'Inspiring the individuals of today, for a better society tomorrow'

Minutes for the Roselands Local Standards Board Meeting
Thursday 3rd October 2019

Present: Chris O'Connor (Head of School), Simon Lee (Chair), Vicky McCaig (Deputy Head), Jane Smythe, Cheryl Harlock, David Reid, Ian Weller

In Attendance: Stewart Biddles (CEO), Faye Steele (Clerk),

Autumn 01	**Welcome from the Chair** • SL welcomed everyone back to the new academic year. • Discussed complications with email access, suggestion of some google drive training **ACTION.** ***************Update recorded in Part 2 Confidential Minutes**************** SB left the meeting.	**A1 Google drive** **SB left the meeting**
Autumn 02	**To receive and sanction any apologies for absence** No apologies were received.	
Autumn 03	**To declare and discuss any business interests that may be applicable in accordance with the governor's handbook January 2015** DR declaration spouse is Finance Director for RET. JS declaration her spouse is a Member for RET. SL declaration he is Trustee of RET. New requirements from the Academies Financial Handbook (AFH)to related parties. Clerk will send out declarations electronically on a termly basis.	***DR declared*** ***JS declared*** ***SL declared***
Autumn 04	**To receive, agree and sanction Minutes of the Meeting for the last LSB Meeting on 20th June 2019** Minutes were agreed and signed as an accurate record of the meeting.	***Minutes agreed***
Autumn 05	**To discuss any Matters Arising from the LSB Meeting** **Actions:** **Action 1**, Clerk to email declaration of business, pecuniary and other interests, termly. **Action 2**, CO to add quick links to website during the summer break – *next meeting **ACTION.*** **Action 3,** Clerk to circulate Governance meeting dates for 2019/20 – *completed.* **Action 4,** CO to write up and circulate Monitoring visit report – *completed.* **Action 5,** CO & DR arrange a H&S visit mid-August – *not completed. DR to meet with Jill Christian who manages premises across trust. CO facilitate that email. **ACTION.***	***A2 quick links*** ***A3 CO email JC***

	Action 6, Clerk to circulate Trust Data day date – *data discussed and disseminated via Standards Committee, need representation from each LSB.* **Action 7,** Clerk to arrange a Team Drive rather than shared drive - *completed.* **Action 8,** Clerk to organise RET emails and the Key links – *completed.* **Action 9,** VM to complete the Safeguarding Booklet - *VM to talk to Oldway and Shiphay.* ***ACTION.*** **Action 10,** CO to prepare a survey for the children to complete - *SG completed at the start of term.* **Action 11,** Clerk to prepare foundations of a skills analysis and Board to personalise – *completed.*	***A4 Safeguarding booklet***
Autumn 06	**Elect Chair and Vice Chair** SL re-elected as Chair MS re-elected as Vice Chair Discussion of succession planning for Chair role. **New governor link roles:** Curriculum and Data – MS Safeguarding, CLA - JS SEN & Pupil Premium - IW H&S - DR • MS has the capacity to become Safeguarding link when JS leaves, MS confirmed as representative on Standards Committee. • JS will continue governor term until Easter if required, Governors elected JS to continue for another term. • CH term of office expired • Discussion on canvassing new governors. VM include on school page. 1 x potential governor pen portrait sent to trustees for appointment, with CO recommendation.	***Chair – SL*** ***VC – MS*** ***MS rep at Standards Committee*** ***JS new term***
Autumn 07	**Agree to adhere to:** • **the Terms of Reference for the LSB -** agreed • **the Code of Conduct for the LSB -** agreed • **the Tasks delegated in the Scheme of Delegation to the LSB by the trustees –** to be agreed at next meeting	
Autumn 08	**To discuss any queries that may arise from the Head of School report (including staffing updates)** • CO highlighted Year 2 as a vulnerable year group – limited control over accepting children that apply due to 15 spaces. As they move into KS2 they will have over 30 in a class 'roll forward prejudice'. Key point is no future capacity. The hall is too small for more children, over pan. Discussion followed on request to accept 60children next year, cannot accept until have a hall big enough, unfair to children. <u>Attendance</u> • CO reported many holiday requests. CO will meet with parents when a request is made for a holiday in term time. If a child has missed 10 unauthorised sessions, then a fine will be processed. CH started a discussion on offering extra holiday in October to align with secondary schools in the area. Discussion followed on previous consultation and Roselands has to align with Trust schools. • To help with sickness absence cleaners updated with potential use of canisters of disinfectant that explode and disinfect the classrooms for sickness. <u>SEN</u>	

