



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

**Minutes for the Oldway Local Standards Board Meeting on Wednesday 9<sup>th</sup> February 2022  
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), Becky Ross, Nathan Smith, Alex Smith, Katy Melsome

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

**Apologies:** Amanda Coote, Kayleigh Hines

Spring 01	Welcome	
Spring 02	To receive and sanction any apologies for absence AC, KH.	Apols AC Apols KH
Spring 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> MB – Grief Training - ‘open years’ resources are being used in Year 2	MB declared
Spring 04	To receive agree and sanction Minutes of the Meeting for the LSB Meeting 13 <sup>th</sup> October 2021 Minutes were agreed and electronically signed as an accurate record.	Minutes agreed
Spring 05	To discuss any Matters Arising from the LSB Meeting 13 <sup>th</sup> October 2021 <b>Actions:</b> <b>A1</b> FS to invite DJackson to Summer term meeting <b>A2</b> FS to share Standards Minutes – to do. <b>A3</b> SM to collect data re number of concerns in concerns box – <b>not collated numbers but have looked in them and reminded children of them regularly in assemblies. Check with pastoral team, come back to main assembly with it.</b> <b>A4</b> FS ask SB about Cyber Risk – will be included in AGM minutes, to be circulated. Discussion on external audit and NB recommendations: Cloud9 Amazon Web Services. <b>A5</b> FS to circulate KCSiE google link - <b>email tonight.</b> <b>A6</b> FS to circulate Business Declaration google link. – <b>email tonight.</b> <b>A7</b> SM to invite governors to PSHE day. <b>TB joined in for diversity one. Summer MV 19<sup>th</sup> May to include PSHE/ British values/jubilee monitoring.</b> <b>A8</b> SM to notify KH of English as Additional Language (EAL) link teacher. <b>SM reported that Emily Bolton is developing as lead in this area.</b>	A1 invite DJ A2 share minutes

<p><b>Spring 06</b></p>	<p><b>A9 SM to contact Torbay Education Safeguarding Services re: escalation.</b></p> <p><b>Completed where needed and concerns also shared at termly safeguarding leads forum.</b></p> <p><b>Report on Monitoring Visit on 28<sup>th</sup> January 2022, to include any link Governor feedback linked to SDP</b></p> <ul style="list-style-type: none"> <li>• SEND – AS</li> <li>• Pupil Premium – MB</li> <li>• Data &amp; Standards – TB</li> <li>• Curriculum – TB, BR, NB</li> <li>• PSHE - KM</li> <li>• Arts – TB</li> <li>• Safeguarding &amp; CLA – KH</li> </ul> <p>Full support visit was re-arranged due to staff absence and outbreaks in school but learning walk was completed on 28/1/22. Further governor visits arranged for 11/2/22 and 16/2/22 alongside the school leadership team.</p> <p>Discussion followed on recording contact and updates. Clerk to re circulate Link Governor template reports, all Governors to use these templates to record contact from their link Role. These to be uploaded to Governor Hub and shared prior to each meeting.</p> <p>Discussion followed on how to monitor curriculum – divide the subjects and monitor for the thread running through, development and areas for improvement. Clerk to circulate Link Role support resources. <b>ACTION.</b></p> <p>Clerk to circulate completed Link contact reports from MB, KH. <b>ACTION.</b></p>	
<p><b>Spring 07</b></p>	<p><b>To discuss any queries that may arise from the Head of School's Report, to include highlights:</b></p> <p><u>Pupil Numbers &amp; Admissions</u></p> <ul style="list-style-type: none"> <li>• 201 requests for 90 reception places. Lots of siblings, predicted to be full in September which will have a positive impact on budget and stability. Discussion followed on concerning reduction in birth rate, lack of suitable housing and lack of movement in the area.</li> <li>• High need to support families in school. Lots of families are feeling the long term effects of the pandemic.</li> </ul> <p><u>Staffing</u></p> <ul style="list-style-type: none"> <li>• Very sadly, Zoe Milligan (Assistant Head) has been diagnosed with breast cancer. Plans are in place to cover teaching and the Assistant Head role this term. We are hopeful that the treatment will be very successful and she will return in the summer term.</li> <li>• Staff absences due to the pandemic continues to be a challenge. Part time staff are working extra days, with support from SLT, to ensure classes remain open. The result is a negative impact on the additional support being offered to pupils. Discussion followed on a difficult recruitment trend. A staff survey in October showed concerns for staff wellbeing, monitoring and high needs pupils. Work has started on support to remedy these issues.</li> <li>• Pupil progress meetings were held this week to talk about building on foundations and ensuring the gaps in knowledge are closed with additional support. Staff need capacity for this, lots of time has been used on reacting to daily changes due to staff absence.</li> <li>• More funding will be received next year, so it will make it easier to plan when we are in a position to know how much we will receive. The increase in safeguarding and pastoral team will hopefully remain if budget permits</li> </ul>	<p><b>A3 resources</b></p> <p><b>A4 reports</b></p>

