

**Minutes of the Meeting for the Local Governing Body Meeting on
Wednesday 25th April 2018
Meeting at 5.30pm in the Conference Room**

Present: Stewart Biddles, Jo Florence, Julie Watson, Sam Meyer, Debbie Jackson, Kate Mullen, Amanda Coote, Lisa Swinson

In attendance: Faye Steele (Clerk)

Summer 01	To receive and sanction any apologies for absence	<i>Action/Update</i>
	Apologies were received for Jamie Parffrey and Julia Melluish.	
Summer 02	<p>To declare and discuss any business interests that may be applicable in accordance with the governors handbook January 2015 <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></p> <ul style="list-style-type: none"> ● JF declared that she is a Director at BET. 	<i>Declared</i>
Summer 03	<p>Reuben to present the H2H programme. The Governors would like to thank Reuben (and his Mum) for coming back into school and providing a very professional presentation of his H2H programme. Simply wonderful!</p>	
Summer 04	<p>To receive agree and sanction Minutes of the Meeting for the last LGB Meeting The Minutes of the meeting on 7th February 2018 were agreed as being a true record by the LGB & signed by the Vice Chair.</p>	<i>Agreed</i>
Summer 05	<p>To discuss any Matters Arising from the LGB Meeting Action 1 KM to investigate publishing attendance figures on website. - to do. ACTION. Action 2 SB to invite Reuben to present H2H programme - completed. Action 3 SM to prepare reduced timetable report - completed in report. Action 4 Clerk to look to Charity Commision for guidance on GDPR impact on OSF database - completed. Action 5 Clerk to maintain Governor Training record - completed, ongoing. Action 6 ISS staff to complete Level 2 CP training - to do. ACTION. Action 7 Clerk to update training record - completed. Action 8 SB to have list of staff not level 2 CP trained - to do. ACTION. Action 9 SM & Clerk prepare more detail on H&S and Accident report - completed. Action 10 SB to consider parent feedback to investigate barriers to volunteering - volunteer profile in newsletter. Previous action - Governors area on website live and all received login information, this will now be a central storage for Governor meeting information. ACTION.</p>	<p><i>A1 attendance</i></p> <p><i>A2 ISS training</i></p> <p><i>A3 Staff training</i></p> <p><i>A4 resend link to JF, LS</i></p>
Summer 06	<p>To discuss any queries that may arise from the Heateacher's report (including staffing updates) The Vice Chair thanked Stewart for a comprehensive Headteacher's report.</p>	

Attendance

- SB explained how KM is working with families with persistent absenteeism and 1 family are making excellent progress. JW fed back from a recent Ofsted Inspection that Inspectors are favouring the use of a couple of strategies as opposed to a handful of different strategies. SB reported PP are below regular attendance and Tesco Vouchers are proving a popular strategy.
- Update post meeting - signing out book on Reception is now behind the desk and Staff have to sign children in and out, complying with regulation updates.

Admissions

- SB reported 110 applications for places and 90 full allocation, without any appeals. Nursery have a few places available at the end of the week.

Staffing

- SB reported that a KS1 Teacher has now left School and reportedly looking for TA positions.
- Charlotte C will be moving into Year 2. Molly Hughes will be moving into Year 5 in May, to cover Chantelle Bowen maternity cover. Molly is already regularly attending lessons to help with the transition for the children. Emma Doer is and NQT who is moving into Reception. She has passed her NQT probationary and is currently doing very well on the second part. Class 20 have had a few ups and downs with different Teachers (letter) this will aid with consistent approach for the children.
- Zoe Milligan has already started in her new role as Assistant Head.
- Lynne Rowlands has resigned and left as front Receptionist. This has provided an opportunity to restructure the Business Support Services, HR, Admin and Finance which will be aligned across the Trust before another school joins the MAT. SB confirmed there will not be a loss of any jobs or hours.

Leadership & Management

- SB updated on £70,800 SIF bid for support for Kings Ash has been submitted.
- Jen Carter is researching an electronic sign in package that will aid our Safeguarding procedures.
- Joint staff meeting are taking place and self selected staff meetings have successfully begun.

