

**DRAFT Minutes of the Meeting for the Local Governing Body Meeting on
Wednesday 26th April 2017
Meeting held in the Conference Room at 5.30 p.m.**

Present: Jamie Parffrey, Stewart Biddles, Jo Florence, Julie Watson, Sam Bone, Debbie Jackson, Kate Mullen, Julia Melliush, Amanda Coote, Colin Knight, Lisa Swinson

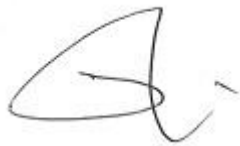
In attendance: Faye Steele (Clerk)

Summer 1 01	<p>To receive and sanction any apologies for absence Apologies were received for Chris Hartt - apologies were sanctioned by the LGB.</p>	Action/Update Chair Sanctioned
Summer 1 02	<p>To declare and discuss any business interests that may be applicable in accordance with the governors handbook January 2015 <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> There were no declarations of conflicts of interest.</p>	
Summer 1 03	<p>To receive agree and sanction Minutes of the Meeting for the last LGB Meeting Were agreed as being a true record by the LGB & signed by the Chair.</p>	
Summer 1 04	<p>To discuss any Matters Arising from the LGB Meeting Training was discussed, confirmation that we have joined Torbay Governor Support and can access information and training. Julie Watson met with Clerk and updated the Induction Packs – given to new governors.</p>	Clerk to email training programme
Summer 1 05	<p>To discuss any queries that may arise from the Heateacher's report (including staffing updates) The Chair thanked Stewart for a comprehensive Headteacher's report. LGB to be included on circulation list for newsletters. Stewart explained the issues with staffing and the impact the long term illness has had. SLT have made time for parents and explain and offer support to pupils and parents during this unforeseeable turbulent period. Extra support has been available to Class 15 in particular, they have been affected by staff interruptions for 3 years in a row.</p> <p>Attendance is going down, over time, Stewart explained the use of VENN diagrams to monitor absence. Fining for regular absence was discussed. Class attendance certificates have been re-introduced and discussion of various strategies to encourage regular attendance. Julie Watson challenged the use of attendance certificates for children with illness. Sam Bone explained these are linked to the behaviour policy and include the use of marble treats, golden tickets and other reward and recognition strategies. The Chair commented on his attendance at Praise Assembly.</p> <p>Stewart continued to explain the that the VENN diagrams also used to monitor pupils</p>	Clerk to email Induction pack to all LGB
		Clerk to add LGB to circulation list
		Challenge

	<p>in each class, clearly illustrates pupils who are on track to achieve 'expected' at the end of the year, and those who are not on track. This is then used to target those individuals to offer them support. RESULTS – so far Year 6 have increased from 37% on track to achieve 'expected' to 70% on track to achieve 'expected' for combined Reading, Writing and Maths.</p> <p>Julie Watson questioned Teaching Learning and Assessment . Stewart explained that overall teaching is monitored now and an example of 'inadequate' was discussed, with the emphasis on opportunities missed.</p> <p>A discussion followed on the low volunteer support for Oldway School Fundraisers (OSF) and how important support will be due to the cuts in funding for schools. Money donated was still consistently high. Governors volunteered to help with ice cream sales.</p> <p>Jo Florence challenged the updated criteria of the Admissions Policy for 2018/19. Stewart explained that admissions are controlled by Devon Admissions and as the panel sit in Exeter, any appeals will be heard in Exeter.</p> <p>The furthest place allocated by distance criterion was less than 650 meters from the school.</p> <p>Amendements were made:</p> <ul style="list-style-type: none"> • To consider delayed admission for summer- born pupils • To add to oversubscription criteria - Children of members of staff employed at this school for more than two years and when the application is made or recruited within the past two years to fill a vacancy for which there was a skills shortage. <p>Jo Florence questioned the wording of 'staff' not just 'teachers'. Stewart explained the policy had to go to consultation and then taken to the Trustees meeting to be agreed on 28th February 2017. The Trustees agreed to this amendment as a strategy to recruit and retain teachers/staff that have already committed to 2 years of service to the school. Jo Florence commented that she was uncomfortable being asked questions by parents that was not able to answer, the Chair requested a change to the minutes of the Trustees meeting to include ' Significant changes made to policies'. Julie asked who was the admissions consultation was with, Stewart will get specific information.</p> <p>Update: Devon Admissions sent the proposed admission changes and undertook consultation on behalf of Oldway. They wrote to pre-schools and Schools. Torbay did not have any replies to the consultation.</p>	<p>Challenge</p> <p>Clerk to added to minutes</p>
<p>Summer 1 06</p>	<p>To receive update on Safeguarding, CLA, SEND & Pupil Premium</p> <p>The Chair thanked Sam Bone and Debbie Jackson for the comprehensive report, commenting on the new format and a smarter measurement.</p> <ul style="list-style-type: none"> • Emma Williams and Karen King are having Rainbows training. • Jo Florence to meet with Sam Bone to go through Single Central Record. • Jo Florence to meet with Karen Gannon. • Jo Florence is Pupil Premium governor. 	<p>JF make appt with SB Clerk to make appt for SBi, JF & KG</p>
<p>Summer 1 07</p>	<p>Tor receive the English Monitoring Report</p> <p>The Chair thanked Sam Bone for the new comprehensive monitoring report. This was the report from a mid year review with Sam Bone and Zoe Milligan, which summarised the main points from Raise. It illustrates the areas for development, what's actioned and where things are at mid year. This allows for tracking and links in with the School Improvement Plan.</p>	
<p>Summer 1</p>	<p>To receive an update on the Strategic Board/Teaching School</p> <p>LGB invited to attend TTSA Annual Conference, 25th May 2017.</p>	

