



Riverside Primary School
Minutes of the Full Governing Body Meeting
Tuesday 5 March 2019
Held at school at 4:00pm
(Postponed from 05.02.19 due to audit)

Governors Present:

Ruth Sayers (Chair)	Jane Ford	Rebecca Bennett	Ben Ham
Brian Jones (Head)	Anthony Launce	Joy Bush	George Wheeler
Edward Carr	Kimberley Hendy	Miranda Crowley	

In Attendance:

Lisa Moran (Clerk)

15	<p>Apologies Jeff Dawson – Accepted Matt Rudd – No Apologies</p>	
16	<p>Verbal Declarations of Interest for this meeting <i>Point 21 - Restructure & Redundancy – School Staff to abstain from voting.</i></p>	
17	<p>Minutes of the last meeting 16.10.18 The minutes of 16 October 2018 were checked for accuracy, the Governors unanimously agreed they should be signed as a correct record.</p>	
18	<p>Matters Arising <i>Point 48 – Private Email Address – this has been set up, the address is chairofgovernors@riversideprimary.net The password is held by the Chair and Head Teacher. Notification of this has been put on the school website to make parents aware that this as an external way of contacting the school with any concerns/issues.</i> <i>Point 08 - MAT Update – The CEO has been informed that we are not looking to convert at this present moment in time and will re-evaluate the situation in 12 months' time. The HT is still attending appropriate meetings and our Chair of Governors is due to attend a meeting with the MAT Governors on the 6th March.</i> <i>Q. Will we have to return all funding supplied for the conversion?</i> <i>A. At present we have not spent any of the 25K funding received. PCC took £7K of the funding before we even received it for their costs relating to staffing and legal costs. We will ask PCC to return this funding if we do not convert.</i></p>	
19	<p>Governors' Correspondence Parent Complaint – A complaint had been received from a deaf parent who was requesting an interpreter be present at any meetings she has at the school regarding her children; Her previous school had provided this facility. The school has agreed to provide an interpreter for any formal meetings that she attends at the school, this will incur a cost to the school of £70.00 each time an interpreter is used.</p>	
20	<p>Head Teacher's Report</p> <ul style="list-style-type: none"> <i>Head Teacher's Report Spring 2019 – Numbers are low in year groups, with Year 5 only having 55 pupils. Many pupils who moved out of area due to the demolition of local flats have since left the school due to the commute becoming too difficult. Concerns are that further flats are being considered for demolition which could mean the loss of at least another 42 pupils.</i> 	

