



MINUTES OF A MEETING OF THE FULL GOVERNING BOARD OF RIVACRE VALLEY PRIMARY SCHOOL, HELD VIA ZOOM VIDEO CONFERENCE, ON 7th OCTOBER 2020, AT 4.00PM

NON-CONFIDENTIAL

Members of Governing Body:

Name	Designated Role	Date of end of tenure
Mr Ian Aspden	Co-opted	10/03/2023
Mrs Yvonne Colclough	Co-opted Staff	10/03/2023
Mrs Kate Hubbard	Chair of Governors/ Parent	04/02/2024
Mrs Gemma Flynn	Vice Chair/ Parent	22/06/2024
Mrs Jacqui Critchley	Local Authority	12/03/2023
Mr Jed Denham	Staff	20/01/2022
Mrs Kate Docherty	Head	Ex Officio
Mr John Leite	Parent	10/10/2023
Vacancy	Co-opted Governor	
Vacancy	Co-opted Governor	
In Attendance:		
Linda Giansante	Governor Clerk	
Steph Causer	Year 5/6 Teacher	

Standard Items

1. APOLOGIES

Apologies for non-attendance were received from Mrs Jacqui Critchley.

RESOLVED: That the apologies received were duly accepted.

2. DECLARATION OF PECUNIARY INTEREST

The Governors were asked to complete their annual declaration of Pecuniary Interest which declares any potential conflict of interest or pecuniary interest with the business to be discussed.

ACTION: Chair to review Pecuniary Interest Forms received and arrangements made for the website to be updated.



3. GOVERNING BOARD MEMBERSHIP/ CONSTITUTION

The Governors noted that:

- There are two vacancies for Co-opted Governors
- A skills audit will be completed by Governors to assess the skills gaps on the board

ACTION: Chair to send Skills Audit to Governors.

4. MINUTES OF LAST MEETING

Governors considered the non-confidential minutes of the last meeting, which had been circulated in advance of the meeting.

RESOLVED: That the non-confidential minutes of the last meeting held on 1st July 2020 be agreed.

ACTION: Clerk to email minutes from 1st July to Chair for signing by email.

5. MATTERS ARISING

To consider any matters arising from the last meeting.

Agenda Item	Action	Who by/ When by	Update
21.05.2020 8	Clerk to add a SEND item to the Autumn agenda and the Headteacher to invite Ms Jenny Hughes to do a presentation.	Clerk/ Autumn FGB	Ms Hughes is due to present to the GB at the Autumn 2 meeting. GF to telephone for update. Ongoing
12	The Headteacher to invite Ms Steph Causer to present the PP review findings/ attendance in the Autumn.	HT/ Autumn FGB	Done. Closed
12	The Clerk to add an PP/ Attendance Review presentation item to the Autumn 1 agenda.	Clerk/ Autumn FGB	Done. Closed
01.07.2020 4	All Governors to consider suitable persons and options for filling the co-opted vacancies and to report back to the next FGB	All Gobs/Next FGB	Chair has contacted Su Turner from Shaping Governance, she is looking at her connections and suitable Governors. Ongoing
6	Mrs Flynn to contact Miss Hughes to arrange an update meeting on SEND during COVID-19	GF/ Next FGB	GF provided an oral update following a telephone conversation with JH that



			<p>morning. A full presentation on SEND will be provided to the Full GB at the next meeting.</p> <p>ACTION: H/T to invite Miss Hughes to next meeting to present on SEND</p>
7	The Headteacher to arrange to carry out a consultation with parents	HT/ASAP	Done. Closed
9	The Headteacher to circulate a budget update following receipt of the updated figures from the LA Finance Officer on 15 th July	HT/After 15 th July	Done. Closed
10	The Headteacher to circulate a copy of the updated Pay Policy as soon as it was made available by the LA	HT/ASAP	Done. Closed

6. CODE OF CONDUCT

The Code of Conduct had been shared with Governors prior to the meeting.

RESOLVED: That the Code of Conduct was adopted.

7. KCSIE

The KCSIE Part 1 updated September 2020 document had been shared with Governors prior to the meeting.

Q. Governors asked if Part 2 should be read also?

A. It is good practice, there are a few additions to Part 2.

RESOLVED: That Governors confirmed that they have read KCSIE Part 1 updated September 2020.

