

**Minutes of the Meeting for the Local Governing Body Meeting on
Wednesday 8th November 2017
Meeting at 5.30pm in the Conference Room**

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

In attendance: Faye Steele (Clerk)

Autumn 01	<p>To receive and sanction any apologies for absence Apologies were received for Jo Florence - apologies were sanctioned by the LGB.</p>	Action/Update Sanctioned
Autumn 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"> JM declared that she has been appointed as Vice Chair for Mayfield School. Annual declarations were circulated and completed by all Governors. 	Declared
Autumn 03	<p>To receive agree and sanction Minutes of the Meeting for the last LGB Meeting The Minutes of the meeting on 12th July 2017 were agreed as being a true record by the LGB & signed by the Chair.</p>	Agreed
Autumn 04	<p>To discuss any Matters Arising from the LGB Meeting</p> <ul style="list-style-type: none"> It was recorded that CK had resigned as Parent Governor. All the actions from the previous minutes have been completed. 	CK resigned
Autumn 05	<p>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.</p> <p><u>Attendance</u></p> <ul style="list-style-type: none"> SB explained how KM is working with families and using various incentives to improve attendance. SB reported on the impact of PCSA having 2 weeks off in October and how that impacted on Oldway attendance . The majority of parents try to stick to Oldway holidays and there haven't been any fines for this academic year so far. <p><u>Admissions</u></p> <ul style="list-style-type: none"> SB explained the pupil numbers have increased to 32 in Year 5. There has been a successful admissions appeal in Reception. There have been 13 new admissions and left pupils have left. Admissions Policy has been circulated and on view via the website, this is currently out to consultation. <p><u>Staffing</u></p> <ul style="list-style-type: none"> SB provided a verbal update of the staff restructure, discussing the impact on standards, how this will be monitored and what actions can be taken (via unforeseen additional funding) if the standards are not maintained due to less 	

	<p>support staff.</p> <ul style="list-style-type: none"> JW and JP gave a verbal report of the Learning Walk they attended. They discussed the positive experience and enthusiasm of all the new staff. <p><u>Leadership & Management</u></p> <ul style="list-style-type: none"> SB explained how the Year leaders are developing standards across the whole year. SB explained how the Trust SLT are working across the whole Trust and doing a phenomenal job providing support for teachers. JW questioned the appraisal process, questioning if the Pay Committee look at a sample of the recommendations. SB gave an overview of the process. <p><u>Pupil Premium</u></p> <ul style="list-style-type: none"> PP Attainment and progress is still a priority. PP Attainment is just above the national average at Oldway, but still remains a priority. Progress meetings continue with each teacher to drive this. <p><u>Personal Development & Welfare</u></p> <ul style="list-style-type: none"> There has been one fixed term exclusion. SB provided the LGB with the support that is being offered. One pupil has joined Oldway on a managed move. <p><u>Teaching School</u></p> <ul style="list-style-type: none"> SB provided an update on SSIF bid. The Governors were invited to the TTSA Conference on 24th May 2018, Sir Robert Winston is guest speaker. SB reported that Karen Gannon has resigned. <p><u>Liaison with Parents /Community</u></p> <ul style="list-style-type: none"> SB provided an update on the voluntary work of OSF. Dartmoor Christmas Trees supported a Halloween themed disco, with the introduction of Year 1 and 2 attending. SB reported that he had received one complaint and that he has responded to the complaint in writing. The positive Year 1 & 2 Insite was discussed. <p><u>Finance</u></p> <ul style="list-style-type: none"> SB updated the LGB on a Condition Improvement Fund bid for building work on KS1. SB reported his plans for extending the playground via funding from OSF. Quotes are being sought. 	<p><i>Question</i></p> <p><i>Conference Invite</i></p> <p><i>Voted JP Chair</i></p> <p><i>A1 Vice Chair nomination</i></p> <p><i>Challenge</i></p>
Autumn 06	<p>Elect Chair and Vice Chair</p> <p>JM nominated Jamie Parffrey for Chair, AC seconded the nomination. JP left the room and a vote was taken by show of hands. The result was unanimous in favour of JP to continue as Chair.</p>	
Autumn 07	<p>No nominations were received for Vice Chair. The current Vice Chair will be given the opportunity to nominate at the next meeting. ACTION.</p> <p>Agree to adhere to the Terms of Reference for the LGB</p> <p>All agreed.</p>	
Autumn 08	<p>Agree to adhere to the Code of Conduct for the LGB</p> <p>JW made reference to bullet point 2 under commitment "including service on committees or working groups". JP reiterated that Governors all agreed to actively put time in as and when they can.</p>	

