



**MINUTES OF A MEETING OF THE FULL GOVERNING BOARD OF RIVACRE VALLEY
PRIMARY SCHOOL, HELD VIA ZOOM VIDEO CONFERENCE,
ON 24th MARCH 2021, 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:		
Stephen Ewell	Governor Clerk	
Bernard Keogh	Governor Clerk	

In the absence of the Chair, the Vice Chair asked for an alternative Governor to take the meeting due to a technical issue and Mrs Jacqui Critchley accepted the Chair for the meeting in agreement with the Board members.

Standard Items

1. APOLOGIES

- i. Apologies for non-attendance were received from Kate Hubbard
- ii. There were no apologies from Mr John Leite

RESOLVED: That the apologies received were duly accepted.

2. DECLARATION OF PECUNIARY INTEREST

RESOLVED: that there were no additional declarations of interest for this meeting.

3. GOVERNING BOARD MEMBERSHIP/ CONSTITUTION



The Governors noted that:

- There are two vacancies for Co-opted Governors

The Chair Advised that potential Governor nominee could be registered with the Governor for Schools organisation and agreed to place the vacancies with them following the review of the Skills Audits returned from Governors. **ACTION JC**

ACTION: JC to register the Co-opted vacancies with Governors for Schools.

Q – Where are the potential nominees from?

A – They can be from anywhere in the UK but normally are sourced locally. The use of online access by Governors would not exclude them from joining Board meetings if they live a long distance from the school.

Q – Have the Skills Audits been reviewed recently?

A – None have been received by the Clerk, but some may have been sent to Linda.

A – Can the Audit forms be resent to all Governors?

A – Yes, they can be sent out again and JC agreed to arrange and ask for return by the end of the Easter break. **ACTION JC**

4. MINUTES OF LAST MEETING

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

RESOLVED: That the non-confidential minutes of the last meeting held on 24th February 2021 be agreed.

5. MATTERS ARISING

To consider any matters arising from the last meeting.

Agenda Item	Action	Who by/ When by	Update
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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. Chair has contacted Su Turner from Shaping Governance; she is looking at her connections and suitable Governors.	All Govs/Next FGB	Ongoing
07/10/2020 3	Chair to send Skills Audit to Governors.	Chair	Skills Audits to be re-sent to Governors by JC Ongoing
17	Governors to complete the online Prevent and Safeguarding Training. Gemma Flynn to complete the training video and awareness training. To be re-sent to John Leite also.	Governors Gemma Flynn John Leite	The Clerk is chasing the non-returns – some training responses have been received Ongoing.
12	The Chair to determine If whether formal minuting of the Budget review is required.	Chair	Felt not necessary as brief minutes were taken by staff. Completed
12	The Headteacher to instigate regular monthly financial reporting and review the use of Purchase Orders within the finance systems	Headteacher	Discussions on AO using the online monitoring log. (See Q's – below). Completed.
14	Clerk to provide feedback to Edsential on Governor experience during training.	Clerk	SE has forwarded this feedback and JC has had feedback from Mark Aspden at Edsential Completed.

Q – What was the problem with the review of the use of Purchasing Orders?

A – AO used the Visa Credit card for small purchases but will now use the P/O system for all small purchases to enable regular reporting and capture all spends.

Q – Are the monthly reports for Governor's information?

A – No, they are for the Headteacher reports, KD explained the background to the use of the system and the reports to Governors will be 6 time per annum still so the action can be closed.

6. PART ONE NON-CONFIDENTIAL REPORTS.

The Finance Panel meeting minutes of 9 March 2021 were issued for reference



purposes to be shared with the Governors

It was noted there were no matters arising.

RESOLVED: That the non-confidential minutes of the above meeting held on 9th March 2021 be agreed.

7. HEADTEACHERS REPORT

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

- CPD Offer
- Celebrations
- Fund Raising

KD gave a verbal summary of her report and highlighted the following:

- There has been lots of CPD training for staff – there has been no stopping of training during the lockdown.

Q. How was Art Week being the first week back in school?

A – Art week went really well and was a great way to settle the children back into school.

Q- The celebrations sound fun, what is the Cabbage Workshop?

A – It is a science workshop around chemistry with a cabbage.

Q – Are wrap-around sessions being provided?

A – These sessions are still on hold currently.

The school re-opened on 8 March and it has gone well with a few small changes to arrangements which were beneficial. The staff were well organised and efficient.

