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| **2019 Spring Term Two****The Governing Board of Riveacre Valley Primary School****Part One, Non Confidential Minutes of the Full Governing Board Meeting held on Thursday 20th June 2019 at 4pm**Attendance:

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Category of Governor | Date of end of tenure  | Designated Role |
| **Present:** |  |  |  |
| Mr Ian Aspden | Co-opted | 10/03/2023 |  |
| Mrs Yvonne Colclough | Co-opted Staff | 10/03/2023 |  |
| 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  |
| Mrs Kate Hubbard | Parent | 04/02/2020 | Vice Chair |
| Mrs Gemma Flynn | Parent | 22/06/2020 |  |
| Mrs Jacqui Critchley | LA | 12/03/2023 |  |
| Mrs Kate Docherty | Headteacher |  | Head |
| **Absent:** |  |  |  |
| Mrs Rachel Chamberlain | Staff | 01/20/2022 |  |
| **In Attendance:** |  |  |  |
| Ms Stephanie Causer |  |  |  |
| Mrs Caroline Mann | Clerk |  |  |

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1. **Report from School: Pupil Premium**

Ms S Causer introduced herself as the Pupil Premium (PP) Lead for the school, which is a new post for which she received training in the Autumn and Spring terms. Ms Causer provided a list of questions regarding PP which she went on to give answers to through the presentation.

**Action: Ms Causer to provide the list of questions to the Governors.**

Ms Causer explained the origins of PP and outlined its aim: to increase social mobility and decrease the divide between advantaged and disadvantaged children.

The school had received £129,320 in PP this year. This sum was arrived at using the following details:

* £1320 per child receiving a Free School Meal (FSM)
* £300 per service child
* £2300 per Looked after Child (LAC)

In February 2019 there were 99 PP children, of whom, four were LAC and 95 were FSM or Ever 6.

Ms Causer reported that all children were tracked and to date there were no trends which would suggest that PP children were performing less well than their more advantaged peers. Governors viewed the tracking information and Ms Causer explained how impact was measured. Ms Causer explained that some cohorts of children have high numbers of FSM but still perform as well as other children in that cohort. Quality First interventions are put in for all children. Several additional measures had been developed and the PP funding targeted in the following areas:

* Attendance
* Attainment
* Wider Experiences

Attendance

Initiatives had been used to encourage regular attendance and these included:

* Study Bugs
* Prizes, including a bike for longer term attendance
* Magic Breakfast
* School Bus

 £11,000 had been allocated to fund these interventions.

Attainment

The PP funding was used to pay for:

* additional staff in KS1 and KS2
* smaller class sizes
* transition work between Foundation and KS1
* Beanstalk
* Additional phonics interventions in KS2

£110,099 was used to fund work related to attainment.

Wider Experiences

Wider experiences were offered to all children including:

* Residential in Year 4,5 and 6
* Year 6 trip to London
* KS2 trips to Hooton Park
* Various trips to the zoo and to see Father Christmas
* A range of free after school clubs
* Magic Skills workshops

The total amount spent on this was £18,210.80

***Governors Question: Do you pay for the PP children only?***

*Answer: No unless they couldn’t make the payment. PP is not ringfenced to certain children. Trips are heavily subsidised for all.*

Ms Causer explained that Education Endowment Fund (EEF) had been helpful in identifying, low cost, high impact’, initiatives. The school planned to adapt and roll out a localised version of the National Trusts, ‘50 things to do before you are 11 ¾’.

***Question: The attainment for Year 2 maths looked different to other years?***

*Answer: This was data from last year, they are currently year 3’s. Maths is historically an area of strength but changes to the curriculum have had an impact. Pods have been useful for learning number bonds, which was a weakness. Year 6 girls was also low, but this was due to the number of travellers joining the class in January.*

***Question: There is a lot about food poverty in the newspapers. Do we have any experience of this?***

*Answer: Yes some. Breakfast club has eliminated much of this. Food is around and fruit is always available. Bagels are available in the morning. The children know they just need to ask if they are hungry.*

The Governors thanked Ms Causer for her presentation.

Ms Causer left the room at 4.25pm.

1. **Apologies**

Apologies were received from Mrs Rachel Chamberlain.

Mr Abdul-Samie advised that he had to leave the meeting at 5pm and the governors agreed that the Vice Chair, Mrs Hubbard, would Chair the meeting.

