed.

Item 8: Headteacher’s Report

Governors discussed keeping children behind after school if they are late. JC noted that there are strategies in place which are followed, and parents are sent strongly worded letters re late and absence.

The Headteacher noted that she needed to be mindful of the teacher workload and work life balance if children were kept behind after school. There are many different parents here, some are totally engaged, and some are not. Some parents do not value education, however it is everyone’s duty to ensure the children are educated not just the school.

There are initiatives in place to reward attendance for individual children and also a class award each half term.

1. **Part One reports**

There were none to be received.

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

 The Report contained the following information:

* Professional Development and Training
* Celebrations
* Fund Raising
* Holiday Dates & Inset Days

The following matters were highlighted:

Professional Development and Training

There has been a lot of training undertaken since the last meeting and 4 members of staff are involved in a curriculum project.

Celebrations

KS2 had taken part in internet safety workshops.

Fundraising

The School Council had raised £429.15 last term and The Friends of Rivacre Valley Primary School had raised £1,069.95.

Holiday Dates and Inset Days

The holiday dates are set by the Local Authority, but school have 5 Inset Days to use as they wish. The proposed Inset Days for 2018/19 are:

3rd September 2018, 21st December 2018, 22nd,23rd and 24th July 2019.

***Governor Question: When are the SATS?***

*Answer: They take place the second week in May so there is no impact.*

**RESOLVED**: That the Inset Days be approved.

Governors thanked the Headteacher for her report.

1. **School Development Plan**

The School Development Plan was shared at the autumn term meeting, however any updates from January were highlighted in red. Governors were requested to familiarise themselves with any actions that relate to their specific role and ask staff questions during visits.

1. **Policies**

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

* Whistleblowing – the policy was **approved**.
* Data Protection Policy – this policy will be updated after the introduction of GDPR on 25th May.

***Governor Question: Is the Data Protection Policy updated for GDPR or are you waiting for it to come in?***

*Answer: Some amendments have been made to say what is coming in and the two will be run together until the implementation of GDPR.*

***Governor Question: Is GDPR replacing the old Data Protection?***

*Answer: Yes****.***

* General Data Protection Policy – Governors were requested to read this policy and highlight any additions required.

***Governor Question: Who will be the Data Protection Officer (DPO) in school?***

*Answer: This cannot be the Bursar or the Headteacher but can be someone senior in school. The Local Authority are offering the services of a DPO and we have expressed an interest in buying into the scheme****.*** *The Deputy Headteacher will be the named person in school but this role will be shared with the LA DPO.*

It was noted that the Chair has completed Data Protection training and he is the Data Protection officer at his place of work, so he will also support the school.

1. **School Bulletin and HR Update**

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

* School Term Dates for 2019/20 and 2020/21
* Education Endowment Foundation Reports
* House of Commons Briefing Paper – Pupil Premium
* Updated contact / function lead list
* Church of England Foundation for Educational Leadership – for serving Headteachers and Deputies – open to all schools.
* School Managed Capital Works - guidance document
* Education Welfare Service - Changes to the role of the EWO.
* Schools Causing Concern. - Updated document from the DfE
* Fixed Penalty Notices - FPN Officer role is currently vacant.  Requests for the issue of FPNs should continue in the usual way
* Children Missing in Education (CME) - The CME and Pupil Tracking Guidance have been refreshed and the Bulletin outlines the changes.
* Legal Services Update- Please see Bulletin for further information.
* Data Protection Officer - When the GDPR becomes effective on 25th May, every maintained and private school, as well as nurseries and child care organisations, must name their data protection officer (DPO).  This person may be a member of staff or someone from an outside organisation.
* National Governance Association (NGA) -Getting the right people around the table is one of the NGAs eight elements of effective governance, and the NGA has updated and relaunched its guide.
* Safeguarding - Indecent Images of Children - Guidance for Young People
* Literacy and Numeracy Catch Up Strategies from the DfE
* Primary Assessment in England - Government response to the consultation on the future of primary assessment via the link in the Bulletin.
* School Website Compliance **-** Every LA-maintained school must publish specific information on its website to comply with The School Information (England) (Amendment) Regulations 2016. See link for info.
* PE and Sport Premium Conditions of Grant 2017 to 2018: Information on how much PE and sport premium funding primary schools receive and advice on how to spend it has been published.
* Changes to Eligibility for FSM, the Early Years Pupil Premium and Free Early Education Confirmed
* Questions Governors Should be Regularly Asking **-** See Bulletin for FAQ
* SFVS **-** A reminder that the SFVS document should be completed and submitted to the LA by the 31st March 2018, signed off by the Chair of Governors by 31st March 2018.
* Strategies for Improving Mental Health and Emotional Wellbeing in Schools:  See Bulletin for training courses*.*
* In September 2018 Business World will go-live as Oracle is replaced: -
* CWAC Governance Association - The CWAC Governance Association has an **urgent request** for five new executive members.  The association will be unable to continue beyond the AGM in June 2018 without these new members.  ***See Bulletin for embedded flyers and letters***
* Foster Friendly: -The fostering recruitment team are encouraging schools to be a Fostering Friendly Employer.  The main purpose of this is to provide more support for those employees who are considering or already are foster carers.
* RE in Schools - Tim Lee (Secondary) and Naomi Anstice (Primary) have now both been in post for a year supporting CWAC schools in the provision and delivery of RE and would like to hear from RE Co-ordinators for networking opportunities across the county.
* Spring into Action / Smile for a Mile - The simple **15-minute** activitybreak that fits into your school day is having a huge impact across schools in Cheshire West and Chester. To get your school up and running, support is available from Active Cheshire and is free until the end of this school year,
* Infection Control- HEALTH Protection in schools and other childcare facilities: The link has all the basic advice schools require on infection control issues.

