Two Rivers CofE Primary School
Local Governance Committee Meeting:
Monday 8th December 4.30pm - 6.30pm

Minutes

MEETING TITLE	Two Rivers CofE Primary School Local Governance Committee Meeting
DATE OF MEETING	Monday 8th December, 4.30pm-6.30pm
MEMBERS PRESENT	Richard Triggs (RT), Owen Edwards (OE), John Wilkinson (JW)
IN ATTENDANCE	Carly Hardwell (CH)
APOLOGIES	Steven Daws (SD)
DATE OF NEXT MEETING	Thursday 26th February 2026, 4.30pm-6.30pm

		Action
1.	**Welcome and apologies**	**Chair**
	RT welcomed all to meeting. SD has sent apologies. It was shared that BJ has resigned today due to personal commitments. PB also contacted RT a couple of weeks ago and resigned due to the demands of her job. CF has also recently resigned. RT has written to all 3 to express thanks and appreciation and that they will be missed. OE shared it would be good to reignite some memberships and to go out in the community to speak to people, although need to be mindful and target in the right environments. Prospective governors may not be sure of the commitment required, this needs to be made clear. The impact is huge on school. Governors asked if Futura have ways to recruit governors centrally. There are websites where schools can post governor vacancies however much of recruitment is by reaching out to professionals, communities and parents. OE would value different perspectives. For example at The Meadows, there was a CEO of Education on the LGC and a valued NHS staff member. Different insights are useful. Would like a meaningful group of people.	

2.	**Declarations of Business/Personal Interest**	**Clerk**
	RT shared that his granddaughter is in Reception class at Two Rivers.	
3.	**Minutes of previous meeting and actions**	**Chair**

	Action	By Whom	Meeting Date	Due Date
1	OE to circulate SIAMS inspection preparation materials to governors. **Ongoing – OE gathering information from Saltford who have recently had their SIAMS.**	OE	9th October	ASAP
2	Clerk to ask LB to update school mailing list to ensure governors receive newsletters and school updates. **Complete – governors are on distribution list.**	Clerk	9th October	ASAP
3	Sports and faith-based opportunities to be discussed at next meeting. **On agenda.**	Clerk	9th October	8th December

Previous minutes agreed as accurate.

Governors asked for information on church visits.

Church visits are taking place in school this term as pupils get settled into the new year. Dates will be put in the calendar for visits to the church with discussions needed around transport. Visits need to be meaningful. There are upcoming carol concerts in school. Funding for transport potentially to be agreed by the church.

It was confirmed that Aidan Watson is the new rector for the church and is a couple of months into the role.

ACTION: JW to contact Aidan to see if he is able to attend Two Rivers community event on the 15th Dec.

4.	**Chair's report**	**Chair**
	RT was invited to take part in the recruitment of the substantive headteacher of Two Rivers. The process was properly done and the job was advertised across the whole trust. As a result, OE was interviewed and appointed by Stephen Luke, Stephen Webber and RT. Really pleased to have OE officially on board, the school is ready to stretch its wings. OE shared that there is lots of excitement with this new chapter. The school has some growing into itself to do. Governors asked if OE is still dividing his time between Two Rivers and The Meadows. This is the case currently however from January OE will be substantive headteacher of Two Rivers only.	

	RT checks the SCR as part of his role – this was checked recently and is all up together and is well maintained by LB, the office manager. RT attended the Chair's Forum. There were discussions about what the LGC should look like and what their role should be. GS, CEO, has a vision where the LGC has a different role to play – a more community-based role. Historically governors have had accountability for their schools, however as this is done by Futura, governors are not needed to hold accountability in terms of financial areas etc. OE shared that there has not been an in-depth conversation with headteachers about this yet but it is in the process of being discussed. There is a Leadership Forum on Wednesday where it may be further looked into then. With no LGC, there would be a bit of a hole with community input. The LGC can help keep things honest. In terms of academia, the trust visits schools regularly to monitor data etc. A Foundation base of governance as a church school is key. Headteachers like having LGCs as they get a good pulse from what is going on in school in an open, honest environment. OE will feedback on any further discussion.	
5.	**Headteacher's report**	**HT**
	Recruitment As previously discussed, OE will become the permanent headteacher from January. Izzy W, current Y1 teacher, will begin her post at Saltford from January. Vicky M, who was originally employed as a HLTA, will step up to become the teacher for that class. This is a fixed term position until the end of the academic year and it will then go out to advert. There is now a HLTA position missing which will be advertised. Fiona W is leaving and going back to the school she originally worked at. Looking at ways in which she can be replaced. Families have been communicated to with these changes. **Attendance** Not in a bad position. Would like the 94.5% to be closer to 97%. The reason for the figure being low is 3 children who are severely absent and on part-time timetables. There are ongoing social care needs and ongoing SEN. Persistent absence is impacting overall attendance. Governors queried if Lydia Mosedale, current TA, has been given more responsibility for pastoral and attendance support. OE explained that due to Two Rivers being a smaller school, everyone wears lots of hats. Due to be a 10-class school which will increase and roles are needing to be created where certain things are being monitored. LM's role has been modified so she has taken on the whole school pastoral lead role. Attendance is tricky to monitor. LM will monitor children whose attendance drops below a certain percentage, she will be given protected time for this duty. Some schools have Educational Welfare Officers. OE has priced this up and there is a question over the impact versus budgetary implications. More thought to be given to this idea.	