	<p>as will increased teacher time as that has been proven to have the biggest impact on children's learning and recovery.</p> <p><u>Attendance</u></p> <ul style="list-style-type: none"> <li>National attendance figure is low and Oldway is no exception. Autumn term attendance was 94% at last LSB (pre-COVID outbreaks), it is 91% currently. Persistent absence is below 90%. SM reassured governors that the figures will improve in a 'normal' year (outside of a pandemic).</li> <li>Successful in achieving the targeted 90% reaching year 2 phonics. Year 1s were at 75% at end of year 1, so an additional teacher and focus helped to achieve 90%. This is evidence that when the right staffing levels are in place, we see the results we know we can achieve.</li> </ul> <p><u>Curriculum Development</u></p> <ul style="list-style-type: none"> <li>This has been a huge challenge to release Subject Leaders out of their classes to enable them to start creating and developing a new curriculum for all teachers to deliver. There have been really good bursts, with progress made with clear intent, a long term plan for every curriculum subject and all of the disciplinary knowledge year on year. The next step is to share with all year groups and release the curriculum plans to all teaching staff.</li> <li>Writing is looking consistent, monitored during a recent learning walk.</li> <li>Writing has improved, phonics has improved and a consistent approach to reading has been maintained. Work now is on the curriculum.</li> <li>As well as the Pupil Premium Grant, the Covid Recovery Fund and School-Led Tutoring Grant has been allocated to Oldway to support pupils' recovery and progress. These funds will be utilised to support phonics intervention, the Nuffield Early Language Intervention programme. Discussion followed on how Shiphay are using tutoring which SM has discussed with year groups at pupil progress meetings this week.</li> <li>Eva Rowe (Family Support Worker) is excellent, very thorough and organised. She has recently been accredited with Senior Mental Health Lead. MB <b>questioned</b> if we have a qualified counsellor on site? SM – unfortunately no. A play therapist is working with Oldway, a Trust Counsellor would be a real asset and this has been suggested.</li> <li>The next big fund raiser is a sponsored dance-a-thon on 30<sup>th</sup> March 2022! School Council have voted for play equipment for the school.</li> <li>TB <b>questioned</b> if pupil groups have a voice? Do they have enough opportunity to meet? SM – out of outbreak measures now, previously the meetings have had to be cancelled. Play leaders are back to supervising the younger ones and Year 6 Ambassadors are also meeting to start the school projects. TB <b>questioned</b> reading Buddies? SM – not been able to mix year groups in recent months but hope to do this for World Book Day.</li> <li>Diversity days have been well-received, especially by children from minority backgrounds. Feedback has been that children from minority groups feel like they have celebrated and have the language to challenge others. SM has purchased British Black History books for each class and these books are being chosen all the time and have been well-received.</li> <li>SM celebrated the work from the Mental Health Support Team, which has included parent workshops and training/supervision for staff.</li> </ul> <p><u>Premises</u></p> <ul style="list-style-type: none"> <li>The last phase of window replacement will be completed in half term. Solar panels have been fitted which will help with the ever increasing energy bills. New furniture for year 1 and 2 has been ordered, with rainbow coloured chairs to match the new toilet doors. The original building is looking very smart.</li> </ul>	<p>Question</p> <p>Question</p> <p>Question</p>
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	<p><b>Acknowledge Policy updates – Approved at FGB 21<sup>st</sup> October 2021</b></p> <p>Cared for Children  Child Protection  Safeguarding  Induction for ECT's  SEND  Code of Conduct  Equalities  Returning to Work after COVID  Whistleblowing  Sexual Violence &amp; Sexual Harassment Management  Pooling  Mini Bus  Health &amp; Safety  Data Protection  Online Safety  Freedom of Information  Remote Learning  Assessment  Complaints  Finance  Community Use &amp; Lettings  Pay Policy  Managing Allegations Against Staff  Gifts &amp; Hospitality Policy  Low Level Concerns – this is a duplication of Part 2 Managing Allegations Against Staff. Trustees agreed to keep separate policy and remove part 2 from Managing Allegations Policy. Also reference made in Code of Conduct.