Rivacre Valley Primary School

 Rivacre Brow, Overpool

 Ellesmere Port, CH66 1LE

**2019 Autumn Term One**

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

**Part One/ Non Confidential Minutes of the Full Governing Board Meeting held on Wednesday 2 October at 4 pm**

Attendance:

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Designated Role | Date of end of tenure  | Present |
| Mr Ian Aspden |  | 10/03/2023 | √ |
| Mrs Yvonne Colclough |  | 10/03/2023 | √ |
| Mrs Moira Atkins |  | 26/10/2020 | Apologies |
| Mrs Julia Clarke |  | 25/01/2021 | √ |
|  Mrs Kate Hubbard | Chair of Governors | 04/02/2020 | √ |
| Mrs Gemma Flynn | Vice Chair | 22/06/2020 | √ |
| Mrs Jacqui Critchley |  | 12/03/2023 | Apologies |
| Mr Jed Denham |  | 20/01/2022 | √ |
|  Mrs Kate Docherty | Head |  | √ |
| In Attendance |  |  |  |
| Mrs Caroline Mann |  |  | Clerk to Governors |

1. **PRESENTATION BY THE SCHOOL COUNCIL**

Governors received a presentation from the children of the School Council, who gave an outline of the charities that they plan to support during the year and the events that they had organised. The children shared their plans to ask everyone to wear yellow and to make a donation on World Mental Health Day. Governors noted that the children were determined to raise more funds than last year and would be given time in class to talk about fundraising. Funds raised would be used to purchase new garden toys as well as to support local charities. The children had also intended to purchase school council badges but the Headteacher agreed that the school would fund these.

Governors thanked the children for their work.

**RESOLVED:** that the Governors noted the work of the School Council.

**Standard items**

1. **APOLOGIES**

Apologies were received from Mrs Jacqui Critchley and Mrs Moira Atkins.

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

1. **DECLARATION OF INTERESTS**

There were no interests declared pertaining to the meeting agenda.

An Annual Declaration of Pecuniary Interests form was completed by all Governors present and retained by the school.

**Action: Headteacher to collect Annual Declarations from Mrs Critchley and Mrs Atkins and to retain them at the school.**

1. **MEMBERSHIP**

Governors welcomed Mr Jed Denham to the meeting. Mr Denham had replaced Mrs Chamberlain as Staff Governor.

Governors were informed that the Parent Governor vacancy had been advertised to parents with a deadline for applications of Friday 4th October, though this may be held open for a further week.

**Action: Mr Denham to approach new parents to the school to encourage applications.**

**Action: Vice Chair and Chair to provide information to prospective Governors where required.**

**RESOLVED:** that Governors noted Mr Denham’s election to the Board.

1. **CODE OF CONDUCT**

Governors reviewed the Code of Conduct and signed a single copy to be held at the school

**RESOLVED:** that the Code of Conduct be accepted and signed by all Governors.

**Action:** **Headteacher to arrange for Mrs Critchley and Mrs Atkins to sign the Code of Conduct.**

1. **WEBSITE/GET INFORMATION ABOUT SCHOOLS (GIAS)**

Governors noted that the GIAS website had been updated but would require Mr Denham’s details to be uploaded.

***Governors’ question:*** *How do we access the GIAS?*

***Answer:*** *Sue (School Business Manager) updates the website. It can be accessed by the anyone via the internet.*

**Action: Headteacher to organise for Mr Denham’s details to be included on the GIAS site.**

The Headteacher confirmed that the school website had been updated to reflect the composition of Governing Board but that some of the ‘pen portraits’ required updating.

**Action: Governors to review their ‘pen portraits’ on the school website and to submit updated versions to the School Business Manager.**

**School items**

1. **MINUTES OF LAST MEETING**

The minutes of the meeting held on the 3 July 2019 were reviewed.

***Governors challenge:*** *The escape route in the Business Continuity Plan for Management is to go to the Academy which no longer exists.*

***Answer:*** *The Plan has been updated and this change is reflected.*

***Governors question:*** *The doors into the corridor don’t have locks. This might be something to think about. Could we lock the doors in the case of an incident?*

***Answer:*** *Fire Safety might mean that they cannot be locked. The old doors have locks but no keys. Maybe we could look at high level bolts but there is the danger of someone getting locked in.*

***Governors question****: What if the threat was from within the school? It is possible that an open event at the school would mean that any threat was internal.*

***Answer:*** *Does the risk outweigh the cost? We need to balance this.*

**Action: Headteacher to talk to the Caretaker about door locks on his return to school next week.**

**RESOLVED:** that the Governors accepted the Full Governing Board minutes from 3 July 2019, which were signed by the Chair.