ACTION: Headteacher to circulate to Governors a summary of the main changes to KCSIE.

8. CHAIR'S ACTION

RESOLVED: No actions taken since last meeting. However, following the removal of asbestos during the summer holiday subsequent repair / decoration work is necessary. The school is in the process of obtaining 3 quotations for this work. Once received the quotations will be shared with the Chair. Due to the timescale



required for the works to be completed KH will complete a Chairs action form on behalf of the GB. Governors approved this action.

9. HEADTEACHERS UPDATE

The Headteacher had circulated a detailed document updating Governors on the following areas:

- Safeguarding/Wellbeing
- Performance data and school tracking information
- SDP
- Attendance
- Ignite TSA

Governors had reviewed the document prior to the Full Governing Board, posing questions to which the Headteacher had provided responses.

Safeguarding / Wellbeing

The Headteacher advised Governors that:

- CPOMS is being used to report any issues, it is considered good practice. The school has received a letter to support that it is good for Safeguarding practices and reporting
- At the Cheshire Heads Conference Rivacre was named as one of the top 5 schools with good Safeguarding practice. The top 5 schools are 3 based in Ellesmere Port, 1 in Chester & 1 in Tarporley. This is very pleasing
- More challenging behaviours are now being handled in mainstream schools as SEN pupils are encouraged to stay within mainstream schooling

Q. Governors asked if they could be told a bit more about My Happy Mind?

A. A short presentation was shown to Governors. The Headteacher explained that MyHappyMind was developed by a mum. She was a professional coach. When her first child started school she realised that there was no structured support for children and their mental health. She developed a programme based in science that will equip the children with the skills to thrive in school. It is neuroscience based and the children accept it very well. The children are having lessons every week and the teachers are enjoying doing it also. It was agreed that it is a very good thing for the children.

Q. Is school getting enough PPE and test kits?



A. *We currently have 10 Covid-19 test kits in school, none have been given out yet. We can order more if our stocks become depleted.*

Q. *Do parents and other visitors comply with Covid rules and if they don't what does the school do?*

A. *Most parents are complying with Covid19 rules. Reminder texts are sent out to parents re: face coverings.*

Q. *Are there problems in identifying pupils with SEN?*

A. *Structures are put in place to identify early, referrals made to the 3 x school ELSA's and we are due to have a mental health practitioner to support staff and work with families.*

Q. *Is My Happy Mind being used in a lot of schools?*

A. *Not all schools. A couple of Blacon schools are using it, they were discussed as part of the CWAPH HT conference about 12 months ago. It is an individual school choice as to whether this is suitable. It is well structured and delivered in a child friendly way. There are training modules for the staff before delivery which makes it easy to deliver and not complicated. The feedback from parents are that the children are starting to do the practices at home.*

Q. *Is there any sign of the flu vaccination?*

A. *This has been done to all staff. School nasal spray date is set in diary as Monday 12th October.*

Q. *How are the staff handling the situation in school?*

A. *It is very challenging, with the difficulty that the staffrooms cannot be used as they were, some staff are finding working lonely.*

Performance Data and School Tracking Information

The Headteacher advised Governors that:

- The data only gives a snapshot, we anticipated that they pupils wouldn't be where they should be
- There is a positive attitude to learning in the school
- Staff members have different personalities, and some are more cautious than others when asked to predict future progression / attainment
- The Higher ability children are where we expected them to be



- Mid and lower and mostly below the standard we expect them to be at
- It is likely that probable progress will be made by most
- Catch up activities have been shared with Governors

Q. Governors asked that there is only one red in the potential for end of year achievement of expected level which seems very reassuring and is an excellent statement of intent – however the key is that the table only refers to the ‘majority’ which could mean only 51% and only refers to ‘the potential’. I wonder what percentage of children are likely to achieve their expected level?

A. The HT explained that staff had based their teacher assessments on a best fit / majority of the class. School would hope that this would encompass the majority of children within each group.

Q. The list of measures is impressive. On what basis have these particular measures been chosen, are there any that are known to be particularly effective?

