

**Minutes of the Meeting for the Local Governing Body Meeting on
Wednesday 7th February 2018
Meeting at 5.30pm in the Conference Room**

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

In attendance: Faye Steele (Clerk)

Spring 01	To receive and sanction any apologies for absence Apologies were received for Amanda Coote.	<i>Action/Update</i>
Spring 02	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> <ul style="list-style-type: none"> JM declared that she has been appointed as Vice Chair for Mayfield School. JF declared that she is a Director at BET. Annual declarations were circulated and completed by all Governors. 	<i>Declared</i>
Spring 03	To receive agree and sanction Minutes of the Meeting for the last LGB Meeting The Minutes of the meeting on 8 th November 2017 were agreed as being a true record by the LGB & signed by the Chair.	<i>Agreed</i>
Spring 04	To discuss any Matters Arising from the LGB Meeting <ul style="list-style-type: none"> All the actions from the previous minutes have been completed. 	<i>Actions completed</i>
Spring 05	Elect Vice Chair position Jo Florence nominated herself for Vice Chair position, KM seconded the nomination. JF left the room and a vote was taken by show of hands. The result was unanimous in favour of JF to continue as Vice Chair.	<i>Voted JF Vice Chair</i>
Spring 06	To discuss any queries that may arise from the Heateacher's report (including staffing updates) The Chair thanked Stewart for a comprehensive Headteacher's report. Discussion about definitions took place - FSM (Free School Meals), Ever6 is children who been entitled to Free School Meals during the last 6 years , but maybe not currently entitled to FSM. PP (Pupil Premium). CS confirmed the prediction of £8000 funding for FSM. CS also confirmed PP numbers have increased since the removal of the catchment area. SM confirmed EHCP has increased to 16 because of proving that level of need and therefore receiving funding which balances with the level or hard work going on behind each EHCP. SB confirmed that SM has an active role in the addressing the extra funding required for Torbay Higher Needs group.	
	<u>Attendance</u>	

