

‘Inspiring the individuals of today, for a better society tomorrow’

**Minutes of the Meeting for the Oldway Local Standards Board on
Wednesday 18th September 2019
Meeting at 5.30pm in the Conference Room**

Present: Jamie Parffrey, Lisa Swinson, Susie Woods, Sam Meyer (HoS), Tanith Byles

In attendance: Faye Steele (Clerk), Kayleigh Hines

Autumn 01	Welcome new Parent Governor Tanith Byles and new Head of School Sam Meyer. Chair updated recommendation has gone to Trustees for new governor appointments for Rupert Davies and Kayleigh Hines.	Chair
Autumn 02	To receive and sanction any apologies for absence Apologies received and sanctioned for Laura Bateman, Kerry Hallums and Amanda Coote.	Sanctioned LB, KH, AC
Autumn 03	To declare and discuss any business interests that may be applicable in accordance with the governors handbook March 2019 <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> No interests declared.	minutes agreed
Autumn 04	To receive and agree the Minutes of the Meeting for the 6th March 2019 LSB Meeting Minutes agreed and signed as a true record of the meeting.	
Autumn 05	To discuss any Matters Arising from the LSB Meeting on 6th March 2019 Actions: Action 1 SM include assembly in next MV – completed. Action 2 SB consider splitting Accident report in to Key Stages to identify trends – SM to include into HT report. Action 3 SM share updated Intimate Care Policy – on website. Action 4 Governors to send in photo short bio for website - completed. Action 5 DW make mental health explicit in curriculum – completed. Action 6 Write up MV report at the end of the visit – completed. Action 7 SM to arrange next MV to start at 11.30 and include lunch in the hall - completed. Action 8 SB split attendance figures to identify medical absence – SM is trying to find a solution to summarise this information. Explained Venn diagram and the difficulty in extracting this information. Attendance should be 96%. Action 9 Attendance visual on outside screen – completed.	

	<p>Action 10 SM share Safeguarding audit report at next meeting – completed.</p> <p>Action 11 Clerk arrange TL Level 2 Safeguarding training. Level 2 Safeguarding Friday 1st November 9am - 12 OR 1 pm - 4pm times. ACTION invite.</p> <p>Action 12 SB arrange case studies showing progress – roll over (Pupil Premium funding spend and impact to child). School receives £1400 extra funding for Pupil Premium child. Precise spending reporting e.g residential, guitar tuition. Pupil premium statement on website.</p> <p>Action 13 SM arrange Intervention folder viewing before MV – ongoing on MV.</p> <p>Action 14 SB to invite TL to results day, 9th July – not applicable.</p>	A1 training invite	
Autumn 06	<p>Elect Chair and Vice Chair</p> <p>JP left the room, SW proposed JP for Chair and TB seconded – agreed. JP elected as Chair for 1 year.</p> <p>Elect VC next meeting due to absence of Governors. ACTION.</p>	Chair elected A2 Elect VC	
Autumn 07	<p>Agree to adhere to:</p> <ul style="list-style-type: none"> the Terms of Reference for the LSB – agreed. the Code of Conduct for the LSB – agreed. the Tasks delegated in the Scheme of Delegation to the LSB by the trustees – to be agreed at next meeting. ACTION. 	ToR, Code agreed	
Autumn 08	<p>Update on Monitoring Visit 15th May 2019</p> <ul style="list-style-type: none"> JP summarised the visit, explaining areas of focus identified by the School Development Plan. Main area of monitoring was support and intervention for children in receipt of PPG (Pupil Premium Grant) and progress across KS2. SM drew attention to 'section 3 - impact on governance', explaining this is the evidence that governors are governing the school effectively. 	A3 Scheme of delegation	
Autumn 09	<p>To discuss any queries that may arise from the Head of School's report</p> <ul style="list-style-type: none"> SM introduced her new format report, the headings are statutory links to what governors should know. SM drew attention to SEN audit by Torbay SEN Team and Safeguarding Audit from Torbay Safeguarding Children Board (TSCB). SM highlighted that these should provide assurance that external report checks are evidencing the school is doing what is required and doing it very well. <p><u>Pupil Numbers & Admissions</u></p> <ul style="list-style-type: none"> 2 children down in reception (3 didn't start at the beginning of term). 22 children with an EHCP (Educational Health Care Plan) and 4 more EHCP agreed. SM recognised Oldway has a higher number of children with EHCP compared with national figures. EHCP attracts extra funding but does not cover the extra support required to meet that child's needs. <p><u>Staffing</u></p> <ul style="list-style-type: none"> New teachers have started. Higher level of support staff due to increase in pupils with EHCP. Debbie Jackson has returned to Oldway after 1-year sabbatical in Albania, returning to assistant head role. 2 teachers on maternity leave. Staff appraisals. Targets set linked to the School Development Plan. SM reiterated there is no spare cover for staffing. SM explained how this is linked to Oldway receiving the least funding per pupil in the bay. Explanation of funding per pupil. This is at a time when a reduction in support services is in effect and as a consequence staff are having to do a lot more pastoral and family support as well as signposting to other agencies. 		

