



**MEETING OF THE FULL GOVERNING BOARD OF RIVACRE VALLEY PRIMARY SCHOOL,
HELD ON 27TH NOVEMBER 2019, AT 4.00PM**

NON CONFIDENTIAL

Present:

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	√
Mrs Julia Clarke		25/01/2021	√
Mrs Kate Hubbard	Chair of Governors	04/02/2020	√
Mrs Gemma Flynn	Vice Chair	22/06/2020	Apologies
Mrs Jacqui Critchley		12/03/2023	√
Mr Jed Denham		20/01/2022	√
Mrs Kate Docherty	Head		√
Mr Joao Liete		10/10/2023	
In Attendance			
Mrs Caroline Mann	Clerk to Governors		

Standard items

1. APOLOGIES

Apologies were received from Mrs Flynn.

RESOLVED: that the apologies from Mrs Flynn be accepted.

Action: The Chair to contact Mr Joao Liete regarding the Parent Governor role.

2. DECLARATION OF INTEREST

There were no pecuniary interests declared.

Annual Pecuniary Interest forms were collected from Governors and retained by the school.



3. MEMBERSHIP/CONSTITUTION

Governors noted that Mrs Hubbard (Chair) and Mrs Flynn (Vice Chair) terms of office would end by June 2020 and that they intended to stand for election again. A Parent Governor election had been undertaken in October

RESOLVED: that the end of tenure on 4th February 2020 for Mrs Hubbard and 22nd June 2020 for Mrs Flynn be noted.

Action: Headteacher to notify all parents of Parent Governor vacancies early in the New Year, with one appointment advertised to commence in February and one in June 2020.

School Items

4. MINUTES OF THE LAST MEETING

Governors noted an amendment to the minutes dated 2nd October 2019, in Item 19, Page 9. Mr Aspden is a Finance Governor and not Chair of the Finance Committee. There was no Finance Committee.

The amendment having been noted, the non confidential minutes of the Full Governing Board held on 2nd October were confirmed as accurate and signed by the Chair.

The non confidential minutes of the Extraordinary Full Governing Board held on 21st October 2019 were confirmed as accurate and signed by the Chair.

Governors Question: Why has the Item on Budget been added to each FGB?

Governors Answer: The new SVFS requirement is to have six updates per year.

Action: Governors to submit questions on the budget prior to each FGB, as and when required.

RESOLVED: that the non confidential minutes of the FGB on 2nd October and the Extraordinary FGB held on 21st October 2019 were agreed and signed by the Chair.

Governors were advised that in line with the new SFVS, meetings with the LA Finance Officer, Admin Assistant, HT and Finance Governor would be advertised for any Governors who wished to attend. The group would be a working group.

Action: The Headteacher to provide Governors with the dates and times of meetings with the above mentioned group and Governors to attend the working party, if available.



RESOLVED: that a Finance working party be set up and Governors invited to attend meeting.

5. MATTERS ARISING FROM THE NON CONFIDENTIAL MINUTES

Matters arising from 2nd October 2019:

Health and Safety

A walk round would be completed by the Chair in the Spring Term. A GDPR check had been carried out in November.

Action: The Chair to complete a Health and Safety visit with the Caretaker and to involve members of the school council in the Spring Term.

Action: Pen portraits to be completed by all Governors and forwarded to Mrs Cole.

Action: Caretaker to complete a review of the feasibility of door locks on classroom doors.

Action: The Clerk to add an item on eCWIP to the next FGB agenda.

Action: Clerk to add Budget item to the next FGB agenda and Governors to send questions on the budget to the Headteacher in advance.

Action: Mrs Cole had investigated the quality of the new school uniform and the Headteacher to report back findings at the next FGB.

Governors noted that the KCSIE 2019 document had been read by all governors present.

Action: The Headteacher to check that Mrs Flynn had read the KCSIE 2019 document.

All other actions had been completed.

Matters Arising from the minutes of 21 October 2019:

The Headteacher advised Governors that building work would commence for eleven weeks in January 2020, with the breakthrough to the school planned for February half term.

Governor Question: Should the minutes from 21st October 2019 be included in Non Confidential (Part One) or Confidential minutes (Part Two)?

Governors discussed the content of the minutes and the need for transparency and noted that the document contained information relating to Lancaster Maloney's charges.



Action: The Headteacher to contact Lancaster Maloney to check what other schools have done in the past.

