

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

**Minutes for the Oldway Local Standards Board Meeting on Wednesday 14<sup>th</sup> October 2020  
Meeting to be held in the Conference Room at Oldway Primary School at 5.30pm**

**Present:** Tanith Byles (Chair), Sam Meyer (HoS), Maria Bailey (VC), Amanda Coote, Kayleigh Hines, Rupert Davies, Becky Ross, Robyn Dale

**In attendance:** Faye Steele (Clerk)

<b>Autumn 01</b>	<b>Welcome</b> <ul style="list-style-type: none"> <li>The Chair welcomed all the Governors back to the new academic year.</li> <li>KHallums has relocated with her family to Scotland. All Governors recognised the valid contribution KHallums has provided during the last 2 years and wished KHallums well in her new adventure.</li> <li>RD is attending the meeting virtually via Zoom.</li> <li>The Chair welcomed newly appointed Governors BR and RD to the LSB.</li> <li>SM wanted to thank all the Governors for their valued support during a very challenging end of year.</li> </ul>	
<b>Autumn 02</b>	<b>To receive and sanction any apologies for absence</b> Apologies were received and sanctioned for LS.	<b>Apologies LS</b>
<b>Autumn 03</b>	<b>To declare and discuss any business interests that may be applicable in accordance with the Governance Handbook March 2019</b> <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> MB has provided grief training to Oldway Primary School	<b>MB declared</b>
<b>Autumn 04</b>	<b>To receive agree and sanction Minutes of the Meeting for the LSB Meeting 16<sup>th</sup> July 2020</b> Minutes signed and dated as accurate record.	<b>Minutes agreed</b>
<b>Autumn 05</b>	<b>To discuss any Matters Arising from the LSB Meeting 6<sup>th</sup> July 2020</b> No matters arising.	
<b>Autumn 06</b>	<b>Elect Chair and Vice Chair</b> <ul style="list-style-type: none"> <li>TB stood for Chair, TB left the room and all Governors agreed to appointment by show of hands.</li> <li>MB stood for VC, MB left the room and all Governors agreed to appointment by show of hands.</li> <li>TB &amp; MB have been meeting with SM every 2 weeks and building up a really good working relationship to understand Oldway Primary School.</li> </ul>	<b>TB appointed as Chair</b>  <b>MB appointed as V Chair</b>

Autumn 07	<p><b>Agree to adhere to:</b></p> <ul style="list-style-type: none"> <li>• <b>the Terms of Reference for the LSB.</b> All governors have read and understand the Terms of reference. This document will be saved in the Shared Drive.</li> <li>• <b>the Tasks delegated in the Scheme of Delegation to the LSB by the trustees</b> – Due to be amended 21<sup>st</sup> October 2020 – Clerk will circulate after. <b>ACTION.</b></li> </ul>	<p>ToR agreed</p> <p>A1 Scheme of delegation</p>
Autumn 08	<p><b>To discuss any queries that may arise from the Head of School's Report, to include:</b></p> <ul style="list-style-type: none"> <li>• <b>update on Safeguarding, CLA, SEND &amp; Pupil Premium</b></li> <li>• <b>To report on Health &amp; Safety/ Accident reporting</b></li> <li>• <b>Pupil &amp; Staff wellbeing</b></li> <li>• <b>Update on re-opening school from September, risk assessments, breakfast and afterschool care.</b></li> <li>• <b>COVID plans/ procedures, bubbles, symptom reporting, positive test confirmation procedures, isolation procedures etc.</b></li> <li>• <b>Catch up premium spending</b></li> <li>• <b>Special thanks to Amanda Coote, Maria Bailey and Tanith Byles for support during morning and end of school procedures.</b></li> <li>• SM explained the impact of waiting lists for the Educational Psychology Service for supporting high needs pupils and missing school places on school funding.</li> <li>• SM explained the term off-rolling and how school monitor admission and leavers. As expected FSM (Free School Meals) has increased due to lockdown with PP (Pupil Premium) being at 140 and 3 x Children Looked After (CLA).</li> <li>• 99 SEND, 23 x EHCP (Education Health and Care Plan). This is above national average. This is because Oldway has a reputation for being inclusive and offers good support, as well as early identification and intervention</li> <li>• 15 children are being supported with Early Help, 12 children have Targeted Support, 7 children have a CIN (Child in Need) plan or Child Protection plan, 1 child is supported by the Children With Disabilities Team and 8 children have support from the Mental Health Support Team.</li> </ul> <p><u>Staffing</u></p> <ul style="list-style-type: none"> <li>• 3 x new teachers started in September 2020</li> <li>• New Maths Subject Lead - Chris Wearing. SM reported very strong SLT support.</li> <li>• Teachers appraisals have to be completed by 31<sup>st</sup> October 2020. TB and MB asked about wellbeing of staff and workload. SM confirmed is not normal times but all mindful of support and known stress points. AC <b>questioned</b> wellbeing champions and lines of support. SM explained Nick Harman is the wellbeing champion with Kate Mullen having Mental Health Lead.</li> <li>• Discussion followed the procedure of symptomatic family members of staff. SM confirmed staffing has been stretched with 8 currently off. KH <b>questioned</b> who covers, SM explained how UQTs (Teaching Assistants working as Unqualified Teachers) take their normal classes for short absence cover. Some part time staff are called in to do extra hours. SLT (Senior Lead Team) is on duty each day at lunchtime.</li> </ul> <p><u>Attendance</u></p> <ul style="list-style-type: none"> <li>• Attendance has dipped over time over the last three years so whole-school attendance is a target. The Attendance Officer is in 1 x morning per week</li> </ul>	<p>Question</p> <p>Question</p>

