

## Minutes of the Meeting for the Local Governing Body Meeting on Wednesday 12<sup>th</sup> July 2017

**Meeting started in Year 6 at 5.30pm and then moved into the Conference Room**

**Present:** Jamie Parffrey, Stewart Biddles, Jo Florence, Julie Watson, Sam Meyer, Debbie Jackson, Kate Mullen, Julia Melliush, Amanda Coote, Colin Knight, Lisa Swinson

**In attendance:** Debbie Weible, Zoe Milligan, Faye Steele (Clerk)

		<i>Action/Update</i>
	The LGB met in Year 6 and were given the opportunity to explore the class room environment. Zoe Milligan and Debbie Weible talked the Governors through the pupils writing portfolio books and copies of the recent papers.	
<b>Summer 2 01</b>	<b>To receive and sanction any apologies for absence</b> Apologies were received for Chris Hartt - apologies were sanctioned by the LGB.	<i>Chair Sanctioned</i>
<b>Summer 2 02</b>	<b>To declare and discuss any business interests that may be applicable in accordance with the governors handbook January 2015</b> <i>'conflicts of interests do not just relate to financial benefits but can arise where an individual's personal or family interests and/or loyalties conflict with those of the governing body'</i> There were no declarations of conflicts of interest.	
<b>Summer 2 03</b>	<b>To receive agree and sanction Minutes of the Meeting for the last LGB Meeting</b> Were agreed as being a true record by the LGB & signed by the Chair.	
<b>Summer 2 04</b>	<b>To discuss any Matters Arising from the LGB Meeting</b> Update: Training finished, Emma Williams and Karen King now run a Rainbows bereavement Group. LGB are now on the circulation list for Newsletters. Julie comented that Part 2 Confidential minutes were not acknowledged in the minutes <b>ACTION.</b>	<i>Action 1 Clerk to update</i>
	Amanda, Colin and Lisa attended an Induction day, led by Julie, and thanked Sarah Jones in Year 1 for provding a class to observe and a teacher to question. The Governors all commented on how useful and informative the session was. In particular, they commented on how well supported a pupil, displaying challenging behaviour , was. Colin questioned if the support for pupils with challenging behaviour will contiune after the restructure? Stewart and Sam both assured the Board that top upo funding is used for that support and that will continue. Discussion continued of the benefits or early identification of needs and the impact of targeting support early on.	<i>Question</i>
<b>Summer 2 05</b>	<b>To discuss any queries that may arise from the Heateacher's report (including staffing updates)</b> The Chair thanked Stewart for a comprehensive Headteacher's report. <u>Attendance</u> Stewart reported that attendance has increased from 96.1% at last meeting to 96.4%. One family has been fined due to child's attendance being 85% before the absence.	