**RESOLVED:** that the Governors accepted the apologies.

1. **Declaration of Pecuniary Interest**

There were no interests declared.

1. **Membership**

Mr I Abdel- Samie confirmed that his term of office as a parent governor ends on 16th July 2019.

***Question: Are you leaving just because your term has ended?***

*Answer: No, I am very busy in work and don’t want to do a lesser job as Chair and not give it the right amount of time.*

***Governors Question: would you consider being a parent governor?***

**Action: Mr Abdel-Samie to consider becoming a parent governor without the Chair and to advise the Governors accordingly.**

**Action: Clerk to add item regarding nomination and appointment of a Chair to the next FGB Agenda on 3rd July.**

1. **Minutes of last meeting**

The minutes of the meeting held on 13th March 2019 were reviewed and agreed.

**RESOLVED:** That the minutes were agreed and signed by the Vice Chair.

1. **Matters Arising from the Non-Confidential Minutes**

Quotes for building works

Details of quotes for building works had been circulated with the Agenda. The Headteacher advised that she had met with potential building firms and Molyneux builders had a good understanding of the school’s requirements. The quote for building works was £63,000.

***Governors Question: Are we going for the lowest price? Is it the best quality?***

*Answer: There may be an increase in price once the planning permission has been granted and a £5,000 contingency has been built in.*

The Headteacher went on to explain that a Quantity Surveyor from the LA had provided an estimate of the type of costs that would be included in a build of this size. A figure of £130,000 was suggested. This estimate included everything that could be included and was in excess of the actual building work that would be required. After planning permission has been granted, the Headteacher planned to ask the building contractor to re price based on final specifications.

The FGB (Resources and Community Focus), had discussed quotes during the last meeting and agreed to progress the quote from Molyneux building contractors. They agreed that there would be no commitment to Molyneux until a quote based on the detailed specification was available. The governors discussed the merits of the other building contractors.

***Governors Question: Where are we up to with children to fill it?***

*Answer: 39 on the roll already and a waiting list of five or six.*

***Governors Question: Can we accommodate them without the new build?***

*Answer: It is the staffing which is the issue for more children. We would like more space though. We could have more than 39 on the roll but a maximum of 39 in the school, if places were not filled each day.*

**Action:** Completed.

Match Funding

The LA is full supportive of the Nursery build but will not provide funds. As the build will cost in excess of £60,000, the LA will appoint a project manager from the Capital Delivery Team. The indicative cost for this is £4,000 although the LA have advised that this is a maximum.

**Action:** Completed.

1. **Part One Reports**

There were no reports received.

1. **Headteacher’s Report and Safeguarding Report**

The report contained the following items:

* Data
* Numbers on roll
* Pupil welfare/ Attendance
* School Council
* EIP/Ignite TSA

The Headteacher reported that there had been overcautious reporting of progress in the KS1 data. This has been addressed and the end of summer term data is more reflective of progress. Year 3 was a poor cohort, so the overall achievement is good. The Deputy Headteacher advised that Year 4 had difficulties with writing at the beginning of the school year but are working within Year 4 expectations.

***Governors Question: How did the SATs go?***

*Answer: Reading is fine. Last paper sorted the ‘men from the boys. SPAG and Grammar were both good. There were a lot of fractions and separate processes in the Maths papers. Year 6 has 7% GD in Writing. The whole process was positive including the preparatory work.*

The Governors discussed differences between children’s achievement of their own target and the ARE. The Headteacher explained that children may join Year 6 with Year 4 levels so they may achieve their own target but not achieve the Year 6 ARE. The data was last compiled in Spring so had changed during the Summer term.

The LA moderated Writing and found that 67% of children were at expected and 7% at Greater Depth.

KS1

Phonics was expected to be 76% if the threshold remains at 32.

The Headteacher provided an update on KS1 progress:

* Reading 64% - increase of 2% from 2018
* Writing 64% - increase of 8% from 2018
* Maths 69% - increase of 2% from 2018

The children’s books show progress, but the teachers have been reluctant to award levels. Year 1 is a stronger cohort.

