Minutes for the Local Governing Body Meeting
Thursday 14th September 2017

Present: Chris O'Connor (Head), Vicky McCaig (Assistant Head), Simon Lee (Chair), Melanie Simmonds (Vice Chair) John Fellows, Cheryl Harlock, Jane Smythe, David Reid

In Attendance: Faye Steele (Clerk)

Apologies:

Autumn1 01	**The Chair to welcome everyone to the first meeting of the local governing body for Academic Year 2017/18.** The Chair welcomed and thanked everyone for coming.	
Autumn1 02	**To receive and sanction any apologies for absence** No apologies received. A discussion followed about whether Jo Neal was going to attend the meetings even though her term of office has expired and she does not want to be re appointed **ACTION**.	**Action 1 Clerk to contact JN**
Autumn1 03	**To declare and discuss any business interests that may be applicable in accordance with the governor's handbook January 2015** Each member of the LGB completed a declaration of business, pecuniary and other interests form.	**Completed**
Autumn1 04	**To receive, agree and sanction Minutes of the Meeting for the last Local Governing Body Meeting dated Thursday 13th July 2017** The governors agreed & signed the minutes as an accurate record of the meeting.	**Agreed**
Autumn1 05	**To discuss any Matters Arising from the Local Governing Body Minutes of the Meeting dated Thursday 13thJuly 2017** The Chair once again congratulated the school on the excellent results from last year. MS gave feedback that the change to the format of minutes was very effective. **Action 4** – Trustees to agree summary report format (18th October) TBC. **Action 5** – Accident Reporting has been added to Agenda. **Action 6** – CO met with with SteveL to clarify the role and lookat JD, as a result CO is the named person for H&S. SteveL has been briefed on Lone Working practices and always completes a risk assessment and arranges with his wife to ring at regular set intervals. **Action 7** – The Trust are not using Asa Moss anymore, a new SLA for H&S with Devon has been procured, contact - Alan Wilkes. SL & DR are meeting with Alan next Wednesday at 10am. **Action 8** – SL explained there are funding issues with Internet Safety. SL will contact Steve Shepherd to see what he can deliver. VM discussed the options that were put forward for E safety because attendance from parents is historically poor. The idea of an area set up at parents evening is challenging because the parents are moving around. A discussion on parental controls followed. VM explained how disappointed she is in the low attendance as it is so important for parents to be as aware as the children are. SL suggested using as many avenues as possible. MS suggested using Facebook to increase coverage and advertise drop in tasters. MS also proposed that the school set children homework to interview parents about their E safety knowledge. SL asked if we had enough resources, CO assured the Governors that there is plenty of material to download and make available to all parents. **Action 10** – If a complaint is received, that bullying has not been dealt with effectively, it	

	reverts to the normal complaints procedure for Roselands. **Action 11** – Governor recruitment will be targeted on 25th September at the Aspirations Day. JF wanted to discuss the implications of the Trustees decision not to replace the role of ICT Technician and the plan that the ICT dept at Shiphay will eventually be combined with Marcus at Oldway to support all 3 schools. JF commented on the consensus that there has been a rise in the stress levels of staff due to computers and photocopiers not working and staff having to wait for Marcus to travel from Oldway to Roselands. JS questioned the stress levels? VM explained that working IT (software and hardware) is integral for teaching and learning. For example: • Phonics Bug licenses had expired, hindering the teaching of phonics. • The printer was not working for over an hour which resulted in much frustration and precious time lost at the start of the day, waiting for printing, recognising it's not working and then having to re-direct all the material to another printer. • Problems that were logged on the Monday were not fixed until Robb from Shiphay came in on the Wednesday. CO commented that it was still early days but suggested the need for a better system proposing that Marcus was at Roselands on Tuesdays and Thursdays, narrowing the waiting time down to a maximum of a day. MS asked if the ICT Technician was full time? VM confirmed he was, he was responsible for user agreements, licences, troubleshooting and also time working with the children. MS asked if it is possible to 'suck it and see' for a while longer or if there is a definite need to replace, how about a reduced version? VM suggested investigating the Apprenticeship initiative. MS questioned if it will impact negatively on the excellent results that have been achieved this year? DR suggested that a decision is made on what they 'must' have as a minimum to function effectively. CO offered the idea of an IT presence every morning as a minimum. SL suggested that if Marcus was available 2 days per week – an Apprentice could be used for the rest of the week. A discussion followed about the criteria required for an Apprentice. DR commented that, in his experience, it is difficult to meet the Ofsted criteria to have an Apprentice. SL asked if someone would contact South Devon College to inquire about an apprentice and then investigate the options. CO confirmed he would contact South Devon College **ACTION**.	**Question** **Question** **Action 2 CO**
Autumn1 06	**Elect Chair and Vice Chair positions for the LGB** Simon Lee was nominated as Chair, SL was asked to leave the room, the Governors voted unanimously in favour of **electing Simon Lee as the new Chair** by way of a show of hands. SL returned into the room and welcomed his new role. SL term of office for Chair will be this academic year. JF explained the Vice Chair role must be about succession planning. Melanie Simmonds was nominated as Vice Chair, MS was asked to leave the room, the Governors voted unanimously in favour of **electing Melanie Simmonds as the new Vice Chair** by way of a show of hands. MS returned to the room and welcomed her new role. MS term of office for Vice Chair will be this academic year.	**SL elected as Chair** **MS elected as Vice Chair**
Autumn1 07	**Agree to adhere to the Terms of Reference for the LGB** The Governors agreed to adhere to the Terms of Reference for the LGB.	**Agreed**
Autumn1 08	**Agree to adhere to the Code of Conduct for the LGB** The Governors agreed to adhere to the Code of Conduct for the LGB	**Agreed**
Autumn1 09	**Agree to adhere to the Tasks delegated in the Scheme of Delegation to the LGB by the Trustees** The Scheme of Delegation is currently being reviewed by the Trustees – this will roll over to the next LGB meeting. **ACTION.**	**Action 3 next agenda**