	• Karen Gannon assisted in completing the SEN Audit and was singing HD praises, commenting on a “fantastic SEN provision”. SL suggested recognising this with a letter of thanks. **ACTION**. Staffing • 1 NQT is being mentored by SP with support from VM. SP has returned from maternity leave, 2 days per week back. • Personal development focus across school. • FSW advert received 17 applications. • Torbay has agreed to take number of refugees, MTA application received from Syrian refugee and she has been appointed, positive move from the school. Support for English as a second language has been recognised as a requirement. • Wonderful news for HD that she will be going on maternity leave in February 2020. CO discussed options – Teacher working 3 days in Early Years and 2 days as SENCo or SENCo can help out across the Trust. It will be agreed at Trust SLT on Monday. Teaching, Learning and Assessment OFSTED framework handbook and explanation of headings in report linked into Ofsted statement. • VM visit from DW (Director of Education)re reading with lots of ideas to put into place. Results were lower than anticipated so improving teacher evidencing of reading and assessment of reading is a focus. JS **questioned** the Accelerated Reading programme and impact? VM confirmed the system is in place and the use of it as a motivational reading programme is successful as it is helping pupils to feel positive about reading (validated with a questionnaire). Greater work is required on attainment and progress. VM confirmed the use of data to track children and identify weak areas. CO uses the reports produced as evidence of reading in their books and can see progress and links in with metacognition and monitoring themselves. VM next visit focus on reading. Personal Development • DR is please the children are having cooking lessons. CO reported that Mr Leonard is doing a fantastic job engaging with the group of children. A pupil came first today with his cooking skills and said he had never been first in anything, really boosting confidence and self-esteem. They all have to work together to clean up. CO suggested producing their own mini website to showcase their food. Funding comes from one pupil has funding on their plan and all the group of children benefit, minimal cost for ingredients. Today had 8 pupils. SL suggested recognising Mr Leonard with a letter **ACTION.**	***A5 Chair letter of thanks*** ***Question*** ***A6 SL letter***
Autumn 09	**New Classroom and Land update** • CO - few minor issues will be sorted at half term, (drop bolt missing on gate in carpark, automatic door). Door needed in reception to give access to outside. All will be managed by TDA. • Fire evacuation system is checked and alarms are all working. SL - all pleased with extra space and can see benefit to children.	
Autumn 10	**To receive update on Safeguarding** • 1 x child protection plan has left, the family moved. • TAF - 7 children within 5 families. • 2 families with vulnerable children on part-time timetable due to a mixture of mental health and health concerns. Working with chestnut to support 1 x child, and receiving TESS support for 1 x child. • DR **questioned** if 17 safeguarding incidents is a lot? CO - yes it is a lot but is about average for the school size. CO explained an incident could be a concern for a child playing fortnight.	***Question***

	• MS commented that Op Compass figure looks low as the process is still there. • CO updated level 3 Safeguarding training. • Level 2 Child Protection on 1st November, all governors need a refresher every 2 years. • Keeping Children Safe in Education 2019 new edition, FS KCSIE send to all and sign. **ACTION.**	***A7 KCSiE***
Autumn 11	**To receive update on CLA** • No CLA currently on role.	
Autumn 12	**To receive update on SEND** • The governors would like to thank HD for a very thorough SEND report. • SEND audit was discussed. JS acknowledged the ratio of boys to girls in the report.	
Autumn 13	**To receive an update on the pupil premium/closing the gap** • SP leads on PP and will produce report on what she is doing, currently waiting on validated dated from year six to include a breakdown on PP children – CO will share with governors in November **ACTION**.	***A8 PP update***
Autumn 14	**To receive an update from the Trustees Meeting** CO fed back on vision at Inset day. Trustee SLT vision focus.	
Autumn 15	**To report on Governor Visits** • 25th September completed tour of school and discussed renewed SDP. Suggestions on setting measurable targets, provided challenge on greater depth predictions. • Moving forward looking at reading. CO suggested one before the 30th Jan. 10th Dec KS1 Xmas Lunch 11th Dec KS2 Xmas lunch 12th Dec EYFS Nativity Princess Theatre show is 5th Dec – CO check and send out invite **ACTION**. • CO gave some suggestions for the reading visit - take pupil with a reading journal and talk about book and what happens if they finish book? How does it work with the curriculum e.g. 'tell me about your favourite history lesson'? Challenging if the facts are explicit enough. VM will send the focus and sample questions, split groups of children on the day. 10th December 2019 am and stay for lunch. **ACTION.**	***A9 CO invite*** ***A10 VM send focus***
Autumn 16	**To report on Health & Safety** • CO update - JC overseas premises, H&S walks and has set up an action plan with budget. Fire Risk Assessment highlighted the kitchen shutters are not fire shutters. Options are to get some fire shutters (expensive) or update fire doors in the area to contain the fire. DR **questioned** if the extractor blows out in fire situation? CO to find out. This will go on the Asset Management plan with priority rating.	**Question**
Autumn 17	**Accident Reporting**	

	• 1 x accident on Brixham College minibus, a chair at the back was not fixed and toppled over resulting in a child banging his head. The child is OK, it was reported to Oceans, they checked details and made contact with Brixham. Discussion followed on how this could have been prevented and how the reporting process worked. • CO updated a change in policy with head bangs; a letter in bag can go missing so the office will send a text message to the parent/guardian if the injury is a bang head or anything more serious and send a letter. Staff take the letters to class teacher so they know about the incident as well. CO will put new procedure in newsletter. SL **questioned** contact each parent or just one. CO – primary contact.	**Question**
Autumn 18	**Pupil Wellness** • Domestic violence was discussed at the last meeting. CO informed Governors that PSHCE teacher has recently attended training at Oldway. • DR asked what support is available for staff for mental health. CO - access to a counsellor via Trust. CO reported that one member of staff has accessed this service. DR **questioned** if all staff know, suggesting adding to the Trust newsletter. CO will mention in staff update tomorrow. IW suggested it will be linked into HR function.	**Question**
Autumn 19	**School Priorities** SDP was discussed in depth at monitoring visit last week.	
Autumn 20	**AOB** • Outstanding photos and bios for Trust website – all received. • Complete declaration sheet – all completed annual signed declaration. **Date of next Meeting:** **Monitoring Visit and Meeting updated to *30th* January**	

Actions:

Action 1, Clerk arrange Google Drive training.
Action 2, CO add quick links to website.
Action 3, CO email JC to arrange H&S update.
Action 4, VM to prepare Safeguarding booklet.
Action 5, SL letter of thanks to HD
Action 6, SL letter of thanks to Mr Leonard.
Action 7, Governors to read KCSiE part one, ready to sign at next meeting.
Action 8, CO to share PP update in November.
Action 9, CO to invite governors to 5th December production at Princess Theatre.
Action 10, VM to prepare for MV on 10th December and send focus and sample questions.

Signed: S.Lee **Dated: 30th January 2020**
Chair of Governors