	<p>Our current PAN is 90 and we have been informed of an intake into Foundation for September 2019 of 65 pupils, this could increase slightly due to late applications.</p> <ul style="list-style-type: none"> • <i>Staff</i> – 2 teachers have returned from maternity. 1 teacher has dropped from full time to 0.8 until the end of the summer term. This is being covered internally by one of our PPA staff. One of our 3 NQTs has successfully completed her probationary period with us, the other 2 are working well and hitting all targets. 4 MTAs recently resigned from their posts, one has started maternity leave and one is on long term sick. We advertised for replacements on a temporary basis and all posts have been filled. • <i>Learners, Parents/Carers and other Stakeholders</i> – We have had lots going on within the school, including visitors to the school and trips to Pennywell Farm. • <i>Learners & Achievements</i> – Our gifted and talented pupils have held a series of events in both school and at other venues. Riverside Rocks, for our young carers, continues to go from strength to strength including a trip to the Theatre Royal to see Matilda. • <i>Personal Development and Well Being of the Learners</i> – We have had one racist incident in the school that has been appropriately dealt with. We have had no exclusions. The school council have now expanded their role and also run an Eco Group looking at how we as a school can save energy and look after our planet. They are currently well on their way to achieving their Bronze Eco Award. J Ford, Governor, offered her assistance if needed. • <i>Inset Programme</i> – A full inset programme was circulated for the term. Governors are always welcome to attend any inset session. The HT has reduced the monitoring programme for the term due to the current restructuring situation in school; this will be increased again in the Summer Term. • <i>Leadership and Management</i> – Due to the loss of pupils caused by the redevelopment of flats in Wilkinson Road, our budget has reduced by around £200K. Staff are currently being consulted on the possibility of redundancies and a copy of the consultation document had been circulated. Despite these difficulties it is vital that we continue to focus on the pupils who attend Riverside and continue to offer a first class education at this difficult time. • <i>Governors' Visits to School</i> – 46 visits had been made to school between September '18 and January '19, many thanks to all Governors for dedicating this additional time to our pupils. Special mention was made of Becky Bennett, the Link Governor for Riverside Rocks, who continues to offer first class support to this group. • <i>Governor Training</i> – No recent training had been attended. Details of future courses and how to enrol on them were circulated to Governors. • <i>Clerk's Update</i> – A financial audit took place at the school on the 5th and 6th of February by Devon Audit Partnership. A copy of the final report has been received and the school has been awarded a rating of High Standard, the highest level achievable. Should any governor like to receive a copy of the report, please contact the Clerk who will forward this to you. 	
21	<p>Update on Restructure & Redundancy Process Because of the loss of funding due to falling pupils numbers, cutbacks are having to be made and the school is currently in a consultation period with staff regarding a staff restructure and redundancies. Meetings have taken place with staff and unions and all staff have been actively encouraged to forward any questions regarding the procedure to the HT who will endeavour to answer all appropriately. Concerns were raised that the Governors had not been actively involved in the production of the Consultation Document and some had not been informed that a restructuring process had begun.</p>	

The HT informed governors that the document had been produced by working closely with our H.R Department and had been agreed by the Unions. The Personnel Committee had been approached at their last meeting and asked if they would agree to the HT starting the restructuring process and the reasons for it, **the Governors gave the HT approval to begin the consultation process.** All governors have been aware for some time of the forthcoming reduction in our budget and that difficult decisions had and would need to be made. As we are still only in the consultation period the HT had brought questions that had been raised by staff and decisions that would have to be made by Governors to enable the actual process to begin to Full Governors for their agreement.

Queries raised for discussion/agreement by Governors were as follows:-

- *Should the school request permission from the LA to run a deficit budget?*
As we are predicting a falling role for the next 2 years, it would not be in the interest of the school as the debt would grow and we would not be able to pay it back. PCC would take control of our budget, we would not be able to employ any new members of staff and would not be able to make, without PCC's approval, any expenditure over £100.00.

All Governors in favour of not applying for a deficit budget from the LA.

- *Should the consultation period be extended?*
The consultation period had been set with the agreement of the Unions. Lots of questions had been received from staff and the general feeling amongst staff was that they did not want it extending. The question was asked if any staff members had been unable to consult in the time frame allocated, the answer was no. As some Governors had not been involved with the consultation period from the start they were asked if they were happy with the end date, all were happy. HT is to remind staff that they have until 9.00am on the 9th March to submit any further questions.

5 Governors agreed period should not be extended, 2 Abstained.

- *Should the Voluntary Redundancy Package be enhanced?*
Governors were asked if they would be willing to enhance the voluntary redundancy package by either a fixed amount or a %. As an example, if it was to be enhanced by 50% it would increase costs by approximately £23K, if by a fixed amount of £5K costs would increase by approximately £50K. It is hoped that an enhanced package would be more attractive to staff and would negate the need for compulsory redundancies and reduce pressure on staff with regards to interviews etc. This enhancement would **not** apply to any compulsory redundancies that had to be made. If too many voluntary applications were received, a criteria would have to be produced to allocate redundancy accordingly

All Governors were in favour of applying a £5K enhancement to all voluntary redundancies. It was agreed it would not apply to compulsory.

- *Should the end date for Voluntary Redundancy be before the application date?*
This would mean that no applications would have to be completed if enough voluntary applications were received beforehand.

