**2019 Spring Term One**

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

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

**Thursday 17th January 2019 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 Moira Atkins | Co-opted | 26/10/2020 |  |
| 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 Rachel Chamberlain | Staff | 01/10/2022 |  |
| Mrs Kate Docherty | Headteacher |  | Head |
| Mrs Jacqui Critchley |  |  | Clerk of Governors |
| **Vacancy** | LA |  |  |

**Governors not present:**

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

1. **Apologies**

There were no apologies as all governors were present.

1. **Declaration of interests**

There were no interests declared.

1. **Governing Board Membership**

There were no changes to be reported.

Governors noted that the terms of office for co-opted governors, Mr Aspden and Mrs Colclough would end on 10th March.

Governors discussed and unanimously agreed to co-opted both governors for a further 4 year term of office with effect from 11th March 2019.

**RESOLVED**: That Mr Aspden and Mrs Colclough be re-appointed as co-opted governors for a further 4 year term of office starting on 11th March 2019.

1. **Minutes of 28th November 2018**

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

1. **Matters Arising**

Governors received an update on the previous meeting actions:

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| **Agenda**  | **Action** | **Who** | **Update** |
| Item 6 | Complete Governor Competency Framework Matrix | GF and JC | GF and JC have booked appointments with S Cole to complete the matrix. The updated matrix will then be discussed at the next meeting. |
| Item 9 | Update the SEF with details of the Safeguarding Governor role | Headteacher | Action completed and closed. |
| Item 12 | Change the SIP next academic year. | All Governors | Item due summer term. The Headteacher to provide information and costs. |
| Item 13 | Ask Mr Walton (SMO) to obtain quotes for extending the Nursery for governors to consider. | Headteacher | The SMO is currently obtaining quotes and that will be discussed at the Resources meeting. |

**ACTION**: Headteacher to attach the completed governor skills matrix to the next meeting agenda.

Governors discussed extending the Nursery and the following queries were raised:

***Governor Question: Have we weighed up the income and expenditure if the Nursery expands?***

*Answer: If we expand the Nursery then we would require more staff. If we get up to 45 pupils that would cover the cost of 2 teachers and 2 Teaching Assistants.*

***Governor Question: Would the Nursery be for just 3 year olds or for 3 and 4 year olds?***

*Answer: Just for 3 year olds.*

***Governor Question: Do children who attend our Nursery then go to school elsewhere?***

*Answer: No.*

The Headteacher noted that the Nursery numbers were 30 but are now 36. More parents are applying for places but being turned away due to space.

Governors discussed spending part of the carry forward on extending the school.

***Governor Question: Should we spend money on temporary classrooms to trial 2 year olds to extend the growth of the school?***

*Answer: That would depend on the temporary accommodation.*

The Headteacher noted that the plan to extend the Nursery would be to expand the current area. She also noted that she had put a lot of time and effort into a bid for funding from the DfE supported by the LA which has not been progressed. However, if the school could prove that they have match funding the bid might be reconsidered.

***Governor Question: Is there a local bid for Nursery provision in the local area?***

*Answer: We don’t think so.*

**ACTION**: Headteacher to put a paper together on the proposed Nursery extension for the next meeting.

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:

* Data
* Numbers on Roll - 257
* Pupil Welfare and Attendance
* School Council
* EIP / Ignite TSA

The Headteacher reported that;

1. The percentage of pupils achieving the expected standard in Y1 Phonics has increased by an average rate of 7.3% per year since 2016. This is 9.7 times faster than the National Average rate of change. Overall the percentage of pupils achieving the expected standard in Y1 Phonics has increased by 14.5% over the last 3 years.
2. A review of books and writing across school has been carried out with the Deputy Headteacher. The children here have a very low starting point but there is a good team in EYFS, and the books are strong.
3. It was noted that in 2020 the curriculum will follow through from EYFS to KS2 so that monitoring will be so much easier.

***Governor Question: Will the school have the proper information on entry?***

*Answer: Yes, there will be a form to complete and submit. We already do our own now to get a starting point.*

1. KS2 attainment was discussed.

***Governor Question: Why is it so low in Reading?***

*Answer: We had a few SEN girls last year. However, the combined scores put us 2.4% above National in the Expected standard.*

1. Governors discussed initiatives that could be used i.e. Read Write Inc and the Headteacher reported that school use a more exciting and engaging curriculum which may be detrimental to skills at the beginning, however the majority of pupils do end up where they need to be at the end of Year 6.
2. The current Year 6 pupils who started at the beginning of the new curriculum are able to edit their own work.
3. Although it was noted that school need to get the children to the required standard by Year 6, it is important to produce well rounded children across all subjects.
4. Attendance data is showing an improvement. Authorised absence has reduced, the number of children who are late has reduced, the number of persistent absence is also reducing.
5. Two families have been issued with Fixed Penalty Notices (FPN).

