



**RIVACRE VALLEY PRIMARY SCHOOL**  
**MINUTES OF A MEETING OF THE FULL GOVERNING BOARD**  
**HELD VIA ZOOM VIDEO CONFERENCE**  
**30<sup>th</sup> JUNE 2021 at 4.00PM**

**NON-CONFIDENTIAL**

**Members of Governing Body**

Name	Designated Role	Date of end of tenure	Attendance
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	Apologies
Mrs Jacqui Critchley	Local Authority	12/03/2023	Apologies
Mr Jed Denham	Staff	31/08/2023	✓
Mrs Kate Docherty	Head	Ex Officio	✓
Mr John Leite	Parent	10/10/2023	✓
Mrs Sarah Glass	Co-opted Governor	17/05/2025	✓
Vacancy	Co-opted Governor		
<b>In Attendance:</b>			
Toni Stokes			✓
Steph Causer			✓
Stephen Ewell	Governor Clerk		✓

**1. APOLOGIES**

Apologies had been received in advance of the meeting from Gemma Flynn and Jacqui Critchley.

**RESOLVED:**

- That the apologies received be accepted.
- That the meeting was deemed quorate.

**2. DECLARATION OF PECUNIARY INTEREST**

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



### 3. GOVERNING BOARD MEMBERSHIP/ CONSTITUTION

Governors noted that there remained one Co-Opted Governor vacancy.

### 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 previous meeting held on 18<sup>th</sup> May 2021 are agreed.

### 5. MATTERS ARISING

To consider any matters arising from the last meeting.

Agenda Item	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 Govs/Next FGB  Jacqui Critchley	<b>JC</b> to re-advertise the remaining vacancy 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. (1)
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. (2)

(1) Governors were reminded that if they had not yet sent their skills audits to Jacqui Critchley, then they should send them as soon as possible.

(2) John Leite informed the meeting that the Prevent and Safeguarding Training would be completed in the next few weeks. The Clerk would contact Gemma Flynn for



an update.

## 6. PART ONE NON-CONFIDENTIAL REPORTS.

### Finance Panel Meeting

The Headteacher provided an update on the Finance Panel Meeting held on 8<sup>th</sup> June 2021. The meeting had been a productive meeting, and was summarised as follows:

- Pupil numbers were reviewed and unchanged from the previous meeting.
- Staffing changes were reviewed.
- The final budget for 21/22 was adjusted to reflect anticipated spend for next academic year.

The Headteacher informed Governors that there were some concerns over requests for the budget update to be reported twice each term. This had previously been reported only once each term. This would result in an increase in work for Mrs Cole the School Admin Officer.

*Q. Will Alison Cain at CWAC be able to provide the financial data twice per term?*

*A. Yes, the data will be available.*

The chair commented that the change would bring the school into line with academies, and that it was important for Governors to receive updated financial information six times per year.

### Pupil Premium Funding Presentation

Steph Causer updated Governors on Pupil Premium Funding. The presentation had been shared with Governors prior to the meeting.

The school had set out three key aims for PP children.

- Increase attendance rates for PP children.
- Reduce the percentage of PP children working below ARE.
- Increase access for PP children to a wider range of experiences, both within school and out of school hours.



*Q. Will the three aims be the same for all PP children?*

*A. Yes, but not all PP children have attendance issues or are working below ARE, so the aims will be fitted to the particular circumstances of the child.*

*Q. Will the school create more specific targets, or alternative targets?*

*A. The focus will be within the three main targets, but all children will benefit in some way from the funding.*

The school received £142k in PP funding for 20/21, with total spend being slightly higher at £148k. There are 112 PP children, with 4 LAC and 3 Ever 5 Service children. Meetings have been held to ensure all staff are familiar with the children, and progress is tracked termly on Insight.

There are a number of interventions to improve attendance including first day response calls, and trigger points for letters, meetings and EWO referrals.

In terms of improving attainment, there has been an investment in increased staffing levels to support children and provide a series of interventions. There is also a focus on wellbeing and mental health with access to an ELSA if needed on a weekly basis, plus delivering the MyHappyMind programme across all school classes. In addition, the SLT is not class based so they can provide additional support where required. Wellbeing and mental health will continue to be a focus in the Autumn Term.