	<p><u>Attendance</u></p> <ul style="list-style-type: none"> • Attendance is in decline year on year, the challenge is a sliding problem. • Work with Reception children to focus on establishing good routines. • Holidays – now parents are given a meeting with SM to look at attendance and discuss the implications. The next stage is a potential fine. • SM explained buying in an Attendance Officer in the summer term 2019. Some parents (persistent absenteeism) are responding to the support of the Attendance Officer. • SM reported 1 x education supervision order, going to court shortly on the advice of the Attendance Officer. • 2 x children are operating on a part-time time table, due to medical needs. <p><u>Teaching, Learning & Assessment</u></p> <ul style="list-style-type: none"> • SM reported the attainment data at end of July was solid. This may trigger an inspection, Ofsted can re inspect 10% of outstanding schools. SM welcomes a re-inspection as a chance to show what Oldway does well. • Discussion took place about the insight into what governors will be asked during an inspection. • SM explained the decision not to offer staggered start in Reception, reporting routines have already been established and the children have transitioned very well. • SM invited governors to attend Challenge Partners Review on 12th and 13th November 2019. ACTION. <p><u>Leadership & Management</u></p> <ul style="list-style-type: none"> • Acknowledgement that Governance is part of Ofsted framework. New structure with SM in place. SM reassured governors that Trust SLT meet fortnightly to share best practice and look at consistency. SM feels very well supported. • SM provided update on new Ofsted framework. <p><u>Personal Development, Behaviour & Welfare, inc Safeguarding</u></p> <ul style="list-style-type: none"> • Safeguarding training was provided on non- pupil day, SM and KM attended Level 3 safeguarding refresher today. • SM introducing Torbay Civic Award for Year 6 pupils. • Applications for head boy and girl have been submitted, with deputies. SM will be introducing a team of year 6 ambassadors. • 2 x children last year had a high number of fixed term exclusions. This is linked to the School Development Plan target to reduce this number. Fixed term exclusions are last resort if the children are being unsafe, violent or harmful to staff and other children. The children have a high level of complex need. One is now at Chestnut Centre. <p><u>Inclusion, inc SEND, Pupil Premium</u></p> <ul style="list-style-type: none"> • High number of children with an EHCP. • Dee Passenger is now SENDCo 3 x days per week. SM explained Team of Tash Rose, Kate Mullen and Dee Passenger and they choose the appropriate member of staff to lead with that child/family. Fully support each other. • TT holiday club during the summer via Sanctuary Housing. Vulnerable parents and families were invited to attend school site and join in on activities such as cooking. Discussion followed about offering something similar next year on a minimum budget. • SEN audit commissioned by Torbay SEN team – good document to see what we do and external verification for governors of Oldway's practice and provision. 	<p>A4 Clerk to send invite</p>
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	<p>research suggests the best results are from sticking to a robust programme religiously.</p> <ul style="list-style-type: none"> • Priorities on lower school are fluency of handwriting. Talk for Writing was introduced last year - language based, vocab rich writing. Need to embed that across the school and continue – ZM delivered training session for new teachers last week. • Phonics is a focus, grammar in year 2 – e.g. underline the connective or ring the noun. The importance of understanding what a noun is they can choose which one to use. Explicit about 'ok verb but what other verb can I use'. • Small gains – teachers writing feedback and praise in the same set up as the children's writing, in line. • SLT monitoring this via book look and give feedback to staff. 3 x English leads in trust get together and look at expectations and moderate work. 	
Autumn 11	<p>To receive an update from the Trustees & Standards Committee JP talked through the summary sheet. To get focus from CH ACTION.</p>	A10 MV focus
Autumn 12	Report on Trustee/Governor Expenses – ACTION	A11 circulate policy
Autumn 13	<p>Acknowledge Policy updates – No updates, due next meeting New statutory guidance KCSIE 2019 – governors must read and sign understanding, ACTION.</p>	A12 circulate KCSIE and signature list
Autumn 14	<p>AOB Macmillan coffee morning invite - Friday 27th between 10 and 12 pm. Complete annual declarations</p> <p>Date of next Meeting: Provisional 4th December 5.30pm at Oldway Cancel October meeting</p> <p>Standards Monitoring Visit Date: Provisional 11th October 8.30/9.00am – 12.00pm at Oldway</p>	

Actions:

Action 1 Clerk to invite governors to next Safeguarding training on 1st November 9am or 1pm.

Action 2 Elect Vice Chair at next meeting.

Action 3 Clerk to bring Scheme of Delegation to net meeting.

Action 4 Clerk to invite governors to Challenge Partner review, 12th & 13th November 2019.

Action 5 Clerk to invite LT to December meeting.

Action 6 Clerk to create Induction programme for new governors.

Action 7 Governors to email Sam if they want to pop into school.

Action 8 Clerk to create doodle poll re MV 11th October.

Action 9 Clerk to send invite to LSB meeting 4th December 2019 at 5.30pm.

Action 10 Clerk to ask MV focus from Standards Committee.

Action 11 Clerk to circulate expenses policy.

Action 12 Clerk to circulate KCSIE 2019 and signatures list.

Signed :



Date: 18th September 2019