<p>The LA has instructed all schools to send out a LA letter explaining that 1 penalty will be given per 2 years, any unauthorised absence of 5 days and over during the following 2 years will result in a court summons. Oldway have agreed to email this LA letter out to all parents.</p> <p><u>Admissions</u></p> <p>To support a weak budget, Stewart has proposed to increase classes in KS2 to 32 (except Year 6), Teachers have been consulted, responding that it was manageable. This would provide additional £18K per year group. Julie questioned if the families on the waitlist turned into pupils on the register? Stewart explained the mixture of becoming settled in other schools, moving out of the area and also some still desperate for the children to move into Oldway.</p> <p>2 late applications have gone to appeal for Reception in September.</p> <p><u>Staffing</u></p> <p>Stewart reported that the staff restructure has gone as smoothly as it can be. A total of 5 voluntary redundancies have been agreed starting on the the last day of term and notice will be paid as time off in leu . New posts have been appointed yesterday.</p> <p>Stewart commented on a mix of emotions within the change cycle, explaining that support has been offered to everyone, offering sample letters to copy, help to apply for external positions etc. Stewart responded to Julie's comment at the last meeting, ensuring a comprehensive restructure has been carried out, avoiding the concern of having to repeat it in 12 months time.</p> <p>Jo questioned the impact of the 8 new members of staff and why were such high numbers of staff leaving? Jo commented it was a shock to see newsletter introducing all new members at once. The Chair commented that the some staff were leaving to pursue promotional and developmental opportunities that are unavailable to them at Oldway at the moment. The Chair commented that he is very impressed with the new recruits. Stewart commented that his commitment to be open and honest resulted in communicating the new appointments all at once and as soon as possible to staff and parents/guardians. Stewart also explained that on changeover day with all the new appointments in school there was a very energetic and positive vibe. 8 new appointments and 6 current staff leaving.</p> <p>Jo questioned why MTAs were not part of the restructure as initially planned? Stewart replied that consideration had to be given to TA lunchbreaks so therefore the School still needed MTAs to cover lunchtime.</p> <p><u>Leadership &amp; Management</u></p> <p>The Chair extended congratulations to Sam. Governors wish Mrs &amp; Mr Meyer and very happy future together.</p> <p><u>Pupil Premium</u></p> <p>Jo to make an appointment to come in with Debbie J in the autumn term <b>ACTION</b>.</p> <p><u>Personal Development &amp; Welfare</u></p> <p>Stewart reported 1 fixed term exclusion of half a day since last meeting, for non-compliance. Amanda questioned whether all the relevant documentation has been completed, Sam replied that a full and comprehensive record is maintained and stored within CPOMS.</p> <p><u>Liaison with Parents /Community</u></p> <p>Stewart gave feedback that the results from parents questionnaires was overwhelmingly positive.</p> <p>Stewart reported that 2 complaints have been received, via email, re the withdrawal of swimming in Year 4 &amp; 5. Appropriate responses have been made and no further replies have been received. Julia commented that by Year 4 most children's swimming ability is high and are not always enthused about curriculum swimming time. In Year 6 they may be more enthusiastic to start curriculum swimming again. Stewart explained this decision came as a direct result of the forthcoming financial strain.</p> <p>The Chair thanked the efforts of the OSF/ volunteers and staff that raised just over £2000 from the Summer Fair. Stewart outlined his plans to request OSF to fund an extension to the playground at the front of the building. Discussion was had re childrens' improved behaviour when able to run around and space is an issue. Colin challenged the timing to propose to spend money on a playground extension off the</p>	<p>Question</p> <p>Question</p> <p>Question</p> <p>Action 2, Jo make appt</p> <p>Question</p>
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<p><b>Summer 2 06</b></p>	<p>back of the completion of a comprehensive staff restructure, due to a financial strain. Stewart recognised the concern, but explained that OSF funding is very separate to School Curriculum funding and that OSF raise funds to spend on extra curriculum activities/needs that are directly linked to the benefit of the pupils, and Stewart explained he can evidence this very real and direct benefit to pupils.</p> <p><u>Finance</u></p> <p>Stewart reported a Budget overspend of 60K, the Trustees are aware and a budget to match income will be set after the Trustees meeting next Tuesday 18<sup>th</sup> July 2017.</p> <p><b>To receive update on Safeguarding, CLA, SEND &amp; Pupil Premium</b></p> <p>The Chair thanked Sam and Debbie J for the comprehensive report. Sam reported providing additional staffing for 2 pupils with complex needs without the allocation of top up funding.</p> <p><b>ACTION</b> Jo to come into school to sign the SCR. A further date with Karen Gannon and going forward termly meetings.</p> <p>Kate explained she has been analysing the parent Questionnaires. Julia questioned whether the Questionnaire followed the Ofsted parent view – Kate confirmed it didn't and discussion followed about the wording of the Questionnaires and the relevance of the 'don't know' column. Discussion about working on parents' perception of bullying followed and the complexities of supporting both parties involved. Jamie questioned the 36 reported incidents involving 22 children, Sam updated the report - they were bullying.</p> <p>Jo thanked Sam for the Audit report, Sam explained she has requested some terminology clarity – tbc.</p> <p>The Chair and Sam will be offering the Governors a safeguarding training session in the Autumn Term <b>ACTION</b>.</p> <p>Jo asked for the Child Protection Policy to be named at the back <b>ACTION</b>.</p>	<p><b>Challenge</b></p> <p><b>Action 3 Jo make appt, SCR</b></p> <p><b>Question</b></p> <p><b>Question</b></p>
<p><b>Summer 2 07</b></p>	<p><b>To receive the English &amp; Maths Monitoring Reports</b></p> <p>The Chair thanked Debbie Weible and Zoe Milligan for their comprehensive monitoring reports. These reports were from a mid year to end of year review, which summarised the main points. It illustrates the areas for development, what's actioned and where things are at end of year. This allows for tracking and links in with the School Improvement Plan.</p>	<p><b>Action 4 Sam training session</b></p> <p><b>Action 5 Sam name policy</b></p>
<p><b>Summer 2 08</b></p>	<p><b>To receive annual SEND information report, SEND local offer</b></p> <p>Received, the Board thanked Sam for all her hard work on these.</p>	
<p><b>Summer 2 09</b></p>	<p><b>To receive an update on the Strategic Board/Teaching School</b></p> <p>Stewart reported the response to new Teaching School membership has been well received. A comprehensive list of CPD has been circulated for next academic year. The Chair gave the Board an update on a new idea to offer a Chairs support forum through the Teaching School to all Chairs' of Torbay Governance, planning is underway to deliver within the autumn term.</p>	
<p><b>Summer 2 10</b></p>	<p><b>To receive an update from the Trustees Meeting</b></p> <p>Su Apps has resigned as a Trustee, the Chair explained that the the Trust Directors have asked Su to become a Member and she has accepted. Julia then asked if there was a Trustee vacancy? The Chair confirmed there is a vacancy yes, this vacancy will be on hold until Shiphay join the MAT because we can utilise the experience of their Board.</p>	
<p><b>Summer 2 11</b></p>	<p><b>To receive the Data/Sats results</b></p> <p>Debbie W explained this is the first year Maths in taught in class rather than sets. Jo questioned how Teachers are finding teaching mixed ability? Debbie W explained Maths was a bit harder at first, but group working and in pairs; support is available from</p>	<p><b>Question</b></p>

