

Minutes of the Meeting for the Local Governing Body Meeting on Monday 6th February 2017 **Meeting held in the Conference Room at 5.30 p.m.**

Present: Jamie Parffrey (Chair), Stewart Biddles, Sam Bone, Jo Florence, Lisa Swinson, Julia Melliush, Chris Hartt, Julie Watson, Colin Knight, Debbie Jackson, Amanda Coote

In attendance: Claire Shiers (Director of Finance), Karen Colmer (Clerk) Faye Steele

Spring 01	<p>To receive and sanction any apologies for absence</p> <ul style="list-style-type: none"> Kate Mullen sent her apologies. 	Chair
Spring 02	<p>Welcome to new governor/s</p> <p>The chair welcomed the new governors/clerk as follows: Colin Knight – parent governor Amanda Coote – co-opted Lisa Swinson – co-opted Faye Steele – clerk has been appointed from 13th March 2017</p> <p>The chair gave a brief synopsis of the work that has been carried out over the past few years by the governors and the gradual reduction in members. He explained that for a LGB to be effective and sustainable it needs to build on the experience of the current members to include the enthusiasm and interest that parents bring as major stakeholders in the school. Each person around the table introduced themselves and gave a brief description of their position on the LGB.</p> <p>It was agreed that the clerk would organise some training for the new governors and clerk.</p>	<p>Parent Gov – C Knight Co-opted – A Coote Co-opted – L Swinson</p> <p>Clerk – Faye Steele</p> <p>Clerk to arrange training for above</p>
Spring 03	<p>To declare and discuss any business interests that may be applicable in accordance with the governors handbook January 2015</p> <p><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> <p>Chris Hartt declared spouse is employed as a teacher at Roselands Primary School. The governors had a brief discussion around the agenda items which did not appear to present any threat of a conflict of interest on this occasion.</p>	No concern
Spring 04	<p>To receive agree and sanction Minutes of the Meeting for the last LGB Meeting</p> <p>The minutes of the meeting were agreed signed and dated as a succinct record of the meeting.</p>	
Spring 05	<p>To discuss any Matters Arising from the LGB Meeting</p> <p>The Headteacher advised the governors that further to the results of the parent consultation around the timings of the school day it was decided not to change at present due to there not being a major majority of parents backing the proposal.</p> <p>The date for the data dashboard/RAISEonline has been set for 21st February 2017 from 9.00-12.00 p.m. for Oldway and Roselands’ LGBs to include the trustees. The head gave a brief explanation of how RAISEonline presents the attainment and progress of schools in a league table to give a comparison between schools locally and nationally. He went on to explain that Oldway is currently 16th in Torbay on the league tables. The head acknowledged that this may</p>	<p>Data Dashboard/Raise-on-line – 21st Feb 9am-12pm</p>