	<p>to monitor and work with persistence absenteeism. Current attendance is higher than last year at this time.</p> <p><u>Teaching and Learning</u></p> <ul style="list-style-type: none"> <li>• SDP (School Development Plan) targets are still Reading, Writing, Phonics, PP progress, Metacognition. We do not have data from last year as SATs were not completed so we are using previous data as a comparison.</li> <li>• Reading is strong, maths is strong, Writing is not as strong as it should be and progress from KS1 to KS2 is lower than it should be.</li> <li>• AC <b>questioned</b> if performance of the children has dipped due to lock down? SM explained it has affected some things e.g. listening and independent working and language skills have dipped. Writing stamina has been lost, and there are some gaps in learning that need to be incorporated this year. Phonics is sound and tables and reading is not as low as was expected. TB <b>questioned</b> whether time is being found for greater depth children to be stretched and not solely focusing on the children that are behind in their progress? SM confirmed all children are being taught to reach their potential. TB asked when data will be available. SM confirmed after half term, when Pupil Progress Meetings with Venn diagrams will be conducted with all teachers.</li> <li>• SM confirmed year 2 phonics screening will be carried out in the autumn term, as requested by the Department for Education.</li> <li>• Teachers are working with Leads across the Trust to create Knowledge Organisers to summarise the key knowledge of each topic in all subjects</li> </ul> <p><u>Personal Development</u></p> <ul style="list-style-type: none"> <li>• SM explained the mandatory level 2 Child Protection training was given to all staff on one of the non-pupil days in September. This training is now available via video for all new governors.</li> <li>• 5 members of staff have Level 3 training and will complete their refresher training this term.</li> <li>• Year 6 ambassadors are being interviewed having submitted an expression of interest. The Head Boy and Head Girl positions and their deputies will then be offered (with all others shortlisted offered the role of Year 6 Ambassador)</li> <li>• SM outlined plans for reducing number of fixed term exclusions (action point in School Development Plan)</li> <li>• Oldway is involved in a new, 2-year Torbay project involving the allocation of a dedicated Education Mental Health Practitioner who will work directly with selected pupils.</li> </ul> <p><u>Teaching School</u></p> <ul style="list-style-type: none"> <li>• Torbay Teaching School Alliance (TTSA) is now a strategic partner in the South West Teaching School Hub, in a renewal of the Teaching School system, nationally. TTSA is developing its role as Appropriate Body for Newly Qualified Teachers across the South West.</li> </ul> <p><u>Health &amp; Safety</u></p> <ul style="list-style-type: none"> <li>• Full opening risk assessment has been approved by Unions and Local Authority and is reviewed weekly.</li> <li>• Discussion followed on unsafe and inconsiderate parking complaints. Local Police and PCSOs are supporting the school</li> </ul> <p><u>Parent and Community</u></p> <ul style="list-style-type: none"> <li>• SM explained the reduction in children attended Breakfast Club and After School Club. One complaint was received and passed to Trustees, the complaint process was not pursued.</li> </ul>	<p>Question</p> <p>Question</p>
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	<ul style="list-style-type: none"> <li>• KH asked how the children are settling back into school? Feedback is generally good from the teachers.</li> <li>• Discussion followed on fire safety procedures.</li> <li>• Pupil and parent questionnaires will be circulated this term.</li> </ul> <p><u>Finance &amp; Premises</u></p> <ul style="list-style-type: none"> <li>• SM reported that school are not receiving any extra funding from the government for the extra cleaning that is required under current circumstances. Extra cleaning personnel and cleaning materials needed, in line with risk assessment.</li> <li>• SM explained the change in funding towards a National Funding Formula which has benefitted Oldway as it used to be the lowest funded school in Torbay.</li> <li>• Work is starting on the KS1 building, new roof toilets and decoration following a successful bid.</li> <li>• SM provided an update on lettings situation, losing approx. £37.5K per annum with the closure of the swimming pool as well as income from hall lettings. Discussion following on risk assessment process of lettings, including the pool.</li> <li>• SM reported 73% take up of dinner on census day, an increase on last year.</li> </ul> <p><u>Catch up funding</u></p> <ul style="list-style-type: none"> <li>• TB <b>questioned</b> the use of catch up funding? SM explained this will be used to pay directly for extra teaching for interventions for pupils catching up but also for pupils that have the potential to achieve at a higher level but are currently not achieving that higher level.</li> <li>• AC asked what SM would require from the Governors during these strange and challenging times? SM requires termly standards monitoring, checking in with and recognition for staff for the hard work they are putting in.</li> </ul>	Question
Autumn 09	<p><b>Report on Trustee/Governor Expenses</b></p> <p>Clerk explained the expenses policy, FS to circulate with claim form. <b>ACTION.</b></p>	A2 Expenses
Autumn 10	<p><b>Acknowledge Policy updates</b> – all on the Trust and School websites</p> <p>Safeguarding Children Looked After Child Protection SEND Managing Allegations Against Staff Oldway Positive Mental Health Oldway SEND Local Offer Oldway SEND Information Report</p>	
Autumn 11	<p><b>KCSiE update read and sign. Overview of Annex H and the changes</b></p> <p><b>Safeguarding training needs</b></p> <ul style="list-style-type: none"> <li>• Discussion followed on Annex H and inclusion of domestic abuse, Mental Health and clarification on managing allegations with supply teachers.</li> </ul>	
Autumn 12	<p><b>Link Governor updates</b></p> <p>TB provided a Safeguarding update from Kate Mullen.</p>	
Autumn 13	<p><b>AOB</b></p> <p><b>School Meals</b></p>	

