



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

**Minutes for the Oldway Local Standards Board Meeting on Wednesday 13th October 2021
Meeting to be held in the Conference Room at Oldway Primary School at 5.00pm**

Present: Tanith Byles (Chair), Sam Meyer (HoS), Maria Bailey (VC), Kayleigh Hines, Becky Ross, Nathan Smith, Alex Smith

In attendance: Faye Steele (Clerk)

Apologies: Amanda Coote, Katy Melsome

Autumn 01	Welcome to new Governors: Nathan Burden, Alex Smith and Katy Melsome. Resignation received from RDale and RDavies.	New appts NBurden, ASmith, KMelsome. Resignations RDale, RDavies.
Autumn 02	To receive and sanction any apologies for absence Apologies received and sanctioned for ACoote. Apologies received and sanction for KMelsome.	Apols ACoote Apols KMelsome
Autumn 03	To declare and discuss any business interests that may be applicable in accordance with the Governance 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> <i>MBailey – Grief Training - ‘open years’ resources are being used in Year 2</i>	MBailey declared
Autumn 04	To receive agree and sanction Minutes of the Meeting for the LSB Meeting 16th June 2021 Minutes agreed and electronically signed as an accurate record.	Minutes agreed
Autumn 05	To discuss any Matters Arising from the LSB Meeting 16th June 2021 Actions: A1 Clerk to invite DJackson back in Sept/Oct 2021 to deliver similar data to compare. Decision taken to invite DJackson later in the academic year. ACTION. A2 BRoss to attend Standards Committee meeting on 9 th July 2021. Discussion on standards and Oldway progression and attainment affected by lockdown. Questioning trends compared to the 2 other schools within the Trust. English Leads across the Trust get together to share best practice and planning. FS share minutes. ACTION. A3 SMeyer to highlight the concerns box. Completed, ‘How to share a worry’ assembly linked to the box. Boxes have been used. SM finds out how many. ACTION. A4 Clerk to circulate google survey – completed.	A1 invite DJ A2 share minutes A3 SM to collect number of concerns in concerns box.
Autumn 06	Elect Chair and Vice Chair TBytes left the room, all governors voted, by a show of hands, to elect TBytes as Chair.	

Autumn 07	<p>MBailey left the room, all governors voted by show of hands, to re-elected MBailey as Vice Chair.</p> <p>SMeyer wanted it recorded that she appreciates the support, personally and professionally, from TBytes and MBailey. Both TBytes and MBailey have provided a huge commitment to school during challenging times.</p> <p>Agree to adhere to:</p> <ul style="list-style-type: none"> • the Terms of Reference for the LSB • TBytes summarised the terms of reference for the newly appointed governors highlighting: objectivity and if an issue is raised, and this is connected to your own child's class, it's important to pass the concern to a different governor. Personal responsibility for training. SMeyer reiterated the Local Standards Board is about standards in school, so need to know what the school priorities are and how it is working. Each term the governors monitor what is happening in school. This is then reported back to Trustees. • Code of Conduct • the Tasks delegated in the Scheme of Delegation to the LSB by the trustees 	<p>Terms of Ref agreed</p> <p>Code of Conduct agreed.</p> <p>Scheme of Delegation agreed.</p>
Autumn 08	<p>To discuss any queries that may arise from the Head of School's Report, to include:</p> <p>SMeyer highlighted the School Evaluation Form as a really important document for governors, it is reviewed every term by SMeyer.</p> <p>Pupil Numbers & Admissions</p> <ul style="list-style-type: none"> • SMeyer explained 97 children in year 5. • Oldway is a large school with a stable population. Families usually move out of area. • FSM (Free School Meals) has increase since march 2020, therefore so has the disadvantaged budget due to PPG (Pupil Premium Grant). Note: if a family has ever been in receipt of free schools meals, their child will be classed as EVER6 and be in receipt of Pupil Premium Grant for 6 years. • 27 higher need children have an EHCP (Education Health & Care Plan) which is double national average of high needs children. This shows that Oldway is truly inclusive and serves the community. ASmith questioned the main area of need? SMeyer explained it ranges from physical disability, non-verbal children on the autism spectrum and medical needs. There is a trend of boys with SEMH (Social, Emotional and Mental Health) difficulties. So it is a real mixture of learning needs. SMeyer can provide a breakdown if requested. <p>Staffing</p> <ul style="list-style-type: none"> • NQT's (Newly Qualified Teachers) are now classified as ECT's (Early Career Teachers). There has been a substantial investment from Government for ECT's to be enrolled on a 2-year, supportive training programme. Oldway has an ECT in Reception. • SMeyer advertised for a Deputy Head last year, without success. The budget allocated for this role was divided into increasing pastoral posts, appointing a FSW (Family Support Worker), an extra teacher and a Teaching and Learning Coach one day per week. ASmith questioned the uptake from teachers? Initially, Coaching has been offered to teachers new to the school, now this is being opened up to all others as part of the appraisal cycle. ASmith questioned if there was any initial resistance? SMeyer explained there was some as it is a new role, but the success will be if teachers see it as an 	<p>Question</p> <p>Question</p> <p>Question</p>