Autumn1 10	**Agree target for pupil attendance** The National figure for attendance is 96%. JS questioned how successful the Scooter initiative was. VM replied that it was successful and after Easter there was a rise in attendance and 96.1% was achieved. CO reported that he is meeting with parents to explain the implications of unauthorised absence. The impact of attendance workshops and a lawyer's perspective has been very useful. There are letters that can be sent out following up unauthorised absence explaining that parents will be fined. CO confirmed he is considering fining parents with persistent absence. With the recent court ruling in favour of fining, there is likely to be a slight rise in attendance as a knock on effect. CO encouraged the Governors to set the target slightly above the national figure, so all Governors agreed to the suggested **96.5% target figure for pupil attendance and to lower Persistent Absence to 5%.** JS questioned the reasons for persistent absence, CO replied with a range of factors from holidays, medical appointments and illness to family issues that stop school attendance from being a priority. VM commented that Sam made such a positive impact last year and would encourage this to continue this year. Challenge for Sam.	**Question** **Agreed** **Question**
Autumn1 11	**To receive an update from the Trustees Meeting** JF and VM briefed the Governors on the last Trustees meeting in July 2017. • Due Diligence is in process with Shiphay, still very eager to join the MAT, estimated date of joining is January 2018. • The ICT section will be split between the 3 schools. As will the Trust Maintenance Team. There is an HR specialist at Shiphay that will be available to Roselands and Oldway for 2 days per week. • Sats reports were very well received by the Trustees . • The Trustees have set a balance budget for 2017/2018. Roselands had an under spend of £40,000 last year and Oldway had an overspend of £70,000. The Trust has challenged each HT to make £10,000 of savings. MS questioned CO thoughts about the savings; CO does not have immediate thoughts to share at the moment. DR questioned whether there any quick wins? CO explained that most of the budget was money in staff and any change to staff would have a negative impact on the children. CO explained that Roselands is already operating with a very small curriculum budget.	**Question** **Question**
Autumn1 12	**To agree monitoring roles and responsibilities in the following areas from the SDP:** After discussion of what areas needs to be monitored and the skills that each Governor possesses, it was agreed: CO - Leadership & Management VM – Curriculum CH - SEN MS - Literacy, Pupil Premium JS – Safeguarding, Pupil Premium JF – Maths, Attendance DR – H&S DR agreed to meet Alan Wilkes at 10am on 20th September for a H&S walk around. This would be required on a termly basis. CO encouraged the Governors to book a day to come in and suggested a learning walk. The Governors discussed the idea of concentrating on Maths and CO suggested a focus of Greater Depth – are teachers challenging pupils in lessons? Ask pupils if they find it challenging? **25th September at 9am** was agreed on – Aspirations day, 5/6 parents have been invited in to talk to the children about their profession. MS and CH commented on the opportunity to talk to these parents about the Governing Body and maybe recruit for the Parent Governor vacancy too.	**Agreed** **25/09/17 Gov's attending Aspirations Day**
Autumn1 13	**Accident Reporting** No accidents were reported.	

	AOB **Parent Governor Vacancy –** MS commented that at the parents attending the Aspirations Day will already be willing to engage with the school. CO suggested putting the details in the newsletter. CO tasked the Governors to send in a few sentences about their role as Governors, to update the website and for the newsletter **ACTION**. Clerk to look at and prepare for election process **ACTION.** SL to send The Key link to all **ACTION.** CH surname incorrect on Trust Meeting Dates **ACTION.** **Date of Next Meeting : Thursday 2nd November 2017 at 5.30pm**	**Action 4 all to send in brief bio** **Action 5 Clerk,** **Action 6 SL link** **Action 7 Clerk**

Actions:

Action 1 Clerk to contact JN with an invitation to the LGB meetings up until Christmas
Action 2 CO to contact SDC re Apprentice
Action 3 Clerk to roll over Scheme of Delegation to the next Agenda
Action 4 All Governors to send in few sentences about their journey as a Governor to Chris, to go on website.
Action 5 Clerk to prepare materials for Parent Governor Election
Action 6 SL to email link to The Key, to all Governors
Action 7 Clerk to amend Meeting dates and re circulate

Signed: S Lee **Dated: 2nd November 2017**
Chair of Governors