

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

**Minutes for the Oldway Local Standards Board Meeting on Monday 5<sup>th</sup> February 2024  
Meeting held in the Conference Room at 5.00 p.m**

**Present:** Emma Bamber (HoS), Nathan Smith (vice Chair), Becky Read, Simon Wallace, Jonathan Summers, Addison Tailford, Charlotte Pitocco

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

**Apologies:** Becky Ross (Chair),

Spring 01	<b>Welcome to Charlotte Pitocco, new governor.</b> <b>Thank you to KM – resignation received.</b>	<b>Welcome CP</b> <b>Thank you KM</b>
Spring 02	<b>To receive and sanction any apologies for absence</b> Apologies received and sanctioned for BR.	<b>Apols BRoss</b>
Spring 03	<b>To declare and discuss any business interests that may be applicable in accordance with the Governance Handbook</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>	
Spring 04	<b>To receive agree and sanction Minutes of the Meeting for the 16<sup>th</sup> October 2023</b> Minutes were agreed and electronically signed as an accurate record.	<b>Mins agreed</b>
Spring 05	<b>To discuss any Matters Arising from the LSB Meeting 16<sup>th</sup> October 2023</b> <b>Actions:</b> <b>A1 EB investigate and cross check holiday requests policy</b> – Update on Trust Policy and LSB in line with policy – fining is part of the policy. <b>A2 Trust to consider permanent roles to cover maternity leave</b> – Trust decision, not school.	
Spring 06	<b>To discuss any queries that may arise from the Head of School report update to report on:</b> <ul style="list-style-type: none"> <li>• <b>Safeguarding, CLA, SEND &amp; Pupil Premium</b></li> <li>• <b>Health &amp; Safety/ Accident reporting</b></li> <li>• <b>Pupil &amp; Staff wellbeing</b></li> <li>• <b>School Development Plan</b></li> <li>• EB explained the enormous improvements made against the 5 priorities. Read Write Inc is utterly embedded. The new Behaviour and support policy is embedded. The values are embedded and community links have been developed across the school. EB has fantastic support from the Leadership structure. The orange priority - Developing adaptation for SEND pupils – is not green because EB not confident it is top notch in ALL lesson yet. EB is confident this will change and is moving in the right direction.</li> </ul>	

