

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

**Minutes for the Oldway Local Standards Board Meeting on Wednesday 4th December 2019
Meeting held in the Conference Room at 5.30 p.m**

Present: Jamie Parffrey (Chair), Sam Meyer (HoS), Susie Woods, Tanith Byles, Kayleigh Hines, Maria Bailey

In attendance: Faye Steele (Clerk), Stewart Biddles (CEO), Louise Silvey

Autumn 02 01	Welcome new Parent Governors RD, MB, KHines MB intro/bio: grief recovery specialist. KHines intro/bio: social work hospice. SB (CEO) intro to all – collaboration between all 3 schools. LS intro: Clerk for Shiphay	Chair
Autumn 02 02	To receive and sanction any apologies for absence Apologies received and sanctioned for RD, LB, AC, LS	clerk
Autumn 02 03	Stewart Biddles - Lisa Toms presentation, Torbay Teaching School Alliance <ul style="list-style-type: none"> Torbay Teaching School Alliance (TTSA) governance is part of Oldway. Lisa Toms is the Director of Teaching School. Explanation of foundation of the Teaching School. Introduction of membership package and how it has developed. National Leader of Education (NLE) – only 3 in Torbay. Specialist Leader of Education (SLE). Purpose is to benefit children across Torbay. CPD led by people outside of Torbay to ensure Torbay is not left behind – national speakers. Explanation of Torbay Association of Primary and Special Schools (TAPS), and the needs of schools through that group. Local Education Board meet termly – data around Torbay and specific need. Strategic Board, representatives from around Torbay Schools – governor link would be good. TTSA membership - 24 schools last year, this year 22. 1,522 teachers accessing training via TTSA. Primary Teaching Programme (unqualified teachers) designed by SM Explanation of funding for TTSA. Schools engagement beyond Torbay and collaborative working with other Teaching Schools. £96k brought into Torbay Schools via SSIF. TTSA offers a very positive supportive role within Torbay Schools. The future – Teaching School Hub, broader range of offers. 	Sanctioned RD, LB, AC, LS
Autumn 02 04	To declare and discuss any business interests that may be applicable in accordance with the Governance Handbook March 2019	

Autumn 02 05	<p><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> <p>To receive agree and sanction Minutes of the Meeting for the LSB Meeting 18th September 2019</p> <p>Minutes of the meeting were agreed and signed as an accurate record.</p>	Minutes agreed
Autumn 02 06	<p>To discuss any Matters Arising from the LSB Meeting 18th September 2019</p> <p>Actions:</p> <p>Action 1 Clerk to invite governors to next Safeguarding training on 1st November 9am or 1pm – <i>completed</i>. Clerk to invite RD and KH to training on 14/01/20.</p> <p>Action 2 Elect Vice Chair at next meeting.</p> <p>Action 3 Clerk to bring Scheme of Delegation to next meeting – <i>attached</i>.</p> <p>Action 4 Clerk to invite governors to Challenge Partner review, 12th & 13th November 2019 - <i>completed</i>.</p> <p>Action 5 Clerk to invite LT to December meeting - <i>completed</i>.</p> <p>Action 6 Clerk to create Induction programme for new governors - <i>completed</i>.</p> <p>Action 7 Governors to email Sam if they want to pop into school - <i>completed</i>.</p> <p>Action 8 Clerk to create doodle poll re MV 11th October – <i>completed</i>.</p> <p>Action 9 Clerk to send invite to LSB meeting 4th December 2019 at 5.30pm - <i>completed</i>.</p> <p>Action 10 Clerk to ask MV focus from Standards Committee - <i>completed</i>.</p> <p>Action 11 Clerk to circulate expenses policy - <i>completed</i>.</p> <p>Action 12 Clerk to circulate KCSIE 2019 and signatures list – All governors to read Keeping Children Safe in Education 2019 and sign at the meeting.</p> <p>TB claim form for Babysitting. ACTION.</p>	A1 expenses
Autumn 02 07	<p>Elect Vice Chair</p> <p>Discussion of role of Vice Chair.</p> <p>TB trial of Vice Chair.</p> <p>KH proposed and KHines second – TB Vice Chair Elected.</p>	TB elect for trial of VC
Autumn 02 08	<p>Update on Monitoring Visit 20th November 2019</p> <ul style="list-style-type: none"> • Impact of Governance Section and Actions highlighted. • KH to feedback on CLA link Governor training – see AOB. • TB and MB meeting with DJ to complete book look. • Pupil Premium annual training/ update each autumn term. • Each Pupil Premium form completed attracts £1330 in funding, Trustees agreed to assign some extra admin for support. • Impact is highlighting Governors knowledge of the school and the support for children in receipt of Pupil Premium Grant (PPG). 	
Autumn 02 09	<p>To discuss any queries that may arise from the Head of School's Report, to include:</p> <p>Chair thanked SM for her comprehensive report.</p> <ul style="list-style-type: none"> • SM explained the children that have moved out of Reception and the impact on funding. • 24 EHCPs is high level with 2 more coming through. • Staffing – had to recruit to, lost 2 to promotion. • 2 x teachers on maternity leave are due to return in the summer. 1 x experienced TA is leaving to move to admin role in care home. Claire Mitchell (Art specialist) finishing at Christmas after 30 years at Oldway. 	

