



Minutes for the Roselands Local Standards Board Meeting Thursday 20th June 2019

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

In Attendance: Faye Steele (Clerk)

Summer 01	Welcome from the Chair - The Chair thanked the staff for a great Sports day today, with a good turn out from parents. - The Chair thanked the kitchen for doing such a good job, serving 360 + burgers and chips in 25 minutes.	
Summer 02	To receive and sanction any apologies for absence Apologies were received and sanctioned for MS.	<i>MS apologies</i>
Summer 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. Discussion followed about the new requirements from the Academies Financial Handbook (AFH) to related parties. Clerk explained we have to report any business transaction with a related party up to £20,000. We have to seek approval for the ESFA if any business transaction with a related party exceeds £20,000. Clerk will send out declarations electronically on a termly basis. ACTION.	<i>DR declared JS declared SL declared</i> <i>AFH update</i> <i>A1 declarations termly</i>
Summer 04	To receive, agree and sanction Minutes of the Meeting for the last LSB Meeting on 7th February 2019 Minutes were agreed and signed as an accurate record of the meeting.	<i>Minutes agreed</i>
Summer 05	To discuss any Matters Arising from the LGB Meeting Actions: Action 1 , Clerk to look into online training option for Safer Recruitment – <i>discussion about the training. Clerk explained a trainer is lined up for 2 half days in Autumn term – dates TBC.</i> Action 2 , CO circulate SDP – completed. Action 3 , CO to include previous figures in reporting of attendance – completed.	

	Action 4, CO to add quick links to website – CO asked parents for ideas for most useful quick links e.g. absence reporting. Roll over ACTION for summer hols. Action 5, CO add incidents per pupil in reporting, to track potential multiple incidents with one pupil – completed. Action 6, Clerk to feedback Trust circulating Safeguarding alerts to ensure all schools in Trust receive them – completed, Governors confirmed they were receiving alerts. Action 7, Clerk to bring Standards Meeting schedule to align meeting dates – 17th July. ACTION. Action 8, VM preparing schedule for Monitoring Visit 24th April – completed. CO to complete write up of schools plan on Ofsted, CO to circulate Ofsted curriculum PowerPoint ACTION Action 9, CO & DR meet for H&S update – discussion followed on TDA handover and need to complete H&S for end user and ensure it is workable. Mid August meet CO & DR, ACTION. Action 10, CO dates for Data interpretation meeting with Governors – difficult to align all Governors availability last half term, will wait for full trust data day in October, ACTION. Action 11, Clerk to complete shared drive for Governor access – discussion on shared drive and difficulties to access, agreed to set up Team Drive as easier to locate and use, ACTION. Action 12, Clerk to look into The Key renewal and send links to Governors – dependant on new RET emails, see action 13. Action 13, Clerk to organise RET emails – Marcus in process, chase, ACTION. Action 14, VM prep Safeguarding booklet for parents to takeaway – VM has started, roll over to next meeting ACTION.	A2 quick links during summer hols A3 dates A4 CO write up A5 H&S handover A6 date for data day A7 FS Team Drive A8 Emails & The Key A9 Safeguarding booklet
Summer 06	To discuss any queries that may arise from the Head of School's report (including staffing updates) CO provided the Governors with a comprehensive HT report: <u>Attendance</u> • Early Years Foundation Stage attendance is low at 93.8, CO explained a big chicken pox outbreak from nursery. • Persistent absences have seen an increase, the main group is Reception children. CO meets parents first and then the FSW provides support to the children and parents to help with any attendance issues. If attendance is still low the next stage is a fine is given. CO reported fining 4 families this year so far. CO assured Governors that the above procedures are followed in all cases to ensure consistency. • CO reported holiday requests are 'through the roof' at the moment. Discussion on exceptional circumstances related to seasonal work commitments and service employees. CO explained the Easter Holidays are out of sync next year so this may impact holiday requests. CO confirmed term and holiday dates are on the website. <u>Admissions</u> • CO reported 45 admissions for September and not the 60 Torbay asked Roselands to take. 19 children are on the on waitlist for September in Reception. 2 appeals have been received, Devon cannot turn these appeals down so places will be offered. CO confirmed Roselands does not have the infrastructure to take 60 children so Devon will have to cap admissions. DR questioned the catering capacity? VM explained about the Hall and how classrooms are used for packed lunch dining. School is vulnerable to extra children in Reception and year 2 without adequate infrastructure in place. No other appeals so far. The children on the waitlist all currently have places in other schools, but Roselands was their first choice. <u>Staffing</u> • Fully staffed from September. • Site Manager left at Easter, a New Site Manager starts on Monday 24th June 2019.	Question Question

