**2018 Autumn Term Two**

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

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

**Wednesday 28th November 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 |  |
| 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 |  |  | Clerk of Governors |
| **Absent** |  |  |  |
| Mrs Moira Atkins | Co-opted | 26/10/2020 |  |
| Mrs Kate Hubbard | Parent | 04/02/2020 | Vice Chair |
| **Vacancy** | LA |  |  |

**Governors not present:**

The Clerk checked the number of Governors (7/9) present to ensure that the meeting was quorate.

1. **School Council Presentation**

Four members of the School Council from Years 3, 4, 5 and 6 gave an informative presentation to governors. They noted that they regularly meet to discuss important matters and to raise money for the school.

For Children in Need the children had all dressed up and £322.12 was raised.

Fundraising for Christmas includes a Christmas Hamper which staff have donated items for and raffle tickets are being sold; a Find the Elf competition that children will pay to enter; and a Christmas Jumper day. All the money raised will go to Save the Children.

Governors thanked the children for their presentation and they left the meeting.

1. **Apologies & Welcome**

The following apologies were received and authorised:

* Mrs Atkins and Mrs Hubbard.

Governors welcomed the new staff Governor, Mrs Chamberlain, to the meeting and introductions were carried out.

1. **Declaration of interests**

There were no interests declared.

Some declaration of interest forms had been completed at the meeting on 11th October and the remaining governors completed their forms which were retained in school.

1. **Governing Board Membership**

There were no changes to be reported.

1. **Minutes of 11th October 2018**

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. Governors received an update on the previous meeting actions:

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| --- | --- | --- | --- |
| **Agenda** | **Action** | **Who** | **Update** |
| Item 2 | Absent governors to complete the annual declaration forms at the November meeting. | IA; GF; IAS, RC | All forms completed. Action closed. |
| Item 4 | Ensure that absent governors have signed the Code of Conduct at the next meeting. | Clerk | Action completed and closed. |
| Item 7 | Complete Governor Competency Framework Matrix | GF and JC | This will be completed in school. Action ongoing |
| Item 11 | Send out the 2017-18 Sports Premium updated report to all governors. | Headteacher | Action completed 12th October. Action closed. |
| Item 13 | Add approval of Pay Policy to the next meeting agenda | Clerk | Action completed and closed. |

1. **Part One reports**

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

1. **Headteacher’s Report**

The Report contained the following information:

* Professional Development and Training
* Celebrations
* Fund Raising
* Attendance

The Headteacher reported that;

It has been a very busy half term with lots of staff training on offer. There is also a good mix of activities for the children.

Attendance is 95.1% which is improving overall.

Absentees are being monitored over a 12 month rolling period and it was noted that there are 44 children who are persistently absent which is 18% of the school.

Eighteen children have attendance less than 85% and 44% of these are traveller children.

Governors discussed the children who are late and noted this can have a huge impact on a class. There is one child who is never in school before 9.45am so misses all the input at the start of the day, this means that TA support has to be put in place to help fill the gaps.

***Governor Question: Do we have to take the traveller children?***

*Answer: Yes, if there is room in school.*

The Headteacher reported that some traveller children are very settled and are an asset to the school. There are also non-traveller children whose attendance is very poor.

A new club has been started and is being led by 2 Grade 7 TAs funding by Pupil Premium funds.

School have enrolled in the national Schools Breakfast Programme and there are free breakfasts for children at 8.30am. The breakfasts are being funded by the sugar tax for pupils in deprived areas. Food is provided free of charge and school provide the milk and toppings. Governor discussed asking local supermarkets to donate food.

***Governor Question: Are there many children that come to school hungry?***

*Answer: Yes.*

***Governor Question: Are the children coming in hungry because they don’t want a breakfast, as not all children are ready to eat when they get up?***

*Answer: It is true that some children are not ready to eat first thing. However, we will be providing nutritious food that will help them to concentrate and this is a nice calm way to start the day. It will also be an opportunity for the children to talk to the teachers.*

***Governor Question: Is there anything to report on mental health?***

*Answer: There is a lot of uptake for the ELSA (Emotional Literacy Support Assistant). We have a TA that is trained who carries out 1:1 sessions on mental health, anger management and wellbeing.*

YC reported that there had been a really good session with Y4 last week on wellbeing and mindfulness and the feedback was very positive. RC reported that after the Daily Mile the pupils are doing yoga for 5 minutes chill time. Everyone is aware of the issues and all staff do something for the children.

Fixed penalty notices are being issued by the LA again for unauthorised absence.

Governors thanked the Head for her report.

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

The SSDP and the SEF (Self Evaluation Plan) were distributed with the agenda. It was noted that these have been RAG (red, amber, green) rated for governor information. Governors reviewed the documents and noted that the L&M section of the SEF needs a statement referring to the role of the Safeguarding Governor.

**ACTION**: Headteacher to add details of the role the Safeguarding Governor carries out to the SEF.

School offer a balanced curriculum that is relevant and meets the needs of the pupils. Staff use Tapestry in Early Years and Earwig for Key Stage 1 and 2 which can be used to provide supporting evidence if required. Good quality text is also used.