	<p>more able peers too. Sam commented on how it helps with a 'growth mindset' of "I need this help today" not "I need adult help all of the time".</p> <p>All teachers are given past papers so the teachers are aware of what standards are expected of the children by the time they reach year 6.</p> <p>Zoe commented that the papers were definitely of a higher standard, but fair.</p> <p>Parents do still find the scale scoring confusing because it is complicated and there has been some controversy around marking. Stewart explained that Zoe Milligan is the only Moderator within Torbay to pass the Moderator checks, so we are confident that our assessments are accurate.</p> <ul style="list-style-type: none"> <li>• Pupil premium – gap has closed, over 10% reduction at EYFS.</li> <li>• No gender gap this year, so Oldway has closed the gender gap this year</li> <li>• Yr 1 Phonics 92% met the threshold, meaning they will find it easier to access the curriculum. Monthly data analysis has helped to highlight what specific targeted support is needed.</li> <li>• Yr 2 attainment in reading and writing slightly down but progress improved. Maths progress and attainment improved. Percentage of children achieving greater depth has increased in all areas. The gap between all pupils and pupil premium pupils has closed.</li> <li>• Yr 6 left year 5 with 37% on track in reading, writing and maths combined. 71% achieved this at the end of yr 6.</li> <li>• Attainment improved in all subjects, progress, which is not published until September, should show improvement as these pupils had lower KS1 scores.</li> <li>• Such progress made is a credit to all the hard work. Setting individual targets for each pupil based on their best progress will continual, as this looks at a pupils potential.</li> </ul> <p>The Chair commented that the results reflect all the phenomenal hard work this year and extends thanks to all the teaching staff, appreciating all that you do. There have been massive changes this year, closing the gap on boys, our most vulnerable pupil are not struggling (as is historically the case). The Chair also extended thanks to Stewart and recognised it has been a hard 2 years with difficult decisions, but great leadership has been provided to great team. Stewart commentd on how lucky he is to have such a great team, Debbie W generates such enthusiasm for Maths across the MAT and the MAT can benefit from Zoe and Debbie because they are Masters of their art.</p> <p>Colin questioned what 1 thing would support them in their role( not money)? Zoe replied it was 'time' and they have been given that time to go and explore what other practices are available on a national level and bring that back into school. For example, pre teaching – before the lesson starts, pupils who struggle with vocabulary are taken into a group and run through the vocabulary that will be used for the lesson. This enables them to have greater access to the information during the lesson.</p> <p>Zoe explained there has been measurable impact on reasoning. She has been tralling a new cognitive accelerated reaoning approach – Let's Think in English. We are looking at developing this approach across the MAT and a full programme on Let's Think in English will be offered through the Teaching School next year.</p> <p><b>To report on Health &amp; Safety</b> No incidents to report.</p>	<p><i>Question</i></p> <p><i>See Appendix 1</i></p> <p><i>Question</i></p>
<p><b>Summer 2 12</b></p> <p><b>Summer 2 13</b></p>	<p><b>To receive verbal reports from Governors on monitoring roles and responsibilities in the following areas from the SDP:</b></p> <ul style="list-style-type: none"> <li>• <b>Outcomes for Pupils</b> – J Melliush and A Coote</li> <li>• <b>Teaching, Learning and Assessment</b> – C Knight</li> <li>• <b>Personal Development, Behaviour and Welfare</b> – J Watson, K Mullen</li> <li>• <b>Leadership and Management</b> – Vacancy, S Biddles</li> <li>• <b>Early Years Provision</b> – L Swinson</li> <li>• <b>Pupil Premium</b> – J Florence</li> </ul>	

