



Minutes for the Roselands Local Standards Board Meeting Thursday 11th October 2018

Present: Chris O'Connor (Head of School), Vicky McCaig (Acting Deputy Head), Melanie Simmonds (Vice Chair), Jane Smythe, David Reid, Ian Weller

In Attendance: Faye Steele (Clerk)

Autumn 01	Welcome from the Head of School	
Autumn 02	To receive and sanction any apologies for absence Apologies were received and sanctioned for Simon Lee and Cheryl Harlock.	<i>Sanctioned</i>
Autumn 03	To declare and discuss any business interests that may be applicable in accordance with the governor's handbook January 2015 Annual declarations to be signed. DR declaration spouse is Finance Director for RET. JS declaration her spouse is a Member for RET.	<i>DR declared JS declared</i>
Autumn 04	To receive, agree and sanction Minutes of the Meeting for the last LSB Meeting on 28th June 2018 Minutes were agreed and signed as an accurate record of the meeting.	<i>Minutes agreed</i>
Autumn 05	To discuss any Matters Arising from the LGB Meeting Action 1 Clerk to add 'School Priorities' at the end of each agenda, to prompt a discussion - completed. Action 2 Clerk to circulate skills analysis, Governors to complete and analyse at 1st meeting of 2018/19 - still do circulate. Action 3 CO to complete a spending review on PP funding once data available, bring to next LSB meeting - still ongoing. Action 4 VM to feedback on Tregolls School visit. VM talked about performance related pay, invest in families' internet, purchasing laptops, lots of access to funding and grants. DR asked if anything has been implemented? VM confirmed the child profile now followed them through school so each member of staff can add to the profile and see background journey. Action 5 CO to record challenges and questions to visit report and send to Clerk to be circulated - still ongoing. Action 6 CO to arrange a fire drill during the lunch hour - next term once all settled into new academic year. Action 7 CO to contact after school football club re hiring more adults - CO reported back on the discussions he has had with the football club, safeguarding issue of not releasing the children until parents have been identified. CO explained the alternative options he has	

	investigated, investing locally, change of time e.g Fri lunchtime. The governors were reassured this is being resolved. Action 8 Clerk to finalise MAT ID cards and lanyards - still ongoing, governors to email head and shoulders photo with white background to clerk.	
Autumn 06	Agree to adhere to : • the Terms of Reference for the LSB • the Code of Conduct for the LSB • the Tasks delegated in the Scheme of Delegation to the LSB by the trustees All Governors agreed. <i>UPDATE changes made to Terms of Reference LSB composition to align with Scheme of Delegation.</i>	
Autumn 07	To discuss any queries that may arise from the Headteacher's report (including staffing updates) CO provided the Governors with a comprehensive HT report: <u>Attendance</u> • MS wanted to feedback on the recent Exclusion training , in particular record keeping. MS made reference to 'exhausting all options' and wording in the Behaviour Policy to 'look at each individual on their own merit'. MS commented on this alongside the attendance policy and rewarding pupils for attendance, when some SEND children would find this very difficult to achieve. CO agreed to look at introducing a SEND target ACTION. CO confirmed that they do make reasonable adjustments for SEND pupils. • CO confirmed the key issue at the moment is lateness, some analysis needs to take place to be able to report back. IW asked if the parents or grandparents are consulted? CO confirmed they are not current but it is an idea, Angela asks why they are late and reinforces the impact lateness has. • MS commented on teh Year 1 gender split imbalance and asked if any additional support will be offered, CO explained there will be. Discussion followed on SEN and how exercises are mainly focused on boys engagement, how to change to engage girls. CO will monitor the impact. • DR commented it was good to see a waiting list working. Discussion on Torbay/Devon issues with managing the wait list. • IW mentioned if the transition to Reception was tweaked? CO confirmed this was reduced to 2 weeks which the teachers will need to be able to have enough time to assess the needs of the new pupils. IW commented that it is more manageable when the Nursery can offer support during this time. <u>Teaching, Learning & Assessment</u> • MS questioned metacognitive ability support? VM explained this is the pupils' ability to think about how they learn and reflecting on what they are are learning, e.g self assessment at the end of their learning objective. CO confirmed this focusses teachers teaching because the assessments can inform next lesson and the success criteria used to explain exactly what they have been learning. • MS questioned Artsmark? VM explained it is a creative arts initiative with levels - Bronze to Platinum. Roselands are currently collective evidence and then will submit the all the evidence of the creative arts at Roselands. Lou Darvid coordinates creative arts across the Trust and engages in CPD. Plans are for a cultural arts week in June, will be seeking a Governor to oversee the creative arts at Roselands. <u>Personal Development, Behaviour and Welfare</u> • DR questioned Social Intelligence in the behaviour policy? CO explained it as understanding how our actions affect other people and making better citizens e.g name calling, not just being told mustn't name call, need each child to understand the impact on the other child. CO explained this as part of the 5 House qualities. • JS questioned the use of Reflection Zone? CO confirmed that this gives teachers an option if an issue escalates in class. A conversation about what happened and why	<i>Challenge</i> <i>A1 CO attendance targets</i> <i>question</i> <i>question</i> <i>question</i>