The Governing Board were asked to back the decisions of the SLT with the current arrangements as they are doing the best they can on safeguarding issues and the measures that have to be taken. There has been one instance of staff abuse reported. The work of the staff over the past year was commended by KD in the meeting.

Q – Can the school post a notice to parents about treating the staff with respect?



A – KD commented that there are only a small number of instances, but the safeguarding issues need to be emphasised. A discussion on the re-start of the After School Club and the effect of mixing class bubbles is an issue preventing the re-start.

Q – Have any other schools re-started their After School clubs?

A – Some have and have then had bubble closures with infections.

Q – Have parents been advised of the position with Rivacre's club?

A -Yes, it is in our communications to them and on the school website which has lots of information on COVID.

Q – Do you provide a school Newsletter? And can it be made clearer in a Newsletter?

A – Not on a regular basis, this information has been communicated regularly and the good news is that there have been no infections and closures and a positive spin can be put on this to parents. It is only a very small minority of issues with this.

Q -How is attendance?

A -It is good apart from those pupils who are absent with good reason. Pupils are glad to be back and meeting friends, staff are organising in-school events (which KD reported on a number of initiatives planned in the celebrations report).

There is a focus on Staff wellbeing on restarting of school

Red Nose Days this year has been low key due to the current restrictions.

8. SCHOOL DEVELOPMENT PLAN (SDP)

The Headteacher had shared a comprehensive document updating Governors on the School Development Plan at the 24 February GB meeting and there was nothing further to add.

9. SCHOOL POLICIES.

There were no policies to be approved at this time.

10. SCHOOL BULLETIN & HR UPDATE



The School Bulletin was shared with Governors in the 24 February meeting and was summarised in the agenda papers pack.

11. SCHOOL IMPROVEMENT PARTNER (SIP) REPORT

The SIP visit of Monday 15th March 2021 was postponed at the request of the school and there will be 2 visits in the summer term on 24 May and 5 July

12. BUDGET SUMMARY

Ian Aspden provided an update on the budget position for the 20/21 which was as predicted and noted that the carry forward will be slightly higher but will be needed for the following years budget. Benchmarking shows the school is performing well with an overspend on Supplies but other budget areas showing underspends.

It was reported that the School Fund had been audited today.

Budget 2021/2022

The 2021/2022 budget will require considerable use of the carry forward to balance the budget over the next 2 years but there will be an increase in the surplus funds due to increased pupil number.

3 Year Budget Summary.

IA referred to the above 3-year Budget summary.

Q - It is noted that there are no increases in teacher staff numbers in future years despite increasing pupil numbers?

A – I recognise this may be something we need to look into, but until we can guarantee additional Nursery numbers and subsequent income, there will be no increase in teaching staff for the additional pupils but there could be an issue with resourcing PPA time.

A lower number of pupils in the nursery intake is impacting on lower income and KD detailed the future plans for increasing staffing with increased Nursery pupil num.

Q – How many pupils are in the Nursery class?

A – Nursery classes vary in the number of sessions taken, some children access 15 hours and some access 30 hours. In the summer term we will have 46 children



attending over the week. This year we will see a significant number of children in nursery transferring into Reception. This will cause a cyclical issue going forward. Governors should be mindful that the numbers quoted are conservative when setting the budget.

School Fund.

The School Fund and Statement of Intent were provided to Governors with their Agenda Papers.

Q - The delay to the school fund – is this coming from the Government Grant they promised? and what will it go towards? Also, with the London trip not going ahead this year what will happen to the fund -will this be put to good use elsewhere in the school?

A – The school fund audit of accounts was delayed due to the office not booking the auditors. Government grants – recovery curriculum and Catch-Up fund: part of this grant has been received and we are due a Spring payment. This will be used for specific intervention programmes as shared in previous meetings (RWInc / Power of Maths / Power of 2....). On residential visits, any monies received through cancellations is now back in budget (part of the Carry Forward). Some expenditure has been rolled forward for subsequent years as we have some visits that are repeated yearly.

The Statement of Intent was noted and KD reported that the Reading Shelter was being looked at but at the moment due to COVID-19 and quarantining we can't progress this. The Fun Day celebrations will be nice to have when it can be held.

RESOLVED That the 2021/2022 Budget proposal and the 3-year Budget Summary be approved and adopted..