1. **MATTERS ARISING**

|  |  |  |
| --- | --- | --- |
| Agenda Item | Action | Who by/ When by |
| Item 6 | To provide a report on the quality of teaching for the next FGB.  | Completed |
| Item 6  | To provide a further update regarding assessment data for the next FGB.  | Under Agenda item 10 |
| Item 10 | Pay and Appraisal policy to be forwarded to governors. | Under Agenda item 13 |
| Item 10 | To add the Pay and Appraisal policy to the next FGB on 02/10/19.  | Completed |
| Item 12 | To buy in Data Protection Officer service from eCWIP | Completed |
| Item 13 | To update the Business Continuity Plan to reflect the new Chair and Vice Chair arrangements | Completed |
| Item 14 | To provide details of Chair/ Vice Chair training courses to new Chair/ Vice Chair | Awaiting dates- ongoing |
| Item 19 | Clerk to add Presentation by the School Council to the next FGB Agenda on 02/10/19 | Completed  |

Quality of Education

The Headteacher had circulated a report prior to the meeting which indicated that the quality of education was rated ‘good’. The Headteacher presented the headline information to Governors.

The strengths were:

● Curriculum is coherently planned and sequenced

● Curriculum meets the needs of all children

● Teachers have strong subject knowledge and teach content in creative and exciting ways

● Assessment used to support teaching and learning

● Reading is a strength (progress measure significantly above average at 2.76)

● Work across the curriculum is of a good quality

Areas for development included:

● Outcomes for KS1, although improving, still below national levels

● Outcomes for Pupil Premium children in KS1

● Based on ‘In school’ data, Y6 was a concern

Governors noted that the current Year 6 outcomes were below expected at the end of year 5.

The Headteacher gave an overview of the cohort and explained that only 43% achieved expected at the end of KS1 and that there had been good progress throughout KS2. The class had polarities in achievement with some children achieving above expected. Interventions over the seven years of school had included Evolve, FLS, ELS, B-Dyslexia, bespoke programmes, Rapid write, Rapid maths and Memory group. In addition, a 0.4 teacher has worked across upper KS2 on reading and comprehension. Governors were informed that the cohort had seen large number of new students joining the class, some who have complex needs and/or low attendance. Children’s journey had been good against their individual targets.

The Board noted the reasons for the level of attainment and effort undertaken to support progress.

***Governor Challenge:*** *The Writing in Year 5 is also a worry.*

***Answer****: Again, there is a group of boys who left KS1 who were not in the right position. They find writing difficult. Their progress measure will be good. Five or six children have made greater progress and are moving forward. Although progress measures will be good, they won’t necessarily meet national expectations. Teacher assessments showed that they were only just tipping into where they should be at the end of KS1.*

Data Protection

eCWIP has been bought in and there is a large ‘Adequacy’ document to be completed so that Data Protection support can be tailored. Refresher training would be provided to staff.

**Action****: Mrs Colclough to forward eCWIP training links to staff and to include the Chair and Vice Chair on the circulation list.**

1. **NOMINATED GOVERNORS**

The Board reviewed the list of Governors with Special Responsibilities which had been circulated prior to the meeting.

**RESOLVED:** that Mr Denham would take responsibility for:

* Staff
* Leadership and Management

Mrs Hubbard would undertake:

* GDPR
* H&S

**Action: Mrs Hubbard to undertake a H&S visit with the Caretaker and to involve members of the school council.**

1. **REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITES.**

Recommendations from the Pay Committee were dealt with under Part Two/ Confidential business.

Governors discussed the size of the school.