***Governor Question: Will the Breakfast Club help with absenteeism?***

*Answer: It will help to get the late comers here on time, but we are not sure about the effect on absenteeism.*

***Governor Question: What is the percentage of persistent absence?***

*Answer: That information will be given at the next meeting.*

**ACTION**: Headteacher to produce attendance as a percentage next meeting.

***Governor Question: Do we take a lot of GRT (Gypsy, Roma, Traveller) children here?***

*Answer: The numbers go up and down. We are close to 15 so around 8% or 10%.*

1. The Headteacher reported that the Breakfast Club is not held in the hall, but each class has its own Breakfast Club which is working well. It has been noted that quite a lot of the children are obviously very hungry when they come into school. Some children who attend come for the social aspect and bring their own food. All the children are very excited to come to school now.

***Governor Question: How long will we get the free food?***

*Answer: Four terms. If we don’t receive any after that we will use the Pupil Premium funds.*

Governors thanked the Head for her report.

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

The SSDP was embedded in the agenda and governors noted that as it is RAG (Red Amber Green) rated it is easy to see where the plan is up to.

***Governor Question: Why aren’t we doing the Ignite project?***

*Answer: This does not fit with our topics this year.*

***Governor Question: Is this plan also the SEF as it says school is good?***

*Answer: It is the SSDP as the SEF was shared in the autumn term. However Ofsted have graded the school good so that is why it was included.*

***Governor Question: Will the School Council be involved in the annual Health & Safety check?***

*Answer: This is generally the Chair and the SMO (Site Maintenance Officer) but the School Council can be invited and the Headteacher will ask the SMO to liaise with the School Council leaders.*

**ACTION**: Headteacher to 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.

1. **Policies**

There were no policies for review.

Governors reviewed the current IOG (Instrument of Government) and no changes are planned.

1. **School Bulletin / HR Report**

There was no School Bulletin to discuss this time.

The HR update had been shared and the following matters noted:

* The number of staff meetings have been reduced, children are working to focused targets and marking is also being reduced. These actions will all have a positive benefit on the teachers’ work life balance.
* Teachers are being used to cover for PPA time and we are trying to keep work to a minimum.
* There is a consultation out on the proposed increases to employer contributions.
* The Bursar has taken part in the new LA school recruitment webinar. The cost to buy into that service is £400 per year, however schools are able to upload advertisements onto Indeed so we will not be buying into that service.

***Governor Question: How is the apprentice getting on?***

*Answer: She is very confident, proactive and her tutor is happy with her. She is an excellent addition to our school.*

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

The latest report was embedded in the agenda and the following noted:

* The SIP is very happy with the progression in Phonics.
* Tracking has taken place from EY to KS1 to Year 3 to ensure the pupils are making expected progress.

***Governor Question: Why is the September intake not as low as previously?***

*Answer: We have had a better profile this year. Some are low in self help but that is being addressed.*

Governors noted that this was a very reassuring report. The Headteacher reported that it had not contained anything not already known to the school and a change of SIP is due.

Governors discussed changing the SIP and it was noted that staff would like to embed the actions this SIP has put in place before a new SIP is brought in and that was discussed. It was suggested that a new SIP could be brought in to meet with the Headteacher and be brought up to date with the school context before any changes are made and that was agreed.

1. **Performance and Pupil Welfare Report**

The report contained the following information:

* Quality of Teaching – reports for each year were embedded
* Pupil Safeguarding
* Parent Partnership/Friends of Rivacre Valley Primary
* Extended Schools – Update

It was noted that the SLT (Senior Leadership Team) had met with all teaching staff and reviewed the work books, data, case studies and also discussed pupil progress in each year and they were very pleased with the information that they had seen.

The books have been reviewed again and it was reassuring to see the consistency and the drive forward. Staff are teaching next steps and there is a cohesive cycle and flow now.

***Governor Question: Could you put numbers as well as percentages please for the more able children?***

*Answer: Yes, that can be added.*

***Governor Question: How many children are not at ARE (Age Related Expectations)?***

*Answer: 9% of children are having interventions and are working towards.*

1. **Governor Training and Visits**

There was none reported this time.

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

There was none to be reported.

1. **Planned Residential Visits**

Governors were informed of the Year 6 trip to London on 21st May – 24th May It was noted that there is an earlier start time this year as the children will be visiting Harry Potter World.

**RESOLVED**: That governors approved the visit.

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 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 5 | Attach the completed governor skills matrix to the next meeting agenda. | Headteacher Spring term 2 meeting |
| Item 5 | Put a paper together on the proposed Nursery extension for the next meeting. | Headteacher Spring term 2 meeting |
| Item 7 | Produce attendance as a percentage. | Headteacher Spring term 2 meeting |
| 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 – prior to H&S check. |
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