



RIVACRE VALLEY PRIMARY SCHOOL
MINUTES OF A MEETING OF THE FULL GOVERNING BOARD
HELD VIA ZOOM VIDEO CONFERENCE
24th NOVEMBER 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	Apologies
Mrs Gemma Flynn	Vice Chair/ Parent	22/06/2024	Apologies
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	Apologies
Mrs Lisa Sivori	Co-opted Governor	07/10/2025	✓
In Attendance:			
Stephen Ewell	Governor Clerk		✓

Joined the meeting at 16:30pm.

1. APOLOGIES

Apologies had been received in advance of the meeting from Mr John Leite, Mrs Kate Hubbard, Mrs Gemma Flynn and Mrs Sarah Glass. As both the Chair and Vice Chair were absent from the meeting Jacqui Critchley offered to take the Chair for the meeting.

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

There were no changes to the membership of the Full Governing Board to report.

Governors discussed there was still a vacancy for somebody to take responsibility for the Designated Governor role for Personal Development. Lisa Sivori indicated that she would be able to become the Designated Governor for Personal Development.

Governors Skills Audit

Governors discussed the requirements for the NGA Skills Audit to be completed. There had been a previous version completed in the past, which has now been updated. The Clerk would distribute the updated version to Governors for completion following the meeting.

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

4. MINUTES OF LAST MEETING

Governors considered the non-confidential minutes of the previous meeting, which had been circulated in advance of the meeting. There were a small number of amendments identified which the Clerk would update.

RESOLVED: That the non-confidential minutes of the previous meeting held on 7th October 2021 are agreed, subject to the minutes being updated for the amendments identified.

5. MATTERS ARISING

To consider any matters arising from the last meeting.

Agenda Item	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	Ongoing.
7 OCT 21 Item 8	Chair to sign the Governor Code of Conduct on behalf of the FGB.	Chair	Completed.
7 OCT 21 Item 18	Clerk to circulate Edsential training dates to Governors.	Clerk	Completed.

6. SAFEGUARDING REPORT

Ian Aspden, the Safeguarding Lead had met with both Jenny Hughes and Kate Docherty (DDSL and DSL) on 9th November 2021.

The comprehensive Safeguarding Report had been circulated prior to the meeting for Governors to review. Some of the key areas of focus were highlighted as follows:

- Most children seem to be coping well in school in mental health terms.
- Record keeping is all on CPOMS, and a review of the Single Central Record has taken place which is all up to date.
- Ian Aspden noted that there are still issues between the police and GP's sharing information. There are still concerns over lack of communication between different agencies.
- The Headteacher added that it was a difficult situation as often the police only shared information on a need-to-know basis. The school always ensures it shares any information with other agencies and logs this. The Headteacher stated that she could email the Cheshire West Headteachers Association and raise it as a concern.
- The Central Record is important, and the school must ensure that all DBS checks are carried out and are up to date. This should be reviewed every three years.
- A useful document on E Safety has been produced by the NGA which will be looked at next term.
- The Safeguarding Link Champion role was also reviewed by Governors.

A document summarising all the changes to the updated Keeping Children Safe in Education document had been circulated for Governors to review.



It was noted that:

- It is important that Governors read all of the KCSIE document.
- School staff are required to read Section One of the document.
- There is now a condensed version of the document as an Appendix which should be read by anyone with no direct contact with children.

The document detailing the changes to KCSIE September 2021 was reviewed by Governors. Links to the following policies have been included with the document:

- Low Level Concerns Policy Framework.
- Recruitment procedure

The Headteacher noted that both documents were LA versions that had been adapted to reflect that they relate to Rivacre Valley Primary School.

RESOLVED: That the policies as presented to the meeting were approved.

The following questions had been forwarded prior to the meeting.

What are the safeguarding procedures for visitors? how would you be able to distinguish a visitor on site?

If there was something or someone on site who shouldn't be what would be the approach and do staff and pupils know this? I note intruder alarm system on the wish list below!

A. Visitors to school all wear either a visitor badge (magnetic / printed sticker with photo) or visitor lanyard.

A. Staff will approach any adult in school who do not have such a form of identification visible.

A. Intruder alarm on wish list refers to having the system all on one control board (currently it is armed in 2 locations – EYFS and the main entrance).

Safer recruitment policy - I can't open this to see it. Are there arrangements in place for external people who come into school to work on a one off basis with a child i.e. SALT and those who come in more regularly i.e. clubs and activities workers who are not necessarily employed by the school but who are coming into school and working with children. What are the procedures for these and how are they outlined?



- A.** The school pays full regard to DfE guidance 'Keeping Children Safe in Education' 2021. We ensure that all appropriate measures are applied in relation to everyone who works in the school who is likely to be perceived by the children as a safe and trustworthy adult, including volunteers and staff employed by contractors. Safer recruitment practice includes scrutinising applicants, verifying identity, academic and vocational qualifications, obtaining professional references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job.

