

'In Partnership to provide excellence for all our children'

**Minutes of the Meeting for the Oldway Local Standards Board on
Wednesday 27th June 2018
Meeting at 5.30pm in the Conference Room**

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

In attendance: Faye Steele (Clerk)

[illegible]

Summer 2 05	<p>Action 7 Clerk check LGB composition and report back on current vacancies, discussion on co-opting Governors based on the skills set needed by the Board. Advert went out 22nd June 2018.</p> <p>Action 8 SB to circulate Challenge Partner's report - circulated. Discussion on what went well and what we could do better. Completed by SLE's (Specialist Leaders in Education) from other Schools in other areas. Area to improve was tracking improvement in whole cohort e.g Year 3. Each individual pupil is tracked and outstanding in this area but will be working across the Trust on tracking cohorts as well as we do individuals. JM questioned if the happiness of the pupils is tracked? JM gave an example of where a classroom strategy was making a child unhappy. SB replied that the teachers would be relying on children to express their unhappiness in these situations. Teachers track the academic ability, wellbeing is constantly monitored but not tracked. JM requested that teachers check if partnership working is working with all children in the class. SB to circulate a Year 6 questionnaire on mentoring. ACTION.</p> <p>Previous action - Governors area on website live and all received login information, this will now be a central storage for Governor meeting information - all governors have been sent a link to access a sign in.</p>	Completed
		Completed
		Completed
		Question
		A1 SB - Yr6 Questionnaire on mentoring
	<p>To discuss any queries that may arise from the Headteacher's report (including staffing updates)</p> <p>The Chair thanked Stewart for a comprehensive Headteacher's report.</p> <p><u>Attendance</u></p> <ul style="list-style-type: none"> Attendance remains above national average at 96.2%. PPG attendance is up from 94.66% to 94.88%. Holiday requests continue and regularly declined. No fines this academic year. <p><u>Admissions</u></p> <ul style="list-style-type: none"> SB reported that Nursery and Reception welcome meetings for new parents were positive. Reception meetings were less well attended. Oldway has been asked to take an extra 3 children in Reception. There are a total of 7 children in the bay without school allocations. There are going to be 4 appeals for Reception starters. <p><u>Staffing</u></p> <ul style="list-style-type: none"> Recent appointments SG will be moving from Year 1 into Year 5 and MH will be moving from Year 5 into Year 1. NQTs will pass their probationary year. DJ is excited about preparing for her sabbatical next year. DJ would like to express her thanks to the Governors for allowing the secondment, she has full support of SLT. She is hoping to build international links. GE has been appointed as Receptionist and settling into the role very well. LA has been appointed to cover TS maternity leave. Trustees have agreed to an additional TA in Year 6 (mornings) so that each class has a TA every morning. This decision was aided by the Trust having a surplus on the budget this year. <p><u>Leadership & Management</u></p> <ul style="list-style-type: none"> JM fed back on the TTSA Conference, commenting that it was 'amazing and left feeling like I could change the world!'. SM agreed it was very inspiring. LT did a great job organising Professor Lord Robert Winston and Helen Richardson-Walsh (Team GB Hockey Olympic Gold Medal winner) as key speakers. There is a new and safer sign in system being installed, this will also be installed at Roselands and Shipway. JM questioned the cost of labels? Estimated cost of 	Completed

	<p><u>Teaching School</u></p> <ul style="list-style-type: none"> Teaching School offer has gone out for next year, a few schools are not joining again due to funding issues. JP questioned what we are doing to assist schools with funding issues? SB confirmed we can offer a small school discount for the membership. JM questioned if it was just Torbay? SB confirmed schools outside of Torbay can and do become members, Newton Abbot, Shaldon, Teignmouth. Debra Wring is our new School Development Partner. <p><u>Liaison with Parents /Community</u></p> <ul style="list-style-type: none"> OSF raised £3600 through the summer fair. OSF are recruiting a new committee for September 2018. Zero written complaints received. Discussion took place on summer uniform, SB will consult with parents in the autumn term. Fans have been offered to all classes. SB confirmed there will not be a cultural arts week this year. To protect the Ethos, planning and support will be focused on a Trust wide celebration of culture next year. <p><u>Finance</u></p> <ul style="list-style-type: none"> SB reported an underspend this year. Schools within the Trust will self insure against staff absence in a bid to save money on insurance. New pay award 3 - 3.5%. Reduction in DSG (Dedicated Schools Grant) from 2020 of up to 3%. New user friendly MIS system to be installed at the end of the summer, making payments and monitoring easier and more efficient. Steve at Roselands gained electrical qualification and the Trust can utilise his skills and save money. 	<p>A2 SB reward Yr 6</p> <p>Question</p> <p>Question</p>
<p>Summer 2 06</p> <p>Summer 2 07</p>	<p>To receive update on Safeguarding, CLA, SEND & Pupil Premium</p> <p>The Chair thanked SM for her very thorough and detailed report.</p> <ul style="list-style-type: none"> Currently 2 x CLA. 10 pupils have previously been CLA and they continue to have a level of need and will continue to be monitored (updated Keeping Children Safe in education 2018). NR (SEN Teacher) new designated Teacher for CLA, attended Level 3 Safeguarding training. JC (Office Manager) also Level 3 Safeguarding trained as she can be first point of contact. Need CLA Governor from September. ACTION. 20 pupils with EHCP next year, higher level of need. This is 2.3% and national figure is 2.8%. This year SM managed to secure an EHCP for 15 pupils. 1 of the 2 pupils on part time timetable is now full time. Whole school safeguarding updated training in September - all Governors will be invited. ACTION. SM reported that lots of time is being used supporting the mental health of parents to help the support their children's' needs. KM has started family food sessions. SM reported low incidents of bullying and not related or repeated incidents. JP questioned how the reduction in FSM will affect the finances? SB confirmed there will be more funding for FSM next year. <p>To receive an update from the Trustees</p> <ul style="list-style-type: none"> All on track for Shipway to join the Trust on 1st September, there is a small amount of due diligence ongoing. 	<p>Keeping Children Safe in Education policy update - Sept 18</p> <p>A3 CLA Governor in Sept</p>

