

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

**Minutes for the Oldway Local Standards Board Meeting on Monday 16th October 2023
Meeting to be held in the Conference Room at 5.00 p.m**

Present: Becky Ross, (Chair), Emma Bamber (HoS), Nathan Smith (vice Chair), Katy Melsome, Becky Read, Simon Wallace, Jonathan Summers, Addison Tailford

In attendance: Chris Hallett (Deputy Head), Faye Steele (Governance Professional),

Apologies: None

Autumn 01	Welcome to Jonathan Summers, Addison Tailford, new governors	
Autumn 02	To receive and sanction any apologies for absence	
Autumn 03	To declare and discuss any business interests that may be applicable in accordance with the Governance Handbook <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>	
Autumn 04	To receive agree and sanction Minutes of the Meeting for the LSB Meeting 12th June 2023 Circulate Part II Confidential Minutes to agree. Minutes were agreed and signed as an accurate record.	Mins agreed
Autumn 05	To discuss any Matters Arising from the LSB Meeting 12 th June 2023 Actions: A1 EB/DJ provide impact of RWI for BRoss. Results not as good as needed to be and the programme was changed part way through the year. Currently in the middle of assessment now, so the next data drop will be after half term. A2 EB bring staff survey result to next meeting – completed . A3 BRead write up and send LD notes to FS – completed . RR check with EB after half term about contact with Susie woods. A4 BRoss write up H&S and Safeguarding notes and send to FS – completed . A5 FS email contacts for KM – 3 x contact next half term . A6 NB music, write up notes and send to FS – NB . A7 NB arrange DT visit – to do .	
Autumn 06	Elect Chair and Vice Chair All governors agreed to re appoint Becky Ross as Chair and Nathan Burden as Vice Chair. No other Governors stood for the roles.	BR Chair NB VChair
Autumn 07	Agree to adhere to: <ul style="list-style-type: none"> the Terms of Reference for the LSB agree to LSB Code of Conduct, please log into Governor Hub and follow the instructions in this walkthrough the Tasks delegated in the Scheme of Delegation to the LSB by the trustees 	

Autumn 08	<ul style="list-style-type: none"> • Read and sign the new KCSiE. Please log into Governor Hub and follow the instructions in this walkthrough • Update your Business Declarations. Please log into Governor Hub and follow the instructions in this walkthrough • Declarations of Business Interest complete https://forms.gle/vvVxYYQhwD4isrXV9 <p>Attendance</p> <ul style="list-style-type: none"> • Attendance figures is 95.4%, similar to national average. • SEND attendance is 92.6%. • EHCP attendance is 89% and significantly lower. • FSM attendance is 92.9% • Persistence Absence (PA) is a concern and being targeted with all efforts. • Severe Absence (SA) is based on 4 pupils, 1 pupil has moved schools but is not removed from the reporting data. 1 pupil is in Bristol children's hospital and 2 pupils are on part time, time tables. • Any pupil with 90% and less attendance is investigated by ER. Concern in general is the pupils ear group for 90% and lower on spreadsheet and Eva looks at reasons. Team are concerned about the pupils with social care concerns because they are not necessarily safe. The process is 2 letters are sent home, then parents/guardians are invited in to attend an attendance meeting. KM questioned if it is mandatory to attend? EB confirmed encouragement is given to attend. applied. • EB gave an overview of Year 4 and the rundown on data and how the letter system works. EB confirmed there is a system in place and now we need to see the impact. Year 5 and 6 are currently the worst attendance offenders. • NB questioned leave requests. EB confirmed she receives holiday request every day. Requests are only authorised if they meet extenuating circumstances. Discussion followed on the policy procedure and fine with Local Government. NB referred to local government advice, EB to look at policy at Trust level. ACTION. • KM questioned the separation of FSM (Free School Meal). EB explained why FSM data is always separated ted as data. Confirming distinction between SEN and pupils with an EHCP. 	<p>Question</p> <p>Question</p> <p>A1 holiday requests policy</p> <p>Question</p>
Autumn 09	<p>To discuss any queries that may arise from the Head of School's Report, to include:</p> <ul style="list-style-type: none"> • update on Safeguarding, CLA, SEND & Pupil Premium • To report on Health & Safety/ Accident reporting • Pupil & Staff wellbeing • Online safety reporting (to start next term) • School Development Plan • RWInc has been top priority. Teaching writing reflects the low data for writing, the aim is to keep this high profile with adaptations for SEN pupils. • New relationship policy links with Trauma Informed Practice (TiS). The new school values have been embedded already. <p>SDP headlines</p> <ul style="list-style-type: none"> • Coaching has rolled out for SLT and teachers first, then will deliver to TAs. • New classroom wording – are you being safe, responsible and ready for learning. • EB confirmed there are a few vacancies for school places at the moment, KM requested trend data moving forward please. • EB confirmed there is a bulge of pupils needing EHCPs. <p>Pupil numbers and admissions</p>	

