



RIVACRE VALLEY PRIMARY SCHOOL
MINUTES OF A MEETING OF THE FULL GOVERNING BOARD
HELD VIA ZOOM VIDEO CONFERENCE
7th OCTOBER 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	✓
Mrs Jacqui Critchley	Local Authority	12/03/2023	✓
Mr Jed Denham	Staff	31/08/2023	✓
Mrs Kate Docherty	Head	Ex Officio	✓
Mr John Leite	Parent	10/10/2023	Apologies
Mrs Sarah Glass	Co-opted Governor	17/05/2025	✓
Mrs Lisa Sivori	Co-opted Governor	07/10/2025	✓
In Attendance:			
Stephen Ewell	Governor Clerk		✓

1. APOLOGIES

Apologies had been received in advance of the meeting from Mr John Leite.

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.

The Annual Declarations Form relating to the relevant business interests and any relationships with staff members had been circulated prior to the meeting. Governors to sign the completed form electronically and return to the Clerk.



ACTION: Governors to return the Pecuniary Interest Form to the Clerk.

3. ELECTION OF CHAIR OF GOVERNORS

The clerk reported that no nominations had been received prior to the meeting. At the meeting Kate Hubbard was nominated by governors. Mrs. Hubbard left the room whilst Governors took a vote, which was unanimous in favour of Mrs. Hubbard being appointed as Chair.

RESOLVED: that Mrs. Hubbard be elected as Chair of Governors for one year.

4. ELECTION OF VICE CHAIR OF GOVERNOR

The clerk reported that a number of nominations had been received prior to the meeting. Following a discussion Gemma Flynn confirmed she would be willing to stand as Vice-Chair for a further year. Mrs. Flynn left the room whilst Governors took a vote, which was unanimous in favour of Mrs. Flynn being appointed as Vice Chair.

RESOLVED: that Mrs. Flynn be elected as Vice Chair of Governors for one year.

5. GOVERNING BOARD MEMBERSHIP/ CONSTITUTION

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

Governors were informed that a potential Co-Opted Governor had been identified by Jacquie Critchley. Lisa Sivori is a resident of Ellesmere Port who is keen to support the local community, and her profile had been circulated to governors prior to the meeting. Lisa is part of the Executive Team at Vauxhall Motors, and has experience in Environmental matters, Compliance and Health & Safety.

Governors were unanimous in appointing Lisa Sivori as Co-Opted Governor for a four-year term. Mrs Sivori joined the meeting at 16:10pm. Governors welcomed Mrs Sivori to the FGB and introduced themselves.

Governors discussed the roles for serving on statutory committees.

The following roles were assigned:

- Pay Panel and HT PM Panel Kate Hubbard
 Gemma Flynn
 Jacqui Critchley



- Finance Kate Hubbard
Ian Aspden
- Leadership and Management Ian Aspden
Kate Hubbard
- Quality of Education Jacqui Critchley
John Leite
- Behaviour and Attendance Gemma Flynn
- Safeguarding (incl. LAC & PLAC) Ian Aspden
- SEND Sarah Glass
- Health & Safety Lisa Sivori
- Personal Development Ian Aspden

Governors Skills Audit

The Clerk to send the NGA Skills Audit to Governors for completion and returning to the Clerk for collation.

ACTION: Clerk to send the NGA Skills Audit to Governors for completion.

6. 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 30th June 2021 are agreed.

7. 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	Lisa Sivori now appointed. Completed.
2 – 24.03.21	JC to re-send Skills Audit to Governors.	Jacqui Critchley. Before next GB meeting	Clerk to send NGA Skills Audit to Governors for completion and returning to Clerk. Ongoing.
3 - 24.03.21	Governors to complete the online Prevent and Safeguarding Training.	Governors	John Leite to confirm completion of the training. Ongoing.

8. GOVERNORS CODE OF CONDUCT

All Governors confirmed they had read the Governor Code of Conduct.

ACTION: Chair to sign the Governor Code of Conduct on behalf of the FGB.

9. KCSIE 2021

All Governors confirmed they had read the updated Keeping Children Safe in Education document.

10. CHAIR'S ACTIONS

There were no actions taken by the Chair since the previous meeting to update Governors with.

11. HEADTEACHERS REPORT



The Headteacher had circulated the Headteachers Report before the meeting. The report is now in the School on a Page format, which updates Governors in the following areas:

- Summary of pupils
- School Improvement Priorities
- Behaviour and Safeguarding
- OFSTED

The current OFSTED grading is GOOD. The last inspection took place on 14th February 2017.