	<ul style="list-style-type: none"> ● SB explained how KM is working with families and using various incentives to improve attendance. ● SB reported there has been a lot of illness due to the time of year. ● SB reported to authorise a couple of holiday requests, these were authorised due to seasonal employment, Police Force and Anti Terrorist Squad . There haven't been any fines for this academic year so far. Attendance is still in line and on track. <p>JM provided the table with a verbal report from the Attendance workshop, commenting positively on the discovering that many of the suggestions are already in place by KM. JM feedback on the discussions of School providing a united front with siblings on attendance. The importance of marking registers on time and suggestions that late marking should lead to disciplinary action. JM educated the table about the signing out book on Reception that it is now unlawful disclosure to have the 'reason' in the public domain. SB assured the table that procedures will be changed.</p> <p>JP suggested putting attendance on the front of the Newsletter or presenting an article on attendance. KM to look at putting the figures on the website ACTION, JM suggested a running total.</p> <p><u>Admissions</u></p> <ul style="list-style-type: none"> ● SB reported successful admissions appeal in Year 6 increasing numbers to 92, making the total 690 without any negative impact. <p><u>Staffing</u></p> <ul style="list-style-type: none"> ● SB informed the table that DJ will be away for 1 year on secondment, returning September 2019. SB and SM assured the Governors that there is a good succession plan in place. ● SB reported that a new staff member has reported difficulties with the teacher workload and work life balance. SB confirmed that there are not any performance issues and happy to support a move to TA in the next academic year. ● SB reported that EG has had a baby girl! EC is temporarily taking the lead role within Reception and very much enjoying the new challenge, commenting positively on the free flow between Reception classes. SM reported that EG will not be returning on to full time hours after maternity leave, the suggestion is to appoint a NQT to fill the part time hours, with the support of EC. ● SB discussed moving a Professional Lead role to Assistant Head role (same scale) so this role can access SLT and free up DW for Trust Role. <p><u>Leadership & Management</u></p> <ul style="list-style-type: none"> ● SB explained all SLT attended the TAPS Conference and Children were given chance to become SLT for the day – fantastic day for the children. This was CO idea to help to give Children's writing a purpose and apply for SLT position for the day. ● SB explained the support he has offered Kings Ash. JF thanked SB for his support. <p><u>Teaching, Learning and Assessment</u></p> <ul style="list-style-type: none"> ● JW raised the concern about Year 6 reading, and asked if this has just presented itself or was it recognised during the year 4/5? QUESTION. SB explained the challenge of interpreting Year 6 fluency issues. The objectives in Year 3/5 are 'beginning to...' and the previous clarity of what this looks like. There has been a lot of hard work to address these issues and to put markers in place in year 3/5 to raise the objectives higher than 'beginning to...'. JP recognised spreading the load across all the Years within school and also recognised that plateaus are not dips! 	<p><i>JM Information sharing</i></p> <p><i>A1 KM figures on website</i></p> <p><i>Question</i></p>
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	<ul style="list-style-type: none"> • SB explained the change from termly summative assessments to annual judgements due to serving a limited purpose and creating a time consuming burden. • SB reported on H2H program designed by Reuben deputy Head Boy. 2 children from each class will provide peer to peer listening opportunities and support during break times. JW congratulated Reuben on this wonderful idea and would like the Governors to recognise this and raise the profile e.g Governor's School Initiative Award. SB will ask Rueben to come to the next Governors meeting to present the program to the Governors. ACTION. • Alice designed a costume recycling programme, parents donate old costumes to School (e.g Year 5 Egyptian day). JF commented on this being fantastic idea. <p><u>Pupil Premium</u></p> <ul style="list-style-type: none"> • PP attainment and progress is still a priority. KS1 is in line with 'expected' standards but lower at 'exceeding' standards, therefore this is the focus. • Progress meetings continue with each teacher to drive this. • SB reported the KS2 PP gap is wider (data dashboard figures) but the gap is narrowing with a commitment and focus in addressing at Foundation stage and KS1. <p>JW questioned how the PP funding is spent and asked for some examples. DJ gave some examples, direct TA intervention with reading, Able Writers workshop to promote greater depth. Co has linked with Marjohns and inspirational days are planned to increase aspirations for disadvantaged pupils. JW questioned if everything is being spent on PP? SB confirmed that the use of Venn diagrams highlighting PP so that targeted strategies have been developed to directly impact on the key areas and spend can then be allocated accordingly. KM will be supporting vulnerable parents with reading strategy support for their children. JW reiterated the importance of needing to know how the PP funding is being spent and the resulting impact.</p> <p>JP questioned writing in KS2. SB confirmed that the KS2 improvements will take longer to achieve the impact of strategies in place because they will have less time with those strategies. SB confirmed he has drafted more support in Year 6 for PP and it is starting to show positive results.</p> <p><u>Personal Development & Welfare</u></p> <ul style="list-style-type: none"> • JP questioned the racist incident. SM confirmed it had to be reported to the LA. • There has been one fixed term exclusion due to 2nd assault on teacher. SB provided the LGB with the support that is being offered. • There is one pupil at risk of permanent exclusion. • JF questioned the children on reduced timetable and would like to have this reported on. ACTION. Sm reported one pupil in Reception has a Wednesday off (detailed in EHCP plan to make it through the week). One pupil attends Reception until 11.30am and this is due to deferred entry. <p><u>Teaching School</u></p> <ul style="list-style-type: none"> • SB provided an update on GDPR briefing. JW questioned the impact of GDPR to OSF parent detail storage – suggestion to contact Charity Commission for advice. <p><u>Liaison with Parents /Community</u></p> <ul style="list-style-type: none"> • SB provided an update on the overwhelmingly positive feedback form Insite mornings, receiving just a few niggles about the time of day. • SB reported on the work on videos that will be produced for the website so parents can access teacher support for listening to your child read etc. • Complaint via Ofsted – Part 2 confidential minutes. <p><u>Finance</u></p>	<p><i>A2 SB invite R to next meeting</i></p> <p><i>Question</i></p> <p><i>Question</i></p> <p><i>Question</i></p> <p><i>Question</i></p> <p><i>A3 Reduced timetable report</i></p> <p><i>A4 Charity Commission</i></p>
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Spring 07	<p>JP thanked CS for doing an excellent job monitoring the finances during what has been a difficult time financially.</p> <ul style="list-style-type: none"> CS updated the LGB on a increase in funding £120K. CS reported on the extra income generated by breakfast and afternoon clubs. SM has generated extra income from mentoring School Direct delegates. CS reported on track for 35 – 40K budget surplus. Discussion took place on more money coming into Torbay, initially for secondary schools, but primary should be in receipt by the second part of the year from minimum funding per pupil. Oldway is currently the lowest funded per pupil in Torbay. JP thanked CS and recognised the cutbacks. SB confirmed the impact of the staff restructure and reducing the huge cost of supply by using TAs. SB reiterated his promise to JW to carry out the restructure properly and by doing so will not need to revisit the restructure again. <p>To receive update on Safeguarding, CLA, SEND & Pupil Premium</p> <p>The Chair thanked SM and DJ for the comprehensive report information.</p> <ul style="list-style-type: none"> JF questioned if kitchen staff are DBS checked? SM confirmed they do use school procedures and share concerns, the staff complete ID and DBS checks. JF challenged the reasoning behind kitchen staff not attending Child Protection Training level 2. Discussion took place on the need to be trained and the need for it to be recorded. ACTION. Part 2 Confidential Minutes Ofsted complaint. SM added this identified complaint to the Report. JW has a date booked in for a review meeting. 	<p>Part 2 Confidential Minutes</p>
Spring 08		<p>Question</p>
Spring 09	<p>To receive an update on the Strategic Board/Teaching School</p> <p>Included in the HT report.</p> <p>To receive an update from the Trustees Meeting</p> <ul style="list-style-type: none"> SB provided an update on Shiphay joining the MAT and it will not be by Easter. RSC have agreed to Shiphay joining, currently in the Due Diligence process. JP ran through the SLT MAT dashboard format and explained the need for the set up of a Trustees Standards Group within the Trust. They will use multiple input data whereby each school produce 1 document of comparable data. JP explained the need for a flow of communication and information sharing between each monitoring group within the Trust. JP explained the move away from LGB and a Governance restructure (information disseminating from NGA) implemented by September. Key focus will be to continue to focus on core functions and standardise procedures and carry out specific monitoring to set targets and align this within the MAT. This will be linked to specific timescales and specific criteria to monitor via the SDP. Discussion took place on any models that could be followed, eg all Governors looking into each criteria to avoid reliance on one Governor for a specific area, this will help with succession planning and Governor development/sharing and developing skills set. 	<p>Challenge</p> <p>A5 Clerk keep training record</p> <p>A6 ISS staff trained Level 2 CP</p> <p>A7 JF has completed Level 3 refresher</p> <p>A8 List to SB without level 2 CP</p>
Spring 10		
Spring 11	<p>To report on Health & Safety / Accident Reporting</p> <ul style="list-style-type: none"> No H&S incident to report. JM requested more information to be able to comment on trends etc ACTION. <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 Melliush and A Coote 	