***Governors Question:*** *What was the intake this year?*

***Answer:*** *40. New children and parents attended an open evening on 1 October and there was positive feedback from both children and parents.*

***Governors Question:*** *Have parents liked the free school uniform?*

***Answer:*** *Yes and there are the benefits of all children in the right uniform. We have even planned to label the clothes.*

***Governors Question:*** *Has the provider of the uniform changed? The quality of the uniform has gone down.*

**Action: The Headteacher to investigate the quality issues with this years’ uniform.**

1. **HEADTEACHER’S REPORT – PERFORMANCE & PUPIL WELFARE**

SDP

The Headteacher gave an overview of the School Development Plan (SDP) which had been circulated prior to the meeting. Governors considered the following points:

* Although the SDP is similar to last year’s plan, the school has been proactive in making changes as issues emerge.
* Maths ‘core functions’ have been reviewed and changes made. The changes included the introduction of Maths baskets. These actions will be evaluated at the end of term.
* ‘Love of Reading’ training has been undertaken by Laura Roberts (Yrs. 1&2).
* Beanstalks ran sessions for parents which received positive feedback. Further sessions will take place at different times with the aim of increasing attendance.

***Governors Question:*** *Is it possible to pick out examples from the SDP to show how the school has adapted to the new Ofsted framework?*

***Answer:*** *A more detailed presentation was provided during an FGB (Summer Term) which has been put on the school website for everyone.*

The Headteacher went on to explain that the strength of the curriculum is its breadth, adapting it to engage boys in particular, with writing. Examples of initiatives that were being used in KS1 were shared including:

* An African tea tasting event
* Memory books which log all the activities that children will take part in whilst at the school
* Activities relating to World War 2
* Activities arising from the Olympics (Summer term).

***Governors Question:*** *Would this work in KS1 as well?*

***Answer:*** *We have had a circus day as a ‘hook’ to engage the children. Hooks are linked to a good text. We buy in to Learning Curriculum so that teachers don’t have to do all the work.*

***Governors Questions:*** *What are we doing towards the wellbeing of staff and pupils?*

***Answer****: Children’s wellbeing is a high priority from the moment that they walk in. We have ELSA, resilience in the form of E-aware training, assemblies on wellbeing, visits out and residentials*.

Governors observed that there have been no exclusions since the Headteacher had been in post and that children were kind and respectful when they attended the school.

***Governors Question:*** *What about staff wellbeing?*

***Answer:*** *Sometimes we can’t alleviate all the stresses. However, planning and preparation time is put into a block and we are flexible over hours where staff need time to attend events such as their own children’s assemblies. Staff meetings are held but not every week. We support teachers to support themselves and others.*

 Data Booklets

The Headteacher gave an overview of the data. Governors noted the areas in which Early Years data was higher than the Local Authority (LA) and the areas which gaps were already being dealt with. Mr Denham gave feedback on the work being completed in Early Years (EY) regarding fine motor skills.

***Governors Question:***  *Are many of the children left-handed?*

***Answer:*** *Yes and we can do small things to support this like tilting paper. Boys tend to struggle early on and develop the skills later.*

 Attendance

Governors noted that attendance had improved over the past three years. The Headteacher explained that holidays are not authorised, and fixed notice penalties have been issued. Magic Breakfast had proved a positive tool which had helped to reduce lateness. An Ignite booklet had been circulated prior to the meeting. Governors were satisfied with the improvements in attendance.

***Governors Question:*** *Who is the identified member of staff on site with responsibility for attendance?*

***Answer:*** *Kerry Russell.*

**RESOLVED:** that the contents of the Headteachers report were noted.

1. **PUPIL PREMIUM REPORT AND SPORTS PREMIUM REPORT**

The Headteacher provided a summary of Pupil Premium (PP).

Miss Causer had taken the lead on PP and has undergone three days training. Priorities identified last year would be the focus again this year.

***Governors Question:*** *There are an amazing amount of PP children? 41%?*

***Answer:*** *It is double national percentages. The funding that we receive is spent on teaching predominantly.*

 Sports Premium

Mr Denham is responsible for Sports Premium. Mr Denham outlined areas of spend this year and the impact upon the children. Activity had been included in all subjects.

***Governors Question:*** *How is this achieved?*

***Answer:*** *Mr Denham gave the example of Maths where children were encouraged to move around and find items that they needed from different parts of the classroom.*

***Governors Question:*** *What is the daily mile?*

***Answer:*** *Tomos Davies spoke about it at an earlier meeting.* (An explanation was provided). *KS1 is very good at this but it is more difficult to timetable and motivate children in KS2, so we use different things to engage them.*

 **RESOLVED:** that the reports were noted with thanks.

1. **SCHOOL IMPROVEMENT/DEVELOPMENT PLAN**

This item was previously discussed under Item 11.

1. **POLICIES**

The Headteacher gave an overview of the changes and advised that Appraisal is no longer a statutory document.

