

**‘In partnership to provide excellence for all our children’**

**Minutes of the Meeting for the Oldway Local Standards Board on  
Wednesday 17th October 2018  
Meeting at 5.30pm in the Conference Room**

**Present:** Stewart Biddles, Jamie Parffrey, Sam Meyer, Julia Melliush, Amanda Coote, Kerry Hallums

**In attendance:** Faye Steele (Clerk)

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| <b>Autumn 01</b> | <b>Welcome new Governors, Tracey Litt and Kerry Hallums.</b><br>The Chair broke the sad news to the Governors that JF and JW have resigned as Governors. JF has an ever increasing workload and with family commitments and new house project her time was too far stretched.<br>The Chair extending his thanks on behalf of all the governors to JF and JW for all of their hard work and dedication to seeing Oldway through some challenging times.   | <b>Action/Update</b><br><br><i>JF, JW resigned</i> |
| <b>Autumn 02</b> | <b>To receive and sanction any apologies for absence</b><br>Apologies received and sanctioned for Lisa Swinson and Tracey Litt.  | <i>LS, TL apologies Sanctioned</i>                 |
| <b>Autumn 03</b> | <b>To declare and discuss any business interests that may be applicable in accordance with the governors handbook January 2015</b><br><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’ - completed annual declarations</i>   |  |
| <b>Autumn 04</b> | <b>To receive agree and sanction Minutes of the Meeting for the last LSB Meeting</b><br>The Minutes of the meeting on 27th June 2018 were agreed as being a true record by the LSB & signed by the Chair.  |  |
| <b>Autumn 05</b> | <b>To discuss any Matters Arising from the LSB Meeting</b><br><b>Actions:</b><br><b>Action 1</b> SB Year 6 questionnaire on mentoring and partnership working - now with teachers and given to children as they engage in coaching.<br><b>Action 2</b> SB half profit from enterprise week to be used to reward Year 6 and encourage hard work. Agree with Year 6.<br><b>Action 3</b> Clerk to add to agenda - allocate CLA Governor from September 2018 - KH.<br><b>Action 4</b> Clerk to Invite all Governors to Safeguarding training in September.<br><b>Action 5</b> Clerk to contact Inspiring Governors website. - have an info sheet, need to register and then enter a vacancy. |  |
| <b>Autumn 06</b> | <b>Elect Chair and Vice Chair positions for the LSB</b><br><i>Chair is elected for 4 years service.</i>  |  |

