



Riverside Primary School
Minutes of the Full Governing Body Meeting
Tuesday 21st May 2019
Held at school at 4:00pm

Governors Present:

Ruth Sayers (Chair)	Jeff Dawson	Ed Carr	Rebecca Bennett
Brian Jones (Head)	Joy Bush	Ben Ham	Miranda Crowley
George Wheeler			

In Attendance:

Lisa Moran (Clerk)

28	Apologies Anthony Launce – Accepted Jane Ford – Accepted Matthew Rudd – Accepted Kimberley Hendy – Non Received	
29	Verbal Declarations of Interest for this meeting None	
30	Minutes of the last meeting 05.03.19 The minutes of 5 March 2019 were checked for accuracy, the Governors unanimously agreed they should be signed as a correct record.	
31	Matters Arising None.	
32	Governors' Correspondence None Received.	
33	School Improvement <ul style="list-style-type: none"> • <i>Head Teacher's Report Summer 2018</i> – Due to a falling roll, staff redundancies and a staffing restructure are to take place at the end of this academic year. • <i>Staff</i> – Mrs Crowley & Mrs Roberts have commenced their one day release per week for their Union Roles; Due to less schools buying into the service, this will not be for the whole academic year. 2 teachers on temporary contracts will leave us at the end of July, L Nelles has had her temporary contract extended for one year. Our Nursery Practitioner left at Easter to take up a post at Victoria Road Nursery and our ICT Coordinator leaves in July. Both these posts have been advertised and Governors were asked to inform the HT if they were available for interview. • <i>Learners & Achievements</i> – The loss of FM has been a difficult time for the school, but the pupils and staff have recovered well and appear to have moved on. The head teacher and class teacher have been asked to attend the funeral by the family. In the immediate aftermath of this awful event, the school community pulled together, and the school was opened over the Easter holidays to support pupils, parents and staff. Governors thanked Mr Jones for his handling of the situation and for the helpful assembly that was held for all parents on the children's return to school. We have arranged visits from the Dogs Trust, Guide Dogs for the Blind and the Police Dog Section to the school to enable pupils to interact with dogs in a secure and safe setting. SATs tests have taken place for year 6 and year 2, year 1 pupils will undertake phonics checks later in the year. Next year tests will take place in years 6, 4, 2, 	

	<p>1 and foundation. The year 4 test will be for multiplication only, and as per the year 1 test, will not be reported externally.</p> <p><i>Q. Will the foundation test be a base line test?</i></p> <p><i>A. Yes, as a school we have been involved with the trials to have a look at what the test consists of. All pupils will be tested within their first 4 weeks at school and this will be compared to how they perform in their year 6 tests to evaluate progress.</i></p> <ul style="list-style-type: none"> • <i>Outside Agencies</i> – 4 ambulances have been called to the school; 3 were for pupils and 1 for a parent. • <i>Inset Programme</i> – A full inset programme was circulated for the spring term. A reduced monitoring programme is being run this term due to the situation with redundancies and the staffing restructure. After our very successful STEM theme week last year, we are running a “Well Being” week the first week back after half-term: An agenda of activities was circulated, governors were encouraged to attend if at all possible. The week will culminate with the 3rd Riverside Fun Run on the Sunday. Overnight residentials are taking place for years 4, 5 and 6 this year; we are very lucky that our staff are willing to give up their evenings and weekends for the children. • <i>Leadership and Management</i> – Producing a balanced budget has been difficult due to the falling roll, but this has been achieved for 2019/20. There is a possibility of more properties being demolished for redevelopment in the near future. The CEO of Horizon has been informed that we are not looking to join their MAT this year. Governors were asked if they would be willing to continue with this decision for a further year, all governors voted to remain as a maintained school for the following year. Horizon are very keen for us to join, but accept that it is not the right move for us at the moment. They are happy for us to continue attending meetings and to maintain contact with us. • <i>Governors’ Visits to School</i> – 38 visits had been made to school between February and May ’19. Special mention was made of R Bennett, the Link Governor for Riverside Rocks, who had visited the group every week. The Chair thanked all Governors for their support of the school. • <i>Governor Training</i> – R Bennett had attended the New Governor Induction Training run by Karen Powell. Governors were reminded to visit her webpage www.effectiveschoolgovernance.co.uk to view any future training they felt may benefit them. All training sessions can be booked online direct with Karen. 	
34	<p>Redundancy & Restructuring Update</p> <p>Following many meetings with staff and the relevant agencies, the process is now complete. An enhanced redundancy payment meant we received enough voluntary applications to not go down the compulsory route. Applications were received from 4 teachers, 12 Teaching Assistants, our CAF coordinator and ICT Technician; this was more than we needed but Governors agreed to honour all applications. Due to this 1 temporary teacher and 2 temporary teaching assistants have had their contracts extended for one year. To ensure teaching & learning is not being effected by the reduction in staff, the staffing structure will be looked at again in the autumn term</p>	
35	<p>Marketing of School</p> <p>Leaflet drops had been considered, but another Plymouth school had carried this out around their area at a cost of approximately £1000, and they did not feel it had made any impact at all.</p> <p>Our Face Book account is very popular and it was also raised that the school could benefit from a Twitter account.</p> <p>It is very difficult to bring people into the area for educational purposes and not many people outside Barne Barton know we are here. It could help if we were to host events through the school year, sports events / teacher training.</p>	
36	<p>Committee Reports</p> <p><i>Personnel & Finance</i> – Mr Dawson (Vice-Chair) highlighted the main points from the meetings held on the 19th March and the 14th May 2019.</p>	