The Chair requested questions or amendments on the following policies:

* Pay Policy
* Appraisal Policy
* H&S Policy

**RESOLVED:** that the policies be accepted with no amendment.

1. **PLANNED RESIDENTIAL VISITS**

Governors noted the following planned residential visits:

* Y4 residential: Tattenhall, 17 and 18 October
* Y5 residential: PGL 23, 24 and 25 October
* Y6 residential: London 18, 19 20 and 21 May

The Board were informed that accommodation for the London residential had been changed to the Baden Powell hostel as this was nearer events that the children would attend.

**Reports/Data**

1. **SCHOOLS BULLETIN / HR UPDATE**

Points of interest had been identified prior to the meeting and circulated to Governors. The Headteacher had advised the Governor with responsibility for Safeguarding, (Mr Aspden), of the changes to the model Safeguarding policy.

**Action: All** **Governors were required to familiarise themselves with at least the first section of the KCSiE document.**

**RESOLVED:** Governors noted the contents of the bulletins with thanks.

1. **SCHOOL IMPROVEMENT PARTNER**

Governors noted that Steve Williams has been appointed as School Improvement Partner (SIP) and that he would make his initial visit on 5th November.

**Governor items**

1. **GOVERNOR TRAINING AND VISITS**

Mrs Clarke had attended:

* The launch of the new SEND Hub and 0-25 inclusion framework event on 10July 2019
* Governor SEND training on 23 September 2019
1. **CORRESPONDENCE TO THE CHAIR OF GOVERNORS AND URGENT ACTION BY THE CHAIR SINCE THE LAST MEETING.**

The Headteacher tabled a document and updated the Governors regarding the proposed Nursery extension. Governors were advised that Lancaster Maloney had been appointed to manage the building works and that planning permission had been granted on 2 September. The LA have advised that projects with a spend of less than £100,000 are not required to go through the capital delivery team and therefore, Tony Greaves (Lancaster Maloney) had completed the tender documentation. The final tenders would be available on 16th October.

The Headteacher and Mr Aspden (Chair, Finance Committee), confirmed that the budget position had improved for each of the next three years and could support additional funding for the build should this be required.

**RESOLVED:**  that an Extraordinary FGB be held at 4 pm on Monday 21st October to review the tenders.

**Action: Clerk to prepare an Agenda for an Extraordinary FGB at 4pm on Monday 21st October.**

**Other Standard items**

1. **MEETING DATES**

Governors noted the meeting dates for the academic year 2019/20 and the additional **Extraordinary FGB on Monday 21st October 2019**

Performance and pupil welfare focus: Wednesday 2nd 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 meetings will take place at the school at 4pm.

The meeting closed at 5.50 pm after the Confidential business had been discussed.

Signed by ……………………………………………………………. (Chair)

Date …………………………………………………………………..

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| **Agenda Item** | **Action** | **Who by/ When by** |
| 3 | Annual Declarations to be collected from Mrs Critchley and Mrs Atkins and retained at the school.  | Headteacher, by next FGB meeting |
| 4 | New parents to the school to be approached and encouraged to become Governors. | Mr Denham, ASAP |
| 4 | Information and informal chats to be provided to prospective Governors where required. | Chair/Vice Chair, as required |
| 5 | Mrs Critchley and Mrs Atkins to sign the Code of Conduct. | Headteacher, by next FGB meeting |
| 6 | Mr Denham’s details to be included on the GIAS site. | Headteacher, ASAP |
| 6 | Governors to review their ‘pen portraits’ on the school website and to submit updated versions to the School Business Manager. | All Governors, ASAP |
| 7 | Headteacher to talk to the Caretaker about door locks on his return to school next week. | Headteacher, by next FGB meeting |
| 8 | eCWIP training links to be forwarded to staff and the Chair and Vice Chair to be included on the circulation list. | Mrs Colclough, by next FGB meeting |
| 9 | The Chair to undertake a H&S visit with the Caretaker and to involve members of the school council. | Chair, by next FGB meeting |
| 10 | Quality of the new school uniform to be investigated. | Headteacher, ASAP |
| 16 | All Governors were required to familiarise themselves with at least the first part of the KCSiE document. | All Governors, ASAP |
| 19 | Clerk to prepare an Agenda for an Extraordinary FGB at 4pm on Monday 21st October | Clerk, ASAP |