**Autumn Term 2018**

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

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

**Thursday 11th October 2018 at 4pm**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Category of Governor | Date of end of tenure | Designated Role |
| **Present**: |  |  |  |
| 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 |  |
| Mrs Kate Hubbard | Parent | 04/02/2020 | Vice Chair |
| Mrs Kate Docherty | Headteacher |  | Head |
| Mrs Jacqui Critchley |  |  | Clerk of Governors |
| **Absent** |  |  |  |
| Mr Ian Aspden | Co-opted | 10/03/2019 |  |
| 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 |  |
| **Vacancy** | LA |  |  |

**Governors not present:**

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

***In the absence of the Chair of Governors the Vice Chair took the Chair.***

1. **Apologies**

The following apologies were received and authorised:

Mr I Aspden, Mr I Abdel-Samie, Mrs G Flynn and Mrs R Chamberlain

1. **Declaration of interests**

There were no interests declared.

Governors present completed the annual declaration forms which were retained in school.

**ACTION**: Absent governors to complete the annual declaration forms at the November meeting.

1. **Governing Board Membership**

Mrs Stride has resigned as a staff governor due to personal reasons and governors recorded their thanks to her for her service and impact on the FGB.

A staff election had been held and Rachel Chamberlain had been appointed. She was not available to attend this meeting so will be welcomed officially at the next meeting.

Governors noted the LA Governor vacancy, and this was discussed.

1. **Code of Conduct / Terms of Reference**

The Code of Conduct had been received in advance of the meeting and all governors agreed to abide by the rules. The Code was signed by those governors’ present and retained by the Headteacher.

**ACTION**: Clerk to ensure that absent governors have signed the Code of Conduct at the next meeting.

The Terms of Reference have been reviewed as part of the SFVS but were distributed for reference so that all governors understand the remit of the Governing Board.

1. **Website/Getting Information About School (GIAS)**

The Headteacher confirmed that the Website and GIAS were up to date.

1. **Minutes of 4th July 2018**

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

1. **Matters Arising**

There were no matters arising. Governors received an update on the previous meeting actions:

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

1. **Nominated Governors**

The following roles were agreed:

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Designated Role | Link class | Leadership Team |
| Mr Ibrahim Abdel-Samie | Chair of Governors  Health & Safety  HT appraisal Appeals  Pay Appeals committee | EYFS | Personal development, behaviour and safety |
| Mr Ian Aspden | Finance  Pupil Premium & PE Grants  Safeguarding  HT appraisal  Pay Committee | Y1 | Leadership and Management /  Outcomes for children and learners |
| Mrs Kate Hubbard | Vice Chair of GB  Finance (Shadow IA)  HT Appeals  Pay Appeals | Y4 | Leadership and Management /  Outcomes for children and learners |
| Mrs Gemma Flynn | Parent liaison / Pupil voice  HT Appraisal  Pay Committee | Y5 | Quality of Teaching, learning and assessment |
| Mrs Moira Atkins | Curriculum / Quality of T&L  HT Appraisal Appeals  Pay Appeals | Y6 | Quality of Teaching, learning and assessment |
| Mrs Julia Clarke | Curriculum / Quality of T&L  SEND  HT Appraisal  Pay Panel | Y2 | Personal development, behaviour and safety |

1. **Part One reports**

There were no Part One reports to be received this time.

The Part Two Pay Panel report was discussed here but reported in Part Two. Members of staff left the meeting whilst the discussions took place.

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

The Report contained the following information:

* Strategic School Development Plan 2018/19
* Data
* Numbers on Roll
* Pupil Welfare/Attendance
* School Council
* EIP/Ignite TSA

The following matters were highlighted:

SSDP 2018/19

Governors noted areas of focus and the actions being put in place.

Data

**EYFS**: GLD has dropped this year and reflects the cohort and the levels they entered school. However, this data does not demonstrate the high levels of progress made by the children.

**Phonics**: School are in line with Local Authority levels in Year 1 and above Local Authority levels in Year 2. This is an improving trend.

**KS1**:School continues to be below LA and National in all areas, although Maths is showing an improving trend. However, this is a true base for Year 3 to move forward from.

***Governor Question: What is the main area for concern in EYFS?***

*Answer: Writing and boys. We are looking at employing a new KS1 teacher for intervention work and thinking of creative ways to use extra staff.*

***Governor Question: Are you happy with the new teams?***

*Answer: Yes. The KS1 lead has moved to EYFS which has been a positive move.*

***Governor Question: Did only one child reach Greater Depth?***

*Answer: Yes*

***Governor Question: Was that a surprise?***

*Answer: We expected more in Reading and Maths but there was not enough evidence in the books. We have struggled in KS1to gather sufficient evidence although, due to changes in staff, there is already more evidence in the books this term. The fundamentals are more imbedded in Year 2, so we are already in a stronger position for next year.*

**KS2**:

Reading outcomes are positive and reflect the hard work of the KS2 team over the last 4 years. Progress was positive and there is a 3 year upward trend. The library is excellent and there are a vast range of topic books.