	<ul style="list-style-type: none"> <li>• <b>Teaching School</b> – J Florence, L Swinson</li> </ul> <p>Amanda talked through her visit with Julia and Debbie J, to review outcomes for pupils at the end of year 16/17. They discussed SATS results for 16/17, reviewing the performance compared to previous years. How the results impact future teaching/ pupil progress was also reviewed. Considerations:</p> <ul style="list-style-type: none"> <li>• Could the Library could be staffed at lunchtime to allow for those pupils who arrive at school without time to visit the library prior to registration. Using parent readers?</li> </ul> <p>The Chair provided the Board with a verbal summary from the Year 4 Eden Project residential and the Year 3 Warren Barn residential he attended. Commenting how well behaved the children were and what an amazing opportunity for them. He passes on special thanks to the organisers Carolyn Bavister and Nicky Hartley.</p> <p>A discussion about planning regular termly monitoring visits followed, Clerk has a draft of planned activities to circulate to allow Governors to plan and record visits for the year. <b>ACTION.</b></p> <p><b>Report on Trustees/Governor Expenses</b> No expenses to report. <b>ACTION.</b></p> <p><b>Policies circulated for information :</b></p> <ul style="list-style-type: none"> <li>• OldwayTCSB Full Safeguarding Self Audit</li> <li>• RET Child Protection Policy July 2017</li> <li>• RET Safeguarding Children Guidance for Parents</li> <li>• RET Safeguarding Policy July 2017</li> <li>• RET SEND Policy July 2017</li> </ul> <p><b>Chris Hartt</b> Chris has resigned as Governor as from this meeting, the Board would like to extend our sincerest thanks for all the hard work and commitment Chris has given to Oldway School during his 12 year term of office sitting on the LGB.</p> <p>Julie questioned if there was a Governor vacancy, the Chair confirmed there was. Julie suggested it was a good time to complete a skills audit. The Clerk confirmed that as a result of the internal audit , there are plans in place to complete skills audit during the autumn term <b>ACTION.</b></p> <p><b>AOB</b> Date of Year 6 Leavers BBQ Thursday 20<sup>th</sup> July from 6.30pm – LGB invited.</p> <p><b>Date of next Meeting:</b> Annual Meeting Cycle for 2017/18 to be circulated after Trustees meeting <b>ACTION</b></p>	<p><i>See Appendix 2</i></p> <p><i>Action 6 clerk circulate plan of monitor visits</i></p> <p><i>Action 7 Clerk to circulate Gvs Expenses Policy</i></p> <p><i>Action 8 Clerk skills audit</i></p> <p><i>Action 9 Clerk circulate annual meeting dates</i></p>
Summer 2 14		
Summer 2 15		
Summer 2 16		

**Actions:**

**Action 1** Clerk to update

**Action 2** Jo make appt

**Action 3** Jo make appt, SCR

**Action 4** Sam training session

**Action 5** Sam name policy

**Action 6** Clerk circulate plan of monitor visits

**Action 7** Clerk to circulate Govs Expenses Policy

**Action 8** Clerk skills audit

**Action 9** Clerk circulate annual meeting dates

Signed        J Parffrey (Chair)

