



MINUTES OF A FULL GOVERNING BOARD MEETING OF RIVACRE VALLEY PRIMARY SCHOOL, HELD VIA VIDEO CONFERENCING AT 4.00PM ON 21ST MAY 2020

PART ONE/ NON CONFIDENTIAL

Attendees:

Name	Designated Role	Date of end of tenure	Present
Mr Ian Aspden	Co opted	10/03/2023	Y
Mrs Yvonne Colclough	Co opted Staff	10/03/2023	Y
Mrs Moira Atkins	Co opted	26/10/2020	No due to technical difficulties
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	Y
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		

GQ (Pr) – A Governor’s Question made prior to the meeting via GoogleDoc.

GQ (M) – A Governors Question made during the meeting. GC – Governors Comment.

The Chair commenced with a welcome and the meeting began at 4.19 pm.

RESOLVED: that the Governing Board approve the use of alternative arrangements for governors to participate or vote at meetings of the Governing Board by telephone or video conference.

Attendees confirmed that they were in a secure and confidential environment and would remain so for the duration of the meeting.

Standard Items

1. APOLOGIES

No apologies were received though Mrs Atkins was presumed to have had technical



difficulties logging in to the meeting.

Action: Clerk to investigate technical difficulties with online attendance and to advise of outcome at the next meeting.

2. DECLARATION OF PECUNIARY INTEREST

There were no further pecuniary, or conflicts of interest declared.

3. GOVERNING BOARD MEMBERSHIP

Governors noted that Mrs Flynn's term would end on 22nd June 2020. Earlier in the year, parents had been asked for applications for two Parent Governors vacancies that would become vacant in February and June. Mrs Flynn had confirmed that she would take up a further term of office (on 23rd June), during the FGB held on 23rd January.

Governors noted that Mrs Atkins term as Co-opted Governor would end on 26th October 2020.

Action: Clerk to add Co-opted Governor item onto the next FGB agenda.

4. MINUTES OF LAST MEETING

The following amendment was made to the non confidential minutes from the FGB meeting held on 19th March 2020:

Minute 6 – Governors Reports

Mr Aspden and the Headteacher met to discuss safeguarding but did not undertake a learning walk. Reword to, 'Mr Aspden had met with the Headteacher for a termly update'.

RESOLVED: that the non confidential minutes from the FGB held on 19th March 2020 be agreed and signed by the Chair, at the next available opportunity for the Board to meet in person.

5. MATTERS ARISING

Mr Aspden joined the meeting at 4.27pm.

Purchase of laptops/ Children's access to home learning

GQ (Pr): *What was the outcome of the monitoring? Do all children have access, or do*



we need to buy them laptops? Are they and parents able to use them or do they need training?

A: A couple of additional laptops have been purchased for staff returning from maternity leave plus upgrade to HT home working facilities. Total costs £2,500.

Most children had access to home learning. Laptops have been purchased for Looked After Children (LAC) children via the Summer Pupil Premium (PP) money and a request for laptops from the Government scheme for our vulnerable children has been made to Cheshire West and to Wirral.

Governors noted the arrangements made to loan school iPads to some children and where preferred, to provide paper based learning packs.

Asbestos

An update on the work undertaken towards obtaining quotes for the removal of asbestos, had been circulated to Governors prior to the meeting. Governors noted the quotes and that the costs would be met by Qwest as part of their SCA capital.

Terms of Reference

Draft Terms of Reference for the Finance Panel had been circulated prior to the meeting.

RESOLVED: that the Terms of Reference for the Finance Panel be agreed.

6. CHAIR'S ACTION

There were no actions to report.

7. COMMITTEE REPORTS AND REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES

There were no reports to be considered.

8. HEADTEACHERS UPDATE

The Headteacher had circulated a comprehensive set of notes to support agenda items prior to the meeting. Governors had taken the opportunity to ask the Headteacher questions and make comments, to which the Headteacher had responded. Questions and responses had been shared with all Governors.

During the meeting, the Headteacher gave an update and discussed the answers to



some of the questions raised in further detail. Governors asked additional questions either in person, or via the 'notes' function on the video conferencing system.

Data

Governors noted the KS1 and KS2 data provided.