HR Update:

The following matters were highlighted:

1. Policies and Procedures: Governors to register with ecwip to access information.
2. Pay Award 2018/19: Governors to note potential pay award of at least 17% for teachers but possibly more.
3. Reducing workloads: Governors to register if interested in attending an event.
4. Teachers’ Pension contribution band changes: Governors to note.
5. Support Staff – NJC Pay award 2018: Governors to note the possible pay increases and the implications on budget as this could cost an extra £8.5k on top of on costs and higher scale point increases.
6. Local Living Wage (LLW): To note the proposed increase from £8.45 to £8.75 per hour from 1st April 2018. Governors discussed the LLW and agreed to increase to £8.75 from 1st April.
7. Apprenticeships: School have to pay the Apprenticeship Levy but have 4 TAs who are able to access funded L3 training.
8. General Data Protection Regulation (GDPR): Interest has been registered in the CWAC Information Governance Teams DPO support package.
9. Foster Friendly Employers: Governors discussed and were keen to support this as it would fit with the school ethos. However, the impact on staff needs to be assessed.
10. Training and Events: Governors should contact Sue Cole if they are interested in attending training or events and she will book the places.

**RESOLVED**: That governors agreed to pay the increased Local Living Wage of £8.75 from 1st April 2018.

1. **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. GF gave feedback on the meeting and noted that she had enjoyed the visit and that SB was very good at driving what the leadership team require. The amount of support put into KS1 has now paid dividends and SB was very pleased with what she observed. There is a strong team in KS1 now and teachers are providing the evidence required.

JC reported that there are some very poor readers in KS2, but fluency and understanding is improving, and they are moving up through the books and gaining confidence. There are focus groups of 10 children for additional support. The quality of teaching is now inspiring the children and it is hoped that before they leave lower KS2 they will be on track.

It was noted that the school does not need an external consultant throughout the year, the only requirement is for the Headteacher’s Performance Management. However, it is good for the school to have external support and validation plus challenge.

***Governor Question: Will SB get us any closer to outstanding at Ofsted?***

*Answer: That is not known, however the school have maintained consistently good for 10 years which is an achievement.*

***Governor Question: Is there anyone else who would make a greater difference?***

*Answer: Possibly someone from ECM.*

***Governor Question: Does SB need to come in every term?***

*Answer: Currently she is focusing on KS1 which is now on track and we need to give them time to embed.*

***Governor Question: Do we get quotes for SIP services as part of best financial value?***

*Answer: Yes.*

Governors **agreed** that if the Headteacher thinks support is still required then she should decide what support she would like and report back. In the meantime, to continue with the services of SB for the next academic year.

1. **Budget and Unofficial School Funds**

Budget 2017/18.