A. The interventions selected are those that have a proven track record of improvement:

- *S&L: Wellcomm / Lola Listening leopard (used historically by school and recommended by EYs team at CW&C : EEF + 5 months*
- *Leuven scales + MyHappyMind (Social and emotional wellbeing) : EEF + 4 months*
- *Nuffield Early Language Intervention (NELI) : EEF + 3 months*
- *Read, Write, Inc – Phonics (EEF: + 4 months) / Reading strategies (EEF: + 6 months)*
- *Fresh Start (RWI for children who still have a reading age in Y5&6 at age 9 or below)*
- *Y6 catch up – Maths (Mastery learning approach) : EEF + 5 months*

Q. Class RM is setting itself a particularly challenging target – ‘significantly below at present but ‘highly likely’ for potential to achieve expected level by the end of year?

A. Some staff are naturally more optimistic re: outcomes! We anticipate that the vast majority would make expected progress (1 years movement) as we did not ask staff to predict progress to ARE by the end of the year.

Q. Not many below on the chart which is good considering! and Rivacre being Rivacre I’m sure the staff will do there utmost to get the children’s learning level and above back up to where it should be - every faith in you all. How are the children settling in?

A. The children have settled in very well, routines are now established.



Q. Have you heard who the new SIP person is?

A. New SIP is Susan Walters who is due to visit on 21st October (still part of Leading Schools).

Q. Are there going to be statistics this year?

A. Yes, they are going ahead, but they may not be used in league tables. Year1 Phonics Screening will go ahead in Autumn2 term for our current Y2 children, any Year 2 that missed it (now Y3) will not be expected to take the screen. Every school is in the same situation with wellbeing being concentrated on.

SDP

Q. Governors asked if there will be any residential or other visits this academic year?

A. Residential visits are booked for this academic year (Summer 2021) – however, we may need to defer / cancel if the Covid 19 restrictions prevent us from staying overnight.

Attendance

The Headteacher advised the following:

- Attendance at the moment is 92.8%
- Some travellers are not returning and choosing to home school (elective home education)
- The traveller community are overly cautious about returning

Ignite TSA

The Headteacher advised that there was nothing to report.

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

10. FINANCE

The Headteacher circulated a budget update following receipt of the updated figures from the LA Finance Officer.

The Headteacher advised the following:

- Included in the predictions for expenditure (Premises) are £5000 for the



redecorated dining room, school hall and main school corridor as these areas all looked tired. Three quotations have been sought for this work, we are awaiting the third quote to come in (refer to Chair's action above)

- Phase 1 of the removal of asbestos has now been completed. The asbestos in the boiler house will be removed during October half term.
- Catch up funding will be received by school in 3 tranches – autumn term received, spring and summer to follow.
- We have admitted 2 new children with ECHP plans this will bring in additional funding, but also has costs related for 1:1 support
- SEN & High Needs need adjustments
- Overall, the budget shows a positive picture
- The lease was not continued on the minibus, photocopier savings and educational materials all boosted the budget
- Pupil numbers are similar
- A meeting with Alison, the LA Finance Officer is planned so more accurate figures will be available at the next meeting

Budget Monitoring Report

	2020-21	2020-21 Autumn 1 update
(A) Balance brought forward	70,120	70,120
(B) Projected budget / income	1,547,940	1,527,566
(C) Projected expenditure	1,555,459	1,536,837
(D) Budget shortfall / surplus	-7,520	-9,271
(E) Projected carry forward	62,600	60,849

Q. Governors asked in section 1 both B and C and projected at approx. £20K below budget, what are the reasons please?

A. The reduction in projected budget / income (B) is mainly due to:

- *Lower Early years block allocation of £8.5k*
- *Reduction in "other" income of £15k – some of this is made up of a £5k reduction in income for residential visits (expenditure has still been made but rolled forward to 2021) and school meals £6k, plus other small reductions across various headings*

The reduction in projected expenditure (C) is mainly due to:

- *Savings in Transport – no coaches / minibus costs*
- *Tenants predicted to be underspent*
- *Lower printing costs – no one using photocopier for 4 months!*



- *Lower hired and contracted / professional fees / general subscriptions / Educational visits – again due to COVID-19 closure (4 months)*

Q. Has the catch-up funding been received?

A. This is being released in 3 tranches and is approx. £80 per child. A typical school of this size is to receive £16K in total. This is a bonus as it is not in the budget at present.