	<ul style="list-style-type: none"> <li>• EB fed back on the 2 external reviews from Connect and ESW. Both reviewers were very impressed with the rate of change and improvements.</li> <li>• Discussion followed on the low birth rate 24/25 and the impact on Reception. CP <b>questioned</b> the impact of this overall? EB explained the funding concern and how it will affect the funding for the following year.</li> <li>• BRead questioned the extra teacher? EB explained there will be natural movement throughout the academic year.</li> <li>• NB <b>questioned</b> if this will continue throughout the years, EB confirmed it would.</li> <li>• EB explained the social media advertising, and looking at advertising Nursery.</li> <li>• RPS (RPS) is one of 2 schools in the bay that are full from September.</li> </ul>	Question
	<p>Staffing</p> <ul style="list-style-type: none"> <li>• 0.4 member of staff has moved to RPS (Roselands Primary School).</li> <li>• Assistant Heads have had their release time increased to half a day per week, this is pivotal to school improvements. This was recognised by the external reviews.</li> <li>• Senior Administrator moved, which has put extra temporary pressures on the office.</li> <li>• The majority of teacher resignations received have been to move out of the teaching profession altogether.</li> <li>• Staff absence was high in October and recently had an increase again.</li> <li>• Recruitment has been a huge challenge.</li> <li>• NB <b>questioned</b> the TA numbers – have they been reduced? EB confirmed that haven't, which is a very positive move for the school.</li> <li>• EB provided an overview of the recent staff survey results, highlighting the improvements. The bully question response was a concern. TIS (Trauma Informed School) adults may not be aware of the sanctions used.</li> <li>• Discussion followed on the school values, concentrating on kindness and ensuring consistency.</li> <li>• EB explained how as a school we are celebrating the good news at every opportunity.</li> </ul>	Question
	<p>Attendance</p> <ul style="list-style-type: none"> <li>• EB considers attendance to be a big project and a continual battle.</li> <li>• The data the Dfe hold is incorrect.</li> <li>• Discussion followed on the 3 severely absent pupils, EB explaining the clear system in place, data and actions to follow, highlighting the action as the difficult element.</li> <li>• 90 pupils are being carefully tracked and FSW (Family Support Worker) meetings are arranged. EB described her frustration that the impact of the meetings can be 2 weeks of excellent attendance and then it slips. The current system is strong and everything is being tracked for attendance.</li> <li>• BRead <b>questioned</b> what is being done differently this year? EB explained a determination to build a relationship with families before attendance becomes a concern, then there will be a willingness for support and to attend the meetings.</li> <li>• CP questioned when an intervention is put in place? There is one parent that has not attended a meeting yet, this family has lots of transport issues. There are 4 pupils on a part-time time table.</li> </ul>	Question
	<p>Data</p> <ul style="list-style-type: none"> <li>• EB shared concern with Year 6 data. Discussion followed on the support being offered to Year 6 pupils, there are legacy issues and there have been lots of gaps identified that need to be closed.</li> <li>• EB highlighted the booster sessions taking place throughout the whole school and a shift of thinking that Year 6 achievement is just for Year 6 Teachers to be concerned about. All teachers are aware of the impact of ensuring pupils have met learning targets by the end of each year and to ensure there are no gaps.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Discussion on GD (greater Depth). Exposure to GD should be made available all the way through school and every opportunity to identify GD pupils taken.</li> <li>• CP commented on the current Year 6 transition to Secondary school will be interesting.</li> <li>• Read Write Inc data is showing massive progress in Year 1.</li> <li>• Everything is being aimed at Year 2 early reading and DJ does not have any concerns and checks on progress every term.</li> </ul> <p>School Improvement</p> <ul style="list-style-type: none"> <li>• The 2 external reviews have been very positive about the school improvement journey so far. Consistency between classes and throughout the school has been highlighted, and has become a focus of improvement.</li> <li>• EB fed back about staff having change fatigue so the brakes have been put on change for the time being.</li> </ul> <p>Safeguarding</p> <ul style="list-style-type: none"> <li>• EB explained how the LADO (Local Authority Designated Officer) referrals work. EB has only been referred to LADO twice, one was to check references and one was an accusation from a child to adult.</li> </ul> <p>Behaviour</p> <ul style="list-style-type: none"> <li>• EB reported that the number of suspension has reduced.</li> <li>• There is a concern with the number of racist incidents. There is one child that is a repeat offender of racist language and sexualised behaviour – this is reported to the LA.</li> <li>• EB explained the language used is throw away comments and considered ‘banter’, with lots of casual racism and they do not realise it is not appropriate and offensive.</li> <li>• Every half term begins with assemblies on anti-bullying and online safety. The next half term is beginning with protected characteristics.</li> </ul> <p>Parents/Community</p> <ul style="list-style-type: none"> <li>• There will be a parent forum organised soon.</li> <li>• EB is confident the next parent survey will have improved responses.</li> <li>• Bread <b>questioned</b> why the H&amp;S lockdown drills are not in place? EB explained this has been heavily challenged by a parent and consideration is being given to how this can be developed to ensure pupils are not scared and age appropriate. This will need to be a Trust decision.</li> </ul> <p>Summary</p> <ul style="list-style-type: none"> <li>• The broad picture, since the last 18 months, is a positive one, with changes we can articulate. This has been validated by external reviews.</li> </ul> <p><b>Attendance</b> See above</p>	
Spring 07		
Spring 08	<p><b>School Profile Analysis</b></p> <ul style="list-style-type: none"> <li>• Early Years provision is getting stronger every day, with a fantastic leader and team, committed to making positive improvements.</li> <li>• Leadership and Management is improving.</li> <li>• There is a good offer for Personal Development.</li> <li>• Lots of work has gone into Behaviour and attitudes, designing values to underpin and support behaviour.</li> <li>• Quality of Education – data has been used to inform coaching in the classrooms.</li> <li>• New Appointments are strong, 10 new staff.</li> <li>• Data overview – this forms the basis of pupil progress meetings.</li> <li>• KS2 nationals are being targeted.</li> <li>• PP gap is too big, discussion followed on revisiting the 3-year strategy this summer. Discussion followed on use of spotlighting pupils and use of pre teaching and booster sessions.</li> </ul>	Question

