Two Rivers
CofE Primary School

Two Rivers CofE Primary School
Local Governance Committee Meeting:
Thursday 13th February 1.00pm - 3.00pm

Minutes

MEETING TITLE	Two Rivers CofE Primary School Local Governance Committee Meeting
DATE OF MEETING	Thursday 13th February 2025, 1pm-3pm
MEMBERS PRESENT	Matt Filer (MF) – Headteacher Richard Triggs (RT) - Chair of Governors Claire Formby (CF) – Foundation Governor Ben James (BJ) – Parent Governor
IN ATTENDANCE	N/A
APOLOGIES	Phoebe Bullock (PB) – Vice-Chair of Governors Rachel Parr (RP) – Parent Governor Carly Hardwell (CH) – Clerk to Governors
DATE OF NEXT MEETING	Thursday 4th April 2025, 1pm-3pm

<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.
MF confirmed that clerk not able to attend, meeting will be recorded via Teams with minutes to be taken from recording.
Apologies received from RP.
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>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>MF to share writing & maths data at next meeting.
Complete - on agenda</td><td>MF</td><td>12th Dec 2024</td><td>13th Feb 2025</td></tr>
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It was highlighted that PB was not present at the last LGC meeting, although was recorded as in attendance.
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	ACTION: Clerk to amend previous minutes to remove PB as in attendance for accuracy. **ACTION:** RT to create a list of areas for a potential governor induction pack to be created. Ongoing action.	
4.	**Chair's report**	**Chair**
	RT and BJ carried out a school visit looking at Maths in early years. They witnessed a variety of year groups taking part. They noted pupil engagement as being high, routines being particularly strong and the relationship between teacher and pupil strong. Children appeared confident in handling numbers. They also caught a glimpse of Oracy being taught, which is in the SIP. Governors have had a discussion around wellbeing and have taken time to consider how the wellbeing role from governors was working. It is felt this needs to be adjusted. The Futura policy was consulted and a visit to Cheddar Grove taken. From a HT point of view, MF discussed wellbeing with the senior leadership team at Cheddar Grove, with sharing of approaches and resources. Cheddar Grove hold regular wellbeing meetings with a section of staff – it is not a fixed committee, so contributions are able to be gathered from various members of staff. They have a shared document of wellbeing strategies and areas within which the structure of the school takes into account wellbeing of all staff. Elements are troubleshooted and the focus is continually on staff wellbeing as they look at current pinch points that perhaps create a spike in workload. Outcomes are really good. The school were the highest scorer on the trust staff survey for some of the wellbeing questions. Two Rivers have now begun mimicking what CG are doing. There is a committee approach now in place which begun at a whole school staff meeting last term. Discussed wellbeing initiatives that can be removed as they were not being used enough and potential things to add in. This is in the very early stages. The suggestion is that governors can be invited to any and all of the meetings. Governors asked if this needs to be formulated into a Two Rivers wellbeing policy. It was agreed that MF would allow the new wellbeing process to take flight and then it can be formalised into the appendix of existing policy. Minutes from the future wellbeing meetings can be submitted to governors for transparency. RT was unable to attend the Chairs' Forum, however shared that members were asked to use the 'find schools like yours' tool created by Fischer Family Trust. FFT is a non-profit organisation who philanthropically produce data crunching tools for schools in England and Wales and tend to be accurate in their predictions. This isn't really applicable to Two Rivers yet as difficult to categorise us as a school right now, this will be a useful tool in the future. Governors asked if Two Rivers has a mobile phone policy. There is not a written policy, there is an approach to not have any phones in school which has been easy to instigate. A couple of pupils have phones which they immediately hand to their teacher at the start of the day. Will eventually need a written policy.	

	RT attended the Members' AGM last night, where Gary Schlick, trust CEO, gave an address. He talked about the five pillars of wisdom and gave concrete examples of how Futura has helped schools to achieve far better outcomes for their children. It was a very positive outlook on why academies are successful and what the benefits of them are. The members presented their accounts for the whole academy trust – an income of £85m. The merger with Olympus Academy Trust was discussed – the expected agreement from the DfE should come in April with the merger then expected to take place in January 2026. Governors questioned if there would be an impact on the schools already in the Futura trust or whether there would be more of an impact to the schools joining. Following a conversation with GS, MF's view is that this will be a smoother transition than the previous merger between the then-named Wellsway Multi Academy Trust and Clevedon Learning Trust. Futura executive team have learned valuable lessons from the previous merger. There does not appear to be a sense among heads that there will be major change. Very little will change in terms of impacts to budgets or staffing. Impact is likely to be felt in the central team in terms of duplication of roles. Possible evolution in curriculum areas as both trusts have strong curriculums. Olympus schools are mostly around Bradley Stoke/Filton area. Heads from both trusts recently spent a day together at a training and curriculum event.	
5.	**Headteacher's report inc Safeguarding**	**MF**
	General Currently 163 pupils with a handful that will be joining throughout the course of the year. Completed open event cycle for next year which will give early indications of numbers. It is likely the school will operate 2 EYFS classes next year. There is an ongoing conversation around the next 5 years and how the PAN may be structured to best deal with expansion in the area. There is a possibility to reduce the PAN to allow the school to have full classes. Some Oracy and Maths training has been delivered. Recently had RAV (Raising Attainment Visit) – details will be provided in full at next meeting. Broadly positive report. Governors came to school to carry out a learning walk, they were thanked for their time and feedback. Two Rivers is now part of the Wellsway cluster – includes being involved with sport with Wellsway and local primary schools. We have provisionally signed up with BANES Sports Partnership for next year, which is mostly aimed at Y4, Y5 and Y6. This term is a quieter one in terms of educational visits although there is lots planned for the rest of the year. There are early plans for next year's Y6 residential. Plans are underway for World Book Day.	