Q. How much is 1:1 tuition?

A. It is approx. £190 for a supply teacher for the day. We will target expenditure on catch up programmes, Read Write Inc etc. We will now add interventions now the children are settled into school.

Governors agreed that it was good to see the sizeable increase of the projected income from the Early Years Block allocation (Nursery).

RESOLVED: Governors NOTED the receipt of the budget monitoring report.

RESOLVED: Governors NOTED the inclusion of the redecoration into the figures – Chairs action to be completed.

RESOLVED: That the budget be accepted.

11. PUPIL PREMIUM

Steph Causer highlighted the following:

- The main aims for Pupil Premium 2019/20 funding have been carried over to this year
- We have a total of £142,265 pupil premium budget
- PP expenditure is focussed on 3 areas: Attendance, attainment and wider experiences
- Study bugs has been popular with the parents with a 75% uptake, the remaining 25% are being encouraged to participate and report absences via the app
- Magic Breakfast supplies bagels and cereal and is enjoyed by all who attend
- Weekly attendance awards are proving popular
- There are still some persistent absentees, letters, meetings and EWO referrals will be pursued vigorously in the new year



- Traveller forums are being attended
- Google Classroom is used and liked by the pupils
- An additional KS2 Teacher has had an impact on reading
- Speech and Language interventions have continued
- Beanstalk intervention in Nursery has had a positive effect
- Read Write Inc interventions are taking place in EYFS & KS1
- We are liaising with the English hub
- Data from Spring last year is a rough snapshot. All baseline assessments results are coming in at the moment
- The lesson learnt is that to group in an academic way has been beneficial and works well
- There is a marking & feedback policy across school with clear next step marking
- There is a high complement of staff to deliver interventions if needed
- Emotional wellbeing is paramount, ELSA monitoring & My Happy Mind will be required to support. The first section is about the brain, the children understand it well and respond to it favourably
- A Mental Health practitioner is starting in school soon, they will form part of the Inclusion Managers team
- Year 6 London visit did not go ahead. All trips are provisionally booked this year and will hopefully go ahead. PGL has been put back to June next year
- We plan to introduce a termly whole school book day so that all the children can work together on book themed days / specific authors
- Lunchtime homework clubs are not running at the moment
- Charanga music lessons in UKS2 home learning have gone well
- Swimming is planned from Spring 2 for Years 5&6 only to meet curriculum requirements
- Raising Aspirations Project is planned to aid interpersonal skills, using class lessons and planned visits
- Whole school assemblies are not possible, but class assemblies are going ahead
- Planned experiences include peripatetic piano lessons for 13 pupils, dance & gymnastics specialist and bike ability for Year 6 in November
- Uniform for EYFS is still being provided

Q. Governors asked if all parents are sending the children to school now?



A. *All but a few travellers.*

Q. *What does the Study Bugs do?*

A. *Parents can report absences. When a child arrives into class they can register themselves via the IWB, by clicking on the icon of their face. This also allows them to select their lunch choice.*

Q. *Does Study Bugs report to parents?*

A. *Study bugs allows parents to report absence, it is handy to report illness and time off also.*

Q. *How many pupils are using Beanstalk?*

A. *2 in KS2 and 1 in Nursery.*

Q. *Who does the Speech and Language therapist help?*

A. *She is used to support specific children. TA's in school also follow the programmes she sets.*

Q. *Is the therapist in school at the moment?*

A. *Yes, they wear a face mask & have a Perspex screen to work behind. Risk assessments have been done.*

Q. *Are Pupil Premium children accessing home learning?*

A. *All children have access to a laptop or tablet. Last year the school provided to some families who didn't have technology. Home learning is also a barrier to non-pupil premium children. The school is loaning i-pads to a couple of families at the moment.*

Q. *In the baseline assessments does anything stand out?*

A. *Year 5 (current Y6) were always going to be a concern. They are working at very low levels. This is a cohort we are aware of; we have a few highflyers, but most are at the other end of the range. There is a high proportion of SEN.*

Q. *Have we stopped grouping children?*

A. *Yes, they are now ability grouped and do not swap classes for sets. This would "burst bubbles". The children do miss other adults and get really excited to see another adult walk past.*



Q. Will the themed book days be the whole school?

A. Yes. It is planned for Roald Dahl next half term; we hope to encourage a love of reading.

Q. Have the numbers of Pupil Premium children increased because of Covid?

A. Yes, some families do not meet the criteria for FSM but are now financially worse off because of Covid. A lot of our funding goes to help all children. We have 112 pupil premium children.