All Governors agreed that Voluntary Applications should be received before applications were required.

- *How many people should sit on the interview panels?*
As 3 people would carry out normal interviews, it was agreed that the HT and 2 other governors should carry out teacher and support staff interviews. The same 3 people would need to carry out interviews for all staff members. The HT will forward all dates and ask Governors to let him know if they can assist on any dates given.

Governors asked that interviews are carried out very informally and cause all staff as little stress as possible.

It is possible that an appeal panel may also need to be available,

All Governors agreed to an interview panel of 3.

BJ

	<ul style="list-style-type: none"> • <i>Should the school offer staff time to complete their applications?</i> It was proposed that support staff were given 2 afternoons and teachers 2 inset dates to complete their application forms. It was asked if additional support could be given by the job centre to help people, but they had been approached and would not attend until people had been made redundant. The question was raised as to the application form being made easier for staff to complete, i.e. tick boxes. The tick box system had not been used as it was felt it was not a fair system for all, as some could “lose points” due to qualifications etc., and it would not be a true reflection of people’s commitment and contribution to the pupils of the school. It was asked that this be explained to all staff. All Governors agreed to additional time being given to staff to complete their application forms. • <i>Should we market Riverside School?</i> How would we do this? Costs would be involved for most things that could be done and it would not help our present situation. Our catchment area makes it difficult for us as people that do not live in the area do not tend to travel here for school. If we are doing anything good at the school we should make sure we contact local press and let them know. All Governors agreed we can do no more at the present time to market our school. • <i>Can a date of the 20th July be set for confirmation of Redundancy?</i> This would ensure that should a member of staff hand in their notice after this date meaning a position became vacant at the school, we could not rescind a staff members request for voluntary redundancy. All staff would be employed and paid by the school up until the 31st August 2019. All Governors agreed to the date of 20th July 2019. • <i>Should Governors remove the 100% attendance Governors Day award?</i> A Union staff member had said they felt the award discriminated against women and disabled people who may not be able to achieve 100% attendance. Governors did not believe this was the case, and that in the current climate, this goodwill gesture available to all staff was very much needed. All Governors agreed to continue with the practice of Governors Days for 100% staff attendance. • <i>Do Governors agree with the “slotted in” roles as recommended in the consultation?</i> Some roles within the school are specialised and imperative to maintaining standards within the school. The management structure of the staff has been looked at very closely and all relevant staff spoken to with regards to maintaining or reducing these roles. The Deputy Head role has been reduced by 0.4 FTE and the Team Leaders management time reduced by 0.3FTE. The Deputy Head’s role has been temporarily extended for one year, when if required she will return to a fulltime team leader role. There will be no reduction in part-time workers hours, but hours and days worked may need to be changed to accommodate posts available. It was asked if there was scope for fulltime staff members to reduce their hours, the answer was yes. Job shares are available, i.e. 2 x 0.5FTE teachers could become 1 fulltime teacher post. All Governors agreed with slotted in roles as recommended in the consultation documentation. 	BJ
22	Policies <ul style="list-style-type: none"> • Prevent (No Change) Approved • E-Safety (No Change) Approved • Freedom Of Information (No Change) Approved • Complaints (Updated as per DfE Recommendations) Approved 	

	<ul style="list-style-type: none"> • Charging & Remissions (Eligible benefits Updated) Approved • School Admission Arrangements 2020/21 (Been through consultation with PCC) Approved 	
23	Link Governor reports To be added to the next agenda.	
24	Committee Reports To be added to the next agenda.	
25	AOB None	
26	Items for Next Agenda Marketing of the School Points 23 and 24	
27	Close and Date of Next Meeting The Chair thanked governors for attending and it was noted that the next meeting would be held on Tuesday 21st May at 4.00pm There being no further business the meeting closed at 6.30pm	

The minutes were signed as an accurate record of the meeting by:-

Signed.....(Chair)

Date.....