<p>Spring 06</p>	<p>activate parents' thoughts of concern but that it is what the school had already predicted and expected due to the previous decline in progress. Julie Watson questioned what the other 15 schools ahead of Oldway in the league tables were doing differently? The head explained that some schools had not had reading/writing results moderated and this could present an inaccurate indication of actual levels. He said that Oldway had not inflated or deflated their results. This led on to the head talking about the many strategies that have been put in place over the past year to raise the levels of progress and attainment such as monthly progress meetings to keep teachers focused. Teachers are clear about which children need support and are thinking about how a lesson is presented to master a subject in greater depth. He went on to talk about the drive in reading, writing and spelling and how teachers are helping children by having reading books more readily available in classrooms and of course the coming provision of the new KS2 library which is opening on 1st March, World Book Day. He concluded that Year 1 phonics is looking good for this year and that he is confident Oldway will see improved results next year.</p> <p>To discuss any queries that may arise from the Headteacher's report (including staffing updates)</p> <p>The head referred to the additional 8 pupils on roll since the last report and slight increase in children eligible for FSM. The increase in numbers will not impact on this years allocated funding as they joined after the autumn census, however it is anticipated that the increase in numbers will help with future funding.</p> <p>The focus turned to the pupil premium children and the significance of using the pupil premium funding effectively as a key part of the government strategy for closing the gaps. The head went on to explain that over the last decade, there has been a focus on raising standards in education. Even as overall attainment has risen over the last decade, the attainment gap has remained stubbornly wide. Internationally our country does not do very well for disadvantaged children resulting in an enormous gap between the life chances of children from poor backgrounds and other children.</p> <p>The Government's key objectives is to dramatically narrow that gap. They want schools, local authorities and Academy chains to focus not only on overall attainment but on narrowing the attainment gaps. That is why the Government introduced the Pupil Premium, which allocates more money to schools with the most disadvantaged pupils. Schools need to demonstrate their use of Pupil Premium funding to show how effective the interventions that have been put in place are narrowing the gaps.</p> <p>Sam Bone explained how children in receipt of Statements of Special Educational Needs are being replaced by Education Health and Care plans(EHCsP). She went on to say that EHCsPs have the same legal status as Statements of Special Educational Needs, but are designed to cover all of the child or young person's needs across education, health and social care.</p> <p>It was noted that attendance is slightly above the national average at 96.09%. A brief discussion followed on reasons for absence which are mostly due to illness without a large number of persistent absentees. Kate Mullen continues to work with parents where an issue with absence has been identified.</p> <p>The governors talked about the staffing and the cost of covering teacher absence. Claire Shiers informed them that Debbie Main had looked into teacher absence insurance but it is very costly and not viable at this time. The head informed the governors that the staffing structure for the next academic year was the focus for the SLT meeting at Thurlstone last week to include a slightly different model for the SLT positions and year leads.</p> <p>The head reported that Lisa Toms the new TTSA Assistant Director has settled in well to her role and has already put First Aid Training in place for other school staff to attend which will generate funds into the TTSA. Sam Bone has filled 11 places out of 12 for the Teacher Training programme. There are 2 members of staff that have completed their final NPQML assessments (middle leadership which is part of succession planning to ensure future headteachers).</p> <p>A discussion followed on Teaching Learning and Assessment. The head informed the governors that monthly data reviews are looking promising. The Challenge Partners review in November</p>	
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	<p>2016 has been used to monitor the quality of teaching. Individual pupil progress is monitored termly. The head will be looking at this again after the half-term.</p> <p>The discussion turned to the Challenge Partners and the head reported that he would be visiting a school in London later this week. Debbie Weible visited a school in Cornwall and Sam Bone will be visiting a school in Dorset in March 2017.</p> <p>The discussion moved on to outcomes for children. The head explained that the school is looking at all subjects across KS1 and KS2 to base progress on combined progress. He said that some children progress more in one subject but find another subject more challenging.</p> <p>Sam Bone talked about the use of the CPOMS management system that has allowed for improved recording of incidents that happen in school. The school has seen a slight rise due to the new system for recording but are able to alert key members of staff to events.</p> <p>The governors were informed that the new library will be opening on the 2nd March. It is believed that this resource will impact on outcomes in reading for disadvantaged children where there is currently a wide gap.</p>	
Spring 07	<p>To update governors on published league tables</p> <p>Covered in agenda item 05 Any Matters Arising from the Previous Minutes of the Meeting.</p>	
Spring 08	<p>To receive update on Safeguarding</p> <p>The governors commented on the new format of the Safeguarding Report which links to termly monitoring meetings and the data provided by CPOMS. Jo Florence suggested she sign a signature sheet when she has checked the Single Central Record. Sam Bone and Kate Mullen will be carrying out a mini Safeguarding Audit in the half-term to ensure that all policies and procedures are in place to ensure compliance.</p> <p>The chair reported a safeguarding concern that he responded to and that the person reporting the concern was happy with how it had been dealt with.</p> <p>Julia Melliush asked whether the bullying incident that had been referred to the Chair had been resolved. The chair explained that he had received an email from a concerned parent and not a formal complaint. The parent met with the head and is now satisfied with the steps taken to resolve the matter.</p>	<p><i>Mini safeguarding audit carried out 14.2.17</i></p>
Spring 09	<p>To receive update on CLA</p> <p>Overview:</p> <ul style="list-style-type: none"> • There are currently 2 CLA pupils on roll. One further pupil who was previously CLA is now 'Child In Need' • Both pupils are making steady progress through targeted intervention and support (linked to PEP) and are broadly on track to meet age-related expectations at the end of the year • PEPs have been updated by Debbie Jackson and are to be reviewed with Jo Florence at the next review meeting • Allocated Social Worker has attended each PEP review • Attendance of CLA pupils is currently 98.9% and 100% 	
Spring 10	<p>To receive update on SEND</p> <p>Overview:</p> <ul style="list-style-type: none"> • There are currently 129 pupils on the school's SEN register • There are 7 pupils with a Statement of SEN or EHCP, from Reception to Year 6 • School has requested Statutory Assessment for one Year 1 pupil which has been accepted and will result in an EHCP and top-up funding in order to meet their needs • This year, there is a high range of need within the nursery and there has already been involvement from the Educational Psychology Service regarding 4 pupils will need support when they start school 	

