Two Rivers
CofE Primary School

Two Rivers CofE Primary School
Local Governance Committee Meeting:
Monday 14th July 4.00pm - 6.00pm

Minutes

MEETING TITLE	Two Rivers CofE Primary School Local Governance Committee Meeting
DATE OF MEETING	Monday 14th July, 4pm-6pm
MEMBERS PRESENT	Owen Edwards (Acting Headteacher), Ben James (Parent Governor), Stephen Daws (Foundation Governor)
IN ATTENDANCE	
APOLOGIES	Carly Hardwell (Clerk), Claire Formby (Foundation Governor), Richard Triggs (Chair), Phoebe Bullock (Parent Governor), John Wilkinson (Foundation Governor)
DATE OF NEXT MEETING	Thursday 9th October, 4.30pm-6.30pm

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<tr><th></th><th></th><th>Action</th></tr>
<tr><td>1.</td><td>Welcome and apologies</td><td>Chair</td></tr>
<tr><td></td><td>OE opened the meeting, noting the chair’s absence and that only 3 governors were present, so no formal decisions could be made.

Apologies received from</td><td></td></tr>
<tr><td>2.</td><td>Declarations of Business/Personal Interest</td><td>Clerk</td></tr>
<tr><td></td><td>None.</td><td></td></tr>
<tr><td>3.</td><td>Minutes of previous meeting and actions</td><td>Chair</td></tr>
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<tr><th></th><th>Action</th><th>By Whom</th><th>Meeting Date</th><th>Due Date</th></tr>
<tr><td>1</td><td>MF to obtain coach quotes which CF can pass on to the church for their July meeting.
Ongoing</td><td>MF</td><td>22nd May</td><td>10th July</td></tr>
<tr><td>2</td><td>MF to begin process of advertising for Community Governor vacancy.
To be reviewed</td><td>MF</td><td>22nd May</td><td>ASAP</td></tr>
<tr><td>3</td><td>At LGC6, governors to create an action plan for next year in terms of areas of responsibilities and school visits.</td><td>All</td><td>22nd May</td><td>10th July</td></tr>
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	Complete			
4	Clerk to put together a document of the areas governors currently look after. **To be discussed at next LGC**	Clerk	22nd May	10th July
5	BJ to look into how he could present IT/security information to pupils. **Ongoing**	BJ	22nd May	ASAP
6	Clerk to check what other schools' processes are and bring back to next meeting. **Ongoing**	Clerk	22nd May	10th July
7	At LGC6, discuss meeting days/times for next academic year. **Ongoing**	All	22nd May	10th July

It was noted that some actions require follow up including the distribution of the skills audit link to governors, confirmation of a Pupil Premium focus visit and clarification of board member positions.

The process of advertising for a community governor vacancy is an ongoing item. The need to review the balance and makeup of the governing body was raised, including the idea of adding a staff governor or a local community member *(since these minutes, clerk has discussed with Assistant Headteacher AA who confirmed she would check again if any staff would like to join the LGC)*.

4.	**Chair's report**	**Chair**
	RT was absent however his written report was shared and discussed. The Trust is considering redefining the role of LGCs and the importance of a full discussion on this topic at a future meeting when all members are present was emphasised. The value of governance models and the need for all governors to have input on the direction of the LGC were highlighted.	
5.	**Headteacher's Report**	**HT**
	OE provided a detailed update on school operations since his arrival, focusing on ensuring readiness for the new year in September and maintaining continuity during leadership changes. **Leadership** Communication will be sent to families soon to clarify leadership arrangements for September, with OE likely to continue as interim HT. The school's approach is to plan for all scenarios to ensure a smooth transition regardless of leadership changes. Positive feedback was received from parents about the smooth transition and continuity for children during this time. There was discussion about supporting MF with cards from children, reinforcing the school's community ethos. **Phonics Screening and Moderation** Two Rivers underwent external moderation for phonics screening by North Somerset, with positive feedback and no issues found. The process is a national requirement and the school chose N.S. as its moderation partner. Preparations are being made for September by working with the school phonics lead to ensure strong provision continues.	