	<ul style="list-style-type: none"> <li>Discussion followed on the initial problems as a result of the new catering contract and the Squid system.</li> </ul> <p><b>Governor Recruitment update, expressions of interest, completion of application pack, reference and DBS</b></p> <ul style="list-style-type: none"> <li>Welcome to Robyn Dale and Becky Ross, new co-opted Governors. Currently DBS in application.</li> </ul> <p><b>Link roles update – link roles to SDP priorities</b></p> <p>SEND – AC Pupil Premium – MB Data &amp; Standards – TB, BR Curriculum - TB Arts – AC Safeguarding &amp; CLA – KH, RD</p> <p>Still to allocate link roles to LS and RD.</p> <p><b>RSHE changes, extension to roll out and be in place by Summer Term 2020. Kim Mason training our teachers.</b></p> <ul style="list-style-type: none"> <li>SM explained RSHE requirements ned to be in place by the summer term 2021.</li> </ul> <p><b>Declarations of business interest sign.</b></p> <ul style="list-style-type: none"> <li>Clerk to circulate electronic copy. <b>ACTION.</b> Governors agreed Clerk to PP ones that can complete now.</li> </ul> <p><b>Skills audit link email</b></p> <ul style="list-style-type: none"> <li>All completed, Clerk to use to plan for training for 2020 2021, add to next agenda. <b>ACTION.</b></li> </ul> <p><b>Monitoring Visit changes/ procedures</b></p> <ul style="list-style-type: none"> <li>Discussion followed on how to complete purposeful Monitoring Visits and monitoring standards whilst keeping everyone safe and working within the COVID guidance. Twilight book looks, twilight visits, planned Zoom meetings with staff and children were all discussed. Clerk booked Conference Room on Friday 20<sup>th</sup> November for training input and activities.</li> </ul> <p><b>Date of next Meeting:</b> <b>Standards Monitoring Visit:</b> Friday 20<sup>th</sup> November 9.00am – all Governors</p> <p><b>Standards Committee:</b> Wednesday 25<sup>th</sup> November 9.00am – TB to attend</p> <p><b>Trust AGM</b> and training input Monday 18<sup>th</sup> January 5.30pm – all Governors</p>	<p><b>A3 Business declarations</b></p> <p><b>A4 Skills results</b></p>
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#### **Actions:**

**A1,** Clerk to circulate Scheme of Delegation after the Trustees meeting.

**A2,** Clerk to circulate Expenses Policy and claim form - *completed*

**A3,** Clerk to circulate electronic Business Declarations for all to sign – *completed*.

**A4,** Clerk to bring skills audit results to next meeting.

**Signed**

T Byles

**Date** 10<sup>th</sup> February 2021