Summer 2 08	<ul style="list-style-type: none"> Budget for the Trust was set. The restructure has left the Trust with a surplus, so Trustees are looking the Asset Management and Risk Register to prioritise essential spending. <p>To report on Health & Safety/ Accident reporting</p> <ul style="list-style-type: none"> SM clarified why some months result in very low numbers reported, e.g only 2 weeks of April is spent in school. Area of the equipment is sealed off due to essential maintenance required. 	A4 Safeguarding invite.
Summer 2 09	<p>Update on monitoring roles and responsibilities in the following areas from the SDP:</p> <p>Outcomes for Pupils – J Melluish and Amanda Coote</p> <p>Teaching, Learning and Assessment – Amanda Coote (temporary)</p> <ul style="list-style-type: none"> AC came into school and met with DW. See report attached. AC is booked to come back into school 10th July to discuss results with DW. 	Question
Summer 2 10	<p>Report on Trustee/Governor Expenses</p> <p>No expenses to report.</p>	
Summer 2 11	<p>Is our Ethos being maintained?</p> <p>SM attended the SENDCO conference and it was highlighted that some schools have been suggesting other schools to parents of children with SEN. SM confirmed that Olway will talk to any parent and discuss the various options of support that Oldway can provide for any/every child regardless of their level need, reiterating the importance of inclusive community and ‘whatever the need we will work it out’.</p>	
Summer 2 12	<p>AOB</p> <p>Oldway Local Standards Board</p> <ul style="list-style-type: none"> Discussion took place on the LSB launch meeting. JP commented that it was not well attended by Oldway LGB and moving forward would like to support Governance Team at Oldway and enable each Governor to feel supported and able to support each other. As a result, training in ‘how to challenge’ and ‘Ofsted questions’ - 2 hour session on Wednesday 7th November from 6pm at Shiphay Learning Academy, Torquay. 3 x CoG met to discuss and align Governance support across the Trust. 3 x dates were set during 2018/19 academic year and all agreed. A room will be booked all day for Governors to use, the first visit will be half day morning session, starting with opportunity to talk to parents in the playground, in pairs observing and monitoring focus area, lunch with the children. A room will be booked for discussion and challenge time. This time will be used to support each other and the monitoring visit. Notes will be used to evidence the visits and the questions raised as a group will be all compiled to produce a report to go to trustees. SM commented on research that observing something with someone else is a powerful tool in professional development as is the discussion it creates after the observation. This outlined structure will provide continuity across the 3 school and enable important information to be fed back to the Trustees. SB suggested 1 x visit per term plus the 5 meetings per year. SM reiterated the importance of safeguarding and all Governors having a deeper knowledge and understanding of their responsibilities. Discussion took place on a Governor drop in session whereby parents could come in and talk to Governors about their roles and what they do. <p style="text-align: center;">Wednesday 3rd October 2018 Wednesday 6th February 2019</p>	<p>visit report circulated</p> <p>Proposal sheet attached</p> <p>Training 7th Nov 2018 from 6pm</p>

	<p style="text-align: center;">Wednesday 15th May 2019</p> <p>Governor Recruitment/Succession Planning Discussion took place about co opting Governors based on skills set needed by the LSB. SM and JM suggested contacting Inspiring Governance group website. ACTION.</p> <p>Date of next Meeting: Wednesday 7th November, 6pm, training at Shiphay Learning Academy, Torquay</p> <p>Clerk to propose Annual work cycle including meeting dates to Trustees 17th July 2018</p>	<p><i>2018/19 visit dates agreed</i></p> <p><i>A5 Inspiring Governors website</i></p>
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Actions:

Action 1 SB Year 6 questionnaire on mentoring and partnership working.

Action 2 SB half profit from enterprise week to be used to reward Year 6 and encourage hard work. Agree with Year 6.

Action 3 Clerk to add to agenda - allocate CLA Governor from September 2018.

Action 4 Clerk to Invite all Governors to Safeguarding training in September.

Action 5 Clerk to contact Inspiring Governors website.



Signed

Date 27th October 2018