Governors asked if the phonics moderation is a trust initiative or if it is imposed externally.

It is a national requirement – schools choose their moderation partner, with Two Rivers choosing North Somerset. The process ensures proper test delivery and compliance.

Transition
Staff have undertaken safeguarding training and transition meetings to hand over detailed information about pupils with a focus on making targets fr children with additional needs more specific and measurable.

Early years transition events including a stay and play and welcome events for new families are scheduled, involving the PTA.

Reports, Educational Visits & Events
End-of-year reports were sent out with positive feedback received.

Some swimming lessons were cancelled due to high temperatures, but most activities continued as planned.

The early years trip to Weston Super Mare was successful and planning for next year's trips has begun.

The summer festival raised £1,400 for the school, despite hot weather and limited shade. Feedback will be used to improve future events.

Staffing update
Current vacancies include a HLTA role and three TA roles. Interviews have been scheduled. The school is expanding from 7 to 9 classes, requiring additional staff.

Teacher positions are filled, including a teacher moving up from an apprenticeship. Agency staff may be used temporarily if needed, but the focus Is on quality hires.

Governors asked what the specific intention for the HLTA role is.

HLTAs provide whole class and high-level interventions, allowing teachers more flexibility for individual work. Their scope is broader and they help build strong relationships with classes.

Reception transition
The YR transition will use a staggered approach with morning and afternoon sessions, moving to full days. There was feedback that last year's transition was too long so this will be reviewed.

Governors asked if the unfinished road and building site will be resolved by September.

The school has been assured by developers that the road will be finished, but there is uncertainty. Staggered starts are being considered and the council and police have been contacted for support.

Attendance

	Current attendance is 96.3% which is above national averages. Patterns and trends are monitored, especially for SEND pupils, and the aim is for a 97% target. Governors asked if, in the report shared, the 13% unauthorised holiday absence is typical and whether it fluctuates seasonally. The figure is typical and does not usually fluctuate. Families are well informed about attendance policies and the school follows national guidelines.	
6.	**Risk Register**	**MF**
	OE has not yet located the risk register and will review it before the next meeting. Key risks discussed include financial pressures from not being at full capacity and the unique challenges of a new school with high numbers of in-year transfers, especially for SEND provision.	
7.	**SIAMS Inspection preparation**	**MF/Chair**
	Two Rivers is due for its first SIAMS inspection which could happen as early as the second week of the new academic year. OE emphasised the need for governors to be familiar with the inspection framework, especially around ethos, values and spirituality. Preparation materials will be updated for Two Rivers and discussed at the next meeting. Governors asked if there is a previous SIAMS inspection report available for reference. This will be the first SIAMS inspection as the school is only five years old. Two Rivers is being supported by the trust with this.	
8.	**AOB**	**Chair**
	Meeting dates for next year The need to finalise meeting dates was discussed, considering members' availability and the importance of early scheduling. Mondays and Thursdays were discussed as possible options and the first meeting will be arranged ASAP. St John's Church SD shared that St John's has appointed a new rector, Aiden Watson, who has a background in youth ministry. It was agreed that Two Rivers has a strong link with the church and looks forward to working with the new rector.	
9.	**Date of next meeting**	
	Thursday 9th October, 4.30pm-6.30pm	

Meeting closed at:

Action Record

	Action	By Whom	Meeting Date	Due Date
1	Redistribute skills audit link to all governors.	Clerk	14th July	ASAP

2	Confirm if the Pupil Premium focus visit occurred or if it is still outstanding.	RT / MF	14th July	ASAP
3	Contact PB to clarify whether she will continue as a governor.	RT	14th July	ASAP
4	Roll over coach quotes/church transport discussion to next meeting.	OE / CF	14th July	9th October
5	Begin process of advertising for community governor vacancy.	OE	14th July	ASAP
6	Review governance structure and consider staff/community governor.	All	14th July	9th October
7	Review and update risk register	OE	14th July	9th October
8	Schedule and confirm meeting dates for next year	Clerk	14th July	ASAP
9	Update SIAMS preparation materials for Two Rivers and share with governors	OE	14th July	9th October

Signed: **Date:**