Date   8<sup>th</sup> November 2017

**Appendix 1 SATS/Data results**



## EYFS – Good Level of Development (GLD)

Oldway 2017	Diff to 2016	Roselands 2017	National 2016
86%	-2%	78%	69%

## Year 1 Phonics

Oldway 2017	Diff to 2016	Roselands 2017	National 2016
92%	+11%	87%	81%

## Key Stage 1

	Oldway 2017	Diff to 2016	Roselands 2017	Diff to 2016	National 2016
Reading	79% (EYFS EXS+ 79%)	-7% (EYFS EXS+ 87%)	76%	+3%	74%
Writing	74% (EYFS EXS+ 80%)	-1% (EYFS EXS+ 88%)	74%	+8%	65%
Mathematics	83% (EYFS EXS+ 83%)	+6% (EYFS EXS+ 86%)	85%	+10%	73%

## Key Stage 2

	Oldway 2017	-J code*	Diff to 2016	Roselands 2017	Diff to 2016	National 2017
Reading	79%	81%	+11%	81%	+3%	71%
Writing	82%	85%	+12%	79%	+12%	76%
Mathematics	83%	86%	+3%	74%	+/-0%	75%
Grammar	81%	82%	+1%	81%	+3%	77%
Combined	69%	71%	+18%	65%	+1%	61%(Floor 65%)

## Key Stage 2 Scaled Scores

	Oldway 2017	Diff to 2016	Roselands 2017	Diff to 2016	National (2016)
Reading	106 (APS y2 17)	+1 (APS y2 17.2)	105	+1	104 (103)
Mathematics	106 (APS y2 16.2)	+1 (APS y2 16.7)	103	-1	104 (103)
Grammar	107 (APS y2 16.6)	+2 (APS y2 17.4)	105	+1	106 (104)

\* 3 pupils arrived in y6 close to the test (2 on 18/4 and 1 on 4/5). This data represents the cohort without these three pupils.



Julia Melliush, Amanda Coote and Debbie Weible

### **Focus of visit**

To review the outcome for pupils at the end of the 2016/17 academic year

### **Summary of activities**

We met with Debbie to discuss the SATs results for 2017 and to review the performance compared to previous years, taking into account the new scoring methodology. We also reviewed how the results would impact on future teaching/pupil progress.

### **What we have learned as a result of my visit**

Debbie showed us a piece of software (SPTO) which captured individual pupils' attainment as they progressed through the school. Debbie explained how this information is used to develop pupils and identify targeted areas at pupil progress meetings.

### **Positive comments about the visit**

Debbie's energy and enthusiasm to ensure pupils develop and flourish to their full potential across all areas.

### **Aspects we would like clarified/questions we have**

We asked questions, the key areas of our discussions were:

Pupil premium pupils - in respect of closing the gap of attainment between pupils entitled to pupil premium and pupils who didn't we questioned when reception parents/careers are asked to complete the relevant forms. It was suggested they could be completed at the home visits the teaching staff undertake.

New Catchment - We talked about the new catchment area and possible effect on attainment levels due to probable intake of a far higher than usual percentage of pupil premium children. Debbie responded that yes that could be a potential concern but actually it was easier for teachers to manage a higher number of pupil premium children as this could bring the funding necessary to employ additional support.

SATs results - Debbie explained when pupils aren't able to meet the criteria to take the SATs tests and how they were applicable to pupils at Oldway. There were 3 identified pupils who were late transfers to the school and all failed to meet the levels. Late transfers scores can be discounted and Debbie is trying to ascertain the actual time frame to see if these pupils can be classed as 'Just started'. We recommended Debbie added a column to show Governors the results if these pupils were discounted as Governors could then see the true progress that has been made since last year. Pupils with English as an additional language was raised and associated funding, it was agreed Debbie would determine what funding was available and under what category it fell.

Reading - Due to reading performance we enquired about the opening hours of the new KS 2 library and asked if it was staffed at lunchtime to increase availability to those pupils who arrived at school with no time to visit prior to registration and who were collected straight after school.

We also asked if parent/grandparent helpers had been sought, especially to perhaps recruit a volunteer librarian to ease workload.

When discussing parent helpers for class reading we discussed parents that maybe available to help on additional days to support other year groups.

### **Ideas for future visits**

To observe a pupil progress meeting

Visit the staff member who carries out the pupil premium work in ks1 to understand how this role operates.