Q. *What is the likelihood of an OFSTED inspection at the school?*

A. *The school is currently in an OFSTED window, which means the inspection could take place at any time. The LA ASIA visit is due to take place during November.*

- Attendance

ATTENDANCE		
	OUR SCHOOL (2020/21)	NATL AVERAGE (2020/21)
% ABSENCE	4.99%	%
% UNAUTHORISED	1.58%	%
% PERSISTENT	20%	%

Attendance for the majority of children is good. We have had a small number of families who have requested permission to go on holiday this month due to cancellations brought about by lockdown. This will have an impact on attendance % going forward.

Q. *Will the parents be fined if taking the children on holiday?*

A. *Not if they can evidence it was a previously cancelled holiday.*

Q. *How is persistent absence defined?*

A. *This is where the child's attendance is less than 90%. This has been an issue at Rivacre and there are some children whose attendance is around 85% - 86%, and despite interventions the school has not been able to get them above the 90% level.*



Some of these children have ongoing medical conditions. During previous inspections the nature of the school interventions has been reviewed.

- Budget Update
- Staffing Update

STAFFING		
	TEACHING STAFF	SUPPORT STAFF
STAFF	17.21FTE	14.17FTE
STAFF Actuals	19	20
LONG TERM SICK	0	0
MAT LEAVE	0	0
% MEN/ WOMEN	13 / 87	
GENDER PAY GAP	0	

- Performance Data

The Performance Data was reviewed in detail under Agenda item 12.

12. PERFORMANCE AND PUPIL WELFARE – PERFORMANCE DATA

No Statutory assessments have taken place for 2 years due to the COVID-19 pandemic. The 2020/21 assessments have been completed in-house using Teacher assessment, which has, at times, been a best fit of coverage for the subject.

All year groups have made progress from their starting points in September 2020, however, the % working within the Age-related band (ARE) has been impacted more significantly as we progress through the school. This is a reflection of the amount required to be covered to achieve these levels.

Governors reviewed the Performance data and school tracking information.

Questions had been submitted prior to the meeting as follows:

Whilst the progress data for Y5 and 6 does look really positive this doesn't appear to be correlating into more children working at ARE. Other than Covid are there other reasons for this?



The % of children with an identified need (SEN support or EHC plan) is much higher across the school. Year 2, 4, 5 and 6 have significant levels – this impacts on academic level and the % of children who attain ARE, however, they are making good progress towards own targets.

Is there anything in particular to learn from this data and taken forwards? looking at the data for year 1 and 2 in writing and maths which have both dropped between Autumn and Summer and Year 5 where progress seems to have dropped in all areas - is this Covid impact or something else which needs to be discussed and considered?

Levels of deprivation across the school continue to be high and are a well-known factor which contributes to poorer outcomes.

Impressed reading improved in KS1 & Year 3 despite lockdown and note the overall progress. Any worries re scores for KS2?

Year 1 & 2 – focus this year has been reading and phonics – once embedded this will impact on outcomes in writing. Maths – introduced Power maths in summer term – hope to see impact of this soon.

Forgotten what D and S stand for.
Not sure what Expected progress means. What is it to be compared with?
Puzzled how Maths in Yr6 has both reduced percentage and therefore red line and increased average (green line)

D = developing within age related band / S = secure
Expected progress = amount of progress we would want a child to make in academic year
Y6: % working within ARE has declined (red arrow) but the average level has increased (green arrow)

Q. What does Greater Depth denote?

A. This is children working at above the national average.

Q. What is the plan for assessments this year?

A. All assessments will go ahead this academic year. The Government is keen to have something to illustrate the benefits from the Catch-up funding provided.

The Headteacher added that the targets set for this year were challenging. In Year 6 children the effects of covid over the last two years will provide considerable challenge.

The more recent Performance Data is based on work undertaken and provides a basis for this year but is not as rigorous as the actual tests. ReadWriteInc has been a great success. Once staff have been trained it is a really valuable resource.



Mr Denham added that the benefits in phonics was clearly visible last year, and ReadWriteInc is now embedded within teaching.

The Headteacher stated that if an inspection was to take place, the school has a really comprehensive scheme on phonics and literature. There is a focus on tutoring with increased support for the lowest 20% of children. The school is promoting the *Love of Reading* to the children, with specific books available in each class. With the school in a strong place for reading, this will then follow through into writing.