	<p>a child, but will always take siblings if they come out of specialist provision.</p> <p>Health & Safety, including COVID-19</p> <ul style="list-style-type: none"> • Oldway Risk Assessment is updated, also required to have an outbreak management plan this year. • Four positive cases currently, and outbreak is classed as five positive cases in one class. <p>Parents & Community</p> <ul style="list-style-type: none"> • Wrap around care places have increased (breakfast and after school club), but demand continues to outweigh places. • OSF are planning some fund raising events e.g. Christmas market. • Parent survey responses were positive and provided to governors. <p>Finance</p> <ul style="list-style-type: none"> • A balance budget has been drafted for 2021 – 2022. • SMeyer outlined the extra income received from the recovery grant and Pupil Premium Grant for catchup and support. £15K tutoring grant to spend on additional teachers. <p>Key documents for Governors to read</p> <ul style="list-style-type: none"> • The key documents are all linked in the Head of School report. • TBytes thanked SMeyer for the detailed and informative report, confirming the School Evaluation Form is a key document to understand. • Discussion followed on comparisons with other non-oversubscribed schools. <p>NBurden started a risk discussion, specifically Cyber Risk. This comes under the responsibility of the Operations Manager (Central Services) who is accountable to the Trust and is under their delegation. Governors responsibility is focused on Standards within school rather than operational management. ACTION.</p>	
Autumn 09	<p>School Development Plan (SDP) Priorities</p> <ol style="list-style-type: none"> 1. Disadvantaged and Pupil Premium are key areas. Hope to become a school where there isn't an attainment gap and there aren't any children who are underachieving. Focus is on attendance, quality first teaching, pre lesson teaching, using diagnostic assessment. Oldway is in receipt of £127K per year Pupil Premium Grant (PPG) 2. COVID recovery – increased children with language needs, social, emotional and learning needs. There are dips in data, the Teaching is of the same standard but having to incorporate gaps in knowledge. KH asked about Gifted and talented? Teachers know what each child achieved at the last assessment point. Still aspiring to non-Covid expectations. Anxieties are being presented that didn't before. Managing stamina and concentration. 3. Curriculum Development - by Christmas there will be a refined curriculum in place. 4. Progress in Writing - lots of professional development and auditing in summer term and now it is ready to put into practice. 5. Leadership Development – curriculum in terms of SMeyer leadership. <p>Monitoring Visit will include curriculum.</p>	<p>A4 Ask SB about Cyber Risk</p> <p>Question</p>
Autumn 10	<p>Report on Trustee/Governor Expenses</p> <p>No expenses to report but a reminder of how expenses can be claimed if needed. Chair approval should be sought before claiming.</p>	
Autumn 11		

	<p>Acknowledge Policy updates – Safeguarding Children Looked After now known as Cared for Children. Child Protection SEND</p>	
Autumn 12	KCSiE update read and sign using google form link. ACTION circulate again	A5 Circulate google link.
Autumn 13	Level 2 Child Protection training/refresher. Sign using google form link.	A6 Circulate google link
Autumn	<p>AOB</p> <ul style="list-style-type: none"> • Governor Hub • It was highlighted that this is available as an app as well as a website, proving notifications via app and email when new documents are uploaded. • Governor Recruitment update, expressions of interest, completion of application pack, reference and DBS: RDale has resigned. RDavies has resigned Katy Melsome, Nathan Burden and Alex Smith new co-opted governors. • Link roles update – link roles to SDP priorities SEND – AC Pupil Premium – MB Data & Standards – TB, BR Curriculum - TB Arts – AC Safeguarding & CLA – KH <p>Next meeting discuss link roles. MBailey to temporary cover SEND link role until next meeting. ACTION.</p> <p>Feedback from link roles. MBailey – Pupil Premium</p> <ul style="list-style-type: none"> • There is now a 3-year Pupil Premium strategy in place that will enable the impact of the spend to be measured. It is a more focused document with measurable and specific targets. MBailey will be able to follow the journey of children from Reception through school. • How Pupil Premium Grant (PPG) was used to bridge gaps was difficult to assess to pre Covid-19 times. It is evident that teachers are working really hard to bridge the gaps. Main aim is to reduce the gap in Reception and keep it closed so move through school very well. • Discussion on families just outside of Pupil Premium Grant (PPG) and the financial difficulties. • Plan will be available to see on website by 31st October. • MBailey has requested case studies from DJackson to evidence how the Pupil Premium Grant (PPG) is being used and the impact it is having. • Aspire to be a beacon school for Pupil Premium (PP) and actually close the gap in societal difference. • ASmith questioned if Pupil Premium Grant (PPG) is stable year on year? £175K this year, 18K recovery funding. This above national average. • The new plan revolves around active participation in lessons for all. Key areas are closing the vocabulary gap, early reading and diagnostic measures and attendance. <p>Safeguarding</p>	<p>Question</p>

