Two Rivers
CofE Primary School

Two Rivers CofE Primary School
Local Governance Committee Meeting:
Thursday 3rd April 4.00pm - 6.00pm

Minutes

MEETING TITLE	Two Rivers CofE Primary School Local Governance Committee Meeting
DATE OF MEETING	Thursday 3rd April 2025, 4pm-6pm
MEMBERS PRESENT	Matt Filer (MF) – Headteacher Richard Triggs (RT) - Chair of Governors Claire Formby (CF) – Foundation Governor John Wilkinson (JW) – Foundation Governor
IN ATTENDANCE	
APOLOGIES	Ben James (BJ) – Parent Governor Steven Daws (SD) – Foundation Governor Phoebe Bullock (PB) – Parent Governor *absent* Rachel Parr (RP) – Parent Governor *absent* Carly Hardwell (CH) - Clerk
DATE OF NEXT MEETING	Thursday 22nd May 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 the meeting and led with a prayer.
It was confirmed that this meeting would be recorded, and minutes taken retrospectively due to clerk not being able to attend.
Welcome given to JW and SD.
Apologies received from BJ and SD.
PB and RP 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>Minutes of previous meeting and actions</td><td>Chair</td></tr>
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<table>
<tr><th></th><th>Action</th><th>By Whom</th><th>Meeting Date</th><th>Due Date</th></tr>
<tr><td>1</td><td>Clerk to amend previous minutes to remove PB as in attendance for accuracy.</td><td>Clerk</td><td>13th Feb</td><td>ASAP</td></tr>
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	Complete			
2	RT to create a list of areas for a potential governor induction pack to be created. Ongoing action. **The trust has created this – to be shared with JW and SD.**	RT	13th Feb	Ongoing
3	MF to anonymise safeguarding commentary box in his HT report. **Complete**	MF	13th Feb	3rd April
4	MF to formally make contact with 2 new Foundation governors. **Complete**	MF	13th Feb	ASAP
5	Clerk to initiate process of onboarding 2 new Foundation governors. **Complete**	Clerk	13th Feb	ASAP
6	RT to make contact with RP to discuss governor role and non-attendance. **RT e-mailed RP, no response. Further action for RT to send a letter to RP.**	RT	13th Feb	ASAP
7	Clerk to raise issue of regular attendance with SP and feedback to governors. **Complete**	Clerk	13th Feb	ASAP
8	Clerk to redistribute MS Form with options for days/times of LGC meetings and include new Foundation governors. **Complete – to be discussed**	Clerk	13th Feb	ASAP

ACTION: MF to update the staffing structure on the school website, and to include staffing structure/curriculum areas of responsibility in his HT report as a standing item.

4.	**Welcome to new members**	**Chair**
	JW was welcomed to the LGC, SD had sent apologies but was also welcomed.	
5.	**Chair's Report**	**Chair**
	RT was unable to attend the Chairs' Forum in January and was unaware that the forums had since been split into locality groups. There was not much else to report.	
6.	**Headteacher's Report including safeguarding**	**MF**
	Summary Nothing new to report on data until next meeting. Error on HT report highlighted by MF – pupil count mistakenly showing as 166 but is in fact 165. It was confirmed that there are 3 confirmed starters due to begin after the Easter break which will bring number to 168. A waiting list has now been put in place due to pupils wanting a Y4 space and this year group is already breached at 33 in one class. A policy has been implemented whereby the Chair of Governors needs to approve all new in-year joiners – this to be further discussed in the meeting. This number is also pending EYFS numbers which will be revealed on 16th April.	

There has been recent staff training on both Oracy and Maths.

Some trustees visited the school – Kaye Case, John Purcell and Hilary Neal. They met with MF, accompanied by Tim Howes and it was a very positive, constructive visit with great feedback given. Some of the trustees have recent Ofsted inspector experience and therefore know what they are looking for during school visits. The feedback included positive comments on the learning environment, school culture and the vision and values shining through.

JW asked who the trustees are and what their role is.

Futura has a Board of Trustees, chaired by Malcolm Broad, who sit at the top of the trust and are responsible for many decisions. The trustees visit all 26 schools throughout the year.

Reverend Phil Dykes visited school and held a lovely Easter service. Y4 went to Wellsway for their sports festival, with Y3 going next term. A trip to Cheddar Gorge took place. World Book Day was great, and the school was visited by a couple of authors. Book fair held and love of reading activities has been impactful. Pupil leaders have been active particularly with Sustrans Big Walk and Wheel campaign which has just come to an end. There is a new community noticeboard opposite a nearby park to the school which showcases some of the pupils' posters.

Eco summit took place, which is a trust initiative where all schools come together and link up online with prominent environmentalists. Lots of climate and nature based courageous advocacy going on in school.

Assessment time of year is all complete with data drop tomorrow – figures to be shared at the next meeting.

Key numbers
There has been growth in a couple of year groups and the SEN population is growing slightly. Pupil numbers are an ongoing challenge for all schools. The EYFS curriculum structurally nurtures some children, however this then can become a challenge in Y1.