Q. What is the position with Power Maths?

A. This provides a very systematic approach to Maths, and the school is optimistic about the benefits of Power Maths.

Yvonne Colclough added that Power Maths was systematic for children through Reception to Year 6, and children get the benefit of following the same model. It gives children a greater understanding of numbers. There is also additional support from White Rose Maths.

Q. In terms of Expected Progress does this need to be at 100%?

A. Correct. Teachers will set individual targets for children to ensure that the progress is evident. There is a base line assessment undertaken in the Autumn term, and then this is tracked through the year, with a full assessment at the end of the Summer term.

Q. Within the individual targets, does this take into account the requirement to catch up?

A. Yes. A teacher has been employed to support identified children with very specific aspects linked to individual children need to ensure improving and rapid progress. This has been achieved by utilising a tutoring grant, and also school-based tutoring funding.

School Development Plan 2021/22

The School Development Plan had been shared with Governors for review over the Summer term.

The key priorities are:

- Recovery Curriculum – gaps have been identified and targeted interventions will be utilised.
- Reading/Phonics – promoting the *Love of Reading*.



- Wellbeing and mental health.
- Power Maths
- Questions had been submitted prior to the meeting as follows:

Seems to be a mixture of objectives and strategies here which is not 100% clear, is there a way of splitting these out in the Development Plan?

Do certain members of staff take responsibility for certain aspects of the development plan and do these form part of their appraisal targets?

how and when is progress measured and reported on?

is the aim that all of these are achieved by the end of 2021 or will some roll over into next academic year?

Under L&M "Workload!" How are the staff getting on in current climate?

The development plan document in full details the key strategies / approaches to be employed for each focus area / team.

The SDP details who have responsibility for each area, when it is to be achieved by, cost to budget, monitoring activity and outcome of monitoring. Progress reported to GB each term.

Some objectives by their nature will continue into next academic year.

Workload continues to be an issue, but we try to be mindful and only require staff to meet when it will be of benefit. Detailed plan of training / INSET produced for full year.

13. FINANCE

The Budget Monitoring Report was reviewed by Governors. The report had been compiled with assistance from Alison Cain at the Local Authority.

There has been a slight improvement in the year-end position for 2021/22 of +£4,385 (CF: £57,317) and improved in year surplus 2022/23 of + £6,884 (£10,541). These changes result in an improved forecast carry forward in 2023/24 of + £29,396 = CF: £67,212).

The projections for Nursery funding are conservative, and so should improve in future. There have been no changes to staffing numbers or hours made.



3 Year Plan Summary - Rivacre Valley Primary - 27.05.2021					
Interim Update 12/8/21					
3-YEAR BUDGET PLAN - SCHOOL DELEGATED BUDGET		Indicative figure only Provisional/Actual figure			
SECTION 1 - SUMMARY MEDIUM TERM PLAN					
		Actual 2020-21	Forecast 2021-22	Forecast 2022-23	Forecast 2023-24
(A) Balance Brought Forward <i>(previous D)</i>		70,120	133,692	57,317	67,858
(B) Projected Income <i>(From F)</i>		1,614,404	1,616,287	1,705,065	1,722,372
(C) Projected Expenditure <i>(From D)</i>		1,550,831	1,692,662	1,694,524	1,723,018
(D) In year surplus/-deficit <i>(B-C)</i>		63,572	-76,375	10,541	-646
(E) Projected Carry Forward <i>(A+D)</i>		133,692	57,317	67,858	67,212
SECTION 2 - PUPIL NUMBERS					
		Actual Census Oct-19	Actual Census Oct-20	Forecast Census Oct-21	Forecast Census Oct-22
	Age				
Reception	4-5	40	44	45	45
Year 1	5-6	34	39	45	45
Year 2	6-7	24	32	38	45
Year 3	7-8	43	26	34	38
Year 4	8-9	42	39	28	34
Year 5	9-10	29	45	38	28
Year 6	10-11	38	29	42	38
Total pupil numbers census		260	254	270	273
Add Estimated numbers		0	0	0	0
Total funded pupil numbers		260	254	270	273
Change				18	3

RESOLVED: The Budget Monitoring Report was reviewed and approved by Governors.

14. PUPIL PREMIUM UPDATE

The Pupil Premium Presentation had been reviewed at the previous FGB meeting. The 2020/21 PP Plan has been reviewed and is available on website. The 2021/22 document will be available shortly.

The key focus will be on:

- Attendance
- Raising outcomes for children
- Enrichment opportunities

15. PE AND SPORTS PREMIUM

The presentation had been shared at the previous FGB meeting.



