



MINUTES OF RIVERSIDE MEADOWS ACADEMY ADVISORY GROUP MEETING

Thursday 9th November 2023 at 2.00 pm

Riverside Meadows Meeting Room

Present: Andrew Armstrong, Co-Head Teacher, St. Neots
Chris Carey – Co-Head Teacher, Wisbech Green (**Teams**)
Rebecca Dear, Parent Governor – Interim Chair (**Teams**)
Andy Sztehlo, Community Governor
Alex Hughes, Community Governor (**Teams**)
Hazel Gering, Staff Representative
Lorena Vara, Staff Representative
Michelle Elms, Staff Representative – Wisbech Green (**Teams**)
Kim Taylor, Executive Head Teacher/CEO (**Teams**)
Jane Macdonald, Clerk to the Advisory Group

Invited: Mark Williams, Trustee

Apologies:

1	Voting of Chair/Vice Chair Positions Andrew thanked everyone for attending at such short notice and advised that we were in a very unusual situation as our current AAG Chair had resigned, which we had accepted, and were looking to appoint someone new to take over and Chair future meetings which will allow us to continue to move forwards. Kim confirmed the role and responsibilities which will involve working alongside the Head Teachers to ensure that statutory governance is in place, set and approve agenda items and ensure action points are followed through. Effective communication with the other AAG members will also be required. Kim and our Chair of the Trustees, Mark Williams can also offer their support and guidance. There may be some support required in regards to future Ofsted visits and you may be asked for your opinion/views on Riverside Meadows Academy and how things are going.	
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<p>You may also be required to support the other non-staff governors with any complaints we have received.</p> <p>A Vice Chair is also important and will support where necessary.</p> <p>Additional training can be organised if needed.</p> <p>The Chair person is also expected to challenge the AAG members and holding the school to account. The Head should not be making decisions on their own and consultation with the AAG members is needed.</p> <p>Andrew will distribute the Scheme of Delegation for all Trust members for your information.</p> <p>Kim advised that the Chair Person can make it their own role. There is a Clerk to the Trustees, Rebecca, and members of the central team who can also support you.</p> <p>Alex feels that his Governing role is much more based on championing the school externally, and has offered to support getting more people around the table but does not currently have the capacity to take on the Chair role.</p> <p>Andrew advised that we will be organising a Wisbech Green 'shadowing' AAG group once the school de-amalgamates and Kim will keep us updated on progress.</p> <p>Andy confirmed that he Chairs a number of meetings and although he is interested in our role, he does not necessarily understand everything currently and may not have the capacity to support at the moment, but could assist with the Vice Chair position.</p> <p>We have very clear agendas and minutes and it is just a case of making sure the plans for the school are moving forwards. The Head Teachers and the Trust will add items to the agenda. We have moved on a huge distance over the last couple of years. Going forwards this group will only concentrate on this school.</p> <p>Becky has offered to support but not 100% currently as she has a new role. Kim has agreed to support her with catch-up calls along with Mark Williams.</p> <p>Reports from other Trustee visits to WG will be forward to the AAG team shortly (Mark, Julie, Rebecca and Sue).</p> <p>Alex is happy to support in a Vice Chair capacity. Alex has some good contacts for additional community representatives and Michelle has agreed to liaise with Alex in regards to WG local community contacts.</p> <p>Andy has also agreed to support with the Vice Chair role.</p> <p>A new H&S Governor needs to be elected and is currently Hazel.</p> <p>The Safeguarding Governor we can leave as is for the time being.</p> <p>Becky to be listed as Chair on Get Information about schools.</p>	<p>AA</p> <p>KT</p>
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	<p>Andy and Becky have not set up their Governor email addresses. Jane to provide either the IT service desk number or both to bring in their devices to get this in place.</p> <p>Laura O'Sullivan, would like to join the AAG as a parent Governor but we need to complete her DBS check. Laura will be reviewing our H&S processes. She will need to be elected by the AAG group and we need to ensure that confidentiality is paramount once elected. A CV in regards to her experience will need to be supplied from Laura before she is invited to the next meeting and we need to ensure her skill set can support the school.</p> <p>Becky advised that she cannot attend the next meeting and has asked that it is changed to the 26th January 2023.</p> <p>Andrew advised that all AAG Governors need to be re-elected every 2 years (as recorded on GIAS [Get Information About Schools] website) and we will be issuing letters to parents and staff shortly asking if they would like to join the team. Jane to forward documents to Governors to approve before letter is issued.</p>	JM
2	<p>Pecuniary Interests</p> <p>Reminder that forms need to be completed every year. Please complete if you have not already done so.</p>	
3	<p>St. Neots Community Activities</p> <p>Alex advised that the St. Neots Christmas light switch on will be taking place on Sunday 26th November and the Citizen Hub will be open and offering free hot chocolates. Local employers will also be available for parents to talk to if any of our students are able to attend.</p> <p>Hazel asked for support in placing a student into a leisure work experience placement, with flexibility in regards to dates offered. Our contacts so far have advised that students need to be 18 years old. Alex will support Hazel with this.</p> <p>National Careers Week will be taking place on the 4th March 2024.</p>	AH
4	<p>Any Other Business</p> <p>We will be having our Christmas lunch on 18th December and all have been invited to attend, please confirm with Jane if you are attending.</p> <p>Andy felt that it would have been nice to know beforehand why the emergency meeting had been called, which Becky second, as they felt blindsided by volunteering to become the AAG Chair or Vice Chair, which unfortunately is not able to be held by a staff member.</p> <p>Andy also confirmed that he did not know that Brian had been the original Chair person.</p> <p>Job vacancies can be advertised via the citizen hub who can offer free advertising. Jane to forward across any suitable vacancies.</p>	

	Date of Next Meetings 26 th January 2024 21 st March 2024 9 th May 2024 11 th July 2024	