Two Rivers CofE Primary School
Local Governance Committee Meeting:
Thursday 22nd May 4.00pm - 6.00pm

Minutes

MEETING TITLE	Two Rivers CofE Primary School Local Governance Committee Meeting
DATE OF MEETING	Thursday 22nd May 2025, 4pm-6pm
MEMBERS PRESENT	Matt Filer (MF) – Headteacher Richard Triggs (RT) - Chair of Governors Claire Formby (CF) – Foundation Governor Ben James (BJ) – Parent Governor John Wilkinson (JW) – Foundation Governor Steven Daws (SD) – Foundation Governor Carly Hardwell (CH) - Clerk
IN ATTENDANCE	
APOLOGIES	Phoebe Bullock (PB) – Parent Governor
DATE OF NEXT MEETING	Thursday 10th July 2025, 4pm-6pm

<table>
<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>Chair welcomed all to meeting and led with prayer.
PB absent.</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>Chair of Governors election</td><td>All</td></tr>
<tr><td></td><td>RT was officially re-elected as Chair of Governors – all governors happy with this.</td><td></td></tr>
<tr><td>4.</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 update the staffing structure on the school website, and to include staffing structure/curriculum areas of</td><td>MF</td><td>3rd April</td><td>22nd May</td></tr>
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	responsibility in his HT report as a standing item. **Complete**			
2	Clerk to redistribute link for governors to complete their Skills Audit.	Clerk	3rd April	ASAP
3	RT and MF to arrange a visit in Term 6 for PP focus. **Complete – arranged for 17th June at 9.30am**	RT / MF	3rd April	Term 6
4	RT to make contact with PB and RP to clarify their positions as members of the board. **PB still to be contacted, RP has chosen not to renew her term of office**	RT	3rd April	ASAP
5	CF to liaise with church contact re possible transport for church visits. **Complete**	CF	3rd April	ASAP
6	CF to attend the final wellbeing committee meeting of the year on the 22nd June. **Incorrect date entered – the meeting is on 24th June, CF will attend**	CF	3rd April	22nd June

ACTION: MF to obtain coach quotes which CF can pass on to the church for their July meeting.

ACTION: MF to begin process of advertising for Community Governor vacancy.

Previous minutes approved.

5.	**Chair's report**	**Chair**
	RT came into school to check the SCR, everything was in order. SCR has been audited recently by the trust.	
6.	**Governor Roles and Vacancies**	**Chair/MF**
	Between now and the next LGC meeting, work needs to be done around specific governor roles with a view to next year and what visits may need to be carried out. Ideas to be suggested at LGC6 to enable a clear plan of visits for the next academic year. It was established that there are not enough governors for each subject to be covered by one governor, so it may be that governors need to pick up a group of subjects to look after. **ACTION:** At LGC6, governors to create an action plan for next year in terms of areas of responsibilities and school visits. **ACTION:** Clerk to put together a document of the areas governors currently look after. **ACTION:** BJ to look into how he could present IT/security information to pupils.	
7.	**Risk Register**	**MF**
	MF highlighted the following areas within the Risk Register;	

1.3 – risk of low school population and the budgetary impact of this. There are at least 50 EYFS numbers for September with a late trickle of applications and a few families who have been allocated Two Rivers instead of Saltford.

2.5 – budgetary constraints on staffing model. The school is filling up rapidly with now two full year groups and a few of the other year groups creeping into the high twenties. There are still a couple of low cohorts e.g. Y5 which has a bubble of 14 pupils. Current YR numbers of 38 is split into two classes.

Overall the budget picture is challenging. Due to cost of living increases, the budget does not match inflation. Teachers' pay increases come from the budget. Two Rivers is in a better position than many schools due to it being a growing school, cuts are not needing to be made.

Governors asked for an update on MF's discussion around reducing PAN a couple of meetings ago.

MF commented that this is being discussed and feels it is a strategically good idea for a couple of years. Numbers of pupils are being shared around Keynsham. There is a consideration to drop the PAN to 30 and therefore take one class at a time but to open a nursery which would be another revenue stream. This has a long lead time as a lot of consulting is required.

Governors commented that it would not be difficult to fill up a nursery, due to the lack of nursery places in and around the area. However, the many school places are in anticipation of the growth of the town.

It was explained that this is the population modelling which justified Two Rivers opening. The school has grown slower than the modelling. The rest of the development expansion has not begun yet.

Governors asked if these discussions were at Board level.