Teaching, Learning and Assessment

- KS2 SATS week is w/c 14th May, SB invited Governors to observe. AC will be observing. SB provided an update on the recent Challenge Partners Review. Last time the outcome was 'Good' in all areas except for Pupil Outcomes which was 'Requires Improvement'. This time the outcome was 'Outstanding' in all areas except outcomes which was 'Good'. Positive feedback from the evidence of outstanding determination from our Teachers that every child will do well all day long. Great understanding of individual needs. Art is the area of Excellence. JW **questioned** if there was anything that he needed to look at to improve? SB confirmed there were a few 'even better ifs', for example the need for a % progress report over the whole year group, at present it is reported on individuals. Developing the use of Venn Diagrams to measure progress as well as attainment. Marking feedback was to use 'working walls' more effectively and add the journey of learning to the result!

Pupil Premium

- SB and DW attended a Pupil Premium review with Adam Morris which showed that Oldway are doing very well.
- Spring meetings with Year Leaders (Venn Diagrams) are showing that PP progress attainment is improving month on month. Children are coming off the Venn Diagrams. Teaches are focusing on specific and direct interventions to aid specific struggles.

Question

	<ul style="list-style-type: none"> ● JW questioned Parental engagement. SB confirmed PP parents are being invited into a coffee morning and asked how they can be supported to support their children's learning. JW asked for something to be available to send to parents that can't attend - SB confirmed those parents will also be asked how they need support. Videos are being uploaded onto the website to assist parents in each Year group in supporting their children's learning. ● JF questioned if parents' evening are less well attended further up the school years? SM replied that very few parents don't attend parent evening, if there are any non-attenders then it is followed up. KM commented that attendance at SEN meetings does tend to tail off, but everything is evidenced in ILP. <p><u>Personal Development & Welfare</u></p> <ul style="list-style-type: none"> ● 1 x pupil has been permanently excluded for violence towards an adult. ● 1 x pupil was at risk of permanent exclusion is now at YMCA provision <p><u>Teaching School</u></p> <ul style="list-style-type: none"> ● School Development Officer position has been filled. ● TTSA are sending out summaries of Training attended to all school with TTSA membership. <p><u>Liaison with Parents /Community</u></p> <ul style="list-style-type: none"> ● SB and LT sit on Local Education Board, which will now coordinate the School to School funding and support. ● OSF have been busy raising funds via cakes sales and Discos. OSF have donated more funds to KS1 to improve the readings books for the children. ● Yvette Goldsmith from Yorkshire Building Society will be delivering a money morning session for KS2 in the summer term. <p><u>Finance</u></p> <ul style="list-style-type: none"> ● SB reported that the premises are generally in a good condition. Lighting fixtures are very expensive and as a Trust, it has been decided to look into training to qualify as an electrician, thus reducing the expense each time lighting fixtures need to be replaced then signed off. JF suggested looking into the apprenticeship scheme. Laura Hays at PCSA. ACTION. ● SM is continuing to attract funding via EHCP's. There are currently 17, with 6 potentially still to come. ● SB explained how CS (Finance Director) met with Claire Talbot which resulted in a CIF bid to fund KS1 replacement. Discussion took place on the word 'replace' and JW wanted to draw attention to the investment the Community may have had with this building. JW would like to advise that the wider Community is consulted on 'replacement' idea. Firstly JW would like to recommend a viability study whereby all the options are considered, evidence is gained as to the fit for purpose of the buildings. ACTION. AC suggested contacting Ward Councillors (Diana Tolchard and Chris Lewis). <p>Summer 07</p> <p>To receive update on Safeguarding, CLA, SEND & Pupil Premium</p> <p>The Vice Chair thanked SM and DJ for the comprehensive report information.</p> <ul style="list-style-type: none"> ● 2 x pupils are CLA. ● SM is part of the SEN High Needs Torbay Group. ● Challenge Partner Review rated the Nurture Provision as excellent. ● 2 x pupils are on a part time timetable (1 x YMCA provision). ● SM and KM are focusing on early help work and supporting parents to identify and understand how they can meet their children's needs. ● PP numbers are stable, and all PP parents are being invited in for support. ● JF questioned supervision? Sm explained they have meetings to go over most vulnerable pupils, catch up with situation and plan for the next month. SM confirmed they are not letting cases slip, they do not feel the need for formal 	<p><i>Question</i></p> <p><i>Question</i></p> <p><i>A5 Apprenticeships</i></p> <p><i>A6 Viability study</i></p> <p><i>Question</i></p> <p><i>Question</i></p>
