



Minutes for the Local Governing Body Meeting Thursday 13th July 2017

Present: Vicky McCaig (Acting Head), John Fellows (Chair), Cheryl Harlock, Jo Neal, David Reid

In Attendance: Chris O'Connor, Faye Steele (Clerk)

Apologies: Jane Smythe, Mel Simmonds, Stewart Biddles

Summer 2 01	Welcome to Chris O'Connor The Chair welcomed Chris O'Connor to the meeting, and thanked him for coming.	
Summer 2 02	Welcome to David Reid, newly appoint Coopted Governor The Chair welcomed David Reid to the meeting and asked the governors to introduce themselves.	
Summer 2 03	To receive and sanction any apologies for absence Jane Smythe, Mel Simmonds and Stewart Biddles sent their apologies. The governors sanctioned their absence. JS sent in some information for JF to bring to the meeting on her behalf.	Sanctioned JS, MS, SB
Summer 2 04	To declare and discuss any business interests that may be applicable in accordance with the governor's handbook January 2015 There were no new business interests to declare. JF informed the governors that his wife works at Roselands. DR informed the governors that his wife works for the Trust.	
Summer 2 05	To receive, agree and sanction Minutes of the Meeting for the last Local Governing Body Meeting dated Thursday 16th March 2017 The governors agreed & signed the minutes as an accurate record of the meeting.	
Summer 2 06	To discuss any Matters Arising from the Local Governing Body Minutes of the Meeting dated Thursday 16th March 2017 JS has requested greater detail to be included in the minutes. In particular, clear and specific recording of challenges and question. Discussion of using bold and italic formatting followed. The suggestion to provide copies of funding letters for parents to sign was never actioned, due to the snap election. JF would like to ask Kevin Foster in to discuss the funding issue ACTION.	Action 1 JF invite Kevin Foster
Summer 2 07	To discuss any queries that may arise from the Headteacher's report (including staffing updates) • New Headteacher, Chris O'Connor, will be starting in September. • Joe Mortlock, ICT Technician is leaving. • Karen Hooper is returning from maternity. • Alley Bowles is leaving and Kayleigh Kinsman will be joining the year 5/6 team. • Attendance figures have increased. The letters from the LA have been sent out to all parents and have asked them to be signed. • Already received a large amount of holiday requests for next term. CH questioned if the requests were during other schools' half term? VM confirmed that it was a mixed,	Question

	without a pattern emerging. It is crucial to send out the message that absence will only be authorised in 'exceptional circumstances'. DR questioned if Friday pm Dentist appointments were being monitored? VM confirmed that they seek medical proof for regular medical appointments and are monitoring sickness and one off absences. • General attendance is improving: FSW is working hard with vulnerable parents and signing contracts to commit to attendance. The school has launched a scooter deal for the children with attendance above 95% to have a chance of winning. There are already 274 names out of the 314 in total in the hat for next week's draw. • Pupil Premium progress meetings are continuing within each year group. VENN diagrams are used to track and identify SEN and Pupil Premium who are on track and who need support. • JS questioned 2% drop in EYFS scoring GLD in Progress and Attainment, is this a cohort issue? VM confirmed it was. Pupils were targeted last year and 1 out of the 4 didn't achieve. • JF challenged SB plan to replace the current full time ICT position (soon to be vacant due to resignation) with a half a day role from September. CO explained that the ICT role has evolved and the current role is not just IT Technician, there has been involvement with in-house curriculum. There will be a meeting with Shiphay to look at the options and if any of the options do not fit the need then an advert will go out to recruit. • CH reported that SB attended and helped with Sex Education this week. • JS commented on the increase in attendance – well done! • Fire Safety Risk Assessment completed.	Question Question Challenge
Summer 2 08	To receive update on Safeguarding JS met with SP to produce the report. JF read through the report for all governors, asking for any questions. JS questioned if SC will attend the Early Help launch? VM to find out ACTION. JF questioned the PREVENT concern. VM assured the governors that this case is being dealt with through the appropriate procedures. CO questioned the LA Children Services rating of Inadequate? VM confirmed they are putting pressure on other agencies for support. JF questioned the 169 logs of concern/recordings on CPOMs – is this excessive? VM explained that CPOMs is being used to record everything to build a far more detailed picture. JN commented that it is actually a positive that the CPOMS reporting is increasing. CO questioned if this includes actions or just logged reports? VM confirmed every entry is a log of the process.	Action 2 VM to speak to SC Question Question
Summer 2 09	To receive update on CLA Currently no CLA.	
Summer 2 10	To receive update on SEND HD purchased some new IT equipment, SL questioned the cost implication? CH confirmed it had already been agreed and she has sourced some freebies. Update on S&L, a new therapist will start in September but at reduced hours as will be shared around schools. Chris questioned the sample number for Pupil Conferencing Analysis? CH to ask HD to include sampled numbers in future reports ACTION. 1 formal complaint has been received, the formal complaints [policy has been followed, after detailed investigation the complaint was responded to within 15 working days. A detailed letter was sent and an offer of a meeting. No response has been received. CH noted that there has been a measurable increase in the activity of the team responsible for SEND and would ask the governors to increase their involvement, ask more questions and ensure that the questions are recorded. JN questioned how IT can be used to enhance SEN provision? CH for example training for dyslexia can be completed and the assessments can be	Question Action 3 CH update sample figures Question