	<p>There are 668 children on roll. 357 boys, 311 girls</p> <ul style="list-style-type: none"> • Year 6 leavers: 96 • Reception starters: 88 • 130 children take up Free School Meals • 140 children qualify for Pupil Premium funding (20.9%) • 3 children are classed as Cared for Children (CfC) • 2 children are classified as 'previously CfC' • 19 children on roll have an Education Health and Care Plan (EHCP) (2.8%) • 4 children on CIN plan • EB commented on a surge in social problems with lots of emergency strategy meetings, there has been 5 in 1 week. Examples of these are unexplained bruises. <p>Staff</p> <ul style="list-style-type: none"> • CH – new Deputy Head, who is both chilled and very driven. He is working really well and staff have been commenting on how well they are working with CH. • EB confirmed there are fewer TAs. There are 4 assistant heads, which is EB's dream structure because EB is now confident that she has got responsible people in all 4 areas of the school. The structure is better but is being affected by the bulge of behaviour. • New teachers and new TAs have settled in. • KM questioned staff vacancies. EB confirmed covering the 3 maternity leave posts is a challenge, the positions are fixed term and the Trust cannot risk making the vacancies permanent. NB and KM suggested that EB go back to Trust – consider turnover data. ACTION. • Discussion followed o the challenge to cover the SENDCO role. EB has approached another trust and gone out to advert. There is a possibility that KS may have to step into the role. AT checked if it had gone internally? EB confirmed it did and no one came forward. • KM confirmed NHS COVID testing update. <p>Data</p> <ul style="list-style-type: none"> • EB is fully aware that the data is not good enough. Good progress has been made with Early Years. Writing, reading and maths has moved on so much. Phonics has moved on by RWInc. • KS1 SATs will no longer take place. • There are high numbers of PP in the year 6 data, with lots of frequent data analysis now ZM is back in post. • Reading at 75%, writing at 77% and maths at 71.9%. Concern is around combined figure of 56.3%. every child needs to get to expected level which is traditionally between 70 and 80%. • EB explained the higher standard. 100 is the expected standard. 110 is GD. Only 2 pupils achieved greater depth in 3 areas. It was very difficult to get GD in writing. This year some clever targeted tutoring is taking place. • AT questioned the gaps in data in relation to with PP and SEND. CH confirmed it is his responsibility to focus on data. There was not a lead in year 6 last year so possibly the monitoring was not rigorous enough. • Mastering number in KS2 is taking place. CH is already involved in the Maths Hub and Oldway got in there early. There is an additional 15 minutes of maths fluency and focus. • External reviews taking place - Sarah Ryder is in tomorrow am and ESW will be back in once more. <p>Personal development behaviour and welfare.</p> <ul style="list-style-type: none"> • No LADO contact but lots of Safeguarding issues. • EB confirmed the site lockdown and increased security for school day and after school clubs. • KM commented that the early school day is working well. 	<p>A2 Trust consider permanent role</p>
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	<ul style="list-style-type: none"> • EB confirmed the ongoing investigation re bullying and a parent withdrawal of her child. This is an ongoing investigation because she didn't make the Head of School aware of any issue. • Relationships policy update with a Trauma Informed focus. MTAs need training. • 3 internal suspensions and 3 external suspensions – all due to physical assaults and the same 4 children. • Racism spiked when assemblies focused on Black History month. Repeated racist language used by one child with high needs, advice sought from SEND Lead and actions taken. 	
Autumn 10	<p>Standards Committee update, focus for Monitoring Visit:</p> <ul style="list-style-type: none"> • OPS – EY, PP, KS1 Phonics, KS2 (Greater Depth) GD. BR is interested in how Riviera 70 is covered throughout the 7 years. • CH is very intrigued about the next steps in maths. There will be a big shift and it is exciting, instead of lots of answers in books there will be a focus on lots of maths thinking in books. This will be grown by teams and will develop so something for the monitoring visit next term. • Agreement to hold the monitoring visit on 24/11/23 8.45 -12.00. 	
Autumn 11	<p>Governor Link Role updates</p> <ul style="list-style-type: none"> • Safeguarding Link Governor – to provide termly update to Safeguarding Link Trustee (Paul Garside) • H&S Link Governors – to provide termly update to FAR Committee • SEN Link Governor – to provide termly update to SEN Trustee (Pippa Bennett) • Online Safety Link Governor – to provide update to FGB meeting. • Allocate other link roles for monitoring • AT and BRoss to share Safeguarding and Maths. • SW - PP CLA and SEND. There is a need to spread these very important link roles out. • BRead - Artsmark, English and Science. Would be happy to give up Arts. • KM – RE, History, Geography and PSHE. • NB - IT, DT and Music. 	
Autumn 12	<p>Report on Trustee/Governor Expenses Policy & form in Governor Hub.</p>	
Autumn 13	<p>Acknowledge Policy updates – Administration of Medicines Code of Conduct (approved by email Sept 23) Collective Worship Competitive Tendering Community use and lettings Due Diligence Finance Gifts and hospitality Leave Arrangements Managing Allegations Positive Handling Recruitment & Selection Supporting Pupils at School with Medical Conditions</p> <p>Oldway Primary School</p>	