	with CO takes place, to reinforce understanding and ownership, and these are recorded. CO contacts parents of re-offenders to see if support can be offered. ● JS questioned attendance at parent workshops? CO confirmed it was good attendance. CO also confirmed that the slides are posted on the website for those parents that couldn't attend. The next Maths workshop is 6th November and all Governors are welcome.	<i>question</i> <i>question</i> <i>invite to Maths Workshop 6th Nov</i>
Autumn 08	New Classroom and Land update CO updated Governors on the Community Partnership meeting with TDA representative. ● The land in question is leased to Torbay Coast & Countryside Trust to protect it. Kevin Foster - local MP - is in favour of the schools' use of this land. Key issues are traffic/travel plan and there should have been a new school built by now. ● CO confirmed the new classroom, ultimately a 2 form entry. A strong position to expand and mostly funded. ● A new foyer and entrance will be needed, a small amount of the car park will be lost. A temporary entrance will be organised whilst the main entrance is relocated. The schedule of works will see most of the building work during the summer holidays. ● Co commented on the increased in SEN needs of pupils within the school and may use this as an opportunity to develop the current provision, e.g Hub, possibly topping up with capital grant access. ● CO confirmed September 19 is achievable	
Autumn 09	To receive update on Safeguarding ● Current FSW has handed her notice in , due to family commitments. SC has been an amazing support to the families of Roselands and the Governors would like to thank her for her hard work and commitment to support the children and families that needed her. ● CO, HD and WF currently working with those families that need support. FSW job role to go to advert. ● DR questioned the esafety concern. Co explained the nature of the concern around a Year 2 pupil and social media. ● IW questioned the 18 concerns? CO explained that not all the concerns required direct action. Soe of those 18 concerns are being monitored or parents have been contacted. No MASH referrals have been made. ● CO requested follow up for staff that did not attend the Safeguarding level 2 training. May is the next date. ● JS asked for updated training in Safer Recruitment ACTION.	<i>question</i> <i>question</i> <i>A2 Safer Recruitment</i>
Autumn 10	To receive update on CLA ● No CLA on role.	
Autumn 11	To receive update on SEND The Governors would like to thank HD once again for a very thorough SEND report.	

	- JS commented on the difference in SEND girls struggling with writing, historically it is a trend that a higher proportion of boys struggle with writing. CO confirmed that HD has been observing lessons and has a plan to support the girls. - CO and JS will tag a Safeguarding meeting on the Monitoring Visit booked in for the morning of Tuesday 2nd November, JS to spot check SCR.	<i>Spot check SCR</i>
Autumn 12	To receive an update on the pupil premium/closing the gap - Year 1 progress is great! - PP in KS2 is below national average so this is a SDP focus. - MS has booked onto SW Primary and Secondary Pupil Premium Conference on 19/03/19.	
Autumn 13	To receive an update from the Trustees Meeting - CO confirmed that Shiphay ha now joined the Trust as of 1st September 2018. - JS asked about the impact of Shiphay joining the Trust? CO commented that although it is very early days in the transition, already the Trust are having joint staff meetings and joint CPD sessions. The children have been involved in a joint Shakespeare drama project. - VM confirmed she is meeting with English leads. - Co confirmed that 2/ 3 catering staff were off on sick leave so our Catering Manager has been supporting their catering facility, possibility of a project where the Head Chef is across the 2 kitchens as they are very similar models. DR questioned business insurance, CO confirmed they have business insurance.	<i>question</i>
Autumn 14	To report on Governor Visits - Friday 2nd November 2018 - Wednesday 6th February 2019 - Wednesday 15th May 2019	
Autumn 15	To report on Health & Safety - DR asked if the Devon portal was still useful - CO confirmed it is. - No H&S concerns or updates to report.	
Autumn 16	Accident Reporting No accidents to report.	
Autumn 17	Pupil Wellness CO has dedicated 1 week linked to anti bullying week, there will be external talks and lessons linked to 'looking after ourselves'. 3rd week back after half term.	
Autumn 18	School Priorities CO will circulate the objectives and priorities in the updated SDP. ACTION.	<i>A3 SDP</i>
	AOB	

	Keeping Children Safe in Education (KCSIE) Part 1 all read and all Governors signed register. ICT Update • DR questioned how well ICT support across the Trust was working for Roselands? CO confirmed that Roselands have a technician for 2 mornings per week. The staff are still expressing that this is not enough. • Any problem or question is logged at Freshdesk. DR questioned if any self help guides to fixes have been arranged? CO will ask again. Co explained that repeats of proxy setting problems, whiteboards not connecting, pupil logins don't work, iPADS disconnecting from the server ...which all affect lesson time if an IT technician is not onsite. • CO explained that what frustrates staff the most is the photocopier, it's coming to the end of it's useful life. CO has liaised with CS and they are investigating a new deal to get a new one asap. • CO confirmed SB is looking at IT across the Trust and looking at allocating more time. Date of next Meeting: Monitoring Visit: Friday 2nd November 9.00am Governor 'Providing Challenge' training: Wednesday 7th November 6pm at Shiphay AGM: Monday 14th January 5.30pm at Oldway ASP data meeting Thursday 24th January 9.00am at Oldway Monitoring Visit: Wednesday 6th February 9.00am LSB Meeting: Thursday 7th February 5.30pm	KCSIE signed question question
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Actions:

Action 1 CO to adjust SEND attendance targets.

Action 2 JS, VM Safer Recruitment training to be updated.

Action 3 CO to circulate update objectives and school priorities in the SDP.

Signed: S Lee
Chair of Governors

Dated: 7th February 2019