<p>Spring 09</p>	<ul style="list-style-type: none"> <li>CH explained the absence of Year 2 data for the next 2 years and therefore absence of progression measures.</li> <li>EB talked about improved GD data. CP <b>questioned</b> if this is research informed? EB explained the how it is EEF research informed.</li> </ul> <p><b>New agenda item - Heads to provide termly reports on online safety filtering &amp; monitoring in line with KCSiE changes to start next term.</b></p> <ul style="list-style-type: none"> <li>EB shared the internet filtering report she receives.</li> <li>Discussion followed on how the results are directly linked to searches made by pupils and advert pop ups. If a particular pupil pops up regularly then it is investigated.</li> <li>The filtering monitoring and reporting has become part of the discussion of the fortnightly vulnerable pupil meetings.</li> <li>NB <b>questioned</b> if this is only for school devices? EB confirmed it was and that personal devices are kept in lockers.</li> <li></li> </ul>	<p>Question</p>
<p>Spring 10</p>	<p><b>Standards Committee update, focus for Monitoring Visit:</b></p> <p>Update:</p> <ul style="list-style-type: none"> <li>Standards Committee draft minutes</li> </ul> <p>Monitoring Visit focus:</p> <ul style="list-style-type: none"> <li>Behaviour</li> <li>Phonics</li> <li>Early Years</li> </ul> <p>Monitoring Visit report to be circulated. <b>ACTION.</b></p> <p>Phonics was challenged and Governors are aware of the improvement made.</p>	<p>Question</p> <p>A1 circulate MV report</p>
<p>Spring 11</p>	<p><b>Governor Link Role updates</b></p> <ul style="list-style-type: none"> <li>Safeguarding Link Governor – to provide termly update to Safeguarding Link Trustee (Paul Garside)</li> <li>H&amp;S Link Governors – to provide termly update to FAR Committee</li> <li>SEN Link Governor – to provide termly update to SEN Trustee (Pippa Bennett)</li> <li>Online Safety Link Governor – to provide update to FGB meeting.</li> </ul> <p><b>Link Governors to feedback on their termly report</b></p> <p>Circulate link governor roles – buddy contacts. <b>ACTION.</b></p>	
<p>Spring 12</p>	<p><b>Report on Trustee/Governor Expenses</b></p> <p>Policy &amp; form in Governor Hub.</p>	<p>A2 circulate Governor Link roles and contacts</p>
<p>Spring 13</p>	<p><b>Acknowledge policy updates</b></p> <p>Flexible Working Workforce Privacy Shared Parental Leave Capabilities Critical Illness Equalities Outdoor Education Visits Managing Stress and absence Discretions ECT (early Career Teacher) Data Breach</p> <p><b>Approved by email:</b></p> <p>Complaints</p>	

<p><b>Spring 14</b></p>	<p>Pay SEND Whistleblowing</p> <p><b>Oldway Primary School</b> Oldway Admissions Policy 25/26 – due to be confirmed Feb 2023</p> <p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• <b>Training available /booked.</b></li> <li>• <b>Website Bio/photo – SW, CP</b></li> <li>• <b>Outstanding Safeguarding training, prevent training and confirmations on Gov Hub.</b></li> <li>• <b>EB to produce Governor crib sheet for Ofsted. ACTION.</b></li> </ul> <p><b>Standards Monitoring Visit Dates:</b> Thursday 23<sup>rd</sup> May 9.00am</p> <p><b>Date of next Meeting:</b> Monday 10<sup>th</sup> June 2024 at 5.00pm</p> <p>WIFI : Guest retoldway</p>	<p><b>A3 Crib sheet</b></p>
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**Actions:**

A1, BRoss to circulate the Monitoring Visit report.

A2, FS to circulate Governor link Roles and contacts.

A3, EB to produce a Governor crib sheet for Ofsted preparation.

Signed: Nathan Burden  
Vice Chair

Date: 10<sup>th</sup> June 2024