Governors asked if there is a government expectation for attendance.

OE shared that Two Rivers is not in the bracket of needing support. Attendance is above where it needs to be. If attendance gets below the national average, support will be received. There is a national drive for attendance. Not quite where OE would like to be.

Governors asked what the significance of 97% attendance is.

This is a self-imposed target which means there will be a handle on downward trends or persistent absence. Home visits are undertaken with work given to children at home. Upping the profile of being impactful on missing a day of school and what that means on a child's learning.

SIP update
This will be discussed at the next meeting where OE will be able to bring the updated SIP.

ACTION: OE to bring updated SIP to next meeting.

SIAMS Inspection Progress
Within the trust, Stephen Webber is the Church School Lead and supports the trust's church schools. He has been visiting Two Rivers since the last LGC and is impressed with what has been put in place. There has been a vision day and a lot of work has been done to get consistency.
The SEF will be looked at and the classrooms will be visited to see if what we are saying, is what we are doing. Work is being done in religion and world view lessons.
Two Rivers church school lead EG has been on relevant training and shared information.

OE due to have a phone call with DS from Saltford who have recently had their SIAMS inspection, to get feedback on how the inspection went and insights.

There was discussion of the idea of a spiritual garden being created at Two Rivers which would strengthen the ethos and vision and values. People might not necessarily realise Two Rivers is a church school until they reach the front door. There are subtle changes that can be made. It's a fantastic building but needs to demonstrate we are a church school.

It was felt the link needs to be strengthened with St John's Church through the clergy who come to school every Tuesday.

Ideas were shared around having something at school that can be linked to St John's, possibly something donated by the church. It could be good to have something familiar at both the church and school, which children could then see and use to link both together.

ACTION: JW to discuss with Aidan Watson ideas for linking the school and church.

Governors asked who carries out the SIAMS inspections.

	OE shared that the person who carried out Saltford's was the former CEO of a trust. It does not seem to be as regimented as Ofsted. It was shared that St John's has a link with a school in Zambia which could be something to explore. Governors asked if they would have the opportunity to talk with the appointed school spiritual leader before the SIAMS inspection. There is an opportunity for this on the 15th January. **Staff wellbeing meeting** The structure for the staff wellbeing meetings are 3 per calendar year. Dates have been made clear to all staff members. There is a wellbeing feedback box which staff can share anonymous ideas to. Actions and minutes have been distributed. Good to have a system where staff are being heard. Various updates: • Fantastic parents evening took place last week. Was good for OE to meet parents. This led to OE wanting to review a couple of things in the new year including the school behaviour policy and ways to safeguard staff regarding parents contacting staff. • School Christmas disco was well attended. • There are new members on the PTA. • A hexagonal wooden building will be built in the new year to provide shade. • Early years open events were carried out successfully – 8 events in total. Will find out more about numbers in January. Governors asked if there were many parents who came to look around the school. OE answered yes, there was a steady flow across the years.	
6.	**Current governor vacancies**	**HT/Chair**
	Discussed at start of meeting.	
7.	**Sports and faith-based opportunities**	**HT**
	JW shared that Churches Together is a group of churches in Keynsham from different denominations were approached to start a football skills group called Kick Academy. This is part of a national organisation based out of London, where coaches are provided who come into schools and run football sessions. The model is they encourage local churches to set up a Kick Academy, taking place on a Saturday afternoon. Kick Academy introduces Christian themes in a light-touch way into the football training sessions. They have been running in Keynsham for 18 months, once a month for an hour. There is a theme for each session i.e. compassion, forgiveness. The first 20 minutes of the session is spent doing skills training, there is then a half time break where the theme of the session is discussed. A match is played and a player of the day is chosen who has put that theme into practice. This is paused currently as Curo are about to demolish the area where it takes place. Could this be something that takes place on Two Rivers site once up and running?	

	OE shared that there are a group of boys and girls desperate to have a football club. **ACTION:** JW to reach out to Kick Academy to put some feelers out re new location for sessions.	
8.	**AOB**	**Chair**
	ACTION: Clerk to send out calendar invites for all LGCs for the remainder of the academic year.	
9.	**Date of next meeting**	
	Thursday 26th February 2026 – 4.30pm – 6.30pm	

Action Record

	Action	By Whom	Meeting Date	Due Date
1	JW to contact Aidan to see if he is able to attend Two Rivers community event on the 15th Dec.	JW	8th Dec	ASAP
2	OE to bring updated SIP to next meeting.	OE	8th Dec	26th Feb
3	JW to discuss with Aidan Watson ideas for linking the school and church.	JW	8th Dec	ASAP
4	JW to reach out to Kick Academy to put some feelers out re new location for sessions.	JW	8th Dec	ASAP
5	Clerk to send out calendar invites for all LGCs for the remainder of the academic year.	Clerk	8th Dec	ASAP