The discussions have been informal so far and have taken place at Executive team level. Once the decision at that level is made, it would then be considered more formally by the Executive, with agreement required from the Trust Board, with consultations happening after that.

The aim is to restart this conversation before the end of the academic year.

Governors asked if staff sickness could be combatted with the use of supply teachers.

It was explained that the school does not have the budget for it. The trust is spending millions on supply every year, this needs to be reduced. Availability is also difficult with the change of getting supply on the day quite low.
The staffing model needs to be in place to mitigate sickness.
Recruitment drive is about to start. The school has been one place less where it needs to be for the last half of the year which has posed a challenge. It has been difficult to recruit support staff. There were two waves of recruitment to fill one vacancy, nothing was yielded.

Governors asked if the difficulty in recruitment is the picture amongst other schools in the Keynsham area.

	MF explained that we were trying to recruit mid-year which is notoriously difficult. Hopeful recruiting in September will be more straightforward.	
8.	**Admissions**	**MF/Chair**
	The process for in-year admissions was discussed. In-year admissions have to be ratified and signed off by governors. This is relatively straightforward for most schools however due to Two Rivers' position in not being full, there are potentially more in-year admissions than other schools. **ACTION:** Clerk to check what other schools' processes are and bring back to next meeting.	
9.	**Headteacher's report including safeguarding**	**MF**
	There are currently 168 pupils on roll. 53 offers have been made for EYFS places with 50 of those confirmed. 3 are appealing and there are 4 late applications. MF attended the trust leadership conference which had a focus on professional coaching and the new People Strategy, which was useful. Parents evening completed with parents survey conducted. Health & Safety audit conducted, report pending. Staff attended Saltford for a School Improvement visit with a focus on reading comprehension – an opportunity for staff to see peer teachers in their year group. Two Rivers reading lead is due to have further training from ReadWriteInc. Creative arts week was held at school – a celebration of musicality, instrumentation and singing, performance poetry, creative writing and art. Y3 pupils visited Wellsway School to take part in multi-sports festival with 5 other primary schools – these are considered early transition events. There have been new joiners in both Y3 and Y5. Safeguarding – a coupe of families have moved to a formal plan. Working closely with children's services and everything is harmonious with good relationships in place. **School Improvement Plan** *Priority 1: Flourish as a Church of England School* We are now due SIAMS inspection next year. MF to attend training with school RE lead in preparation. MF met with trust church school lead and headteacher of All Saints Primary School, Stephen Webber, who offered support around his recent SIAMS inspection. *Priority 2: Ensure that the Two Rivers Curriculum delivers the best possible outcomes for all pupils in writing* The data is good with 78% children at the expected standard in Y1-Y5.	

Priority 3: Establish a revised KS2 reading curriculum so that outcomes for all pupils are strong
Good school population in terms of engagement with reading. There is not a homework culture that can track reading so instead a reading app was introduced which most families have engaged with. Reading fluency is tracked in school by measure of words per minute. There is an evolution of the reading curriculum, with some small adaptations being made.
Slowed the reading journey down to create more focus on specific and individual reading comprehension strategies. Focus on inference in a discreet way and various other skills.
There is a phonics check next term. Some pupils with significant challenges will not be able to pass this, around 92% will.

Priority 4: Establish the Mastering Number program in Maths to support strong outcomes for all pupils
The data is very good and this program is well embedded. It's time to monitor this more closely and evolve practice in certain ways.

Priority 5: Establish a school framework for Oracy
There is training for Oracy leads and individualised training for all staff.

Governors asked what is meant by the phrasing in the HT report that 'SEND capacity needs to be considered over time'.

There is a challenge for all schools in that the SEND system is broken. When a child is identified as needing an EHCP, there is a good process to design the provision however the funding does not match. This places schools in a position of pulling in all support staff to deal with SEND provision. The challenge we have is we are a school with spaces and a good reputation for SEN care, which is a nice reputation to have but there is only so much of that population that a school like us can cope with.

As a school, this needs to be solved with sufficient staffing. We are not turning anyone away as we are an inclusive school but if the SEN capacity grows, the only solution is to grow the staffing model – without funding.
We are at the national average for SEN population percentage. Saltford share this challenge.

Governors shared that this puts pressure on teachers but is also why the right TA's need to be chosen as they need to be flexible.