<p>Autumn 02 10</p> <p>Autumn 02 11</p>	<ul style="list-style-type: none"> Abbie Gallagher was a secondary school trained teacher, who took a TA position to gain primary school experience and now recruited as a teacher. TB questioned gap as Art Lead? SM and SW will discuss tomorrow. SW already leads on Design Technology but has been involved in the development of Art across the school. LB will start maternity at February half term. RF will be asked to cover the temporary leadership role. New teacher appointed for 2.5 terms. Ask RF step into LB Staff governor role ACTION. Attendance is a whole school priority. Unauthorised absence dipped to 93% in the week before October half term. Considering it was 2-week half term at secondary school, it is back up to 96% now. Attendance officer working closely with families. KH questioned if checked with other schools that do the 2 week holiday, whether it raises overall attendance? SM not yet, Shiphay don't dip in that week, so it is going to be monitored. Attendance Officer working well within school. SM explained penalty notice letter. KH discussion on attendance figures. Attendance officer will contact if patterns emerge. Reception parents are not always aware of the unauthorised allowance. 10 sessions – 5 days. 3 x children on part time timetable – reviewed every 6 weeks. In all cases this is due to EHCP and complex needs. SM tested Governors on Oldway current priorities from the monitoring visit: Handwriting, Pupil Premium writing, Phonics, Curriculum and Metacognition. Governors need to monitor these key elements and ask questions on these key elements. SDP added called overall key priorities. Circulate new SDP ACTION. Put 5 key elements on agenda ACTION. SM updated Governors that Oldway will be exempt from Ofsted inspection until Sept 2020 but may be involved with the pilot. Carol Service next Thursday at 7pm 12th Dec. Send invite ACTION. High fixed term exclusion is a development area for this year. 6.5 days already, 1 child received a 5 day exclusion. Arrangements were made to broker a support package and there haven't been any fixed term exclusions since. Challenge Partners awarded Oldway as 'Leading'. Comments such as 'it's difficult to see who the disadvantaged children are'. Accident report – to follow ACTION. Vision and values – reports back from the new school photographer – Oldway has 'amazing happy children'. OSF update – short on Trustees and Members. Funding is going towards realigning KS2 play area. Sports premium used to fund 3 x Minibuses to share within Trust. Minibus Light so anyone can drive, after operating in house training. <p>To receive an update from the Standards Committee</p> <ul style="list-style-type: none"> Disadvantaged Pupils the focus next time. TB to attend Standards Committee meeting in the spring term. SM explain data needed to provide to meeting. SM – explained that Year 6 data illustrates doing Ok from last year, but not enough progress from where they were in year 2. Looking at what is needed. Extra teacher time going into year 6 to boost those children. KH questioned the trend? SM - always looking at achievement compared to Age Related Expectations (ARE). <p>Report on Trustee/Governor Expenses</p>	<p>Question</p> <p>A2 Ask RF</p> <p>Question</p> <p>5 key priorities</p> <p>A3 Update A34agenda</p> <p>A5 Carol service invite</p> <p>A6 Accident report</p> <p>Question</p>
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<p>Autumn 02 12</p> <p>Autumn 02 13</p>	<p>Childcare expenses claim form to TB.</p> <p>Acknowledge Policy updates – No updates</p> <p>AOB</p> <p>TB reminded the Governors about the letter of objection for Oldway Mansion car parking meters.</p> <p>KH feedback on CLA Governor training attended</p> <ul style="list-style-type: none"> • KH to send notes to FS ACTION. • Children Looked After – children in the care of Local Authority, temporarily or longer term foster care. Can be voluntarily, but not necessarily a victim. Oldway Designated Teacher is Natasha Rose. • Last year there were 2 Children Looked After on roll and now there are 5. 11 <i>have</i> been Children Looked After. Each child is given a personal education plan and it is reviewed every 6 months. • KH is the Children Looked After link governor. KH is required to write an annual report to Governors and Trustees. • The range of support required can be emotional, financial and academic. • The Local Authority for each Children Looked After is not necessarily Torbay so could be looked after by Plymouth – Virtual School liaise with different Local Authorities. • All Children Looked After are in receipt of Pupil Premium Grant (PPG). • KH will meet with NR and SM every term. • If Oldway is oversubscribed, Children Looked After take priority. • Any more questions then please ask KH or speak to SM or Natasha Rose. • JP suggested the Monitoring Visit report is updated to include KH as CLA link Governor and Natasha Rose as Designated Teacher ACTION. • Governor Link roles on next agenda ACTION. <p>Date of next Meeting:</p> <p>AGM Monday 13th January at 5.30pm Oldway Primary School 6.00 – 8.00pm Ofsted training</p> <p>Wednesday 12th February 2020 at 5.30pm, Oldway Primary School</p> <p>Standards Monitoring Visit Date: 30th January 2020, 9.00am</p>	<p>A7 CLA notes</p> <p>A8 update MV</p> <p>A9 update agenda</p>
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Actions:

- A1** Clerk to forward expenses claim form.
- A2** SM to ask RF to attend LSB in place of LB.
- A3** Clerk circulate updated SDP with key priorities.
- A4** Update agenda with key priorities.
- A5** Clerk to send invite to Carol Service.

A6 SM to circulate accident report.

A7 KH to send notes to FS - Children Looked After training.

A8 Clerk to update Monitoring Visit report to include Children Looked After Designated Teacher and Link Governor.

A9 Clerk to add Governor Link roles to next meeting agenda.

A handwritten signature in black ink, appearing to be a stylized 'A' or 'J' with a horizontal stroke.

Signed

Date 4th December 2019