



Minutes for the Local Governing Body Meeting Thursday 2nd November 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:

Autumn 2 01	Welcome from the Chair The Chair would like to take this opportunity to thank John Fellows for all of his support and commitment to Roselands Governing Board during his term as Parent Governor and Chair. This will be the last meeting John attends as Governor.	<i>JF resigned</i>
Autumn 2 02	To receive and sanction any apologies for absence No apologies have been received.	
Autumn 2 03	To declare and discuss any business interests that may be applicable in accordance with the governor's handbook January 2015 No interests have been declared.	
Autumn 2 04	To receive, agree and sanction Minutes of the Meeting for the last LGB Meeting on 14th September 2017 Minutes were agreed and signed as an accurate record of the meeting.	
Autumn 2 05	To discuss any Matters Arising from the LGB Meeting Action 1 Clerk to contact JN with an invitation to the LGB meetings up until Christmas - completed and no response received. VM to approach JN and send some flowers as a thank you for all the hard work and commitment. Action 2 CO to contact SDC re Apprentice – COC has an interview with a very positive candidate on Monday. DR questioned if we have to offer a job at the end of the Scheme, COC we are not under any obligation to do so. IT update – the 2 days from IT Technician was working well until the IT Technician was off due to sickness, some problems arose that staff could not deal with. COC agreed that staff training could alleviate some issues, IT Technician could prepare guide to fix some of the most common problems. 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. Completed, COC asked Governors to pop I to have a photo taken within the office for the website. ACTION Action 5 Clerk to prepare materials for Parent Governor Election – SL has a nomination for the Parent Governor vacancy.	<i>A1 photos</i>

	Action 6 SL to email link to The Key, to all Governors – completed. Action 7 Clerk to amend Meeting dates and re circulate – completed.	
Autumn 2 06	To discuss any queries that may arise from the Headteacher’s report (including staffing updates) COC provided the Governors with a comprehensive HT report: - There were two potential new pupils, one has accepted a place at Roselands and the second is now staying in Birmingham. - COC explained he meets with all parents requesting holiday during term time. 1 family changed their mind and did not take the term time holiday. Two families were put forward to be fined as a result of the length of holiday time and also attendance considerations. This was discussed with the families and are completely aware of the reasoning behind this decision. - Letters were sent out yesterday to families of pupils with low attendance, COC has followed this up by speaking to the unhappy families to explain why the letter is sent out. JS questioned whether the persistently late pupils are followed up? COC confirmed that the FSW does monitor and follow this up. The FSW keeps evidence of everything the school is doing to support attendance (including late attendance). Some families have been offered free breakfast club to ease the pressure of clothing and feeding their children in the morning and to encourage them to get their children to school. - COC explained the leadership team are currently working on the SDP and COC will circulate the key strategies to focus on. ACTION. - MS discussed the need for Governors skills analysis. ACTION. - COC gave some feedback on the Challenge Partners day. It was noted how harder our teachers are on themselves. There were some areas for improvement, e.g lesson structure to facilitate stretching to greater depth. MS questioned the evaluation of Outstanding to Good when the report is so positive? COC explained that Roselands data has stayed the same over 2 years and is marked Good on the SEF, e.g level of children achieving greater depth, so it is a fair report. COC also thanked all the hard working, amazing, experienced staff and commented that there were lots of positives to celebrate. JS commented that the result validated our own judgement.	<i>Question</i> <i>A2 SDP circulate</i> <i>A3 Skills Audit</i> <i>Question</i>
Autumn 2 07	To receive update on Safeguarding - Sarah will be on maternity shortly so COC will take on the SP role. COC will sit on weekly Safeguarding meetings. - COC briefly explained the use of CPOMS information system to record details that teaching staff can see and update. - MS discussed the Safeguarding and Child Protection training and was assured at how vigilant the staff are and how much they know the families.	
Autumn 2 08	To receive update on CLA None.	
Autumn 2 09	To receive update on SEND COC explained how a Provision Map is being developed which will hold the key information, the strategy and cost behind every intervention. This will be set up by	