Q. *Will there be more sports coaching his year?*

A. *Yes, the clubs are now back up and running. There are also some new clubs available – Cheerleading and Dodgeball. There was also Wheelie Wicked Week which focussed on cycling.*

16. POLICIES FOR APPROVAL

As is stated in the Pay Policy, the GB need to review and approve the School Group size annually. Details relating to the classification of Rivacre Primary School as a Group Two school had been circulated to Governors prior to the meeting. The classification is mainly determined by the number of children at the school, but also takes account of the number of children with a statement of special educational needs (SEN) or an Education, Health and Care Plan (EHC).

RESOLVED: Governors approved the classification of Rivacre Primary School as a Group Two school.

The following policies had been circulated prior to the meeting.

- Whole School Pay Policy
- Appraisal Policy
- H&S policy
- Anti-Bullying Policy
- Mental Health Policy
- E-Safety Policy
- Safeguarding Policy (Updated in line with KCSiE)
- SEND policy
- LAC / PLAC

The model Pay Policy had been received by the school and the policy has been updated to reflect the changes. There are no major changes to the document, but all alterations had been tracked.

The Safeguarding Policy will be amended to reflect the updated KCSiE document.

Governors discussed the policies and noted one change re a date on a policy was required.



Q. *Has the Bullying Policy been updated to include peer on peer abuse which is an emphasis in KCSIE?*

A. *Yes, peer on peer abuse is part of the main aims in the Behaviour Policy.*

Q. *Is the Mental Health Policy a new policy?*

A. *No, it has been in place for a couple of years.*

RESOLVED: Governors approved the policies presented at the meeting with the suggested amendments.

17. RESIDENTIAL VISITS

The planned residential visits were outlined as follows:

- 4th and 5th November Y4 Burwardsley
- 24th - 27th May 2022 Y6 London

The Headteacher confirmed that all necessary risk assessments have been carried out.

Q. *– Is there a Year 5 visit planned as well?*

A. *– Yes, this will be a PGL visit in the Summer Term.*

RESOLVED: Governors approved the proposed residential visits, including the Year 5 PGL visit.

18. SCHOOLS BULLETIN

The Schools Bulletin had been circulated prior to the meeting for Governors to review.

The Chair invited any questions.

Q. *Does the school buy in to training from Edsential?*

A. *Yes, as well as NGA training.*

ACTION: Clerk to circulate Edsential training dates to Governors.



19. SCHOOL IMPROVEMENT PARTNER

The Headteacher provided a summary of the School Improvement Partner to Governors. The SIP is a paid expert who can provide advice and guidance to the school. They will also sit on the Headteacher's Appraisal and Performance Management Panel. The Rivacre SIP is Sue Walters.

The upcoming visits were provided as follows:

Autumn visit: 6th December 2021

Spring visit: 4th March 2022

Summer visit: 4th July 2022

Q. How long has the SIP worked with the school?

A. For twelve months now.

The Headteacher added that any Governors who wanted to attend the meeting should contact the Headteacher. There would also be a virtual link for attending the SIP meeting if that would be more suitable for Governors.

20. GOVERNOR TRAINING AND VISITS

Governors discussed the need to review the available Edsential and NGA training and determine which training would be most the most appropriate to attend this year.

21. DATE AND TIME OF MEETINGS 2020/21

The remaining FGB meetings for the Academic year were outlined as follows:

24th November at 4:00pm	Resources focus
27th January at 4:00pm	Performance focus
23rd March at 4:00pm	Resources focus
12th May at 4:00pm	Performance focus
29th June at 4:00pm	Resources focus

22. ANY OTHER BUSINESS



There were no further business items raised.

Signed by Chair Dated

ACTION PLAN

Item No.	Action	Who by/ When by	Update
2 – 24.03.21	JC to re-send Skills Audit to Governors.	Jacqui Critchley. Before next GB meeting	Clerk to send NGA Skills Audit to Governors for completion and returning to Clerk. Ongoing.
3 - 24.03.21	Governors to complete the online Prevent and Safeguarding Training.	Governors	John Leite to confirm completion of the training. Ongoing.
7 OCT 21 Item 2	Governors to return the Pecuniary Interest Form to the Clerk.	Governors	
7 OCT 21 Item 8	Chair to sign the Governor Code of Conduct on behalf of the FGB.	Chair	
7 OCT 21 Item 18	Clerk to circulate Edsential training dates to Governors.	Clerk	