6. PART ONE/ NON CONFIDENTIAL REPORTS

There were no reports from Governors with special responsibilities or committee reports to be discussed.

7. HEADTEACHER'S REPORT

The Headteacher had circulated information to the Governors prior to the meeting and gave a brief overview of the content.

Governor Question: Is it all (Training and Development, and Celebrations) in the first term?

Governor Answer: Yes, it is a very busy term.

Governor Question: Is there a lot going on for staff?

Governor Answer: Yes, but there is a balance between training and being in school for teachers. This term there has been a focus on EY and Phonics training.

RESOLVED: that the report be received.

8. SCHOOL DEVELOPMENT PLAN

The Headteacher gave an overview of the SEF writing process and confirmed that all staff and some Governors had input into the report. Each area had been RAG rated (red, amber, green). The evidence confirmed that the school maintained a 'Good' Ofsted status, although some individual areas may be outstanding.

Mr Steve Williams (SIP), had provided positive feedback regarding the curriculum document, suggesting that it was developmentally appropriate whilst raising the bar for children. Mr Williams had been asked to work with middle leadership on Curriculum, as there were no specific subject leaders' roles within school.

Governors discussed the role of subject leadership and how curriculum is taught and progressed.

Governors Question: EY was graded good. What is GLD as it's not in the paperwork?

Governors Answer: GLD was 68% and national is 71%. Previously the GLD was 58% (2018) and 64% (2017). The school would rate the EYFS at a 'good' level and not yet outstanding as we have new members of staff in place and the focus has been on ensuring everyone shares our vision and maintains our high standards.

Mr Denham gave an outline of the EY interventions and the approaches to engaging children in early writing. He confirmed that the areas for focus were maths, early reading and writing.

Governors Question: In the school self evaluation, KS1 have graded themselves amber – patchy evidence. Is that a legacy? Why is it?



Governors Answer: It is a new KS1 team and they have been under a lot of scrutiny. KS1 staff felt that they were building an evidence base to validate a good judgement but were reluctant to grade it as being good at the moment. It is a reflection of a lack of confidence of some staff on making a judgement especially when data is still showing a developing picture.

Governors Question: Are you concerned about KS1?

Governors Answer: No, the HT and DHT did a book scrutiny last week and the books were in line with what we would expect. They were great.

ACTION: The Headteacher to circulate EY data to Governors.

Governors Question: Ofsted require Governors to ensure that the curriculum offer is appropriate. Where is the curriculum document on the website?

The DHT brought the Curriculum document up on a smart screen and identified areas for Governors to focus on.

Governors Question: How do we know that this is appropriate for our children?

Governors Answer: We follow the Statutory documents: Early Years Foundation Stage and the National Curriculum. Staff know the skills and knowledge that are required by the children and try to link topics to this. They choose topics that will be relevant, for example, the world cup is coming up so we may use this or use local places, such as the Boat Museum if we are doing a water related topic.

Governors Question: As a governing body could we ask to see the books when we do visits? Can we see how the curriculum is implemented in the classroom?

Governors Answer: Earwig provides good evidence for this, it would also be good for Governors to ask to see this when they meet with staff prior to the FGB meetings each term.

A copy of the SEF had been added to Perspective. The SSDP had been discussed during the FGB held on 2nd October 2019.

RESOLVED: that the update be received by Governors.

Action: The Headteacher to email a copy of the SEF to Governors when completed.

9. POLICIES

The Whole School Pay Policy which had been approved at the FGB on 2nd October 2019.

All policies had been circulated prior to the FGB and Governors were advised that the following policies had not been amended:

- Compliments
- Complaints



- Disciplinary
- Capability
- Whistleblowing procedure

Governors Question: Do parents know that there is a compliments policy?

Governors Answer: It is on the website. However, parents might not know that there is a policy. We get verbal compliments but not many in written form.

RESOLVED: that the policies be agreed.

Governors noted changes to the following policies:

- Feedback and Marking policy
- Administration of Medicines policy
- LAC and PLAC (Previously Looked After Children) policy

Governors Question: Page 6 of the Medicines policy refers to the Ofsted common inspection. Is it now the EIF?

Governors Answer: Yes, we will update this.

RESOLVED: that the policies be agreed.

Reports / data

10. SCHOOL BULLETIN/HR UPDATE

SFVS

Governors noted that the SFVS had changed slightly for this year. It now includes a dashboard which RAG rates (Benchmarks) the school against other schools in aspects of its financial management. Some of the questions have been amended and there are now a couple of new ones. The full SFVS will be completed by the school and Governors early in the spring term.

Action: The Headteacher provide copies of the SFVS RAG rating to Finance Governors.

Governors Question: Will the school be used as a polling station?

Governors Answer: Yes, but only the hall. The children will still attend school and the interconnecting hall door will be locked.

11. SIP REPORT

The SIP visit had been undertaken on 5th November and the report was due.

Action: The Clerk to add an item on SIP Report to the next FGB meeting.

Finance Items



12. BUDGET AND UNOFFICIAL SCHOOL FUNDS

The Headteacher circulated an updated copy of the Budget Monitoring 2019-20 report including £30,000 additional contribution to the nursery extension.

Total expenditure was £10,714 above predicted to year end. Income had increased due to additional nursery hours, suspension income, growth fund, SSIF and Teachers pay grant.

Governors Question: What was the carry forward last year?

Governors Answer: £118,000.

Governors Question: Is the idea to keep that amount?

Governors Answer: No, ideally a carry forward of 8% or approximately £80,000. The income has enabled us to invest in the extension which should bring carry forward down to a more acceptable level.

Governors Question: Can the SLT structure be reviewed as the school is growing and there are more requirements on these staff?

Governors Answer: Will review this when the budget is clearer.

RESOLVED: that the budget be received.

School Fund

Governors Question: Have we had the certificate for the audited accounts?

Governors Answer: Yes – HT will email a copy to all Governors for information.

Action: The Headteacher to circulate the certificate to Governors.

13. SCHOOL BUILDINGS AND CAPITAL EXPENDITURE PROGRAMME

Governors noted the planned expenditure from the three year plan, which had been circulated prior to the meeting.

Asbestos

Governors discussed removal of asbestos and the Headteacher advised the Caretaker had arranged for a company to audit the asbestos in the roof space. The school had received conflicting advice regarding its removal.

Governors Question: If the asbestos is not touched can it be left?

Governors Answer: Yes. It is in the loft and contractors who have been into the loft have not disturbed it. The matter is being pursued.

Action: The Clerk to add an item to Update on Asbestos to the next FGB meeting.

Site Managers report

Governors Question: Was the leak in the library just the blocked gutter?

Governors Answer: Yes it has been checked and it was nothing else. The library has dried out now. Damaged carpet tiles have now also been replaced with new.

Governors Question: Have we ever had a drain survey?



Governors Answer: Yes – as part of the expansion by enlargement programme a survey of the drains was undertaken. The Cartaker will contact Lanes for Drains, to look at the other drains this week as part of a rolling programme.

Governors Question: What about the issue in the playground?

Governors Answer: It is with the Caretaker who is pursuing it. We have email notification from the contractor (HFC) stating that remedial works will be completed and new drains installed (at the cost of the groundwork company). Hopefully this will remedy the issue with pooling water on the playground.

Governor items

14. GOVERNOR TRAINING AND VISITS

The following training had been undertaken by Governors:

- SVFS by Mrs Atkins, Mrs Hubbard and the Headteacher
- GDPR by Mrs Hubbard
- Ofsted 'Deep Dive' training in Geography, by Mrs Atkins

15. CORRESPONDENCE TO THE CHAIR OF GOVERNORS/ CHAIRS ACTIONS

There were no correspondence or actions to be discussed.

16. GDPR:

The Chair advised that the Headteacher would provide a termly update to Governors on GDPR including details of Data incidents, breaches and FOI requests.

Action: Governors to use Rivacre Valley emails for school business.

Action: The Clerk to add an item on GDPR to the next FGB meeting.

Action: The Clerk to email all future documentation to Rivacre Valley email addresses and to advise Governors that they were there.

17. GOVERNING BOARD COMPOSITION

RESOLVED: that the composition be reviewed and accepted.

RESOLVED: that it be noted that Mr Liete had been elected as the new Parent Governor, with effect from October 2019.

Other standard items:

18. DATES FOR NEXT MEETING

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 **4.00pm**.

19. ANY OTHER NOTIFIED BUSINESS

There was no further business to discuss.

The meeting closed at 6.00pm, following discussion of the confidential items.

Signed by *[Signature]* (Chair of Governors)

Dated *23.1.2020*