

## 'Inspiring the individuals of today, for a better society tomorrow'

# Minutes of the Meeting for the Oldway Local Standards Board on Wednesday 18<sup>th</sup> 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
/tataiiii 01	Chair updated recommendation has gone to Trustees for new governor	
	appointments for Rupert Davies and Kayleigh Hines.	
	appending to trape to a trape to	
Autumn 02	To receive and sanction any apologies for absence	
	Apologies received and sanctioned for Laura Bateman, Kerry Hallums and Amanda	Sanctioned LB,
	Coote.	KH, AC
Autumn 03	To declare and discuss any business interests that may be applicable in	
	accordance with the governors handbook March 2019	
	'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'.	
	No interests declared.	
A	To wassing and agree the Minutes of the Masting for the City Masuel 2010 LCD	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	
	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	
71000	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 -	
	competed.	
	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.	

**Action 10** SM share Safeguarding audit report at next meeting – **completed.** 

Action 11 Clerk arrange TL Level 2 Safeguarding training. Level 2 Safeguarding

Friday 1st November 9am - 12 OR 1 pm - 4pm times. ACTION invite.

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.

Action 13 SM arrange Intervention folder viewing before MV - ongoing on MV. **Action 14** SB to invite TL to results day, 9<sup>th</sup> July – **not applicable**.

#### Autumn 06 **Elect Chair and Vice Chair**

JP left the room, SW proposed JP for Chair and TB seconded – agreed. JP elected as Chair for 1 year.

Elect VC next meeting due to absence of Governors. **ACTION.** 

#### Autumn 07 Agree to adhere to:

- 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.

#### Update on Monitoring Visit 15th May 2019 Autumn 08

- 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.

#### Autumn 09 To discuss any queries that may arise from the Head of School's report

- 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.

#### **Pupil Numbers & Admissions**

2 children down in reception (3 didn't 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 childs' needs.

## Staffing

- 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.

A1 training invite

Chair elected A2 Elect VC

ToR, Code agreed

A3 Scheme of delegation

#### Attendance

- 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.

#### Teaching, Learning & Assessment

- 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 12<sup>th</sup> and 13<sup>th</sup> November 2019. **ACTION.**

#### Leadership & Management

- 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.

#### Personal Development, Behaviour & Welfare, inc Safeguarding

- 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.

#### Inclusion, inc SEND, Pupil Premium

- 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.

A4 Clerk to send invite

#### Teaching school

Governors are responsible for Torbay Teaching School Alliance (TTSA).
 TTSA provides CPD package for all schools in Torbay. 21 of 46 schools have taken membership this year. Lisa Toms, Director of Teaching School, to come to next meeting. ACTION.

A5 invite LT

#### Health & Safety, Accident Reporting

 SM provided a breakdown accident report. There were 897 incidents last year, majority were linked to collisions, not linked with play equipment.
 Year 1 &2 had 36 incidents and KS2 had 45. This suggests that accidents happen, children will fall and get hurt but there is not an H&S issue with school.

#### Vision, Values & Ethos

• RESPECT is the value for this half term.

#### Parents & Community

- The booking system for breakfast and afterschool clubs has changed. The previous system would not allow to cap the numbers, so the office have moved back to a slip approach. Unfortunately, some parents have missed out on places, but staff have tried to accommodate, where possible.
- New parenting programme, as a result of services in Torbay being withdrawn (9/10 families have been invited to attend).
- No formal complaints the chair explained the complaints process.

#### Finance & Premises

- A 2.75% pay increase has been proposed. Teachers have had a pay freeze for many years.
- Oldway budget is on track.
- Office space has been adapted to accommodate Trust staff.
- Music room is on track with developments and being utilised.

#### Actions for LSB

- Induction programme for new governors, ACTION.
- All governors have received the diary dates, SM invited governors to pop in to raise governor profile, please email SM, **ACTION**.
- Discussion on Monitoring Visit date, (SM unavailable on planned date) agreed 11<sup>th</sup> October 8.30/9.00 – 12.00 ACTION.
- 4th December next LSB meeting, 5.30pm in CEO room. ACTION.

A6 Induction

A7 Email SM to pop in

A8 doodle poll A9 invite

#### Autumn 10

## To receive the English & Maths Monitoring Reports

## Maths

- Closing the gap between disadvantaged and non-disadvantaged continues to be part of Scholl Development Plan.
- Target is to increase opportunities to explain and reason in KS1.
- SM reported a challenging cohort in EYFS (Early Years Foundation Stage),
  with a high percentage of EHCP and complex needs. The positive is that
  attainment is still in line with the year before, that is down to the support
  and intervention work. The youngest children on Pupil Premium grant are
  not meeting the higher level standard, it will take time to close that gap.
- Key issues come from the data and inform SDP.
- Governors should be aware of the trends and how this links to SDP.
- SM explained pupil progress meeting for each child, it's the biggest change in the last 4 years. Cross ref with additional support and extra money.

## **English**

 Results from school phonics went down – linked to 5 EHCP children, language needs at that age. SM will report back on a visit to a school with 100% phonics results. Phonics was the focus of staff meeting tonight,

research suggests the best results are from sticking to a robust programme religiously. 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 To receive an update from the Trustees & Standards Committee JP talked through the summary sheet. To get focus from CH ACTION. A10 MV focus Autumn 12 Report on Trustee/Governor Expenses – ACTION A11 circulate policy Autumn 13 Acknowledge Policy updates – No updates, due next meeting New statutory guidance KCSIE 2019 – governors must read and sign understanding, ACTION. A12 circulate KCSIE and Autumn 14 **AOB** signature list Macmillan coffee morning invite - Friday 27<sup>th</sup> between 10 and 12 pm. Complete annual declarations **Date of next Meeting:** Provisional 4<sup>th</sup> December 5.30pm at Oldway **Cancel October meeting Standards Monitoring Visit Date:** Provisional 11<sup>th</sup> October 8.30/9.00am – 12.00pm at Oldway

#### **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, 12<sup>th</sup> & 13<sup>th</sup> 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 11<sup>th</sup> October.
- **Action 9** Clerk to send invite to LSB meeting 4<sup>th</sup> 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: 18<sup>th</sup> September 2019