Staffing – there was a real challenge with staff sickness at the start of the year, which has previously been discussed.
Teaching staff model for next year has been finalised with 2 teachers recruited and allocated to classes. We will be a 9 class school.
MF is happy with the experience level and quality of teachers at school.
Leadership opportunities can start to be distributed to more experienced staff including leadership of individual subjects and key areas.
There is budget for 3 more TA's and 1 more HLTA. This will give us plenty of capacity to be really successful however there is currently a freeze on support staff recruitment due to the budgetary situation. Within the trust there are plenty of staff coming to the end of their contracts, so Two Rivers could inherit staff from elsewhere.
There is a challenge next term to fill these posts. There will be more capacity for the TA's to support the growing SEN population. There have been a couple of

new EHCPs within the last couple of months. There is some SEN need with the new cohort coming in.

Governors asked if it has been communicated which teachers are allocated to which classes from September.

MF confirmed that transition dates have just gone out, this information will be shared just before transition events. All of the new teachers are already really well known.

Attendance is good, we are over 95% which is the benchmark we set ourselves. There is a pocket of families facing difficulties with persistent absence, working closely with education welfare officer.
The school has an ongoing target of keeping the Pupil Premium group over 95% - this has dipped a little to 94.8%.

There has been a small spike in suspensions however Two Rivers sits relatively low within the trust.

Various events have either taken place or are due to take place over the coming weeks; Y1 visit to Chepstow Castle, Y3 sports festival at Wellsway, Y3 trip to We The Curious, Annual Eisteddfod.
The first Y6 residential trip has been booked for October at a PGL centre.

Governors asked if residential trips will be organised for all year groups.

Residentials will just be for Y6. The location will be kept static due to expense, do not want to pass this cost onto families.

Responses from parent survey were really positive, feedback shared. People are pleased their children come here and recommend the school to others, which is shown in school tours. Children feel safe and happy at school.

There was feedback provided around communication and how these can be missed.

Governors asked what communication channels the school has.

There is the school website where all key events are recorded and which is updated regularly. There is a newsletter which comes out once a month with more short-term information. The main conversation happens via Seesaw where all parents have a direct hotline to their teacher. This is more of an informal, closed group.
All information is repeated, the challenge is getting people to engage with it. We have to balance what we are for, we are a school and do not have a communications team.

Governors highlighted a comment made by parents that the school has a lot of sport clubs but not more creative clubs such as art or lego.

The challenge is teachers volunteering to give up their time. A nominal small fee is asked of parents as we want clubs to be inclusive to disadvantaged children. As teachers move along from the Early Career Framework, there would be more confidence is asking them to volunteer a club.

	Governors commented that an external volunteer could be asked to run a club, rather than a teacher.	
10.	**Spring Attainment Data**	**MF**
	The data picture is good with strong results across the board. There is low level need among the EYFS population such as speech and language, behavioural and pockets of younger pupils with late birthdays. Our GLD on track is above national average at 74% which is lower than we are used to. There is an opportunity to work intensely with those children to boost that number. It is a lovely cohort but a challenge academically. Y1 data is really strong in those year groups where there has been a significant influx during the year, compared to previous data. Some children have been picked out for intervention however all are continuing to make progress. In Y2, there have been 3 new joiners and 1 leaver with GDS prior attainment. Y3 has grown from 24 to 26 during the year. This is our strongest cohort with lots of high attainers. Y4 contains our originals from when the school started. There are 33 in this cohort, with great data. The teacher is doing a fantastic job. Ambitious targets have been set and are being exceeded. Y5 is a small cohort which will be at 15 after half term. The original 10 are doing very well. We have inherited historic low attainers, these children will be doing SATs next year. PP picture is not as positive. The data is still good with plenty of children who do well. The challenging bit is the gap between PP pupils and non-PP pupils and that it is not being narrowed. Our PP pupils reflect the national picture of being 22% worse off. It is an important part of our strategy going forward.	
11.	**AOB**	**Chair**
	ACTION: At LGC6, discuss meeting days/times for next academic year.	
12.	**Date of next meeting**	
	Thursday 10th July 2025, 4.00pm-6.00pm	

Meeting closed at:

Action Record

	Action	By Whom	Meeting Date	Due Date
1	MF to obtain coach quotes which CF can pass on to the church for their July meeting.	MF	22nd May	10th July
2	MF to begin process of advertising for Community Governor vacancy.	MF	22nd May	ASAP
3	At LGC6, governors to create an action plan for next year in terms of	All	22nd May	10th July

	areas of responsibilities and school visits.			
4	Clerk to put together a document of the areas governors currently look after.	Clerk	22nd May	10th July
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Signed: **Date:**