**Action: The Headteacher to provide a further update regarding assessment data to the Autumn FGB on 3rd October 2019.**

***Governors Question: What about the writing. When Ofsted come can we show that our writing is better than three years ago?***

*Answer: Editing has been really helpful. Staff work hard on word lists. Some children are at a disadvantage because they come from backgrounds where there is less interaction.*

***Governors Question: Do iPads still get used? Has there been a negative or positive impact since iPads? Do the children use them a lot in school?***

*Answer: iPads are not used all the time in school. We do find children spell words as they would on a text. This is the downside of technology.*

The Governors discussed writing levels in the older children. Teachers have encouraged writing by introducing, ‘Best Books’ and giving Year 6 children the opportunity to read their stories to Year 4 and 5 classes. The children have found this a positive development and it has provided a purpose to writing.

Examples of good work have been collected and will continue to be so over the next twelve months. A portfolio has been collected in order to moderate work and this will be used during Ofsted visits.

Numbers on roll

***Governors Question: Why is Year 2 down to 25?***

*Answer: It is an anomaly. Some children in this year group moved abroad.*

***Governors Question: Can we keep children in bigger year groups?***

*Answer: No, we integrate classes vertically.*

***Governors Question: How many classes are there?***

*Answer: Eleven plus Nursery.*

Attendance

***Governors Question: What is the target?***

*Answer: 96.4% nationally. We have made improvements, but it is difficult to shift further.*

***Governors Question: Do you report persistent absence? Has it gone up by 0.2%?***

*Answer: No that was a weekly figure. 30 to 40 children were persistently absent. There are only a few below 80% attendance now. It is tracked on a board in the office and colour coded so that we can see whether different groups of children have higher rates. Trends in absence can now be spotted, for example, Mondays and Fridays.*

The Governors discussed attendance rates and progress made, particularly the positive use of incentives.

Mr Abdel-Samie gave his apologies and left the meeting at 5 pm.

1. **School Improvement/ Development Plan**

The Headteacher gave an overview of changes to the SDP, giving examples of how the areas now align with the changes to Ofsted. The changes have been shared with staff.

***Governors Questions: Will the Ofsted changes effect things a lot?***

*Answer: They will be more interested in how we meet the needs of the children and not on the data outcomes. Schools will need to have data at local level but with an eye on national curriculum expectations. Qualitative outcomes will be just as important in future.*

The Headteacher had taken the new Ofsted guidance and with the DHT and other staff, had produced a document containing statements of intent, implementation and impact. The document was shared with Governors. The Governors discussed the implementation of a ‘memory maker’ based upon the National Trusts’, ’50 things to do before you’re 11 and 3/4’. Phase staff from each area have been asked to identify activities for their area, linked to the national curriculum.

***Governors Questions: Can we see an end of year expectation document?***

The DHT provided an explanation of the Year 3 Maths expectation. The document provides clear information on what the school is doing and what they can do to support their child. The document captures all curriculum information in one place and will be added to the website following completion of the memory maker.

***Governors Question: Will every teacher have to tick this off for each child?***

*Answer: We should be using Earwig, Tapestry and workbooks. Our SIP partner suggested photographing topics when they are on the wall and adding to Earwig.*

***Governors Question: Could you know each individual child’s learning from that?***

*Answer: No, you would have to look at the child’s own workbook.*

The Governors noted the work completed to make the impressive document.

1. **Policies**

 The Governors received and reviewed the following policies:

* Appraisal Policy for Teachers
* Social Media Policy

***Governors Question: Is anyone in charge of the social media policy?***

*Answer: The Headteacher.*

***Governors Question: Should the review date change?***

**Action: Headteacher to amend the review date to an annual review.**

**RESOLVED:** that the policies be agreed and reviewed annually.

1. **School Bulletin/ HR Report**

The School Bulletin and HR Report for April were received with thanks. Items of interest were outlined for governors’ information.

***Governors challenge: There is a concern that there is no requirement to review DBS checks anymore.***

*Answer: If staff are caught, cautioned or arrested, they have a duty in their contract to advise the school. The DBS is only as good as the day it was completed. It is £48 per check and this was reviewed every three years. Other safeguarding procedures like Whistleblowing, mitigate the likelihood of finding a surprise criminal record.*

Governors discussed whether to continue three year DBS reviews or whether to continue only in cases where a specific concern was raised.

**RESOLVED:** that the practice of automatically renewing a DBS on a three yearly basis be discontinued, in line with the new Statutory Requirements. The school reserves the right to check DBS if specific concerns are raised.

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

The SIP had visited on 25th January and her report was received.