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	<p>supervision but are continually aware of each others emotional needs and consult with each other regularly.</p> <ul style="list-style-type: none"> ● JF questioned the e-safety incident. SM confirmed it was an incident whereby vulgar language was used via WhatsApp. The incident was reported by the parents during Feb half term, parents and pupils have been contacted accordingly. 	<p><i>Question</i></p>
<p>Summer 08</p>	<p>To receive the English and Maths Monitoring Report The Vice Chair thanked SM, ZM and DW for their informative reports.</p> <ul style="list-style-type: none"> ● JW questioned the Year 6 Reading attainment? SB agreed that Year 6 Reading attainment is lower than targeted. Measures in place are additional staff e.g booster groups and pre learning groups. This Year 6 were lower attainers prior to last year. Attainment will look low but the progress made is a significant increase. JW just wanted to confirm that everyone knew that group of children that needed support and that it is being provided. ● SB confirmed Maths is in a similar position at the end of KS2. There has been a slow but steady impact on how Maths is taught in Early Years - thanks to DW. 	<p><i>Question</i></p> <p><i>Question</i></p>
<p>Summer 09</p>	<p>To receive an update on the Strategic Board/Teaching School Included in the HT report.</p>	
<p>Summer 10</p>	<p>To receive an update from the Trustees Meeting</p> <ul style="list-style-type: none"> ● SB provided an update on the change to Governors - via RSC. The main focus of the group is monitoring standards so the Trustees proposed the name Oldway Standards Committee. Changes to how the standards are monitored was proposed, centering arounds a supportive group meeting once per term and looking at the standards together, and challenging the standards, with predetermined areas set by Trustees. This will allow new members to feel supported and more experienced members can impart their valuable knowledge. JW commented that it would have been nice to be part of the discussions re the name change! JF echoed that. SB explained that there was a time constraint to provide a new structure and name to the RSC before Shiphay joined. 	
<p>Summer 11</p>	<p>To report on Health & Safety / Accident Reporting</p> <ul style="list-style-type: none"> ● All agreed that they were happy with the level of detail provided in the accident report. ● First Aider sent apologies for March figures missing on report, due to workload, First Aid training and nursery admissions. 	
<p>Summer 12</p>	<p>To receive verbal reports from Governors on monitoring roles and responsibilities in the following areas from the SDP:</p> <ul style="list-style-type: none"> ● Outcomes for Pupils – J Melluish and A Coote ● Teaching, Learning and Assessment – A Coote (temporary) ● Personal Development, Behaviour and Welfare – J Watson, K Mullen ● Leadership and Management – Vacancy, S Biddles ● Early Years Provision – L Swinson ● Pupil Premium – J Florence ● Teaching School – J Florence, L Swinson <p>No outcomes or visits to report on. Ac is meeting DW next week - to follow next meeting.</p> <p>Discussed composition of LGB , clerk to check on composition and report back on any vacancies. ACTION.</p>	
<p>Summer 13</p>	<p>Report on Trustees/Governor Expenses</p>	

<p>Summer 14</p>	<p>None to report.</p> <p>Is Ethos being maintained? SB can see Oldway Ethos everyday, pupils challenge themselves, are confident, independent, resilient and support each other. This was evident from the Challenge Partners Review - SB to circulate report. ACTION.</p> <p>AOB</p> <p>Date of next Meeting: Tuesday 5th June at 6.00pm OSC Launch Wednesday 27th June 2018, 5.30pm LGB</p>	<p><i>A7 LGB composition</i></p> <p><i>A8 Circulate Report</i></p>
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Actions:

- Action 1** KM to investigate publishing attendance figures on website.
- Action 2** SB - ISS staff to complete Level 2 CP training.
- Action 3** SB to have list of staff not level 2 CP trained.
- Action 4** Clerk to resend link to access Governor's area on website to JF, LS.
- Action 5** SB to research Apprenticeships Scheme.
- Action 6** SB to suggest to SLT a viability study on KS1 building.
- Action 7** Clerk check LGB composition and report back on current vacancies.
- Action 8** SB to circulate Challenge Partner's report.



Signe

Date 27th June 2018