* The current budget has been overspent on employees by £26k due to the extra staff required for the refugee scheme.
* Premises has been underspent by £52k – this is predominantly due to a refund on expenditure linked to the recent development work paid for by the LA.
* The 0.6 teacher has only been included up to August 2019.
* The carry forward to 2018/19 is £145k.

Draft Budget 2018/19

There were two Budget plans, and these were outlined by IA

Budget Plan 1

* Tenants maintenance has been set at £50k pa again.
* The projected carry forward for 2018/19 is £138,357.
* This proposal includes the reduction in Teachers in EYFS to reflect low pupil numbers in Reception:
* Staffing complement: 2 x Teachers in EYFS / 3 x Teachers in KS1 / 6 x teachers in KS2. NB: This proposal does not include any additional Teacher time, ie includes removal of 2 x 0.6 floating teachers in KS2.
* 40 pupils are predicted for October 2019 census which is what the future funding is based on.

Governors have been cautious on income and have stripped out anything that is not guaranteed so the final figures should be higher.

***Governor Question: Do you think we will get 40 children?***

*Answer: There is no reason to suppose otherwise. Reception numbers are low for all schools this year.*

It was noted that there are more children now in Nursery and these will filter up through the school.

Budget Plan 2

* This would cost an extra £50k and would result in a deficit of -£25k by 2020/21.
* This proposal includes the reduction in Teachers in EYFS to reflect low pupil numbers in Reception:
* Staffing complement: 2 x Teachers in EYFS / 3 x Teachers in KS1 / 6 x teachers in KS2 + 2 x 0.6 Floating teachers (for 1 year)

***Governor Question: Is option 2 just for 1 year?***

*Answer: Yes.*

***Governor Question: If we don’t get the numbers of children can we reduce the staff?***

*Answer: Yes.*

The Headteacher reported that if the 0.6 teacher can be sustained as a floating teacher then that warrants the spend as improvements are already evident.

Governors discussed and **approved** Budget Plan 2.

**RESOLVED**: That the governors approved the draft Budget Plan 2 for 2018/19.

Unofficial School Fund – Year end 31st August 2017

A statement of intent has been produced and was reviewed.

Governors reviewed the audited accounts and noted the audit certificate from September 2017. An update of spend from October to the end of February was also reviewed.

School Building and Capital Expenditure Programme

Governors received the report which will be reviewed once the funding for 2018/19 is confirmed.

1. **Resources and Community Report**

Governors received the following:

Manual of Internal Financial Procedures

This details all the processes and procedures in school. The Manual is updated by S Cole and reviewed by the Headteacher and IA. It was noted that the decision planner needs to be updated as there are no committees now. The Headteacher will amend and share the amended document with IA.

**RESOLVED**: That the Manual of Internal Financial Procedures be approved subject to the amendment outlined above.

Schools Financial Value Standard (SFVS)

The SFVS is updated by the Headteacher and is reviewed and scrutinised by IA before presentation to the full Governing Board. Changes were outlined and the SFVS was **approved**.

**RESOLVED**: That the SFVS be approved and submitted to the LA.

Benchmarking

Benchmarking is carried out to check that the way the school spend their funding is comparable with similar schools locally. Governors reviewed and discussed the information.

***Governor Question: Are we not using Read Write Inc now?***

*Answer: It was a good tool but stifles creativity.*

Fraud

School governors share a responsibility for protecting taxpayers money and the types of risks particular to schools were outlined. If governors have any concerns they need to record them and contact the LA internal audit team.

Governors reviewed the information and considered the school to be compliant.

1. **Governor training and visits**

There was none to be reported at this meeting.

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

There had been no part one correspondence or actions.

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

The following dates were reviewed and agreed:

Performance and pupil welfare focus Thursday 21st June 2018

Resources and community focus Wednesday 4th July 2018

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. **Governor Impact**

Governors received and considered the impact statements for 2017/18.

1. **Governor Competency Framework**

Governors received the blank competency matrix for completion. Governors were requested to send the completed matrix back to the Headteacher in the week before the 21st June meeting, so they can be collated.

**ACTION**: All governors to complete the competency framework matrix and return to the Headteacher the week before the 21st June meeting.

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

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

Chair of Governors Rivacre Valley Primary School

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