We understand that some people otherwise unsuitable for working with children may use volunteering to gain access to children; for this reason, any volunteers in the school, in whatever capacity, are expected to follow the policies and procedures in the same way as *paid staff*. Where a parent or other volunteer helps on a one-off basis, he/she will only work under the direct supervision of a member of staff, and at no time have one to one contact with children. However, if a parent or other volunteer is to be in school regularly or over a longer period then they will be checked to ensure their suitability to work with children.

We will ensure all volunteers receive guidance on the parameters of their role and what to do if they have concerns before they start their work with the school.

Q. Does the school ever hold a risk role play exercise for staff where somebody is identified who shouldn't be in school?

A. This could be considered. The school has a number of procedures in place to mitigate this risk such as locked gates, CCTV, closed external doors and staff observations.

Governors discussed the issue and considered a pragmatic approach was appropriate going forward. The school site is secure, and staff are vigilant.

RESOLVED: That Governors noted the receipt of the Safeguarding Report.

7. HEADTEACHERS REPORT

The Headteacher had circulated the Headteachers Report before the meeting. The report provided Governors with a comprehensive update in the following areas.

Continued Professional Development



Training had been undertaken including *Making Sense of Autism*, all staff have been trained in Read Write Inc and ECT teachers had undertaken a number of training courses.

SEN training had been completed using the previous Inset day and will also take place on the January 22 Inset day. A child is joining the school with downs syndrome which will require some additional training.

School celebrations

- Wheelie Wicked Week.
- Mega Rugby Fest Years 3 and 4.
- Tattenhall Residential Year 4.
- Ellesmere Port Boat Museum Educational Visit Years 1 and 2.
- Dodgeball Leadership Course.
- Hoops For Health Years 5 and 6.
- Girls Football Tournament Years 5 and 6.
- There are plenty more celebrations planned before the end of term.

Fund Raising

The school took part in Hello Yellow for Young Minds in October raising £416.60.

How is E Port Partnership faring these days- is it effective ?

A. Ellesmere Port Partnership – most schools within EP have engaged with this network. Met virtually in summer term, then have met twice as a group.

- Focus on wellbeing and support of HT – re-establishing those links with colleagues
- Ofsted – what we need to know – how to prepare for 90-minute phone call.

RESOLVED: That Governors noted the receipt of the Headteachers Report.

8. SCHOOL SELF EVALUATION REPORT AND SCHOOL DEVELOPMENT PLAN



The Self Evaluation Report had been provided for governors to review.

School Context

BRIEF SUMMARY

The last inspection at Rivacre Valley Primary School was on 14th February 2017 when the school was rated Good.

Number on roll: 300 (including nursery)

FSM: 38.1% (top 20% of all schools)

Deprivation quintile: Highest 40% (0.3)

Attendance: 95%

SEN: 22.1%

EAL: 2.3%

LAC: 1.3%

0 exclusions (fixed term / repeat / permanent)

The Teams had met on the 13th October 2021 to review all of the questions in the evaluation, providing a grading and updating the commentary. There was a focus on attendance which is not good enough currently. Also, members of the Governing Body had taken part in some of the sessions. The completed report was emailed to Governors on the 15th October 2021.

Governors reviewed the Self Evaluation Report. It was noted that question 16 was not applicable to Rivacre Valley Primary School.

***Q.** What is the current situation for the SLT observing lessons?*

***A.** This has not taken place this term, but book observations are taking place across abilities and detailed records are made. The SLT has observed an ECT teacher and some students. There has also been a phonics monitoring process across a number of lessons.*

RESOLVED: That Governors noted the receipt of the Self Evaluation Report for Autumn 2021.

The School Development Plan had been provided for governors to review.

The final document provides an update on progress against the actions within the plan. The monitoring column provides the latest information on progress towards each action. The Headteacher updated Governors that she had no concerns with the progress being made on the Development Plan, and that there was good progress being made against all the actions.

The following questions had been provided in advance of the meeting.



Quality of Education: voting for favourite book been effective in encouraging reading? Has reading been affected by lockdown for better or for worse?
Behaviour: has lockdown resulted in learnt behaviour being forgotten?
What does "I" of "RWI" mean? What does "A1" mean?
Any areas where you are concerned we are getting behind because of unexpected difficulties?

Children enjoy being able to vote for the book / story to be read that day – this has encouraged engagement.

Reading has not been affected significantly as it received a lot of focus throughout lockdown – however, Read, Write Inc. has also helped reduce any issues with the physical process of reading / decoding.

Behaviour – work was required at the start of the autumn term but is now on track.

The "I" in RWI stands for "Inc." A1 refers to Autumn 1

No areas of concern currently.