Autumn 09	<p>Agree to adhere to the tasks delegated in the Scheme of Delegation to the LGB by the Trustees</p> <p>The Trustees are currently reviewing the Scheme of Delegation in order to provide a clearer structure. Once completed to circulate. ACTION.</p>	<i>A2 circulate Scheme of Delegation</i>
Autumn 10	<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"> • SM reported that there has been lots of activity surrounding Safeguarding work. • SM provided a background on TESS (Torbay Educational Safeguarding Service). 	
Autumn 11	<p>To receive the English & Maths Monitoring Reports</p> <p>The Chair thanked DW and ZM for their detailed reports.</p> <ul style="list-style-type: none"> • A discussion took place about pre teaching methods used since last September and the impact when used as an intervention strategy. SM confirmed it is monitored weekly. • GLD is Good Level of Development. • FSM is Free School Meals. • Ever 6 is when pupils have been in receipt of free schools meals continue to qualify for the grant for 6 years. • SB confirmed that with the new ASP (updated Raise online) it will be much easier to analyse school performance. • SB confirmed that as a school Oldway sets very ambitious targets because as an Outstanding school it is important to aim for aspirational targets. • JW questioned whether this approach was fair on the children, and the potential impact of confidence as a result of high targets? SB confirmed that the targets are not communicated to the pupils but only to the teachers and as a measure to ensure everyone is working to their 'best'. 	<p><i>Question</i></p> <p><i>Question</i></p> <p><i>Question</i></p>
Autumn 12	<p>To receive an update on the Strategic Board/Teaching School</p> <p>Included in the HT report.</p>	
Autumn 13	<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 by Easter. • Clerk to circulate Trustee Meeting Summary sheet. ACTION. 	<i>A3 Trustee Mtg Summary</i>
Autumn 14	<p>To report on Health & Safety / Accident Reporting</p> <ul style="list-style-type: none"> • No H&S incident to report. • JW asked for a legend to be included in the bottom of the accident report. ACTION. 	<i>A4 add legend</i>
Autumn 15	<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 • 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 verbal report on her meeting with DW on 30th October. JM commented on how enthusiastic DW is and it becomes infectious. DW discussed her Maths priorities with JM and reported on the support with planning for Maths.</p> <p>AC volunteer to be the link Governor for Teaching, Learning and Assessment,</p>	<p><i>Temporary Link Governor</i></p>

<p>Autumn 16</p> <p>Autumn 17</p>	<p>temporarily until another Parent Governor is appointed.</p> <p>Report on Trustees/Governor Expenses No expenses to report.</p> <p>Acknowledge Policies: JW has been reviewing the Statutory Policies, the drafts will now go to Trustees to agree.</p> <p>AOB <u>ASP</u></p> <ul style="list-style-type: none"> • SB explored the ASP data, filters and explanations. SB explained how the data can be interrogated to aid Governors to ask questions on performance. • SB will provide Governors with log in details. ACTION. • SB confirmed he can provide paper copies of data if requested. • Governors will only be able to view anonymised data. <p><u>Parent Governor Vacancy</u></p> <ul style="list-style-type: none"> • Skills audit was circulated to be completed by Governors to highlight skills required by Parent Governor vacancy. ACTION. <p><u>Christmas Dates</u> Wednesday 13th December Christmas Lunch, 12pm – AC to volunteer 4th – 6th December KS1 Christmas Performances, KS1 Hall at 4.15pm Friday 8th December Reception Nativity, 10am & 2pm Wednesday 13th December, Nursery Sing-along, 2pm</p> <p>Date of next Meeting: Tuesday 16th January 2018, 5.30pm - AGM Wednesday 7th February 2018, 5.30pm – LGB</p>	<p><i>A5 ASP Log in</i></p> <p><i>A6 complete skills audit</i></p> <p><i>AC volunteered</i></p>
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Actions:

Action 1 Vice Chair to be nominated at the next meeting.

Action 2 Clerk to circulate Scheme of Delegation once reviewed and updated.

Action 3 Clerk to circulate Trustee Meeting Summary.

Action 4 Clerk to add legend to bottom of Accident Report.

Action 5 SB to circulate ASP Log In for each Governor.

Action 6 Governors to complete Skills Audit and return to Clerk.



Signed

Date 7th February 2018

