



Draft Minutes for the Roselands Local Standards Board Meeting Thursday 30th January 2020 update JS alterations

Present: Claire Hephher (Interim Head of School), Simon Lee (Chair), Vicky McCaig (Deputy Head), Jane Smythe, Cheryl Harlock, David Reid, Ian Weller, Peter Watkins, Adam Harmer, Mel Simmonds

Spring 01	Welcome from the Chair SL welcomed two new governors Adam Harmer and Peter Watkins. Discussed access to Google Drive documents and issues have been resolved for existing governors. Action: new governors to give personal email addresses to SL and Marcus Stone (ICT tech) to set up Trust emails and access to Google Drive	A1 RET emails
Spring 02	To receive and sanction any apologies for absence Apologies received and sanctioned from Faye Steele (Clerk) VM to take the minutes	Clerk apols
Spring 03	To declare and discuss any business interests that may be applicable in accordance with the governor's handbook 2019 MS – new role involves working in Criminal justice and custody so may have to declare AH - declared work relationship at times with Claire Shiers in relation to school meals contracts Charlock - hires Roselands school hall for Brownies and Guides group DR – spouse is Director of Finance	
Spring 04	To receive, agree and sanction Minutes of the Meeting for the last LSB Meeting Minutes were agreed and signed as an accurate record.	
Spring 05	To discuss any Matters Arising from the LSB Meeting Actions: Action 1 , Clerk arrange Google Drive training - completed Action 2 , CO add quick links to website – to be carried forward to next meeting. IW CH & Jack Yard (Computing lead) to work together to set this up. Date to be arranged. Action 3 , CO email JC to arrange H&S update. – Jill Christian completing review this week. DR to arrange a visit Action 4 , VM to prepare Safeguarding booklet. Completed. SL suggested copies to be put centrally in reception area. Inventory system needs Safeguarding information updating. Marcus has been informed. Action 5 , SL letter of thanks to HD - completed Action 6 , SL letter of thanks to Mr Leonard – <i>completed</i> Action 7 , Governors to read KCSiE part one, ready to sign at next meeting – <i>attached</i> . Action 8 , CO to share PP update in November. Carry forward to next meeting Action 9 , CO to invite governors to 5 th December production at Princess Theatre – <i>completed</i> .	A2 PP update

	JS met with CO at Shiphay and looked at the SEND audit. More work to be done on this as the advice was more information needed to be included. VM & JS to work on this together, date to be arranged ACTION.	A5 SEND audit.
Spring 09	To receive update on CLA No CLA currently on role.	
Spring 10	To receive update on SEND - IW met with Hannah Dillon to discuss SEND provision. Positive meeting with clear overview. HD feedback on the SEND audit which highlighted the quality of provision at Roselands. 41 pupils currently on the SEND register 12% - Hannah Dillon met with new SENDco covering her maternity leave and ensured all key information was communicated. - IW to arrange a meeting with Alison Caldwell (new SENDco) next half term to touch base. ACTION.	A6 IW contact Alison Caldwell
Spring 11	To receive an update on the pupil premium/closing the gap IW met with Sarah Pugsley who shared the PP action plan. Yet to see impact of this plan as it was early in the academic year. Follow up meeting to be arranged. ACTION.	A7 SP and IW meeting
Spring 12	To receive an update from the Trustees Meeting and Standards Committee Meeting SL feedback -Trust SLT working well and sharing good practice -review of phonics teaching across the 3 schools - Head of School mentors in place -Funding looks more promising for next academic year -new minibuses -key policies were approved DR discussed whether we had considered parking for a minibus.	
Spring 13	To report on Governor Visits Monitoring visit to follow this meeting – roll over to next meeting.	
Spring 14	To report on Health & Safety DR discussed need to plan a visit now the new extension is completed. Jill Christian completing a review this week. DR to plan termly walk around with CH and Simon Butcher (Site manager)	

	Discussed drive gates and whether they were locked during the school day. Combination lock to be used for added security.	
Spring 15	Accident Reporting CH to add to report next meeting	
Spring 16	Pupil Wellness CH discussed need for succession planning for pastoral team. MS highlighted need to plan in opportunities to discuss mental health with Y5/6 and whether the school had any plans. CH explained Sarah Pugsley leads on Personal development and is reviewing the Relationships and Sex education curriculum as well as PSHE. Wendy Ford (Pastoral TA) provides opportunities for children to access mindfulness sessions.	
Spring 17	School Priorities CH outlined her plan moving forward and how impact will be seen long term. Y6 plan is rigorous to ensure impact this year. Leadership structure will enable all staff to be accountable and clarity of roles. IW discussed how the recent recruitment process for Head of School highlighted the need for transparency and gaining a true picture of the schools' position. SL expressed his confidence in the plans in place and recognised the impact CH has had in the short time she has been in position.	
Spring 18	Report on Governors expenses Governors reminded about expenses policy and to claim if needed.	
Spring 19	Acknowledge Proposed Admission Policy 2021 – 2022 IW mentioned the Governors role in determining decision made regarding admissions. MS explained this was only if it went to appeals. MS questioned 'crown servants' on page 10 of policy and whether it needed to encompass all crown servants as this covers police officers and judiciary. She suggested the wording was more specific for service personnel due to their increased chance of moving areas. MS discussed loss of catchment areas and how this may have an impact on disadvantaged pupils. DR commented that estate agents are still writing details with school catchment on to attract buyers which isn't helpful.	
Spring 20	AOB - Outstanding photos and bios for Trust website ACTION: Faye to contact all governors with missing bios and photos - KCSiE - governors had read policy but didn't sign ACTION. - Training Audit – to be completed ACTION. - CHarlock mentioned recent Ofsted training for governors and the key message about language governors should be using at meeting. Presentation to be forwarded to all governors and reviewed at beginning of meeting on 19th May ACTION. - Date for next meeting discussed. CH prefers early morning meeting. Governors felt June was quite a distance away and requested a meeting sooner. Agreed to combine Governors meeting with next MV on 19th May at 9am.	A8 Photos A9 sign A10 training audit A11 Ofsted slides

	Date of next Meeting: Thursday 11 th June 2020 Standards Monitoring Visit Date: Tuesday 19 th May 2020 and tag on meeting.	
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Actions:

- Action 1,** Once DBS received, Clerk to arrange PW and AH RET email and access to the Key.
- Action 2,** PP update at next meeting.
- Action 3,** CH to share Challenge Partner review.
- Action 4,** CH to share SDP poster.
- Action 5,** VM & JS work together on SEND Audit.
- Action 6,** IW contact Alison Caldwell.
- Action 7,** IW arrange follow up meeting with SP to go through PP impact.
- Action 8,** Clerk to request outstanding photos and bios for the website.
- Action 9,** Sign declaration that KCSiE has been read and understood at next meeting.
- Action 10,** Clerk to circulate training audit for completion by next meeting.
- Action 11,** Clerk to ensure all Governors have received copy of Ofsted training presentation.

Signed: M Simmonds
Chair of Governors

Dated: 29th May 2020