GQ (Pr): *Some good indicators here but figures overall look a bit worrying – were they before or since school closure?*

A: *Data outcomes were for the end of the Spring Term just before the closure of the school.*

GQ (Pr): *What sort of progress are pupils making since closure, are they likely to be less well prepared for next year?*

A: *Pleased to see that most children are continuing to make expected progress and the % working at ARE is improving in most subject areas.*

Some declines in % of children making expected progress. Will explore this further when school returns to a more 'normal' working situation. The impact of Covid-19 is undoubtedly going to have an impact on children's attainment and progress going forward, but from my experience children are incredibly resilient and will catch up in time. We have an experienced staff who will prioritise the areas of learning which will provide the children with the greatest opportunities to get back on track, with wellbeing and mental health the first focus.

Throughout the closure, the home learning offer has focused on revisiting prior learning and embedding those skills. Staff have been asked not to teach too many new things though some new learning has been included for Early Years (EY). We are not sure what the impact will be on progress yet.

GQ (M): *Year 5 looks like a worry.*

A: *The Year 5 cohort is a mix of abilities including SEN. This is the group who at the end of KS1, were given fairly optimistic scores, and some progress was lost over that summer. Governors were confident that the school would focus on this particular group on their return.*

Governors noted the following items:

- the impact of expenditure on raising standards.
- Attendance data
- the online training undertaken by staff working from home, including Paediatric First Aid and the LA course on Mental Health for children and staff.
- the School Council update

The Headteacher advised Governors that the number of Reception children on roll for September was 45.

SEND Report- 2019/20



A report on SEND, prepared by the Inclusion Manager, Ms Jenny Hughes, had reviewed by Governors prior to the meeting.

Action: The Clerk to add a SEND item to the Autumn agenda and the Headteacher to invite Ms Jenny Hughes to do a presentation.

Pupil Safeguarding

An update on actions taken on safeguarding during the pandemic, had been circulated prior to the meeting. The Headteacher advised Governors that the role of safeguarding had changed and that there was a new requirement to have a paediatric First Aider on site, should children under the age of six attend school. The Code of Conduct for Staff and Safeguarding policies had been updated to reflect the temporary changes.

Governors noted the letter from the LA complimenting the school on their safeguarding provision and the Headteacher recapped the actions that had been taken. Some children in the vulnerable group were not attending school but had been contacted regularly.

Free School Meals (FSM)

The DHT had arranged daily bags for children, which were collected from school. This had evolved into food parcels but difficulties with poor quality and supply, had led to some parents requesting to move to the School Vouchers system. The voucher system had proven challenging to administer for school and parents, so a dual FSM system had been kept in place. Staff had delivered some food to children's homes directly.

Children and staff would be taking a break during the half term period. Vulnerable children would continue to be monitored during this period.

9. SCHOOL IMPROVEMENT/DEVELOPMENT PLAN (SDP)

The SDP had been circulated prior to the meeting. Governors noted that the key priorities outlined in the SDP may change depending on how Covid-19 continued to impact upon education.

10. REVIEW OF HOME LEARNING

GQ (Pr): What is parental feedback?



A: Home learning has been embraced by the staff and children. Parents have also been very supportive. The range of activities being provided by staff for children, in various mediums, are impressive. The challenge will be to balance this offer with the move toward reopening for specific year groups. Not quite sure how this will look if we follow the DfE guidance to the letter and bring back N2, Reception, Year 1, and Year 6 full time as well as our vulnerable and key worker children from Years 2-5. This number of children in groups (15 maximum) would need all of the staff, so no staff available for home learning for other children in N1, Years 2-5 and those in the identified groups who do not choose to come to school. The Senior Leadership Team (SLT) are awaiting further guidance.

***GQ (Pr):** If pupils are not uploading work, do teachers contact parents/ pupils?*

A: For those children who have not accessed the home learning offer, staff have contacted them directly by phone to remind them of what is available and to check that they know how to access it. In a couple of instances, school has offered to provide an iPad to facilitate access if this is an issue.

***GQ (M):** What is happening in the summer holidays?*

A: There is no expectation that schools will be open. SY4C have put together an offer for parents. We are not sure whether the school will be asked to fund it.

The DHT gave an overview of the use of Google classroom by children in KS1 and KS2. Daily Maths and English work had been provided in addition to a topic grid to be used throughout the week. Google classroom had been used to livestream all day, so that staff could interact with children. Topic grids included outdoor as well as indoor activities.

Mr Denham outlined the learning being provided to children in EY via the Tapestry system. Due to the age of the children, the daily challenges were provided in the form of short videos and messages. Following a review of parents, the number of challenges and phonics had been reduced and a topic grid introduced. The emphasis throughout had been on wellbeing.