Writing is similar to last year. There were no progress measures for 4 of the children although they are improving. If we were moderated, we have lots of evidence we could provide. We are still pushing for more children to achieve Greater Depth.

Maths is improving but is still below LA and National. The focus is on developing an understanding and awareness of mastery ie reasoning and greater depth, starting with problem solving. Last year’s test was heavily focused on fractions and that had been the focus for this year. Four children were disapplied due to SEND.

Grammar, Punctuation and Spelling was above Local Authority and National at expected and higher standard. These outcomes demonstrate the hard work of the KS2 team to ensure spelling strategies are robust and grammar and punctuation is embedded and fully understood.

Combined Reading, Writing and Maths has improved as staff were much more aware of the importance of children achieving across all 3 subject areas.

There is a push to get the children to Greater Depth across the board and this is being used for all year groups now.

The school is above floor targets and not at risk of coasting.

Numbers on Roll

Numbers continue to rise and there is a total of 256 pupils including 17 in Nursery.

Attendance

Attendance is 92.64%. Authorised and unauthorised absences have increased. School are doing everything they can ie collecting children and issuing fixed penalty notices. Of our persistent absentees a third are travellers and some come from hard core families where attendance at school is not a priority.

***Governor Question: Are these pupils also the under achievers?***

*Answer: Yes, as they cannot learn if they are not in school.*

***Governor Question: Can they be given extra lessons etc when they are here?***

*Answer: We target all pupils with attendance below 90%. We have 15 to 20 pupils coming to an early morning club with a focus on academic work. They also need to spend time with their peers to increase the social aspect of school.*

Attendance is on the website weekly and we are offering prizes and rewards to try and empower and motivate the children.

Governors thanked the Head for her report.

1. **Pupil Premium and Sports Premium Reports**

The reports for 2017-18 had been received. The Headteacher noted that the Sports Premium report had not been the correct one and that will be sent out again.

**ACTION**: Headteacher to send out the 2017-18 Sports Premium updated report to all governors.

1. **Strategic School Development Plan**

This was covered under Item 10.

1. **Policies**

**RESOLVED**: That the Appraisal Policy be approved.

The Pay Policy will be approved at the next meeting due to impending changes.

**ACTION:** Clerk to add approval of Pay Policy to the next meeting agenda.

***Mrs Clarke left the meeting at 5.20pm with apologies***.

1. **Planned Residential Visits**

Governors **approved** the following visits:

Year 4 Burwardsley 1 night 11th to 12th October 2018

Year 5 PGL 2 nights 24th to 26th October 2018

Year 6 London 3 nights 21st to 24th May 2019

It was noted that the London trip will leave early morning to enable pupils to visit the Harry Potter studios on the first day. All risk assessments have been completed and are reported on Evolve.

***Governor Question: Do the infants go anywhere?***

*Answer: They go on day educational visits, generally to places linked to their topics.*

1. **School Bulletin**

The September Bulletin was received and the following noted:

* Key Governing Board Tasks
* Safeguarding – revised Keeping Children Safe in Education guidance
* Charging for School Activities
* Parent Questionnaires
* Managing Behaviour, Approaches to Prevent and Tackling Bullying in Schools – Case Studies released by the DfE.
* Fraud and Audit Training
* Local Living Wage
* Stay Well this Winter
* NHS England Trailblazer sites
* West Cheshire Credit Union

There was no HR Report to be received.

1. **School Improvement Partner Report**

Governors received the SIP visit report from 7th June.

Sarah Bentley had visited the school earlier that day and she was happy with the evidence provided. This was a very positive experience and her suggestions will be followed. Her report will follow in due course.

***Governor Question: Has she seen progress since her last visit?***

*Answer: Yes, definitely.*

***Governor Question: Will you look to change the SIP soon?***

*Answer: Possibly.*

1. **Governor Training and Visits**

The following training was reported:

SEN Training M Atkins

Safeguarding L1 M Atkins and K Hubbard

GDPR K Hubbard and M Atkins

Safeguarding L1 training will be held for staff and governors in November.

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 meetings will take place at the school at 4pm on the following dates:

* Resources and community focus 28th November 2018
* Performance and pupil welfare focus 17th January 2019
* Resources and community focus 13th March 2019
* Performance and pupil welfare focus 20th June 2019
* Resources and community focus 3rd July 2019

***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 2 | Absent governors to complete the annual declaration forms at the November meeting. | I Aspden, I Abdel-Samie,  G Flynn & R Chamberlain  28th November |
| Item 4 | Ensure that absent governors have signed the Code of Conduct at the next meeting | Clerk  28th November |
| Item 7 | Complete Governor Competency Framework Matrix | GF and JC |
| Item 11 | Send out the 2017-18 Sports Premium updated report to all governors. | Headteacher  28th November |
| Item 13 | Add approval of Pay Policy to the next meeting agenda. | Clerk  28th November |