	<p>Behaviour Policy bit of work around the wording. SEND Information Report 23 Admissions policy draft 2025/26 – awareness, will be confirmed in February 23</p>	
Autumn 14	<p>Online safety filtering, monitoring and reporting</p> <ul style="list-style-type: none"> New agenda item - Heads to provide termly reports on online safety filtering & monitoring in line with KCSiE changes to start next term. EB receives a spreadsheet every week which identifies every time a pupil has been blocked or tried to view non-appropriate content. The monitoring reports has flagged up some children trying to access inappropriate things. 	
Autumn 15	<p>Level 2 Child Protection training/refresher. FS to email each Governor individually. Each Governor is required to have updated Safeguarding training/refresher training every academic year. We use Safeguarding Training for Governors on Governor Hub.</p>	
Autumn 16	<p>AOB</p> <ul style="list-style-type: none"> Training available /booked. Monitoring Visit procedures Website Bio/photo – SW, JS, AT <p>Classroom move</p> <ul style="list-style-type: none"> EB explained the big move between year 1 and year 3. Year 1 needed a secure outside area to play and use for learning. Year 1 can still use the play equipment at break times. <p>Staff survey</p> <ul style="list-style-type: none"> Staff are sharing good news and feel valued. The negativity revolves around the objection of teaching WRIInc. TAs do not think it is part of their job and they do not like it. EB is meeting with staff because this is not going to change, this is something we do for the children, it is heavily scripted and has a full set of resources to support teaching. <p>Extended school day</p> <ul style="list-style-type: none"> The school day is 10 minutes longer. The little ones need the TAs to start a little earlier than they have been used to and this has caused quite a stir. EB is sensitive to their feelings and trying to work with them. EB needs TAs to start the welcome in at 8.35, but their contracts do not start until 8.45am. <p>Staff concern</p> <ul style="list-style-type: none"> Very high needs behaviour is hard at the moment, nobody comes to school to be hit or spat at. Bread was contacted by a TA in her Governor capacity to reach out about the difficulties of reading through the WRIInc script alongside managing the difficult behaviour. EB confirmed that the groups are assessed every half term and moved accordingly. FS confirmed the process for each Governor, if a member of staff contacts a Governor, please advise them to contact their line manager or Head of school in the first instance. Similarly, if a parent contacts the Governors, please advise them to follow the Trust complaints policy and contact Teacher, Assistant Head and then Head. Contact from Staff and Parents is outside of the remit of Local Standards Board Governors and shouldn't be put in that position when clear process and policies are in place. 	

	<ul style="list-style-type: none"> • Social media responsibilities for staff were discussed, this was extended to Governors and were reminded of their responsibilities on social media in relation to the school. <p>Standards Monitoring Visit Dates: To Be Decided Tuesday 30th January 12.30 Thursday 23rd May 9.00am</p> <p>Date of next Meeting: AGM Monday 22nd January 2024 at 17:30pm Monday 5th February 2024 at 5.00pm Monday 10th June 2024 at 5.00pm</p> <p>WIFI : Guest retoldway</p>	
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Actions:

A1 EB investigate and cross check holiday requests policy

A2 Trust to consider permanent roles to cover maternity leave.

Signed: Nathan Burden
Nathan Burden, Vice Chair

Date: 5th February 2024