Q. Can you provide some more background on ReadWrite Inc?

A. ReadWrite Inc is a DfE approved scheme for reading, writing and phonics. It comprises a systematic phonics programme and is predominantly aimed at younger children or children who need to develop these phonics skills. Assessment is made every six weeks and there are rigorous interventions for the lower 20% of children. It has proven very successful for Early Years children.

RESOLVED: That Governors noted the receipt of the Autumn Term Update of the SDP.

9. POLICIES

The following policies had been circulated in advance of the meeting.

- Allegations of abuse against staff procedure.
- Whistleblowing protocol.

The Headteacher informed Governors that there were only minor date changes within the policies.

RESOLVED: That the policies as presented to the meeting were approved.

10. SCHOOL BULLETIN

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



The following questions and observations had been provided in advance of the meeting.

Governor Training: The fact that courses are virtual makes them more accessible
 Business Continuity: Do we have up-to-date plans in place?
 Safeguarding: Some useful questions for GB to address - could look at them next term

A. Business continuity – this is up to date and follows LA model.

Will anyone attend the EBSN training? I attended the Virtual School training in Oct and this was mentioned - sounded good

A. The Emotional Based School Non-attendance – if interested please let school office know and a place can be booked. At present we don't have any children whose absence is under this category. Admin attend attendance briefings and training.

11. SIP REPORT

The next SIP visit is to take place on 6th December 2021. Governors were invited to attend if they wished, and a zoom meeting request has been distributed.

The most recent ASIA visit had taken place on 18th November, and the report had been distributed for Governors to review.

12. BUDGET AND UNOFFICIAL SCHOOL FUND

The Headteacher provided an update to Governors on the latest version of the budget. A summary is detailed below.

SECTION 1 - SUMMARY MEDIUM TERM PLAN		Actual 2020-21	Forecast 2021-22	Forecast 2022-23	Forecast 2023-24
(A) Balance Brought Forward (previous E)		70,120	133,692	92,517	79,792
(B) Projected Income (From F)		1,614,404	1,665,011	1,721,879	1,735,198
(C) Projected Expenditure (from D)		1,550,831	1,706,186	1,734,604	1,757,208
(D) In year surplus/deficit (B-C)		63,572	-41,175	-12,725	-22,010
(E) Projected Carry Forward (A+D)		133,692	92,517	79,792	57,782

Governors were informed that the budget outlook remains healthy. The three-year forecast indicates that the school will need to draw on the surplus carried forward, but that the carry forward position remains positive at £58K in 2024. The current year school meals expenditure is higher than expected which will be investigated. Pupil



numbers continue to rise slowly but there is no need to increase teacher numbers, although there will be some increase in TAs. The budget for next year will be considered next term.

Q. Are the October census figures now included within the budget?

A. Yes, the budget has been updated for these.

Governors reviewed the summary of in-year budget monitoring. There were a number of staffing changes reflected in the budget that will be detailed in part two of the meeting.

RESOLVED: Governors approved the budget update.

School Fund

Balance brought forward; (Jul 2021)	£7606.94	
Closing Balance: (Oct 2021)	£4330.51	
	IN	OUT
Various items: Uniforms, fundraising Library, Staff purchases	£4436.40	£6021.91
Total	£6021.43	

Governors reviewed the latest School Fund summary. The school fund is due to be audited shortly.

RESOLVED: That Governors noted the receipt of the School Fund summary.

13. SCHOOL BUILDINGS AND CAPITAL EXPENDITURE PROGRAMME

Governors reviewed the capital expenditure programme.

It is unlikely now that the school will acquire the Soundfield audio system. The staff did not respond well to wearing the headsets, and the school already has speakers as part of the whiteboards. All the asbestos removal works have now been completed, with the LA picking up the cost. The plans to replace the canopy roofing have been put on hold, as the canopy is not currently leaking so this work will be deferred saving approximately £10k.

Health and Safety had recommended the installation of magnetic door closures to rooms where this is required to ensure compliance with Fire regulations. Governors approved the proposed spend, with delegated authority to the Chair to approve once the



quotations had been received.

RESOLVED: That Governors approved the installation of magnetic door closures with delegated authority to the Chair to approve once quotations had been received.

14. GOVERNOR TRAINING

No additional governor training had taken place since the previous meeting. Lisa Sivori added that she had yet to complete her new governor training, but this will be done in 2022.

15. CORRESPONDENCE WITH THE CHAIR OF GOVERNORS

There were no items to be brought to the attention of the FGB.

16. GDPR

The Headteacher updated Governors that there had been one FOI request regarding the school photocopier with four questions. The assumption was that this was from a potential supplier.

17. FGB COMPOSITION

There were no changes to record regarding the composition of the FGB.

18. DATE AND TIME OF MEETINGS 2020/21

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

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

19. ANY OTHER BUSINESS

There were no further business items raised.



Signed by: 

Chair Dated: 6th December 2021

ACTION PLAN

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