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| <p><b>Autumn 07</b></p> | <p><i>Elect Vice Chair - AC put herself forward for Vice Chair position, JM seconded the nomination. AC left the room and a vote was taken resulting in a unanimous 'in favour' of AC as Vice Chair.</i></p> <p><b>Agree to adhere to:</b></p> <ul style="list-style-type: none"> <li>● <b>the Terms of Reference for the LSB</b></li> <li>● All agreed with updated version to align with LSB composition in the Scheme of Delegation.</li> <li>● <b>the Code of Conduct for the LSB.</b></li> <li>● All agreed. JM questioned if LSB composition was listed on website as advised in Code of Conduct FS to check it is up to date for this academic year. <b>ACTION.</b></li> <li>● <b>the Tasks delegated in the Scheme of Delegation to the LSB by the trustees</b></li> <li>● all agreed.</li> </ul>  | <p><i>AC elected as VC</i></p>                     |
| <p><b>Autumn 08</b></p> | <p><b>Update on Monitoring Visit 3rd October 2018</b></p> <p>The Chair thanked SM and FS for preparation for the day.</p> <ul style="list-style-type: none"> <li>● AC commented on how well the day went and how useful it was to understanding the Governors role in relation to the school. She enjoyed being in the classrooms and the opportunity to have lunch with the children. She would like to go to an assembly next time. <b>ACTION.</b></li> <li>● KH commented that, as a new Governor, it gave her excellent insight. It has made it very clear what is expected of her as a Governor, and presented very tangible things to reference.</li> <li>● JM thanked DP involvement and thanked all SLT for the switch in lead.</li> <li>● The Chair commented on how clear it was as a team building exercise and has offered the model to other schools to help revamp their monitoring visits.</li> <li>● The Chair thanked AC for compiling the report.</li> <li>● The Chair asked for the school to communicate to parents that Governors will be at the gates in the morning during a monitoring visit.</li> <li>● SB will be unavailable at the next monitoring visit due to Challenge Partners visit. SM to invite DW and ZM next time.</li> <li>● KH mentioned feedback that pupils were heard saying that their teacher acted differently. Discussion followed.</li> </ul> | <p><i>A1 website</i></p> <p><i>A2 assembly</i></p> |
| <p><b>Autumn 09</b></p> | <p><b>Allocate Governors from September 2018:</b></p> <ul style="list-style-type: none"> <li>● Safeguarding/SEN link Governor - KH</li> <li>● CLA/PP link Governor - JM (TR or LS)</li> <li>● Governor to oversee the Arts - AC</li> </ul> <p>Discussion followed on SLT staff Governor, to include Teaching support staff. Email to go out. <b>ACTION. Update : Laura Hawkins and Susie Woods have been nominated and accepted staff Governor appointments.</b></p>   |  |
| <p><b>Autumn 10</b></p> | <p><b>To discuss any queries that may arise from the Headteacher's report (including staffing updates, Strategic Board &amp; Teaching School)</b></p> <p><u>Pupils</u></p> <ul style="list-style-type: none"> <li>● Even gender split of boys and girls.</li> <li>● 2 x current CLA. 10 children previously CLA so they qualify for PP plus for the rest of their primary and secondary education. Ever6 are children that have previously qualified for free school meals (FSM).</li> <li>● SB reported extra EHCP pending. The Chair asked if we were under national average figure for EHCP's, SB confirmed Torbay is above national average.</li> </ul> <p><u>Attendance</u></p> <ul style="list-style-type: none"> <li>● SB confirmed attendance is currently above the national average of 97.1%</li> <li>● SEN and PPG attendance is lower but up 2% from last report.</li> </ul>   | <p><i>A3 Staff Gov email</i></p>                   |



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|                  | <ul style="list-style-type: none"> <li>• Discussion followed on school subscribing to the membership but not always releasing staff for CPD events.</li> <li>• SM explained Teaching Training with School Direct and the problems encountered with recruitment this year. It was cancelled and then put back on missing some valuable advertising on the main website. Advertising is a priority to aid recruitment as will not continue next year if numbers are too low. SM explained Oldway appoints from the cohort every year. SM justified her high standards and moral stance when interviewing potential trainees.</li> </ul> <p><u>Parents &amp; the Community</u></p> <ul style="list-style-type: none"> <li>• No written complaints</li> <li>• INSITE mornings are underway and good feedback received. AC asked if possible to condense the INSITE with the curriculum meetings for parents to avoid lots of different time needed to be taken off for parents?</li> <li>• Discussion on Ties and uniform followed. SB confirmed he will put this out to parent consultation.</li> <li>• Rotary are liaising with school about donating alternative books to school rather than donating dictionaries to Year 6 leavers, feedback is (as fabulous as they are) they are not suitable for secondary school requirements.</li> </ul> <p><u>Finance &amp; Premises</u></p> <ul style="list-style-type: none"> <li>• The LA are applying for disapplication of the protection around minimum pupil funding, resulting in less additional funding for Oldway 2019/20.</li> <li>• New MIS system has enabled a more proactive approach to finances and parents are paying in advance for clubs, trips etc rather than assisting the build up of debt.</li> </ul> |  |
| <b>Autumn 11</b> | <p><b>To receive update on Safeguarding, CLA, SEND &amp; Pupil Premium</b></p> <p>The Chair thanked SM for preparing a very detailed report.</p>   |  |
| <b>Autumn 12</b> | <p><b>To receive the English &amp; Maths Monitoring Report</b></p> <ul style="list-style-type: none"> <li>• AC commented that it would be good, at the end of the year, to compare the Venn diagrams used to monitor throughout the year.</li> <li>• SM explained that the Governors can email any direct questions they have on the data to her and she will forward them onto the Maths &amp; English Leads.</li> <li>• SM suggested that the Leads present the information next time we have a data drop.</li> </ul>  |  |
| <b>Autumn 13</b> | <p><b>To receive an update from the Trustees &amp; Standards Committee</b></p> <p><i>Agenda item Autumn 13 is recorded in Part 2 confidential minutes.</i></p>   |  |
| <b>Autumn 14</b> | <p><b>To report on Health &amp; Safety/ Accident reporting</b></p> <ul style="list-style-type: none"> <li>• Discussion on increase in number of accidents in September 2018 - SB to investigate accidents in Foundation stage now Nursery &amp; Reception are out together. <b>ACTION.</b></li> </ul>  | <i>Part 2 minutes</i>  |
| <b>Autumn 15</b> | <p><b>Report on Trustee/Governor Expenses</b></p> <p>No expenses to report.</p>  |  |
| <b>Autumn 16</b> | <p><b>Acknowledge Policy updates</b></p> <p>KCSIE - copies for all - Sign to acknowledge read next meeting. <b>ACTION.</b></p> <p>SEND Policy and Local Offer - JM <b>questioned</b> why Local Offer has no reference to Intimate Care Policy? SM confirmed if all agreed it is needed, it is just accepted that if intimate care is needed it will be provided. JM also asked for Team Teach training to be listed in Local Offer in line with Restraint Policy. SM to update accordingly. <b>ACTION.</b></p> <p>Discussion followed on accessibility and the pool. It was agreed that would be added too.</p> <p>Anti-Bullying Policy updated</p>  | <p><i>A4 separate accident</i></p> <p><i>A5 KCSIE sign</i></p> |