	Christmas and reviewed at half term to highlight where there are gaps to fill where interventions are needed and also to highlight if there is too much support in some cases. COC will provide the LGB with this information and across the whole school. • JS questioned the 3 cases referred to CAMBS and then declined, what support is offered then? COC confirmed the pupils are being supported by the school. VM anonymised the 3 cases and provided a break down of support being offered by the school including the EHCP (Educational Health Care Plan) which enables the school to access the professional help required. • MS questioned whether mindfulness can be opened up to other children and not just limited to young carers, for example using mindfulness to help Year 6 during the stressful transition to secondary school? COC agreed to look into this in the summer term. ACTION. • SL questioned if there was a way of identifying what Roselands does well and be able to share this best practice with other schools? COC explained that the Challenge Partners Hub will be the perfect opportunity for this. COC will feedback the case studies that are presented and will present a case study from Roselands about the excellent work and the huge impact it has. • JS would like to thank Hannah for the comprehensive SEND report.	<i>Question</i> <i>Question</i> <i>A4 Yr 6 Mindfulness</i> <i>Question</i> <i>Thanks to Hannah</i>
Autumn 2 10	To receive an update on the pupil premium/closing the gap • COC talked through the uploaded Pupil Premium Strategy; in each area that money is allocated, evidencing the outcomes to prove why each intervention was chosen and to measure the impact. DR questioned how easy it would be to evidence how the PP money had been spent and the impact of that spending. COC explained that this will become very clear when the Provision Map is in place, as this document will provide an account and increased detail. • JS questioned the amount of PP funding? COC confirmed it was protected at the moment. • MS to come in and see COC as PP link Governor. ACTION.	<i>Question</i> <i>Question</i> <i>A5 MS to visit COC</i>
Autumn 2 11	To receive an update from the Trustees Meeting • COC updated the LGB on how far into the process of joining the MAT Shiphay is. • COC discussed the need for standardised documentation to enable a comparison of like for like to be made. • SL reported back on Trust Agenda setting. MS would like Pupil Wellness to be included on the Agenda. ACTION. A discussion of SMSC and Personal Welfare followed, DR suggested Life skills in preparation for secondary school. VM confirmed Life skills has stopped, but highlighted how important they are e.g first aid, health and hygiene etc. VM to look into a Life skills day/event. ACTION. • SL provided some feedback about financial reporting from the Trustees meeting and how easily raw data can be misinterpreted without historical context. SL confirmed the Trustees have agreed to consider percentage savings requests in the future as a fairer approach.	<i>Trustee Meeting Summary attached</i> <i>A6 Agenda Item add</i> <i>A7 Life Skills event, VM</i>
Autumn 2 12	To report on Governor Visits Focus Morning • MS saw collaboration of pupils and engagement in assembly.	

	• JS was questioning pupils about maths and all the children were overwhelmingly positive about maths! • JF was witnessed the higher attainers during maths and the positive outcome. • JS commented on how the staff were welcoming and all engaging. JF provided a report on attendance monitoring with Sam Carswell (FSW). JF provided feedback on how she monitors poor attendance and all the various situations that could be the cause. The report details the possible reasons and how support is offered to these families. JF provided impact figures as a direct result of Sam's intervention and how much attendance has improved as a direct result of her work. • SI asked how this amazing work from Sam could be recognised? COC confirmed that there is a desperate need for a Hub that Sam can work out of. COC is looking into grants for a porta cabin to be situated in the Roselands grounds but can offer the privacy and sensitivity required by the work that Sam is carrying out with families. An estimation of £30,000 was given as a cost. DR mentioned the consideration of planning consent. • CH discussed access and security issues of using the Hub when the School was open and closed.	
Autumn 2 13	To report on Health & Safety David Reid to report back on H&S visit with Alan Wilkes • DR was very impressed by the use of the accident reporting portal and the manned helpline. Overall it would appear that this provider is cost saving, far better service with the added benefit of access to a document database. SteveL is also very pleased with the new service and the continuing support from Alan Wilkes. • There are plans for a H&S audit walk.	
Autumn 2 14	Accident Reporting • No accidents to report. • VM explained how the rot inside the posts of the old equipment will need to be given some attention. The equipment is under warranty, so there will be no cost of materials but the labour will need to be paid for.	
	AOB Raise - ASP COC provided an explanation and light touch presentation of the new Raise online – ASP. This included information to be able to interrogate the data provided. COC will be providing information for Governors as well as protecting the confidential information. ACTION. Application for Hall Use JF presented an application to use the Hall and confirmed it was at the discretion of the HT. It is from Communiuty Partnership, they need a meeting place. COC agreed that it could be used, and that we would need to cover the cost involved and not to make a profit. MS questioned if it would affect the Insurance, COC confirmed it wouldn't. Application for Parent Governor SL read out the pen portrait of the Parent Governor application.	<i>A8 COC ASP info</i> <i>Question</i>

	● JSD commented on the good skills set outlined e.g experience in the mental health field, speech and language skills. ● A vote was taken by show of hands and all Governors voted unanimously in favour of electing Ian Weller as Parent Governor. ● The Governors discussed other ways that could be used to attract parent Governors. School Production ● CH invited all Governors to attend the school Christmas production at Princess Theatre on 29th November from 6pm Date of next Meeting: AGM - 16th January 2018 at Oldway LGB Thursday 8th February 2017	
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Actions:

Action 1 Governors to pop into office for a photo for the website.

Action 2 COC to circulate SDP when completed.

Action 3 Clerk to circulate skills audit for Governors to complete.

Action 4 COC to look into adding mindfulness opportunities for Yr 6 in the summer term.

Action 5 MS to make appt with COC as Pupil Premium link Governor.

Action 6 Clerk to add 'Pupil Wellness' as a standing Agenda item.

Action 7 VM to look into a Life skills day/event.

Action 8 COC to circulate ASP information in a suitable format for Governors.

Signed:

Chair of Governors

Dated: