



MINUTES OF A MEETING THE FULL GOVERNING BOARD OF RIVACRE VALLEY, HELD AT 4.00PM ON 19th MARCH 2020 *, AT THE SCHOOL

NON CONFIDENTIAL MINUTES

Members of the Governing Board:

Name	Designated Role	Date of end of tenure	Present
Mr Ian Aspden	Co opted	10/03/2023	Y (via phone link)
Mrs Yvonne Colclough	Co opted Staff	10/03/2023	Y
Mrs Moira Atkins	Co opted	26/10/2020	N
Mrs Kate Hubbard	Chair of Governors/ Parent	04/02/2024	Y
Mrs Gemma Flynn	Vice Chair/ Parent	22/06/2020	Y
Mrs Jacqui Critchley	Local Authority	12/03/2023	Apologies
Mr Jed Denham	Staff	20/01/2022	Y
Mrs Kate Docherty	Head	Ex Officio	Y
Mr John Leite	Parent	10/10/2023	Y
Vacancy	Co-opted Governor		
In attendance			
Mrs Caroline Mann	Clerk to Governors		

***Please note:** The FGB meeting had originally been scheduled to take place on 25th March at 4.00pm. The meeting was brought forward on 17th March, at the request of the Chair and in light of the Corona Virus pandemic and the likely announcement of school closures.

Standard items

1. APOLOGIES

Apologies had been received from Mrs Critchley.

RESOLVED: that apologies be accepted.

Governors noted that Mrs Atkins was not in attendance.

2. DECLARATION OF INTEREST

There were no further pecuniary or conflicts of interest.

3. MEMBERSHIP/CONSTITUTION



There had been no changes to membership since the last Board. Governors discussed the vacancy for a Co-opted Governor.

RESOLVED: that the recruitment of a new Co-opted Governor be postponed until the school reopened.

Action: The Clerk to add recruitment of a Co-opted Governor item to the next FGB meeting.

School Items

4. MINUTES OF THE LAST MEETING

Governors reviewed the non confidential minutes of the Full Governing Board meeting (Performance and Pupil Welfare focus) held on 23rd January 2020. Governors noted the following:

Item 5

The words, 'learning log' to be amended to 'training log'.

Item 23 (Action Plan)

Governors discussed the wider circulation of the Appraisal report and the Headteacher agreed to add it to the Part Two/ Confidential Agenda for the Summer 1 FGB.

Action: The Headteacher to circulate the Appraisal report with the Part Two/ Confidential Agenda for the next FGB.

RESOLVED: that the non confidential minutes be accepted and signed by the Chair.

5. MATTERS ARISING FROM THE NON CONFIDENTIAL MINUTES

Action: The Chair to undertake a H&S learning walk with the Caretaker, Mr Martin.

Action: Outstanding pen portraits to be sent to Mrs Cole for inclusion on the website.

Action: The Headteacher to email copy of the Governor visit form to all Governors.

Action: The Chair to visit the school to follow the card preapproval process.

All other actions had been completed and there were no matters arising.

6. PART ONE/ NON CONFIDENTIAL REPORTS

Mr Aspden had undertaken a Safeguarding learning walk and a report had been circulated to Governors. Mr Aspden gave an overview and highlighted the useful



document shared by the Headteacher during their discussions of Ofsted's, 'Safeguarding Requirements for Leaders and Managers'.

Mr Aspden advised that Ms Jenny Hughes, had attended New Ways of Working training which emphasised 'working with' rather than 'doing to, or for, parents'. The Headteacher would attend this training as soon as schools reopened.

Action: The headteacher to circulate a copy of the Safeguarding document, shared with Mr Aspden to all Governors.

7. HEADTEACHER'S REPORT AND SAFEGUARDING REPORT

A copy of the Headteacher's report had been circulated prior to the meeting. The Headteacher highlighted the following items:

- The professional development and training undertaken by staff.
- The fundraising undertaken and the level of commitment by parents to this.

RESOLVED: that the Headteacher's report be received with thanks.

8. SCHOOL DEVELOPMENT PLAN

The Headteacher advised that the SSDP had been shared at the meeting on 23rd January 2020 and that there were no major updates.

9. POLICIES

The following policies had been circulated prior to the meeting:

- Charging and Remissions
- Sex and Relationships Education
- Whistleblowing
- EYFS
- Staff Discipline
- Code of Conduct
- Dignity at Work
- Lock Down policy

Governors considered the policies.

Governors question: (Lockdown policy) Do all staff have a whistle?

Answer: Staff haven't seen the policy yet, but they will all have a whistle. We are looking at a new telephone provider, which may enable us to have a phone in each room, for use in emergencies.

RESOLVED: that the policies be agreed.

Reports / data

10. SCHOOL BULLETIN/HR UPDATE



Governors noted the useful summary of a Governors role.

RESOLVED: that the update be received.

11. SIP REPORT

To receive a report from the school improvement partner.

The Headteacher advised Governors that the SIP report had been reviewed and updated to better reflect the visit.

Governors Question: *Did the SIP say why the report didn't reflect the visit?*

Governors noted that this would be discussed with the SIP at the next face to face meeting.

12. RESOURCE AND COMMUNITY REPORT

There was no report to be discussed during the Spring Term.

Finance Items

13. BUDGET UPDATE

The Headteacher had circulated the budget monitoring statement prior to the meeting and gave a brief update on the variances.

- An additional spend of £30,000 on the nursery build which had previously been discussed by Governors.
- Spend on sickness insurance premiums had been high though this would be offset by maternity.
- There had been an increase in agency supply costs.
- Supplies budget had increased due in part to Edsential charges of £11,000, purchase of leased White Board, breakfast club and snack expenditure.