	- Finance Officer left and RC has been taken on to work across the Trust. SL questioned if CO was satisfied with those changes? CO explained he was. The previous Finance Officer had a wealth of experience and held lots of information that a new appointment could not possible have, however CO has fortnightly meetings with RC and is confident that it works. JS questioned if RC was full time? CO explained he works 3 days and works with Shiphay too. - CO and VM have monthly meetings with HR to go over overtime and additional hours etc. only CO and VM can sign off those hours so fully up to date with this information. There are a few processes that need ironing out, which will come with time. <u>Leadership & Management</u> - CO reported that there has been lots of CPD, South West Maths Hub involvement, EYFS/KS1 Maths project in Plymouth, the Oracy project – which has been fantastic but all costs money. CO advised Governors, in September, to ask questions about the results from this CPD and what has been actioned as a result. - Awarded the Games Mark Gold award which is fab! - We are working towards the Gold Artsmark award. - Lots of artwork produced during a successful Cultural Arts week. Recognising that behaviour was great that week, with engaged and busy children, CO will prepare a survey to get the impact from the children, ACTION. VM reported how high the standard of artwork was which will adorn the walls of the new build. CO explained how this high standard cannot be produced as a one off, it was evidence of the level of art that has been taught on a regular based, evidence of a broad based curriculum. <u>Teaching, Learning & Assessment</u> - SL congratulated everyone on the ‘Outstanding’ Challenge Partners grading. It is reinforcement of what the Governors observe during their visits – fantastic! SL commented on the link to Ofsted expectations. JS commented that the attitude and behaviours of the children is always consistent. Always positive and engaging they know what they are talking about. - New Ofsted focus is personal development, behaviour – up to certain standard. CO explained that it is now unpicking what has been done and showing impact. JS questioned the external support for a particular child with challenging behaviour? CO explained there is very little support, Cambs advice is to carry on with what we are doing. SL commented on how external services are not available. Children Health services have been brought back from private to NHS. SL advice is for the school to continue to ask for support, then identify and report back when it’s not provided. CO explained lots of discussion about best practice and idea sharing. JS questioned reflection room use? CO explained it is not being used much, it was used as a link to standards and a way to increase the standards. VM commented on its use for a small group with challenging behaviour. For example, the sole use of a basketball at break and Lego is used to incentivise some children in this group. This has had success in behaviour terms. CO acknowledged the need for an assembly about why people make different choice to help other children understand the use of these rewards. <u>Finance & Premises</u> - CO provided and update on field project. Discussion about maintenance of hedges and gated access followed. Suggestions about community access and setting up a community garden to help with maintenance. SL asked about financing? CO explained it will come from the capital budget. - CO explained about the breakfast club area from September. CH questioned if the current resources in area will moved around school, and suggested selling the work surfaces. A discussion about future after school club followed.	<i>A10 survey</i> <i>Question</i> <i>Question</i> <i>Question</i>
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Summer 07	New Classroom and Land update CO updated Governors on the Building work with a tour.	
Summer 08	To receive update on Safeguarding - CO confirmed the MARAC incidents were requesting information. - SL asked if anything was standing out? CO replied the CARAS, there are lots of them and little support around. They were mainly from other children in the house and what they were being exposed to by being in the house, commenting that domestic violence and alcohol related issues is quite high in Torbay. CO is thinking about what can be done to enhance personal development to prepare and empower children if they are exposed to such circumstances. SL discussed police engagement in the area and due to funding it is very reactive. SL explained the use of terminology such as ACES (Adverse Childhood Experiences) and the Local Authority can offer little support. Discussion on high unemployment, the demographic and pockets of hardship. - VM reported a change over recent years to low parental engagement is low. Discussion followed on support offered to come into community, there will be a focus on next year because there is a need for this community inclusion. DR questioned the community space? FSW has got a meeting room to use. Suggestions for the area outside kitchen to transform into a coffee shop type set up. SL recognised how sports day provides a captive audience and how this can be used to promote engagement. VM reported how well the parent partnership days were. JS questioned Reception parental attendance? VM replied it was good. - Discussion followed on ideas for summer holiday projects, agreeing that FSW should be beefed to enable her to prepare to support some families with the project to avoid extra pressure and stress.	
Summer 09	To receive update on CLA No CLA currently on role.	
Summer 10	To receive update on SEND The Governors would like to thank HD for a very thorough SEND report. - CO reported in September the introduction of a hub where high needs children will be based in the morning, to concentrate on their targets. Some children get very attached to their designated adult so this will support a range of adults and less dependency on single adults. HD will oversee this work. - SL commented on how interesting the parent view questionnaire was. HD meets with all the parents and if parents feel the child has a different need to what school has identified; it can create bad feeling. CO provided assurance that all paperwork and evidence is recorded and stored to back up what decisions are made. JS questioned if HD meets and discusses the questionnaire, commenting that feedback gives parents confidence that they are being listened to and changes can be made as a result. - DR started a discussion about staff questionnaires and the importance of anonymity.	Question
Summer 11	To receive an update on the pupil premium/closing the gap - CO explained about changes to Pupil Premium use. It has been used to release teachers to go to conferences and buy instruments and lessons. - Continued use in year 5 to link with Churston Grammar School to identify potential pupils and hold 6 sessions. Some parents were quite shocked at their Child's potential to go to Churston if they work hard enough. A few more children from this group will do 11 plus as a direct result.	