For improving children's experiences there are a number of residential visits now planned for the next academic year. There are also opportunities in a number of areas including music, dance and gymnastics and swimming.

*Q. It is very impressive to see all the progress in putting in place these interventions that will benefit children. Will some of them be for the whole class rather than just PP children?*

*A. Yes, many of them will benefit the whole class.*

*Q. Will homework with Google Classroom continue in the Autumn Term?*

*A. Yes, we want to retain these skills within school.*

*Q. How many staff are ELSA trained?*

*A. Three members of staff.*

*Q. Will all these interventions continue next term?*



*A. The school is now looking at the end of year statement, and considering what has worked well. Interventions that have been successful will be retained, otherwise the school will look for an alternative.*

The Governors thanked Step Causer for her presentation.

## **7. HEADTEACHERS REPORT**

The Headteacher had circulated a document before the meeting updating Governors in the following areas:

### **Professional Development and Training**

The school continues to offer staff lots of opportunities for professional development and training. Jed Denham and Toni Stokes are completing the qualification for Senior Leaders.

*Q. It is really good that you are undertaking the qualification. How have you found the balance of study with normal school workload?*

*A. Jed replied that he had had to pause his studies for a while to focus on school workload as it is very time consuming, and that he would pick up his studies gain during the summer break.*

*A. Toni said she had experienced similar issues with workload as the course was very time consuming, and moving from face to face tuition to virtual had also been difficult.*

The Headteacher had been very supportive of both Jed and Toni, as she was aware of how challenging it was to complete the qualification.

### **Celebrations**

There is a focus on reading month with Miss Roberts leading activities across the school. There are also plans for a Year 6 fun day in July. Sports Days are also taking place, but unfortunately without parents attending. One parent had complained about not being able to attend.

### **Fundraising**

On the 18<sup>th</sup> June the school took part in Neon for Neo in aid of Liverpool Women's Hospital. The children wore bright clothes for school and paid £2 which will be donated



to the Big Tiny Steps appeal. There had been great support from parents and there are some great photos posted on twitter.

## 8. SCHOOL SELF EVALUATION (SEF)

The School Strategic Development Plan had been discussed with Governors at the meeting held on 18<sup>th</sup> May 21.

## 9. SCHOOL POLICIES.

There were no policies for Governors to approve at the meeting.

## 10. SCHOOL BULLETIN & HR UPDATE

The latest School Bulletin had been shared with Governors prior to the meeting.

The Term NQT has changed to Early Career Teacher (ECT). There are a number of changes to the way newly qualified teachers will be inducted from September 21, including the length of induction moving to two years FT equivalent.

*Q. – Will these changes cause an increased burden on existing staff?*

*A. – Yes, new teachers will need more support and mentoring. The school has a new ECT starting in September.*

The Local Living Wage has increased to £9.50 per hour from 1/4/21. The agreement to adopt the Local Living Wage will apply to staff on Grades 1 and 2.

*Q. – Do the FGB need to approve the adoption of the Local Living Wage?*

*A. – Yes, the FGB need to approve.*

*Q. – Will there be issues with other staff working in school who are employed by other companies, eg:Edsential staff?*

*A. – This has already been agreed for these staff.*

Governors discussed the adoption of the Local Living Wage and were in agreement that it should be adopted.

**RESOLVED:** That the adoption by the school of the Local Living Wage was approved.



## 11. SCHOOL IMPROVEMENT PARTNER (SIP) REPORT

The school SIP Susan Walters had worked with the SLT and Steph Causer on 24<sup>th</sup> May as part of the recruitment process for new staff. The next school visit is scheduled for 5<sup>th</sup> July 21. The focus of the visit will be to look at the data for each cohort to identify any gaps and ensure rapid gains in learning are achieved. The children's progress is looking really strong putting the school in good shape for September.

**Q.** – *Is there extra tuition available over the summer from secondary schools to support children's catch up?*

**A.** – *This may be available for PP children, but the information is not fully available yet. The Academy is providing a one-week summer school, but this may only be available for PP children. All secondary schools have pulled their face to face offering for transition and have moved to a virtual offering.*

## 12. BUDGET AND UNOFFICIAL SCHOOL FUND

Governors reviewed the Budget Summary which had been provided in advance of the meeting.