The Headteacher advised Governors that the school was in a strong position.

The Headteacher had met with the Chair and Mrs Colclough to discuss scenarios for staffing in 2020/21. These had been costed and would include some additional staff in a floating capacity in each of the Phases. This would ensure that PPA was covered by a teacher. The Bursar had costed this into the budget for 2020/21. The additional teaching staff had not been included in years 2021/22 and 2022/23. However, it was envisaged that there would be enough funding at the end of 2020/21 to continue with this staffing model.

Governors Question: *Can we still achieve a balanced budget in later years with the new level of staffing proposed?*

Answer: *We have currently got some additional teaching time in upper KS2 and one covering PPA, who would be removed from the budget to offset the costs of the proposed changes to staffing.*



Governors Question: Will the proposed staff plan come to the next FGB?

Answer: Yes, to be approved by the end of May with final approval in June.

Budget 2020/21

Governors noted that some areas of the 2019/20 budget had been reduced in order to establish a realistic 2020/21 budget. This included the Tenants Maintenance budget which had been reduced from £40,000 to £20,000 based on actual spend.

Three year budget

Governors noted that the budget had been prepared using the assumption that there would continue to be an intake of 40 children per year. The Headteacher confirmed that there were currently 36 children expected and that this was the same at this time each year.

The Headteacher observed that the DfE had confirmed EY funding would continue throughout the period of shutdown due to Corona Virus.

	<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>
Brought Forward	104,835	96,348	133,828
Projected In-Year	-8,487	37,480	115,581
Carry-Forward	<u>96,348</u>	<u>133,828</u>	<u>249,409</u>

RESOLVED: that the draft budget 2020/21 be agreed.

RESOLVED: that the three year budget be agreed.

Standing Financial Value Statement (SFVS)

Governors Question: Do our Finance meetings need to be more formal?

Governors considered how to achieve this via a panel or working party.

Governors also thought about possible membership and opening the current group to wider Governing Body.

Governors Question: Do you think that the whole area of contract and leases should be kept under review and brought to the attention of Governors?

Answer: Yes, we should be looking at the contracts as they come up and getting three quotes and not just letting them run on. We have just done this exercise with the telephone system.

Action: The Headteacher to circulate previous Finance Committee Terms of Reference with a view to identifying the best arrangement going forward.

RESOLVED: that the SFVS be agreed and signed by the Chair prior to submission.

RESOLVED: that the Manual of Standing Financial Instructions was accepted.



Benchmarking

Governors Question: *We are quite low down on the benchmark sheet for Stage 2 performance. We need to look at it.*

Answer: *It is on the quick comparison sheet and they have chosen similar schools in terms of size. They may not have the same levels of deprivation. I have compared us to local schools, Rivacre comes out better particularly in reading.*

Governors noted that the school had done well in reading and considered that the school would have scored higher in the combined measure (53%) if appeal had been allowed.

Governors Question: *Why is income generation in other schools higher?*

Answer: *I have checked this locally and schools charge more for their afterschool clubs which we try to keep free.*

RESOLVED: That the benchmarking be received.

14. UNOFFICIAL SCHOOL FUNDS

Governors noted that the accounts had been audited in October 2019 and the certificate received.

15. SCHOOL BUILDINGS AND CAPITAL EXPENDITURE PROGRAMME

The Headteacher advised that an Asbestos survey report had been received and the School Business Manager was obtaining quotes for the required work. These would be brought to the next FGB.

Action: The Clerk to add an Asbestos Quotes item to the next FGB agenda.

RESOLVED: that the Building reports be received.

Governor items

16. GOVERNOR TRAINING AND VISITS

Mrs Flynn gave an overview of her visit to meet Mrs Hughes (SENCO). This was the first meeting and further meetings would be scheduled. The school currently had 51 children receiving targeted additional academic support, which was approximately 30% of total children.

RESOLVED: that the update be received with thanks.

17. CORRESPONDENCE TO THE CHAIR OF GOVERNORS/ CHAIRS ACTIONS

There had been no chairs action or correspondence.



18. RESIDENTIAL VISITS

A planned trip to London for Year 6 had not been cancelled due to the Corona Virus pandemic but was under review. The Headteacher advised that Insurance would be paid if the trip was cancelled.

19. GOVERNING BOARD COMPOSITION

Governors were satisfied with the current composition.

Other standard items:

20. DATES FOR NEXT MEETING

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.

Action: The Clerk to keep Governors updated on the alternative ways in which schools were communicating and holding meetings during the shutdown.

21. ANY OTHER NOTIFIED BUSINESS

Purchase of laptops

The Headteacher advised that approval was required for the purchase of laptops at an approximate cost of £8,000. These were required to replace old stock and to enable staff to work remotely whilst school was shut.

RESOLVED: that the expenditure be approved.

Children's access to learning

Governors Question: *Have all children got access online from home?*

Answer: *We trialled it last night. All children were shown how to access google classroom. We will monitor it.*

The Governors wished to record how impressed parents had been with the information sent home with children.

RESOLVED: that the Governors thanks be extended to the teachers and staff for all their hard work.

Key Workers

The Headteacher advised that the school was awaiting a list clarifying 'key worker' status. All staff had been asked to attend school on Monday 23rd March, from which point rotas would be drawn up. Arrangements for a deep clean in the areas which would not be required during the shutdown had been made, as had



arrangements to feed those receiving Free School Meals (FSM). The Headteacher acknowledged the support that she had received from staff and the SLT, who had worked on non-working days.

The meeting closed at 5.03 pm, following discussion of confidential business.

Signed by [Signature] Chair of Governors

Dated 19/3/2020