	<p>KHines – met with Kate Mullen and Eva Rowe.</p> <ul style="list-style-type: none"> • Generally, the pastoral team are still firefighting because of the impact of Covid-19, but do have an increase in pastoral support. • The morning is more of a challenge and this impacts attendance. KHines discussed what is happening to overcome this when she delved deeper. • Input from Children’s services is less. 6 x Children in Need (CiN). • 5 new Children Looked After (CLA) joined school. • Young carers are being contact to keep updated and offered access to nurture and link to service. • Extracurricular activities are not being taken up by children classed as vulnerable – team are asking questions why not? Is it accessibility? Finance etc.? • Staff allegations have been dealt with by SMeyer. • There has been 1 x racist incident, the victim wasn’t aware that it was a racist incident, all parties have been contacted and offered support and has been dealt with. SMeyer updated governors on work that has been done to help children understand the role of the innocent bystander and how to stand up for others. • TBytes asked for governor attendance at the PSHE diversity day. ACTION. • The Mental Health lead has been involved in lots of learning and this learning is tangible to help with children. New sensory room! • Pastoral team benefiting from fortnightly supervision with SMeyer. • 1 new early help referral. No MASH referrals. • KHines requested a link teacher for English as an additional language. ACTION. • The Pastoral team are having ongoing discussions with social workers that are escalating cases and not having feedback, it equates to hours of chasing emails. SMEYER go to Torbay Education Services. ACTION. <p>Curriculum – TBytes met with Tom Ginever for Design Technology, Susie Woods for Art and Charlie Bryan for Spanish.</p> <ul style="list-style-type: none"> • Historically, time was a problem and there was worry about writing an Arts curriculum. The Art Lead is now working with SMeyer, DWeible and across the Trust and wants to see messy sketchbook and evidence of practising techniques. SMeyer confirmed she can request extra time and double PPA. • Staff confidence is required to use IT more in Design Technology, Tom is working with the computing curriculum, need to add local link to this. He was able to confidently evidence the changes made as a result of the monitoring visit at the end of last term. • The current Modern Foreign Language curriculum is being reviewed by SMeyer with CBryan and DWeible. There are no staff in school who speak French, Spanish or German and teachers report lack of confidence with pronunciation and phonics. CPayne is spoken of as being excellent but has his own responsibilities as music lead. This will be a good subject to monitor to show change and improvement throughout the year. <p>Maths – BRoss met with Chris Wearing</p> <ul style="list-style-type: none"> • Chris Wearing is a well prepared and passionate Maths Lead. • He is delighted at the support from teachers. • He is observing lessons regularly, receiving curriculum S plans, marking with them and returning after lessons to evaluate what worked well and what hasn’t. • Initiatives that were started last year have now rolled out in year 2 in all 3 classes. 	<p>A7 SM to invite governors to PSHE day</p> <p>A8 SM link teacher</p> <p>A9 SM to contact</p>
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	<ul style="list-style-type: none"> Chris has lots of ideas re working memory & fluency in year 3, and how to include maths in other subjects. Balance of time and taking time out of year lead and his classroom is a challenge, focus is on prioritising the most important things. <p>English – MBailey met with Zoe Milligan</p> <ul style="list-style-type: none"> Strength and weaknesses were discussed, good progress at the end of KS2, teachers are not being diagnostic enough. ZMilligan has now put together an action plan for small steps for each year lead and to be used for teachers – lots of progression for teachers and support. ZMilligan is bringing all of her skills to the Subject Leader role. <p>SEND – MBailey met with Dee Passenger</p> <ul style="list-style-type: none"> New sensory room paid for via grant funding. This is used as a planned intervention rather than reactive one. Reinstated stay and play as support for parents. 1 phased return to class in year 3 and EHCP who is now off the plan. Feedback from Dee is she drowning in paperwork so could really do with some admin support. SMeyer confirmed there is some admin support available. <p>Declarations of business interest sign</p> <ul style="list-style-type: none"> All governors need to follow the google link circulated and complete the business declarations. <p>Training available /booked</p> <ul style="list-style-type: none"> Training available, brochure in Governor Hub and contact FS to book on. <p>Monitoring Visit procedures</p> <ul style="list-style-type: none"> TByles to write report to have ownership. <p>Standards Monitoring Visit Date: Thursday 18th November 2021 09:00am Date of next Meeting: AGM Monday 17th January 17:30pm</p>	
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Actions:

A1 FS to invite DJackson to Summer term meeting

A2 FS to share Standards Minutes

A3 SM to collect data re number of concerns in concerns box

A4 FS ask SB about Cyber Risk

A5 FS to circulate KCSiE google link

A6 FS to circulate Business Declaration google link

A7 SM to invite governors to PSHE day

A8 SM to notify KH of English as a second language link teacher

A9 SM to contact Torbay Education Services

Chair Signature:

T.Byles

Date: 9th February 2022