08	<p>Stewart gave an update on the Teaching School and reported back from the TAPS half termly meeting, whereby the the priorities for Torbay were discussed. TAPS members were asked to feedback and review the TTSA (Torbay Teaching School Alliance)resulting in contentment with the Networks and much greater focus of training to the relevant needs of the members. As an example, TA training has been identified and a serious of workshops is scheduled spedifically aimed at TA progression and upskilling. The work of the Teaching School raises standards throughout the whole of Torbay.</p> <p>Link governors for the Teaching School are Jo Florence and Lisa Swinson.</p>	<p>Clerk to send booking details of conference</p> <p>SB to invite JF & LS to meet Teaching School Team</p>
Summer 1 09	<p>To receive an update from the Trustees Meeting</p> <ul style="list-style-type: none"> • Debbie Main has now left and Stewart Biddles is the new CEO of the MAT. • Feedback from the Trustees’ Strategic Plannig day on 28th March was provided by Stewart, and he summarised each of the the Trustees area of expertise. • Stewart gave an update on the MAT structure, reporting on the status of 2 other schools that are interested in joining the MAT. A meeting with the RSC (Regional Schools Commissioner) has been deferred until after the elections, this will allow an update on her vision of the MAT landscape. 	
Summer 1 10	<p>To report on Health & Safety</p> <p>No incidents to report.</p>	
Summer 1 11	<p>To receive report on monitoring roles and responsibilities:</p> <p>Julie Watson reported on her very positive visit and observation of the use of Lego Therapy within Oldway School. Explanation of lego Therapy and how it is used followed.</p> <p>Sam Bone followed this with an explanation of awareness of this very valuable therapy resulted from networking meeting, attended by our Autism Champion at Oldway.</p> <p>Julie Watson also reported on the use of CPOMS – internal reporting system used to record incidents e.g SEN, medical etc this information is available to the teaching staff.</p> <p>Julia Melliush commented on her attendance at a pupil progress meeting on 28th February 2017. The result was very positive, lots of information was received from the teacher about each pupil, this was discussed in detail with Stewart and Debbie Weible, whereby targets, plans and support were all put in place for each cupil. Julia Melliush commented on how it really illustrated how the teaching staff are doing their best to ensure the best outcomes for their pupils.</p> <p>Amanda Coote to arrange a visit after the election.</p> <p>Update on monitoring roles and responsibilities in the following areas from the SDP:</p> <ul style="list-style-type: none"> • Outcomes for Pupils – J Melliush and Amanda Coote • Teaching, Learning and Assessment – C Knight • Personal Development, Behaviour and Welfare – J Watson, K Mullen • Leadership and Management – C Hartt, S Biddles • Early Years Provision – L Swinson • Pupil Premium – J Florence • Teaching School – J Florence, L Swinson 	<p>Clerk to diarise visit appt</p>
Summer 1 12	<p>Report on Trustees/Governor Expenses</p> <p>No expenses to report. Explanation was given to the new governors.</p>	<p>Clerk to circulate Governors Expenses Policy</p>
Summer 1 13	<p>Agree Policies:</p> <ul style="list-style-type: none"> • Behaviour & Anti-bullying Policy 	<p>Agreed</p>

<p>Summer 1 14</p> <p>Summer 1 15</p>	<ul style="list-style-type: none"> • Sex & Relationship Education Policy • Collective Worship Policy • School Uniform Policy <p>All these policies were agreed, and adopted. Julie Watson commented on the need to standardise the Policy format. Stewart explained that he plans to dedicate a meeting in September just for policy reviews.</p> <p>Item containing Informal Complaint is minuted in Part 2 of these minutes</p> <p>Item containing Staff is minuted in Part 2 of these minutes</p> <p>AOB</p> <p>New Governer Induction pack Given to 3 new governors. Meeting be arranged to go through the Induction Pack. Circulate the pack via email to all LGB.</p> <p>Date of next Meeting: Wednesday 12th July 2017 meet in Year 6, invite Debbie Weible & Zoe Milligan.</p>	<p>Agreed Agreed Agreed</p> <p>Clerk to standardise</p> <p>LS, CK, AC, JM, JW circulate availability to meet Clerk to email</p> <p>Clerk</p>
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Signed

Date 12th July 2017