Governors highlighted that care needs to be given to discussion around special needs, in particular to a section in the previous minutes which mentioned 'not being able to control incoming high needs pupils' which could sound negative.

It was clarified that this wording was transcribed incorrectly, and it was meant that the difficulty was in being able to control the numbers coming into the school, not the pupils themselves. The challenge Two Rivers faces as a school with capacity is that it can be named by the local authority as a preferred destination for any pupil with very little school influence. We are the school with most space and with a good reputation for how we care for SEN pupils however often the funding and budgets do not grow at the same rate.

Governors asked if there was any recognition given to schools like Two Rivers, who are new and growing, when it comes to the per pupil funding model.

The trust's preferred funding model is to equalise per pupil figure across all schools due to there being five local authorities within the trust. All funding is pooled, and the trust then decides on allocation for each school. The metrics

may not take into account that the school is growing, whereas most other local schools will have roughly the same pupil numbers year on year.

Historically Two Rivers had an additional element of funding, however this is no longer received, and our entitlement is now in line with other BANES schools.

Governors asked if there was still a lag between allocated funds and receipt of funds.

This is something the trust have now ironed out in their approach – receiving the funding is more upfront.

SCR
MF confirmed the SCR checks were signed off on 1st April. RT checks the SCR twice a year, MF checks it 3 times a year.

Safeguarding
There is no difference in the numbers. The school has a number of families open to social care with some procedures in place in terms of Children In Need meetings etc. No safeguarding incidents to be reported.

No GDPR or data breaches.

There is a health and safety audit due to take place on 24th April, the last one was at the end of last year.

ACTION: Clerk to redistribute link for governors to complete their Skills Audit.

CF reminded all that she had stepped down as Pupil Premium governor. RT has now taken this role on for the meantime.

ACTION: RT and MF to arrange a visit in Term 6 for PP focus.

Governor terms of office were discussed; CF has successfully been renewed; RT's renewal is in process.
PB is now within the final 12 months of her term.
RP's term has come to an end.

ACTION: RT to make contact with PB and RP to clarify their positions as members of the board.

Parent survey has not been carried out for a while – with parents evening coming up next term, the plan is to use Ofsted Parent View questions to capture some answers at the parents evening.

School Improvement Plan
We are expecting a SIAMS inspection within the next academic year, this has now been made public. MF has been to a number of training events and has done work with the trust Church School Lead, Stephen Webber. MF and the school's RE Lead are attending SIAMS training in June.

A church prayer was developed across the cluster of 6 church schools by SW, this has now been adopted by Two Rivers and has been introduced into collective worship.

Governors commented that it is important for children to visit church for worship.

ACTION: CF to liaise with church contact re possible transport for church visits.

Writing
The school recently had a Raising Achievement Visit (RAV) where visiting leaders support the school and leadership team by looking at key priorities highlighted by the headteacher. They looked at writing and fed back some recommendations which have already been implemented, including tweaks around intervention work. Writing data is strong.

Reading
Importance has been placed on reading at home and building a culture of reading for pleasure. The digital reading app has been a success with almost complete engagement – a few outstanding families have not created an account.
Adjustments will be made to the INSET day at the start of next term to include a reading element as the reading scheme needs to be tweaked slightly.

Y1 phonics check will be carried out around the time of LGC5. This is well on track, with a couple of children expected to be off track due to various barriers.

Oracy
There has been further training on Oracy – AA leads on this although there are a number of nominated Oracy champions; teachers who promote Oracy around the school. We have a good online portal as part of the membership. We are in the fairly early stages of a 3-year programme. An ambition for the future is to have spoken outcomes as the standard weaved into the curriculum. A strategy has also been looked at where children are asked to stand up to talk at all times. There is another school within the trust who has implemented this strategy, and it is going very well. MF holds interactive collective worships where children stand to contribute, and microphones are used.

Staffing
There was a peak of staff absence at the start of the year. We are cut pretty thinly in terms of our staffing model, so pressure is put on the school when there is staff sickness. Something to look at for next year is trying to ensure the right amount of contingency is built in to manage sickness.
One new starter – BG, SMSA, who is terrific.
Not yet replaced existing TA vacancy however are making use of Premier Education to try to mitigate and provide extra cover.

There is currently a trust-wide pause on TA recruitment to allow the trust time to rationalise those TA personnel who have a fixed term contract coming to an end and whether there is scope to reshuffle rather than recruit from scratch. MF has decided that even without the trust pause, this is not the greatest time of year to recruit a TA so looking to be ready to start the process in September.

In terms of the point where 'budget setting has commenced and is likely to be challenging', governors queried the Scheme of Delegation and whether MF has had the opportunity to put forward school priorities.