***GQ (M):** We have looked at the plan for reopening and made comments. Do you want to run through it now?*

A: The DfE had requested that Nursery, FS2, Year 1 and Year 6, be brought back to school, on top of existing key worker and vulnerable children. The LA have asked



school what they would offer. Parents were contacted to ask for their requirements. If we followed the DfE guidance we would have struggled to bring back any children other than key workers and vulnerable groups. Classroom sizes limit children to ten per class, and there are ten teaching areas within the school. Senior Leadership Team have pondered and decided on a phased approach to Nursery, Reception, Year 1, and Year 6 based on two days in and three days home learning.

The Headteacher provided further update on:

- The use of small groups or 'bubbles' of children
- Cleaning arrangements
- Use of outdoor space
- Social distancing between bubbles
- One way markings in the school building
- Staggered breaks, lunches, and outdoor time
- Drop off and collection times by parents

Governors considered the timing of the opening on 8th June, giving one week for staff to prepare in school without the children and recognised the amount of time and effort that had gone into planning.

Q: *Have there been any staff who felt that they could not come in?*

A: *There are a few who live with family members who are shielding. Some staff are vulnerable so we have tried to limit the amount of contact that they might have. Take up is 45% from those year groups, so this will free up some staff. It is the staff's choice to come in.*

GQ (M): *Could pictures/ videos of the classrooms/ cleaning stations/ outside spaces be uploaded for parents to see?*

GC: *(The changes to school) may be intimidating for the youngest children.*

A: *Yes, we will video and photograph the new set up and will upload and share that with children so that they are familiar with changes to routines.*

Governors noted that an LA announcement was awaited and considered the different approaches to reopening taken by schools in the local area. The Headteacher advised that Risk Assessments provided by the LA had been completed and a further school one completed also. Risk Assessments had been



shared with staff and there had been positive feedback regarding the preparation week from 1st June. Younger children would be brought back to familiar environment and would be with a familiar member of staff. A letter to parents would be circulated on 22nd May following the LA announcement.

11. FINANCE

Updated budget documents had been shared by the Headteacher prior to the meeting. The 2019/20 budget closed with a carry forward of £70,120.

The projected budget for 2020/21 was:

- Income of £1,547,940 (one million, five hundred and forty seven thousand, nine hundred and forty)
- Expenditure of £1,555,459 (one million, five hundred and fifty five thousand, four hundred and fifty nine)

GQ (Pr): *To which code is the SY4C expenditure charged?*

A: *To professional fees.*

GC: *We need to note that 'Supplies and Services' will be particularly closely managed and monitored in view of overspends last year.*

Governors noted that the projected carry forward for the next three years was:

- £62,600 (2020/21)
- £34,670 (2021/22)
- £45,714 (2022/23)

RESOLVED: that the final budget be approved for 2020/21.

RESOLVED: that the three year budget be approved.

12. PUPIL PREMIUM REPORT

Governors noted the report regarding the school's Pupil Premium 2019/20.

GQ (Pr): *Do you think PP will increase after Covid-19?*

GQ (Pr): *Have more pupils gone into FSM due to the current situation?*

A: *The number of children entitled to PP has already risen from 98 to 105. Attendance continues to be the biggest barrier for our PP children, and this goes hand in hand with*



poorer outcomes for those children. Steph is in the process of fully reviewing this document and analysing the data. It would be useful for her to present to the FGB her findings and plans going forward.

In another year perhaps alongside the review, we could look at the progress stats for PP children as a separate agenda item rather than incorporating them in the general report. However, my recollection is that they do well in fact.

Action: The Headteacher to invite Steph to present the PP review findings/ attendance in the Autumn.

Action: The Clerk to add an PP/ Attendance Review presentation item to the Autumn 1 agenda.

13. SCHOOL POLICIES

There were no new policies to be reviewed. Temporary additions to the Staff Code of Conduct and Safeguarding policies had been provided by the DfE.

14. CLERKS UPDATE

There was no update to be given.

15. DATE AND TIME OF MEETINGS 2020/21

7th October 2020 4.00pm Focus: Performance and Pupil Welfare

Action: Clerk to circulate suggested dates for next year's meeting.

<u>Autumn Term</u>	<u>Focus</u>
7 th October 2020	Performance and Pupil Welfare
25 th November 2020	Resources and Community
<u>Spring Term</u>	
20 th January 2021	Performance and Pupil Welfare
24 th March 2021	Resources and Community
<u>Summer Term</u>	
19 th May 2021	Performance and Pupil Welfare
30 th June 2021	Resources and Community

The meeting closed at 5.26pm, following discussion of confidential business.



Signed by [Signature] Chair of Governors

Dated 21/5/20