Governors agreed that we are doing a lot of varied things like we have done in previous years. It is very positive for the pupils.

RESOLVED: That Steph Causer was thanked for her updates.

12. P.E AND SPORTS PREMIUM

Jed Denham highlighted the following:

- P.E and Sports Premium for the school is approx. £18K
- 86% of pupils reached the National Standard for swimming in 2019/20, which was 10% up on the year prior
- Year 6 managed to get lessons prior to Covid19 restrictions
- Clubs are yet to start again, however, there is a need to increase activity, we aim for 30mins per day per child
- Street Dance Club was successful, and pupils participated in a mini festival
- Jujitsu Club was not able to proceed yet this year
- The installation of fitness equipment on the playground cost £8089, this was a big amount, but it has increased the activity at lunchtime
- Each class is on a rota for the outdoor fitness equipment
- The plans to have an ex-olympic athlete did not go ahead and is now planned for Spring
- Cheshire Phoenix Basketball club came into school as part of the SSP
- Virtual schools games mark has been achieved, the aim is for silver next year
- Virtual sports day was done
- Dance & Gym coach cost £2700 & £1162, staff engaged in these lessons and would be able to deliver if funding is cut. It would have cost more if the whole year had been taught (no gymn provided due to school closure relating to COVID-19)
- Clubs including tag rugby, football and gymnastics took place and were enjoyed
- EYFS & KS1 equipment was bought at a cost of £770



- The full report is on the website
- A lot of sport was delivered, and it has had a positive impact
- A big focus this year is to get the older children to be more active
- Playtime bubbles mean that the children are not as active as they don't have a lot of space
- First Footers dance festival and 6 week sessions were held
- Teachers are being encouraged to plan for children to be more active – brain break is to be encouraged
- Teach Active has been signed up for
- Your Track is being looked into, this is an app that monitors how many laps you walk/jog
- The daily mile is being encouraged
- Wristwatch step challenges were enjoyed, more watches are to be purchased
- Clubs are not running at the moment to maintain the bubbles; they will be taught in a targeted way once they start again
- The aim is for every child to have represented the school in something, to be competitive in an enjoyable way by the time they get to Year6

RESOLVED: That Jed Denham was thanked for his updates.

13. SCHOOL POLICIES

- Whole School Pay Policy
Amendment to policy includes the Headteacher pay range for the academic year 2021-2021 is L19 – L23. The range incorporates a retention payment agreed by the Pay Panel.

RESOLVED: That the Whole School Pay Policy was approved with above amendment.

- Appraisal Policy
RESOLVED: That the Appraisal Policy was approved.
- H&S Policy
RESOLVED: That the H&S Policy was approved.
- Anti-Bullying Policy
RESOLVED: That the Anti-Bullying Policy was approved.



- Mental Health Policy
RESOLVED: That the Mental Health Policy was approved.
- E-Safety Policy
RESOLVED: That the E-Safety Policy was approved.
- Safeguarding Policy (updated in line with KCSiE)
RESOLVED: That the Safeguarding Policy was approved.

14. PLANNED RESIDENTIALS

Residential has been spoken about earlier in the meeting.

RESOLVED: That the provisional bookings made for residential were approved.

15. SCHOOLS BULLETIN / HR UPDATE

RESOLVED: That a new school's bulletin will be available by the next meeting.

16. SCHOOL IMPROVEMENT PARTNER

Governors NOTED that the Governors would be invited to the new SIP visit. Susan Walters used to be an Ofsted Inspector/Headteacher in Chester. Governors agreed that it would be a good change. The next visit is on 21st October, this will be done virtually.

Q. Governors asked if feedback will be given after the meeting?

A. Yes, at the next meeting.

17. GOVERNOR TRAINING AND VISITS

The Chair has asked Su Turner from Shaping Governance to work with the governing board to improve the impact of our governance and contributions. Hopefully working with Su will strengthen the board, especially with the number of new governors once our vacancies are filled.

Shaping Governance is a 2 year online course which will benefit Governors.