<p>Spring 11</p>	<ul style="list-style-type: none"> School is currently providing additional staffing for three pupils with complex needs without allocation of top-up funding (which can only be accessed once there has been involvement from the Educational Psychology Service, Statutory Assessment has been agreed and an EHCP is in place) Natasha Rose is leading the nurture provision in The Den with 10 pupils (an increase from last term) Several new pupils have joined the school: one in Y5, 5 in Year 4, two in Year 3, one in Year 2. Four of these are at 'SEN Support' and one is accessing The Den each morning Progress of vulnerable pupils/high need pupils SENCO and Teacher have attended DfE Neurodiversity training which is to be cascaded to all staff in the summer term Autism Champion and Teaching Assistant have attended Lego-therapy training as part of the Autism Implementation Group project SENCO attended the termly SEND Forum SENCO has met with each class teacher to review the progress and support of all pupils and update the school's SEN register. Class Teacher to meet with parents of pupils with SEN to review and agree each child's Individual Learning Plan (ILP) Attendance for pupils with SEND is currently 95.44 % for pupils at SEN Support, 96.12% for pupils with an EHCP and 98.85 % for pupils with a Statement of SEN which is broadly in line with the school average of 96.2 % <p>It was reported that the SEN roll has risen with the early identification of Reception and Nursery children. There is a child with autism, a child with medical needs and 2 children with global delay who will all need additional support when they start school in September 2017. There is an additional adult in the nursery to carry out support and supervisions. It was noted that Torbay has a slightly higher amount of children with special education needs than the national average. See the SEND information report July 2016 for further information www.oldwayschool.co.uk. Sam went on to talk about the emphasis being on early identification and intervention, which may result in needing different skill sets than previously required. This led on to Julie Watson asking whether the school is buying into counselling support services for individual children. It was noted that schools would like to provide this service and that the school is looking at ways of supporting children to raise standards across the school to provide best value for money to the whole school.</p>	
<p>Spring 12</p>	<p>To receive an update on the pupil premium/closing the gap</p> <p>Overview:</p> <ul style="list-style-type: none"> There are currently 115 pupils on roll who receive the Pupil Premium Grant or the Early Years Pupil Premium funding 55 of these pupils are entitled to Free School Meals All teaching and support staff received an update on Pupil Premium on January's Non-Pupil Day Staff have updated Pupil Premium Profiles for each child to identify strengths, interests and barriers to learning in order to target intervention and support Attendance of pupils in receipt of PPG is 95.46% Attendance of pupils entitled to Free School Meals is 94.29% 	
<p>Spring 13</p>	<p>To receive an update on the Strategic Board/Teaching School</p> <p>Covered in head's report.</p>	
<p>Spring 14</p>	<p>To receive an update from the Trustees Meeting</p> <p>There has not been a meeting of the trustees since the last LGB meeting. The chair gave a general up-date on events so far this year. He informed the governors that Stewart Biddles (HT) would be replacing Debbie Main as the CEO from 1st April. He then thanked the clerk who is resigning from her post on 12th March 2017, for all her work with the trustees and LGB. She is to be superseded by Faye Steele (in attendance today). The LGB wished her well in her new role. There was a discussion around the various schools that are currently involved in discussions around joining the MAT and reported that it is looking positive for two schools hoping to join relatively soon. The head informed the governors that Rebecca Clark the Regional Schools Commissioner (RSC) for the South West of England is keen that all schools in the region will eventually be part of an academy trust within their geographical location. He</p>	