</p> <p><b>Spring 10</b></p> <p><b>Spring 11</b></p> <p><b>Oldway Policies to Approve:</b>  Oldway Remote Learning Statement. TB pointed out broken link on the website isolation learning.  EYFS Policy  <b>All approved.</b></p> <p><b>Spring 12</b></p> <p><b>Compliance</b></p> <ul style="list-style-type: none"> <li>• KCSiE update read and sign using google form link.</li> <li>• Level 2 Child Protection training/refresher. Sign using google form link.</li> <li>• Prevent</li> <li>• Business Declarations</li> </ul> <p><b>Ofsted</b></p> <ul style="list-style-type: none"> <li>• Feedback from Ofsted training at AGM. Really useful session, provided lots to think about.</li> <li>• Discussion on grading, would it be 'Good' or possibly 'RI'. TB suggested a Governor coffee morning for Governors to discuss what they have 'seen'. Provide availability of Fridays in March. <b>ACTION.</b></li> <li>• SM fed back on visit – a trained Ofsted Inspector visited, providing support re: the 90 minute phone call. A SLT action plan was created as a result, outlining documents that will need to be collated and available so that when the call comes, the time can be spent supporting staff instead of finding case studies etc.</li> <li>• NB <b>questioned</b> the reasons why the grading could be 'RI'? If Governors do not know then it is going to be difficult to monitor any improvement. SM –</li> </ul>	<p><b>Approved</b></p> <p><b>A8 availability</b></p> <p><b>Question</b></p>
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<p><b>Spring 13</b></p> <p><b>Spring 14</b></p>	<p>the quality of education around the curriculum is key. If there any gaps or loss of purpose in curriculum then could be 'RI'. Trust and leadership team are also worried about how staff are feeling and worried that Oldway curriculum is not quite finished. Subject Leaders and SLT have worked really hard but have not been able to move the curriculum forward as much as liked to. NB can we ask for clarity from SB re: Ofsted gaps? We need very clear understanding of what currently constitutes RI and what is required of the curriculum to ensure we do not get RI. <b>ACTION.</b></p> <ul style="list-style-type: none"> <li>• Ask DW to explain to Governors what a good/outstanding curriculum looks like – governors require context. <b>ACTION.</b> MB <b>questioned</b> a comparison with the other 2 schools in the Trust. If other 2 schools have outstanding curriculum then can we see those for context? Discussion on benefits of being part of a Trust and how the schools would benefit from working together on the curriculum.</li> <li>• Discussion followed and governors suggested making contact with the Ofsted inspector. This would provide a clear understanding of his findings and can assist a monitoring plan for the Governors, including what Governors need to understand about curriculum, what weakness/strengths were found and what has SLT and SM have done since then. Zoom or email/phone call conversation contact request. <b>ACTION.</b></li> </ul> <p><b>Training attended</b> KH attended Safeguarding link visit with Eva Rowe earlier this term.</p> <p><b>AOB</b></p> <p><b>Governors awareness day 22<sup>nd</sup> Feb</b></p> <p><a href="https://schoolgovernorsday.co.uk/programme/">https://schoolgovernorsday.co.uk/programme/</a></p> <p><b>Standards Monitoring Visit Date:</b> Thursday 19<sup>th</sup> May 2022 at 9.00am <b>Date of next Meeting:</b> Wednesday 15<sup>th</sup> June at 5.00pm</p>	<p><b>A9 RI clarity</b> <b>A10 curriculum clarity DW</b></p> <p><b>Question</b></p> <p><b>A11 Inspector contact</b></p>
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**Actions:**

- A1** FS to invite DJ to Summer term meeting
- A2** FS to share Standards Minutes
- A3** FS to circulate ink Governor resources
- A4** FS to circulate Link Governor reports from KH, MB, TB.
- A5** NB to look into trend analysis
- A6** MB to monitor staff retention and exit interviews
- A7** Governors requested pay scale difference understanding
- A8** Governors to complete doodle poll availability for coffee morning
- A9** Governors requested RI clarity from SB.
- A10** Governors requested curriculum clarity from DW.
- A11** Governors requested contact with Chris Gould to obtain direct feedback from mock Ofsted, to use for monitoring plan and Ofsted preparation.

**Chair Signature:**

M Bailey

**Date:** 15<sup>th</sup> June 2022