1. **Policies**

Pay Policy: The pay policy has been updated to include the changes to the Headteacher and Deputy Headteacher ranges following the recommendations from the Pay Panel and after advice from HR was sought.

***Governor Question: The terminology on Page 14 does not tally to the STCP document?***

*Answer: This was queried with HR, but this is the LA model policy.*

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

1. **School Bulletin**

The November Bulletin was received and the Headteacher recommended that governors read the Edsential Update for School Governors.

Items of interest had been highlighted by the Clerk on the email accompanying the Bulletin.

Governor noted the following

* Admissions Team Update
* Perspective Lite enhancements available
* Legal Services update
* Data Collection
* SCiE Team update
* eCWIP Schools portal
* Childhood Obesity Plan
* Use of Schools and Academies as Polling Stations.
* Helpful Advice and Updates

***Governor Question: Is confidential information added to Office 365 SharePoint?***

*Answer: Yes, and governors will be given a login once the school team have been trained.*

Staff Wellbeing This was discussed at the last meeting and there is a structure to reduce workload here.

YC noted that the systems here are effective but staff must multi-task as there are a lot of demands outside of school.

RC reported that staff had looked at marking to ensure it is beneficial.

The Headteacher reported that staff spend a lot of time unpicking issues caused by families falling out and staff have to balance the family relationships here.

JC reported that one of the strengths of this school is the strength of the Senior Leadership Team (SLT) who support the rest of the staff and also pass on valuable experience to new staff.

The Chair noted that as the school grows it should also provide the opportunity for staff to grow and the Headteacher reported that TLRs have been offered and this gives teachers the opportunity to manage other staff.

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

The latest report was not available. Governors discussed how long the current SIP had been in post and recommended that the SIP be changed next academic year.

**ACTION**: Change the SIP next academic year.

1. **Finance Items and School Budget**

The school have a healthy Budget with a carry forward of £138,171 and the three year Budget is looking okay.

AI outlined the budget to governors and noted the following:

* The teachers pay award had been higher than anticipated.
* There is an extra teacher employed this year.
* There is no claw back now by the LA but after 3 years they might start to question the funding being carried forward.

***Governor Question: What would happen to the funding if the catchment area changes?***

*Answer: Parental choice is still a key factor. We get a lot less Pupil Premium children in Early Years and Key Stage 1 now so that will eventually impact.*

Premises: The additional pipework is not being carried out now as the pressurised system would shut down if there was a leak, and external contractors have said there is no merit in having the pipework below the ceilings. This decision has saved the school £20k.

Governors discussed staffing and noted that this will be reviewed each year and will be reduced as necessary.

***Governor Question: Following the expansion project and the comfortable position we find ourselves in is there anything we need to plan for?***

*Answer: The LA asked the Headteacher to put together a DFC bid for additional nursery places. The Headteacher spent a week putting the bid together to be told the school were not eligible! However, currently the school have a 30 place Nursery, but Reception is 45 intake. It would make more sense to have a 45 place Nursery and there is room to expand the Nursery.*

Governors discussed the matter and asked the following:

***Governor Question: Could we cost out the alterations to see how much it would cost?***

*Answer: Yes. However, the extension to the dining room was circa £80k.*

***Governor Question: What about the extra costs of staff?***

*Answer: We would need 2 teachers and 2 TAs, but we would have additional income coming in via the increased pupil numbers.*

**ACTION**: Headteacher to ask Mr Walton to obtain some quotes for extending the Nursery for the governors to consider.

Playground Gym Equipment: The playground gym equipment requested by the School Council will be part funded by the Healthy School Capital Grant of £3k pus £2k off the Friends of Rivacre Valley. The initial spend will be on 6 pieces of equipment that can be used all year and extra pieces can be added on.

***Governor Question: Is there an age restriction on who can use the equipment?***

*Answer: It can be used by all ages as it is low level.*

**RESOLVED**: That the expenditure on the playground gym equipment be approved.

A survey has been carried out on the asbestos and it is very low risk. The Headteacher has been notified that an unlicensed company can be asked to complete the actions on the survey so that will be low cost and within the Headteacher’s approved limit.

The Site Maintenance Officer’s report was included for information.

Unofficial School Fund: The accounts were audited in September and bought to the previous meeting.

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

1. **Governor Training and Visits**

The following training was reported:

Safeguarding L1 I Aspden

Safeguarding L3 Headteacher

Mrs Hubbard reported that she had visited the school to meet the SI.

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:

* 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 6 | Complete Governor Competency Framework Matrix | GF and JC  By end of term |
| Item 9 | Update the SEF with details of the safeguarding Governor role | Headteacher  By end of term |
| Item 12 | Change the SIP next academic year | All Governors decision  Next summer term |
| Item 13 | Ask Mr Walton to obtain some quotes for extending the Nursery for the governors to consider | Headteacher  By 17th January 2019 |
|  |  |  |