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| <p><b>Autumn 17</b></p> | <p><b>Is our Ethos being maintained?</b><br/>Reflecting on monitoring visit all agreed that Oldway is still definitely operating as Oldway. It was discussed that next year the Governors will compare the values in each of the schools in the Trust to see the different ways in which they operate the school</p> <p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• KH to be invited to Safeguarding training on 29th November 2018. <b>ACTION.</b></li> <li>• Website photos and bios was agreed, also to provide lanyards with swipes. <b>ACTION.</b></li> <li>• KH asked in the interest of balance if the emails could be limited to 1 per day. Discussion followed and an explanation of communication that is needed cannot be generic and in 1 email, e.g different year groups and classes need different information.</li> <li>• Safeguarding follow up was requested? SM confirmed that the purple form will be the responsibility of SM and the information is circulated on a need to know basis, but reassured the Governors that each concern is dealt with thoroughly.</li> </ul> <p><b>Date of next Meeting:</b><br/>Challenge training for all RET Governors Wednesday 7th November 2018, 6pm<br/>ASP Data update (old RAISE online) Thursday 24th January at 9.00am at Oldway<br/>AGM, Monday 14th January 2019, 5.30 - 6.30pm at Oldway<br/>LSB Wednesday 6th March 2019, 5.30pm at Oldway</p> <p><b>Standards Monitoring Visit Date:</b><br/>Wednesday 6th February, 9.00am - 12.30 at Oldway</p> | <p><b>Question</b></p> <p><b>A6 Intimate Care Policy</b></p> <p><b>A7 training</b></p> <p><b>A8 Photos</b></p> |
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**Actions:**

**Action 1** Clerk to update LSB composition on RET website.

**Action 2** MV to include assembly 6th February.

**Action 3** SM to email out to all staff for new Staff Governor recruitment.

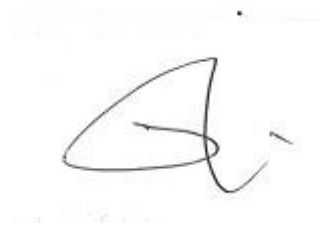
**Action 4** SB to consider separating accident reporting by KS, identify any trends.

**Action 5** Sign to acknowledge read KCSIE part 1 next meeting.

**Action 6** SM to provide Intimate Care Policy and update Local Offer accordingly.

**Action 7** KH invite to Safeguarding Training 29th November at 1.30pm.

**Action 8** Governors to email in photos and short bio for the website.



**Signed**

**Date** 6<sup>th</sup> March 2019