	<p>We finished the 2018/19 year with a carry forward of £238,502. Most of this will be utilised for the redundancy process, meaning our contingency figure for the 2019/20 financial year is £45,633. A balanced budget has been set for the next 3 years. We were audited in February of this year, and came out with the highest possible standard.</p> <p>Our SFVS has been returned, and we have not received any queries or actions from Devon Audit.</p> <p><i>Curriculum & Premises</i> – Mr Ham (Chair) highlighted the main points from the meetings held on the 26th March 2019.</p> <p>A community grant for the Fire Pit organised by Councillor Wheeler had been received for £1,000. Subject Coordinator Reports had been received for Geography, Numeracy and ICT. Due to funding from the British Council arranged by the Horizon MAT, Miss Babcock will visit Cape Town in the February half term holiday to work with a local school on a plastics and recycling project. The Head Teacher from this school will reciprocate this visit to Riverside in June. Events taking place during the curriculum theme week – “Well Being” – were discussed. A parent survey, carried out during parent evenings, had a very high response level with very positive results, these are displayed in the entrance hall.</p> <p>A Health & Safety report had been received including details of 2 staff and 1 pupil accidents; none were serious. A forced lock down procedure had taken place due to an irate parent. In response to this we have looked at ways of improving our procedures, which includes different lock down zones. A fire evacuation and premises inspection had been carried out. The Navy helicopter landing pad has been approved and flights will start from September. A sound monitor will be fitted to the outside of the school to record noise levels. Interserve, who had gone into administration, have been taken over by their Sister Company and we should see no change to our current service level.</p> <p>All minutes are held in the Clerk’s Office for governors’ further perusal if required.</p>	
37	<p>Declaration of Interests - Staff & Governors All amended and updated with no queries, Governors in July 2018; Staff in May 2019 – Approved</p>	
38	<p>Link Governors’ Reports Child Protection & Safe Guarding – Governor absent, to be brought to next meeting. Equality Report – J Bush, had met with the Head teacher and produced her report which was circulated to Governors. The Equality Act is a Government Act and so must be adhered to. Where issues had been raised, the school had made adaptations to deal with these. The Governors thanked Mrs Bush for her informative report. The above are a synopsis of the Link Governors Reports. Reports are held in the Clerk’s Office and are available for Governors’ further perusal if required.</p>	
39	<p>Policies</p> <ul style="list-style-type: none"> • Finance Policy – No amendments – Approved 	
40	<p>Meeting dates for Next Academic Year All meetings to be held on a Tuesday with a 4 O’clock start. Dates to run in line with this years. Approved</p>	
41	<p>Items for Next Agenda MAT Update Safeguarding Report</p>	
42	<p>AOB Fit & Fed – Funding of £20,000 has been received from the Council to enable us to run 4 weeks of free summer school. We have received funding for 50 pupils per day, to run from 9.00am to 1.00pm providing lunch. We are currently canvassing parents to ask if they would like to increase the hours per day at a small cost. <i>Q. If we do not fill all places with our pupils can we offer it to other schools?</i> <i>A. Yes, the leaflet will give details of all schools that are taking part in Fit and Fed.</i></p>	

43	Close and Date of Next Meeting The Chair thanked governors for attending and it was noted that the next Full Governors meeting would be held on Tuesday 15th October at 4.00pm. There being no further business the meeting closed at 5.10pm (AGM to be held on Tuesday 23rd July at 11.30am)	
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The minutes were signed as an accurate record of the meeting by:-

Signed.....(Chair)

Date.....