	carried out in house instead of referring to outside agency help.	
Summer 2 11	To receive an update on pupil premium/closing the gap VM explained that CO will be completing some analysis of each cohort looking at the patterns and trends, over the summer. • Identified a dip in Yr 6 getting to the expected standard in Maths, so will look closer at tracker from Yr1 to Yr 6 • Writing is the same. • In Reading and Grammar 10 out of the 12 hit the expected standard (PP in Yr 6). Focus is reading. SL questioned if there was accelerated reading used across all year groups? VM confirmed it was and that incentive and feedback has a rapid and powerful impact on reading. JN questioned if pen licences were still used? VM confirmed they were. VM explained the early identification and tracking from KS1. Those who didn't achieve at the end of year 3 have access to 1 to 1 support from the PP funding.	Agreed Question Question
Summer 2 12	To receive an update from the Trustees meeting Update to follow after the Trustees meeting on 18th July 2017 ACTION.	Action 4
Summer 2 13	To report on Health & Safety • Fire Safety Risk Assessment has been completed. VM talked through SteveL report. • Thank you to all that helped with the Play Bark delivery – PSA funded. • Rubber matting is being laid during the summer holiday. • Electric updated in the ICT suite. • Fence and main gates updated via DFC fund £5772. • Tree was cut down and SteveL cut up and disposed of it saving the school £350. • SteveL replaced 2 old rotten wooden posts from the play frame. • SteveL converted the disabled toilet into a Leadership room, saving thousands.	Clerk to circulate update
Summer 2 14	To receive reports from visiting governors <u>H&S update – SL 3rd July 2017</u> SL found research from governance support The Key very useful. • Fires safety posters – are clear and in the relevant areas, good value for money. • SL is told there are practice alarms. • First aiders names are not up to date • JS will be safeguarding governor when JN leaves. • Reporting accidents – monthly detail is reported but not brought to LGB meetings. SL requested this is added as standard item subheading on Agenda ACTION. To report or highlight a pattern/ trend. VM confirmed there have been 3 injuries on the new play equipment, 2 broken arms and 1 broken collar bone. As a result, younger children are not allowed on the new equipment, but stay on the old equipment with the soft bark. JF asked if there is always an adult to supervise and help? VM confirmed there is. DR asked if it was accessible to children after school and if they are supervised? VM confirmed it was open until 3.30 and communication had been sent in the newsletter to ask parents to supervise their children out of school hours. JF questioned if we need a sign? • 1st Aid boxes, SL suggested a seal that indicates that the box is replenished with everything that is needed. JN questioned if they had monthly checks? NO. • Budget of £250 is very small but can cover simple fixes of modernising posters. SL suggests that a whiteboard is erected (out of pupil reach) and names and certificate and expiry dates are added, regularly updated and on view. • Teachers have good knowledge of the Risk Register, it's reviewed and kept in SteveL office. SL is not confident that Oldway were doing the same. Discussion followed about the need for clarity for SteveL role and who has overall accountability for H&S. CO to look at job description and meet with SteveL in September to	Action 5 Clerk add to agenda Question Question Question Question Action 6 CO to clarify SteveL role