Staff absence has continued, unlucky with illness. There is a leaver among new staff, someone who was offered a job from a school nearer to her. Recruited another lunchtime supervisor. Almost fully staffed.

There have been 4 new joiners since the last report – one in YR, one in Y1, one in Y3 and one in Y5. There was one leaver in Y2.

There is plenty of high SEND need coming into the school. While some new joiners have moved to the area, we are more commonly drawing from local schools. This school year has been slightly more noticeable in terms of taking families from other Futura schools which is not ideal. The potential adjustment of PAN might mitigate this. This puts pressure on us to inherit slightly more challenging pupils, whether from a SEND or behaviour perspective.

There are a growing number of SEND pupils coming in at Reception level for whom a play-based curriculum mitigates some potential problems. There is a concern for when these pupils move into Y1 that it will become very challenging. Support can be a little lacking. Conversations with prospective parents are had to explain truthfully that Y1 can be a challenging year group.

SCR was checked in December; it is up to date.

Safeguarding
Numbers are not rapidly changing. There are a couple of families with CIN plans, most of these are long-term. There is the usual pocket of low-level concerns, engagement with social care has been static with no big spikes.

Governors asked if the initials of pupils were included on the report under 'safeguarding' and whether this could be anonymised.

ACTION: MF to anonymise safeguarding commentary box in his HT report.

Governors asked if there is any way schools can refuse admission for children moving from other schools.

If a child has an EHCP, there is a process whereby the school can demonstrate that it can't meet the needs of that plan with fixed reasons for that. There is a challenge in younger age groups, as most SEND children don't tend to have EHCPs and you cannot refuse those children.
MF will welcome people into school to give them the tour and will provide an honest appraisal of the school to explain the need of the year group.

Parent survey is overdue, this will go out after the holidays.

School Improvement Areas

Flourishing as a CofE School
Church School Distinctiveness Report completed. Church School Ethos committee was attended. At the end of last term, Stephen Webber (Church School Lead and Headteacher of All Saints) visited and did some valuable work on our SEF and action planning ahead of future SIAMS inspection, this was very useful.

Writing

Keen to improve outcomes across the school. The new Futura writing scheme is embedded across all year groups. There is ongoing training with outreach visits to other schools. School-based training has been led by MF and AA. There is a programme of moderation underway with teachers visiting other trust schools. The data is strong however writing is not an area at the same level as reading and maths. This is a common trend.

Reading
Data is good. Phonics is on track in the lower ages. This term a reading app was launched which is an important part of engaging pupils with reading at home for practice and also engaging families. This is providing usable data as to who is reading more or less. Most families have downloaded the app and created an account, there is some work to do on engagement. We are championing this in school with house competitions and children are very engaged and vocal about it in school.

Maths
Data is good. Very grateful for the governors' learning walk. There is lots of training ongoing with some development to go around Mastering Number, which is an effective programme. Generally good outcomes.

Governors asked who the school Oracy Lead is.

MF confirmed this is Aimee Appleton – she has attended Voice 21 development days which have then been fed back into the school. New strategies have been adopted in classrooms, with new displays and core language being used. The amount of pupil talk in some collective worships each term has been increased.

Staffing
There is not yet another staff governor to replace EE, although we have found ourselves a couple of new Foundation governors. (This is discussed in Agenda Item 8).

As previously mentioned, staff absence is quite high currently. Data has been provided from trust HR department with staff absence mapped across the trust and Two Rivers is below average in terms of absence which will hopefully strengthen our position in terms of saying we are sliced thin. Most schools have more slack than us.

Becky Gooding is our new SMSA and Emma Hillier is new TA in Reception, both doing very well. Sarah Cole has moved on as SMSA but now works in the kitchen. Nicola Gunthorpe is the staff member moving on, she has done very well here.

We are in the early stages of budget setting season. Some initial conversations have been had about what we feel we need as a school. We are guided by budgets in terms of whether we take on two additional teachers next year. As the school grows, we would like to increase leadership capacity with a consideration to separate out the SENCO and Assistant Head role.

Governors highlighted that this must be a big undertaking for AA as SENCO, in terms of the SEND need in the school.

MF confirmed it is but also that being a SENCO is a big role in any school.