	20/21	21/22	22/23	23/24
In Year	£64k	- £74k	£5k	- £17k
Carry Forward	£134k	£60k	£65k	£48k
Pupil Numbers excluding EY	250	254	269	269

There current year performance had been strong with a surplus carry forward of £134k. The budget for 21/22 shows an increase in staff costs of £52k reflecting the application of the pay award and recruiting an additional teacher. There is an increase of £3,500 in supply and services as a result of additional materials costs. The overall budget shows an in-year deficit of £74k, resulting in a carry forward in 2022 of £60k.

The Three-Year Plan shows a carry forward surplus of £65k in 2023 and £48k in 2024. Pupil numbers are forecast to increase by 15 to 269 in 22/23. The budget for EY income is always conservative, with a budget of £120k against £158k received last year. There



are no additional teachers in the plan other than the planned recruitment for September.

Governors reviewed the latest update of the School Fund. The School Fund had been audited in Spring 2021, following a delay of the audit from September 2020.

#### **RESOLVED:**

- Governors noted the outturn for 2020/21
- Governors approved the budget for 2021/22.
- Governors noted the 3-year plan and approved forecasts for subsequent years.
- Governors noted the School Fund audit.

#### **PE and Sports Premium Update**

Jed Denham updated Governors with a presentation on PE and Sport Premium. The presentation was shared on screen.

It had been a challenging year for teaching PE, with children having to operate within covid bubbles. The aim was to ensure funds were spent in key areas. Current guidance suggests children have sixty minutes of activity each day, of which thirty minutes should be in school.

There are five key indicators as follows:

1. Improved engagement of all pupils in regular physical activity.
2. The profile of PE and sport being raised across the school.
3. Increased confidence, knowledge and skills of all staff in teaching PE and sport.
4. Broader experience of a range of sports and activities offered to all pupils.
5. Increased participation in competitive sport.

The budget was £18,110, with spend at £12,914 there is a carry forward into next year of £5,196.

In terms of improving engagement, the school will look to improve the Activity levels of the children during Play time and Lunch time, build more active lesson into the daily routine and promote higher levels of activity during the Daily Mile.





An ex-Olympic Athlete and cycling coach has been invited into school to help raise the profile of sport and activity in conjunction with our 'Wheelie Wicked Week'. The school will also use the Euro's football competition as a way to inspire children and raise the profile of sport.

The school will enhance staff confidence and skill level in a range of sports and physical activities, plus support staff subject knowledge and planning in order to plug PE fundamentals gap and promote children Physical Literacy.

Continue to offer wider ranges of activities both within and outside the curriculum in order to get more pupils when it is safe to do so. The Drumz Aloud activity has been very well received at the school.

The school will continue to engage pupils in competitive sport in line with Covid regulations.

*Q. – Is it usual to have a carry forward of the Sports Premium?*

*A. – Usually it should be spent during the year, but because of covid a carry forward has been authorised.*

Governors thanked Jed for his informative presentation.

### **13. SCHOOL BUILDINGS AND CAPITAL EXPENDITURE**

The school buildings and capital expenditure summary had been circulated prior to the meeting for review.

*Q. – Are there any planned capital works over the summer?*

*A. – The asbestos removal works are due to start on the 20<sup>th</sup> July once the school is empty. New ceilings will be fitted afterwards.*

### **14. GOVERNOR TRAINING AND VISITS**

The Shaping Governance session with Su Turner will take place on 14<sup>th</sup> July. This session will present the proposed Governor roles for discussion, with a further meeting to be scheduled in September before the next FGB to determine the roles going forward.

### **15. CORRESPONDENCE TO THE CHAIR OF GOVERNORS/ CHAIRS ACTIONS**



The Chair informed Governors that an extra INSET day had been approved to allow for the asbestos removal works to start on the 20<sup>th</sup> July with the school being empty.

#### 16. GDPR

There were no incidents or data breaches to report.

#### 17. GOVERNING BOARD COMPOSITION

There were no changes to the Governing Board to consider.

#### 18. DATE AND TIME OF MEETINGS 2020/21

The Headteacher informed Governors that the proposed dates for the next academic year would be distributed in the next few days.

#### 19. ANY OTHER BUSINESS

There were no further business items raised.

Toni Stokes left the meeting at 17:30pm

Signed by [Signature] ..... Chair      Dated 30/6/21 .....