<p>Spring 15</p>	<p>added that schools can no longer apply to become a stand-alone-academy.</p> <p>To report on Health & Safety Claire Shiers reported that the Fire Risk Assessment had been carried out and that no major concerns have been identified.</p> <p>Colin Knight asked whether the school is responsible for influencing Health & Safety (i.e., car parking constraints) outside of the school boundaries. It was discussed how the school was unable to enforce this but regularly asked parents to park considerately when dropping off/collecting their children from school.</p> <p>It was reported that there will be Health & Safety training for staff on one of the upcoming non-pupil days.</p>	
<p>Spring 16</p>	<p>To receive report on monitoring roles and responsibilities in the following areas from the School Development Plan: The chair and Debbie Jackson reported on their recent visit of the Early Years provision and meeting with Emma Gilboy. They said they had a super morning which included talking to the children and had looked at the government strategy to offer parents and additional 15 hours funded early years education on top of the current 15 funded hours.</p> <p>Their report concluded as follows:</p> <p><i>Maintain Baseline tests and target support for those pupils not likely to reach a Good Level of Development</i> Baseline assessments completed in September 2016 – interventions in place when children attend Reception full-time (after 1st two weeks part-time). Reception teachers have a good idea of ability of pupils who come from our Nursery – time is allowed for all pupils to settle into school. Transition procedures in place prior to children starting school and assessment documents are sent from pre-schools (although these vary according to establishment). Torbay provide a document that all pre-schools use – our Nursery uses SPTO. Pupils with severe difficulties are known prior to pupils starting school and Reception teachers complete home visits (which also provide information about external pupils).</p> <p><i>Maintain and develop use of Interactive Learning Diaries (ILD)</i> Reception teachers are working with parents to use these at home. Currently only 10% - 15% of parents are actively using these. There is now an ‘app’ which should make access easier. School are specific with what kinds of evidence they want put on ILDs and letters are sent out to parents on a regular basis informing them of this. ILDs are discussed at new parents meeting. Maths activities are uploaded each week so parents are aware of what’s being taught in school. ILDs are also used for assessment purposes and track pupil’s progress, identifying gaps for further intervention.</p> <p><i>Ensure in year predictions are made for outcomes at FS</i> Monthly pupil progress is discussed with SLT and termly pupil progress meetings (PPM) are held with teachers and Headteacher and Senior Assistant Head. Pupils who are not on track to meet Age Related Expectations (ARE) are identified and interventions are put in place.</p> <p><i>Analyse GLD for school groups including PPG and term of birth – relate to PVI and support where possible</i> Data analysed and specific groups identified. Heightened awareness of PP pupils and their specific needs. All groups are monitored regularly and bespoke interventions are in place to meet needs of all. Closer liaison and ongoing dialogue with PVI (feeder pre-schools) provision and staff regularly attend cluster and network group meetings. Reception teachers are encouraged to be pro-active in making links with feeder PVI settings.</p> <p>The governors then went on to discuss monitoring roles due to members leaving/joining the LGB and agreed the following positions:</p> <ul style="list-style-type: none"> • Outcomes for Pupils – Julia Melliush and Amanda Coote • Teaching, Learning and Assessment – Colin Knight • Personal Development, Behaviour and Welfare – Julie Watson, Kate Mullen 	<p><i>Letters gone out to parents for nursery</i></p>

<p>Spring 17</p>	<ul style="list-style-type: none"> • Leadership and Management – Chris Hartt, Stewart Biddles • Early Years Provision – Lisa Swinson <p>It was agreed that Jo Florence would become the Teaching School Governor as well as the Safeguarding Governor.</p> <p>Julie Melliush reported visiting Debbie Weible and will prepare a written report to be circulated before the next meeting.</p> <p>Agree the revised Homework Policy The governors agreed the revised Homework Policy.</p> <p>Agree the revised Home School Agreement The governors agreed the revised Homework Policy.</p> <p>Date of next Meetings: Wednesday 27th April 2017</p>	<p><i>J Melliush – report to be circulated</i></p> <p><i>Homework Policy agreed</i></p> <p><i>Home School Agreement agreed</i></p>
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Signed

Dated 27th April 2017