Summer 2 15	clarify responsibilities ACTION. Suggestion of networking with Oldway to compare job descriptions. SteveL asked for clarity on what services Asa Moss is paid to provide ACTION. DR challenged the agreement to let SteveL complete tasks outside of his remit, concerned that no formal risk assessment is carried out and therefore the insurance implications of SteveL injuring himself whilst cutting up and removing logs (for example). DR noted that although external agencies are more expensive – the risk is managed with their insurance and tools pat tested and fit for purpose. The governors recognise how lucky they are to have SteveL willing and able to turn his hand to many jobs, saving the school a significant amount of money. However, SteveL also needs to be protected. SL verbally reported on his e-safety visit with Steve Sheppherd. He was impressed with children’s knowledge, SMART, and explanations in their own words. E-safety for parents only drew 20 parents. Suggestion of e-safety sessions at parents evening or an open afternoon to see the children in action. SP to organise in the autumn ACTION. JN suggested use of FB to engage parents. Joe Mortlock has been looking into it. JN is happy to share the FB procedures of Action for Children, meeting to discuss in September ACTION. JF can only repeat how well the children behave during governor visits. To review and amend Policies: • Behaviour – updates made. • Anti-Bullying & Harassment – compare with Oldway. Are bullying complaints sent to governors or trustees? ACTION • Sex & Relationship Education – updated and agreed • Code of Conduct for Staff – updated and agreed • Collective Worship – updated and agreed • School Uniform – updated and agreed	Action 7 CO clarify with Asa Moss Challenge
Summer 2 16	Data/SATs results • KS1 results are up by 3% • Writing has increased 8% • Maths has increased by 8% • KS2 results are positive, 3% increase in reading • Writing has increased 12%, as has Maths • Grammar has increased by 3% VM thanked the staff for all their hard work and their achievement this year all above the national standard. AOB VM thanked JN for all her hard work and commitment to Roselands. 1 x parent governor vacancy ACTION. Careers Fest 25th September – asking the professional community to come in and talk about careers. Date and time of next meeting To be advised	Action 8 SP to plan e safety pm Action 9 JN meet in Sept Action 10 Clerk See Appendix 1 Action 11 Vacancy in sept

Actions:

Action 1 JF invite Kevin Foster to meet re School Funding.

Action 2 VM to speak to SC

Action 3 CH update sample figures

Action 4 Clerk to circulate update from Trustees meeting on 18th July

Action 5 Clerk to add accident reporting to the Agenda

Action 6 CO to clarify SteveL role

Action 7 CO clarify with Asa Moss

Action 8 SP to plan e safety pm

Action 9 JN meet in Sept

Action 10 Clerk check bullying complaints procedure

Action 11 Vacancy in sept

Signed:
Chair of Governors

Dated: 14th September 2017

Appendix 2017 Results

Outcomes for Children

Progress and Attainment

- **EYFS** – 82% of children scored a Good Level of Development (GLD) which was up from 78% last year.
- **Year 1 phonics** – 88% of children scored the required level in the year 1 phonics test which was up from 83% last year.
- **KS1 Results**

	Reading	Writing	Maths
Teacher assessment	73%	66%	75%
SATs (standardised scores)	64%		75%
		SPAG 59%	

KS2 Results

	Reading	Writing	Maths	Combined
Teacher assessment	77%	68%	79%	64%