



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

**Minutes of the Oldway Local Standards Board Meeting on Wednesday 19th October 2022
Meeting in the Conference Room at 5.00 p.m**

Present: Maria Bailey (Chair), Emma Bamber (HoS), Becky Ross, Nathan Smith,

In attendance: Faye Steele (Governance Professional), Becky Read, Simon Wallace

Apologies: Katy Melsome

Autumn 01	<p>Welcome to Simon Wallace and Rebecca Read new governors</p> <p>Intro’s AS stepped down with immediate effect. Thank you to AS for his time given to Oldway Primary School.</p>	
Autumn 02	<p>To receive and sanction any apologies for absence Apologies received and sanctioned for KM.</p>	KM apols
Autumn 03	<p>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></p>	
Autumn 04	<p>To receive agree and sanction Minutes of the Meeting for the LSB Meeting 15th June 2022 Minutes of the meeting were agreed and electronically signed as an accurate record of the meeting.</p>	Minutes agreed
Autumn 05	<p>To discuss any Matters Arising from the LSB Meeting 15th June 2022</p> <p>Actions: A1 SB data Dashboard – completed. A2 Chris Gould – not completed, Oldway is a very different place and view is maybe outdated. EB to meet with CG after half term, EB to feedback. A3 SEF – IAbacus explanation from EB. Next meeting update. ACTION. A4 Green paper in Autumn 2022 – new SENDCo – move to next meeting. ACTION. A5 PP invite to Autumn 22 – Moved to 22nd Feb meeting. EB feedback on excellent approach DJ has to PP funding.</p>	<p>A1 IAbacus update</p> <p>A2 Green paper</p>
Autumn 06	Elect Chair and Vice Chair	

The proposed Chair/ Vice Chair left the room,
All governors agreed to elect BRoss as Chair.
All governors agreed to elect NB as Vice Chair.

Autumn 07

Agree to adhere to:

- **the Terms of Reference for the LSB**
- **Code of Conduct**
- **the Tasks delegated in the Scheme of Delegation to the LSB by the trustees**

All governors agreed to the above.

Autumn 08

To discuss any queries that may arise from the Head of School's Report, to include:

- **update on Safeguarding, CLA, SEND & Pupil Premium**
- **To report on Health & Safety/ Accident reporting**
- **Pupil & Staff wellbeing**

- BRoss invited to the next fire drill, follow up with Jill Christian.

Staffing

- NB questioned staff attendance figure? EB explained the impact of recent covid outbreaks in Year 5 and 1. EB confirmed a greater number of TAs were affected, tracking with HR and absence review meetings are in place. EB reported on some staff turnover. Class cover is by UQTs.
- EB explained many Senior Leaders new to role. Lots of team building has been required.
- BRoss questioned DSL - Designated Safeguarding Lead. Eva Rowe is DSL, then EB, DJ and ZM are Deputy Designated Safeguarding Leads.
- Discussion on support and training provided to staff new to the role.
- New appointment SENDCo role. National accreditation starts within the first 3 years of starting the role. Kate Squires (Trust SEN lead) is supporting Laura Bateman with the systems and procedures. MB concern is that the new SENDCo will drown under the paperwork, pleased to hear there is admin support.
- EB is confident in the Senior Leadership team. There are enough teachers and plenty of support staff.
- Actions are in place to improve staff morale. Discussion followed on team approach.

SEND

- Currently Oldway has 25 EHCP's which means 25 annual reviews have to take place which can take a lot of time. 76 code K which is a special need but no EHCP.
- High needs behaviour discussion – this is being monitored and recorded. There is Inclusion and pastoral support available to assist with dysregulation. One member of SLT is on duty to support staff.
- 1 to 1 support has been reviewed, 40/50 TAs, 20/25 are 1 to 1 support. Discussion on 1 to 1 's and re model and team approach. NB started a discussion on sustainability.

Curriculum

- Subject Leaders have half a day each half term to monitor their subjects.
- EB explained the plans are in place for Phonics, Year 6 and Year 3 in response to lower than expected data points.

<p>Autumn 09</p>	<p>School Development Plan EB updated governors on SDP progress, currently asking for audits and reviews to create the SDP, work in progress. Focus on 1,2 & 7 of the Riviera Principles at present.</p>	
<p>Autumn 10</p>	<p>Standards Committee update, focus for Monitoring Visit:</p> <ul style="list-style-type: none"> ● Reference minutes, consistency and early reading and year 6 pivotal areas ● Adaptations for SEND pupils with lesson and retrieval practice – what does that mean, what do you do and allow SLT to talk through the sorts of things to see around the school. ● Heads can share IAbacus for School Development Plan with governors. This is being used for planning as it uses the same criteria as Ofsted use. Feeds into hindering and helpful actions and then the action plan. ● MB discussion on how to close the PP gap as it is still wider than we would like. 	
<p>Autumn 11</p>	<p>Governor Link Role updates MB – PP, Safeguarding, SEND, PP, CLA, Writing, Reading. SW - SEND, Safeguarding and PE to be confirmed at the end of Induction. BR – Science, to be confirmed at the end of Induction.</p>	
<p>Autumn 12</p>	<p>Report on Trustee/Governor Expenses No expenses to report.</p>	
<p>Autumn 13</p>	<p>Acknowledge Policy updates – Administration of Medicines Community Use & Lettings Competitive Tendering Finance Gifts & Hospitality H&S Pooling Supporting Pupils at School with Medical Conditions</p>	
<p>Autumn 14</p>	<p>Oldway Primary School Behaviour Policy – <i>discussion and update from EB on clarity of restraint use and strict rules. Teach teach reference. Kate Squires physical handling policy update.</i> SEND Local Offer 22 – 23 SEND Information Report 22 – 23 Admissions policy draft 2024/25 – awareness, will be confirmed in February 23</p>	
<p>Autumn 15</p>	<p>Declarations of Business Interest complete https://forms.gle/jpwjplqf5eGGESX76</p> <p>KCSiE update read and sign using google form link https://forms.gle/znX8Sc31rHAoYXCs7</p> <p>MB questioned KCSiE and updated search in place – HR confirmed searches are in place and using the news facility too.</p>	
	<p>Level 2 Child Protection training/refresher. TBC</p>	

<p>AOB</p> <p>Training available /booked.</p> <ul style="list-style-type: none">● FS to circulate training available through Somerset. <p>Monitoring Visit procedures</p> <ul style="list-style-type: none">● To be discussed during the initial meet. <p>Standards Monitoring Visit Date: Wednesday 9th November 2022 09:00am FRIDAY 18th Novembers 2022 9.00am – SEND INVITES VIA CALENDAR. Tuesday 31st January 2022</p> <p>Date of next Meeting: AGM Monday 16th January 2023 at 17:30pm Wednesday 22nd February 2023 at 17.00pm Monday 20th February 2023 at 17.00pm</p>	
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Actions:

A1 IAbacus update

A2 Green paper

Signed: Maria Bailey

Date: 20th February 2023