	• CO currently looking into other activities like Sailing. • Ofsted will not require an in depth analysis of each intervention, which is a huge shift. • JS questioned if the funding will stay the same? CO confirmed it will.	Question
Summer 12	To receive an update from the Trustees Meeting • SL reported on the Strategic Planning day, where considerable time was given to the vision. • Skill sets was discussed again and the Articles of Association will be changing to recognise this as the focus for Trustee recruitment. • CH appointment as new trustee, CH has an educational background at HT level and will therefore be able to provide educational challenge. • SL met with all safeguarding leads and further work on appropriate induction and ongoing.	
Summer 13	To report on Governor Visits • CO to write up report from curriculum focused visit and meeting. • Discussion followed on focus on outcomes and what is being done to achieve those outcomes. • CO reported on a pilot inspection that Preston Primary School undertook. Feedback was that the inspectors only looked at published data and did not ask for predictions. They did look at prior attainment. Lots of talking to children. If they spoke about a particular child, they looked at their books and then observed and talked to them in class. Lots of discussion with other leaders in school. • Overall feedback was that the format was much better.	
Summer 14	To report on Health & Safety • CO explained that TDA are paid to do statutory checks and they upload reports onto the portal. It was uncovered that we have to go onto the portal to get the report. It has been flagged that the process hasn't worked well, so looking at process of monthly checking. JS questioned if anything specific was reported? No accidents or anything to report, very good checks. • New policy update by the end of the year. • CO and DR will book in H&S report and walk for mid August, to ensure that all work is completed and workable to the end user.	
Summer 15	Accident Reporting • Ocean DCC H&S, they decide what is reported to HSC in terms of breaks or sprains. CO reported because of the spaces at the moment, the communal areas are more congested than normal, so is a temporary problem.	
Summer 16	Pupil Wellness • CO reported curriculum that is sensitive to pupil wellness, noting that behaviour during cultural arts week was much better. • Discussion took place on a pupil wellness survey.	
Summer 17	School Priorities • SDP.	

	AOB • Reminder for outstanding photos and bios for Trust website please. • IW came in for SATs check, liked the positive post it notes. Viewed lock and key procedures. 8th July the reports are out. VM reported that the 3rd reading part was hard for higher level (as expected) and CO commented that the children were well behaved and not stressed, all tried their hardest. • SL provided updates on best practice and structures within the Trust. Chair of Governors and Trustees shouldn't be intertwined, and movement towards separating Governors from the Trustee strategic group. SL explained the demands on his time are such that his thoughts are where can add value to Trust and asking if any others are interested in the Chair role? LI asked for thoughts please. SL explained the direct link into Trustees will go, but assured the table that the Trustees work for all schools. JS explained she would be concerned to lose that direct link and communication with the Trustees. MS would be interested in Chair role. CO asked about a timeframe? SL cannot be sure, and would aim to hand over by Christmas. Discussion followed on the need for Governor advert. • JS explained she will want to stand down by Christmas. SL thanked JS for her commitment as a Governor and it cannot be underestimated what you brought in terms of wealth of educational experience and knowledge and you will be sadly missed by everyone. • CH term of office due to expire July 2019, Governors elected for CH to continue for another term of office. • Discussion of the challenges of trying appoint Governors took place and CO highlighted JS experience and skills. The particular strength of this board are the commitment to give time to come into school. • Discussion followed on the need for skills analysis, FS to prepare a workable document for discussion, ACTION. • SL signposted Governors to the Chairs update document. Date of next Meeting: <i>Updated: 3rd October 2019 at 5.30pm</i>	<i>CH term of office agreed</i> <i>A11 Skills Analysis</i>

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.

Action 3, Clerk to circulate Governance meeting dates for 2019/20.

Action 4, CO to write up and circulate Monitoring visit report.

Action 5, CO & DR arrange a H&S visit mid August.

Action 6, Clerk to circulate Trust Data day date.

Action 7, Clerk to arrange a Team Drive rather than shared drive.

Action 8, Clerk to organise RET emails and the Key links.

Action 9, VM to complete the Safeguarding Booklet.

Action 10, CO to prepare a survey for the children to complete.

Action 11, Clerk to prepare foundations of a skills analysis and Board to personalise.

Signed: S Lee
Chair of Governors

Dated: 3rd October 2019