<p>Spring 12</p>	<ul style="list-style-type: none"> ● 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>JM provided a report on her meeting on 9th November 2017. Discussion took place about the useful questions asked and how she had cross referenced information from different parties to monitor whether the response was the same. Discussion took place on her findings that parents are faced with barriers to volunteering in school time. SB to look into parent feedback regarding helping in school ACTION. LS was thanked for her informative monitoring report.</p> <p>Report on Trustees/Governor Expenses JP and MR receipt of expenses to attend training in London. JP receipt of expenses for Liskeard training.</p> <p>AOB Add to agenda – is Ethos being maintained on the Agenda?</p> <p>Date of next Meeting: Wednesday 25th April 2018, 5.30pm</p>	<p><i>A9 Clerk SM detail reporting info</i></p> <p><i>A10 Parent feedback</i></p>

Actions:

- Action 1** KM to investigate publishing attendance figures on website.
- Action 2** SB to invite Reuben to present H2H programme at next meeting.
- Action 3** SM to prepare reduced timetable report.
- Action 4** Clerk to look to Charity Commission for guidance on GDPR impact on OSF database.
- Action 5** Clerk to maintain Governor Training record.
- Action 6** ISS staff to complete Level 2 CP training.
- Action 7** Clerk to update training record.
- Action 8** SB to have list of staff not level 2 CP trained.
- Action 9** SM & Clerk prepare more detail on H&S and Accident report.
- Action 10** SB to consider parent feedback to investigate barriers to volunteering.



Signed

Date 25th April 2018