The following points were noted:

* Early Years environment is the best that the SIP has ever seen it.
* The Reception environment is excellent.
* Early Years writing is very good.
* In Key Stage 1, there is a clear focus on phonics. The lower ability children are improving and the strategies are working.

 The preparation document for the SIP visit on 25th January was shared.

**Governors Question: Are we going with the new SIP?**

Answer: Yes, Sarah has gone. Sarah has been useful to the school and her advice has been good, but we are ready for a fresh start.

**Action:** **The Headteacher to pass on thanks to Sarah Bentley from the Governors.**

1. **Performance and Pupil Welfare Report**

Quality of teaching

The Headteacher reported that lesson observations have been carried out. These had been positive and in keeping with the children’s books. Phase Leads had provided feedback to teachers.

***Governors Question: Will you report to governors what percentages were?***

*Answer: There were no inadequate or requiring improvement teachers.*

***Governors Question: Could this information help to inform us about the areas which are not meeting national standards?***

***Governors Question: We will be asked about the quality of out education and how will we know?***

The Headteacher advised the governors on the support given to teaching staff in order to create these standards.

**Action: The Headteacher to identify actions being taken to create quality education standards for the Autumn FGB.**

Safeguarding

An overview of the current safeguarding data was provided to governors. All other discussion was recorded under Part Two business.

 Parent Partnership

Governors were provided with an update on the proposals to spend the £2,000 funds available. This included refreshments at parent/child events, leavers presents and the mobile library. Work to complete the mobile library for September, has been co-ordinated by Faye Clarke, who has secured a book trolley from the Lions. Any remaining monies will be used to fund ideas suggested by teaching staff.

**RESOLVED:** that the governors thank Faye Clarke for her hard work.

1. **Governor Training and Visits**

Training

Governors noted that Jacqui Critchley had attended the following training:

* New Governors Training
* Basic Safeguarding Awareness

Visits

Governors noted Jacqui Critchley had undertaken a Leadership meeting in EYFS.

1. **Correspondence to the Chair of Governors/ Chairs Actions**

There were no actions to report.

1. **Governors Competency Framework**

There were no completed matrices to report.

**Action: Headteacher to provide Jacqui Critchley with a Competency Matrix.**

1. **Planned Residential Visits**

The Governors were provided with details of the recent trips to:

* PGL
* London including a trip to the theatre and the Harry Potter attraction
* Burwardsley

The children had an enjoyable time. The governors were pleased to note the use of the Twitter account during the events.

1. **Date, Time and Place of Future Meetings**

The dates of the future meetings were as follows:

Resources and community focus: Wednesday 3rd July 2019

Performance and pupil welfare focus: Thursday 3rd October 2019

Resources and community focus: Wednesday 27th November 2019

Performance and pupil welfare focus: Thursday 23rd January 2020

Resources and community focus: Wednesday 25th March 2020

Performance and pupil welfare focus: Thursday 21st May 2020

Resources and community focus: Wednesday 1st July 2020

 All meeting will take place at school at 4 pm.

**RESOLVED:** that the dates be agreed.

Signed …………………………………………………. (Chair of Governors)

Date ……………………………………….

**PART ONE NON CONFIDENTIAL AGREED ACTIONS:**

|  |  |  |
| --- | --- | --- |
| Agenda Item | Action | Who by/ When by |
| Item 1 | A list of questions regarding PP to be supplied to Governors. | Ms Causer,ASAP |
| Item 4 | Mr Abdel-Samie to consider becoming a parent governor without the Chair and to advise the Governors accordingly. | Mr Abdel-Samie, by the next FGB |
| Item 4 | To add item regarding nomination and appointment of a Chair to the FGB agenda. | Clerk, by the next FGB (3rd July) |
| Item 8 | The Headteacher to provide a further update regarding assessment data. | Headteacher, by Autumn FGB (3rd October) |
| Item 10 | To amend the reviews date to an annual review on new policies. | Headteacher Prior to wider circulation of policies. |
| Item 12 | The Headteacher to pass on thanks to Sarah Bentley from the Governors. | Headteacher |
| Item 13 | To identify actions being taken to create quality education standards for the Autumn FGB. | Headteacher, for the Autumn FGB (3rd October) |
| Item 16 | Clerk to provide Jacqui Critchley with a Competency Matrix | ASAP |