MF confirmed that this has been completed however all schools are working to a very challenging process. It is likely that not all of what we would like will be

	possible. There have been a couple of rounds of finance meetings with no agreed proposal so far. It was commented that Two Rivers is running things very frugally and efficiently. **Attendance** Figures are at almost 97% which is great. We sit pretty high up within the trust. MF included in his report data harvested by using a government tool where you can see comparative data nationally. Two Rivers is in the top 10% nationally for attendance. BANES has largely good data locally, we sit 8th out of 64 for attendance. We have a very low number of unauthorised absences. Vital to ensure the vulnerable groups are keeping pace with everyone else, would always like to remain at about 95% within this group. There have been 4 suspensions which overall represent 3 pupils. Across the trust, Two Rivers is low on suspension days. School trips and experiences are within our school personal development model, and we are very active with clubs and other initiatives, particularly sport at this time of year. All classes will have completed their big school trip experience by the start of term 6. Governors asked what contributions from families look like for school trips. MF confirmed that teachers are given a guideline of £20 as an average contribution for children when planning visits. There are ways in which we support disadvantaged children to mitigate some of the cost. A huge majority of the cost for trips is for transport. The first Y6 residential trip to PGL centre in Wiltshire has been planned, with no Y6 teacher in place MF will be leading this. A good deal was secured although a huge part of the cost was the coach. MF has since secured use of booking smaller transport through local fleet of minibuses. Governors asked if other church schools offered Christian residentials and suggested that this could be something to think about going forward. It was agreed this would be raised at the next Church School Ethos Forum.	
7.	**Admissions**	**MF**
	The LGC are required to ratify the admissions policy. It is unchanged and has been published in draft form on the school website, but this forum needs to agree the admission arrangements for 2026-2027. *All agreed.* Governors queried what the process is for in-year joiners and whether they need to apply through the local authority or through the school. It was confirmed that a form is required to be completed which families can obtain online. Both the previous school and receiving school need to complete sections of the form which the family should then hand back to the receiving school. The school has 10 days to offer them a place and the family have 28 days to decide whether to take the place or not.	

	It was agreed that, as in-year joiners need to be approved by the LGC, Lisa Batchelor will share details about these online with governors for their approval. Details of in-year joiners will be collated and briefly shared at LGC meetings. Governors commented that the process for appeals should be watertight, especially as there is now a waiting list in place. Governors also asked if there is a maximum limit on numbers that can be had in year groups. MF explained that within EYFS and KS1 classes, each class size cannot breach 30. There is a guideline of 30 for KS2 but this can sometimes be breached at the headteacher's discretion.	
8.	**Risk Register**	**MF**
	In terms of the item around budget constraints, MF has increased the likelihood and the impact score to reflect the times schools are in as they are being challenged to do the same with less. This is linked to leadership capacity as it is unlikely that as the school grows within the next few years that there would be a significant increase in leadership capacity out of class. The positive to this is that more leadership can be distributed throughout the staff as they gain more experience, although this would have to be managed within the classroom. There is a risk that the funding for SEN pupils is not sufficient to meet needs, which is a national problem. While children with ECHPs get a good amount of thought into what care is required for them, there is not a commensurate amount of funds for them. BANES has a banded model for SEN pupils, which they use to assess each pupil and then assign them a funding band. The issue around funding is not going away. In the coming years, we will be looking at creative ways of meeting multiple need with a smaller number of staff.	
9.	**Wellbeing**	**MF**
	Plans are moving forward with staff wellbeing. Following a group meeting over Christmas, a wellbeing committee was formed. Governors commented how they approved of the wellbeing committee not being static, and that different members of staff were able to attend each time. The focus is primarily to agree the wellbeing offer, with helpful input from other schools and what is working well for them. Aiming to reshape the discussion on wellbeing and what it means in this school. While there are some fun elements, it is more about teachers feeling confident and empowered that the basic structures and policies in place have been thought about through the lens of wellbeing. **ACTION:** CF to attend the final wellbeing committee meeting of the year on the 22nd June. Governors asked if this discussion about wellbeing was in part due to the high levels of staff sickness. There is a trust-wide wellbeing policy, and each school is required to have a wellbeing group and a wellbeing lead. It was reflected in this school that the	

	offer in place was not as effective as it could be, and the group had become a bit misunderstood as to what its purpose was. CF shared that a governor at Saltford had contacted her for guidance as the wellbeing offer was not working there due to similar reasons.	
10.	**AOB**	**Chair**
	None.	
11.	**Date of next meeting**	
	There was a discussion around meeting dates for the rest of the year and what worked for members of the LGC. Since the meeting, data from the MS form was collected and, due to the most votes, the remaining two meeting dates for the rest of the year are: **Thursday 22nd May 4pm-6pm** **Thursday 10th July 4pm-6pm** This will be discussed as an AOB item at the last meeting of the year to check that this day/time works for all members as we continue into the next academic year.	

Meeting closed at: 5.25pm

Action Record

	Action	By Whom	Meeting Date	Due Date
1	MF to update the staffing structure on the school website, and to include staffing structure/curriculum areas of responsibility in his HT report as a standing item.	MF	3rd April	22nd May
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.	RT / MF	3rd April	Term 6
4	RT to make contact with PB and RP to clarify their positions as members of the board.	RT	3rd April	ASAP
5	CF to liaise with church contact re possible transport for church visits.	CF	3rd April	ASAP
6	CF to attend the final wellbeing committee meeting of the year on the 22nd June.	CF	3rd April	22nd June
7				
8				

Signed: **Date:**