13. SCHOOL BUILDING AND CAPITAL EXPENDITURE PROGRAMME.

It was noted that the programme is stripped back as there is not much happening. The asbestos removal is planned for July 2021 to remove it from the roof void (this is LA funded)

There is then just the ongoing cyclical maintenance. **KD** gave a verbal summary of the position with the Wish List regarding the Nice to Have items.



Q – What is the Sound Field System?

A – This is a sound system for children who have a hearing impediment which use speakers and a microphone. There is only 1 child in Yr2 with hearing impairment and the system may not be needed yet.

A Governor commented that if it works and there is a pupil with a need it should be installed.

SFVS – School Financial Value Standard

The SFVS is now done in detail and Governors were provided with the Manual of Internal Financial Procedures and the Self-Assessment Dashboard and Benchmarking Data.

It was noted that two areas of concern in the past have been high expenditure on water and energy which are now average due to actions taken.

Teaching - Staff costs per teacher are low which helps to explain why teacher costs per pupil are not far from average despite low pupil/ teacher ratio.

Q – The dashboard shows a high pupil/adult ratio – what is the reason?

A – There are low class pupil numbers and lower numbers of TA's in classes which impacts on the ratio.

Q -Are we then using teachers to do the work of TA's?

A -Not really, we are comfortable with the staffing arrangement. The drive Nationally has been to use TA's to deliver interventions as this provides the best impact on outcomes. It is difficult to recruit the right caliber of staff as the curriculum demands in UKS2 are very high. The costs incurred through employing a teacher to deliver interventions balances out the requirement for additional support a TA would need. Staff are being used for targeted support across a greater number of children and there is a need to maintain the trend. The system has produced improved outcomes from the last data produced.

Q – Would you put more CPD in place?

A – Not at the moment as there is a lot of training and coaching being done by staff.

RESOLVED that the SFVS, Manual of Internal Financial procedures and the



Benchmarking data content and explanations be approved and adopted.

FRAUD

Ian reported on the content of the procedures in place and for the need to consider the risks to the school relating to fraud and for them to be considered in the Finance Panel meeting and check the effectiveness of the internal systems to prevent it.

Governors noted the information relating to fraud and the actions required if you have concerns relating to it.

14. GOVERNOR TRAINING AND VISITS

It was reported that the following training had been undertaken by Governors.

- Shaping Governance with Su Turner on 4th March.
- Online training on SFVS
- Dealing with Complaints
- Effective Governance.

There is a planned training course on 1 April for Headteacher Performance Management with Edsential.

Q -What time are the sessions being held?

A – Between 5:00 pm and 7:00 pm.

It was agreed that Jacqui will look at the training requirements and courses.

Action: Clerk to provide a copy of the Edsential Summer Training programme to Jacqui. – DONE.

15. CORRESPONDENCE TO THE CHAIR OF GOVERNORS/ CHAIRS ACTIONS

There were no communications that the Chair had received and no urgent Chair's actions that had been taken.

16. GDPR



There were no GDPR incidents, FOI requests or breaches to be reported.

17. GOVERNING BOARD COMPOSITION.

There are no changes to the Instrument of Government.

18. DATE AND TIME OF MEETINGS 2020/21

Summer Term

18th May 2021 at 4pm

30th June 2021 at 4pm

Performance and Pupil Welfare
Resources and Community

18. ANY OTHER BUSINESS

There were no further business items raised.

Signed by J. HUBBARD Chair Dated 24/3/21

ACTION PLAN

Item No.	Action	Who by/ When by	Update
1 – 24.03.21	All Governors to consider suitable persons and options for filling the co-opted vacancies and to report back to the next FGB. Chair has contacted Su Turner from Shaping Governance; she is looking at her connections and suitable Governors.	All Gobs/Next FGB Jacqui Critchley	JC to register the Co-opted vacancies with Governors for Schools Ongoing
2 – 24.03.21	JC to re-send Skills Audit to Governors.	Jacqui Critchley. Before next GB meeting	Skills Audits outstanding should be sent to JC for collation. Ongoing
3.24.03.21	Governors to complete the online Prevent and Safeguarding Training	Governors AT the earliest time.	Governors to complete training and to inform the clerk when it has been completed. Ongoing.
4. 24.03.21	HTPR panel meeting to be arranged for the Mid-Year review.	KH, JC and GF. Within a week.	Panel members to advise dates.