	Attendance Continues to be good. There are continuing challenges in vulnerable groups. We have an internal target to be at 95% attendance with these groups, currently dipped to under 94%. There are a very small number of families that impact this data. There are ongoing programmes to support these families, and we work closely with the education welfare officer. While there are some tricky school refusal pupils, most pupils are in school most days. There is persistent absence among a small number of pupils, with lots of action around that area in terms of monitoring and support. There has been a small spike in Fixed Term Exclusions during this term, with a total of 4 involving 3 pupils. Two of these pupils have previously had them and are SEND pupils with significant challenges. There is no positive spin to put on FTEs, however MF is hopeful that they have done their job with changing cycles of behaviour and providing resets for a couple of pupils who needed resets. There is a challenge of pupils maturing to an age where they are exerting themselves physically as an older pupil. A fight was the cause of one FTE. Governors questioned if there was a part-time timetable for any pupils. There is one very high needs SEN pupil who is likely going to a reduced timetable from next term. This proposal was put in before Christmas and is still with BANES.	
6.	**December pupil data outcomes**	**MF**
	The data picture is looking very good. EYFS is generally strong, bigger challenge in this year's double cohort with a stronger presence of lower prior attainers. There are multi vulnerable children from disadvantaged backgrounds, with SEN needs and who may also have additional needs such as EAL. Across the rest of the school, the data is good. Reading, writing and maths are all on par in most year groups with the odd pupil not where we need them to be at this point in the year. Phonics data is strong – we have inherited some pupils who did not get phonics screener in their previous school and who have joined in Y2 or above. Y2 is going well given it's a cohort that has some challenging prior low attainers who joined post-Reception. There is a drain from local schools feeding into Y1 however it is going well. Y3 has seen some new joiners with a share of excellent prior attainment. Y4 contains original cohort, which is going well with an excellent teacher in place and a number of children doing better than expected. Y5 requires a tiny bit of scrutiny, it's a small year group with all of them inherited. There are plenty of prior low attainers in this group. This will be the first set of KS2 data. Pupil Premium picture – in line with national trend in terms of the gap between those in receipt of the PP grant and those who are not. South West is particularly acute in terms of the gap. The Two Rivers gap is half of the national average although will not celebrate this as we want there to be no gap. Any PP child off track is in some sort of intervention group, normally several groups. We are creating a belonging and long-term culture. Governors commented that the monitoring and support of PP children is really positive.	

	Governors queried the consultation process if the PAN were to be lowered. This would be a two-year process with the first opportunity to action it being in September 2026.	
7.	**Risk Register**	**MF**
	No new items. As discussed, there are immediate risks in the school not being able to control incoming high needs pupils because we have spaces and the risks this puts on staffing. There is also a risk of staffing going forward. In a growing school, we are reliant on the right kind of thinking to grow the school effectively. Governors asked if there is some kind of local collaboration between schools to discuss hard-to-place children. It was confirmed that this is not something in place. MF attends a behaviour panel which briefly touches on this, but it is more about accessing broader support rather than admissions.	
8.	**Governor vacancies**	**Chair/MF**
	There are two very suitable candidates who would like to come on board as Foundation Governors. There is an ongoing process of trying to recruit a new staff governor to replace EE, nobody has volunteered at the moment. **ACTION:** MF to formally make contact with 2 new Foundation governors. **ACTION:** Clerk to initiate process of onboarding 2 new Foundation governors.	
9.	**AOB**	**Chair**
	Governors questioned the item raised at the last meeting which was the process of talking to governors who have not attended several consecutive meetings. **ACTION:** RT to make contact with RP to discuss governor role and non-attendance. **ACTION:** Clerk to raise issue of regular attendance with SP and feedback to governors. It was felt prudent to re-send out the Microsoft Form to include the two new Foundation governors as to what times and days future LGC meetings should be held. MF would prefer as many meetings as possible to take place during the school day, although this is not mandatory. The full year of meetings have been scheduled; however these can be amended if needed. **ACTION:** Clerk to redistribute MS Form with options for days/times of LGC meetings and include new Foundation governors.	

10.	**Date of next meeting**	**Chair**
	Thursday 3rd April 2025 1.00pm – 3.00pm	

Meeting closed at:

Action Record

	Action	By Whom	Meeting Date	Due Date
1	Clerk to amend previous minutes to remove PB as in attendance for accuracy.	Clerk	13th Feb	ASAP
2	RT to create a list of areas for a potential governor induction pack to be created. Ongoing action.	RT	13th Feb	Ongoing
3	MF to anonymise safeguarding commentary box in his HT report.	MF	13th Feb	3rd April
4	MF to formally make contact with 2 new Foundation governors.	MF	13th Feb	ASAP
5	Clerk to initiate process of onboarding 2 new Foundation governors.	Clerk	13th Feb	ASAP
6	RT to make contact with RP to discuss governor role and non-attendance.	RT	13th Feb	ASAP
7	Clerk to raise issue of regular attendance with SP and feedback to governors.	Clerk	13th Feb	ASAP
8	Clerk to redistribute MS Form with options for days/times of LGC meetings and include new Foundation governors.	Clerk	13th Feb	ASAP

Signed: **Date:**