



Minutes for the Local Standards Board Meeting Thursday 28th June 2018

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

In Attendance: Faye Steele (Clerk)

Summer 01	Welcome from the Chair	
Summer 02	To receive and sanction any apologies for absence No apologies received.	
Summer 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.	
Summer 04	To receive, agree and sanction Minutes of the Meeting for the last LGB Meeting on 26th April 2018 Minutes were agreed and signed as an accurate record of the meeting.	
Summer 05	To discuss any Matters Arising from the LGB Meeting Action 1 SL to feedback Op Compass stats - the nature of how domestic abuse reports arrive can mean that sometimes there is a delay in the information being made available and calls then being made to the schools. If the report is made without police attendance, it can take a while for the referrals to be completed often by which time the risk has reduced or there is limited value in making a call to the school at that time. Action 2 Clerk to prepare skills analysis report - discussion took place and all agreed that Ofsted processes, school priorities are the areas to start a training focus on. Decision to discuss School Priorities at the end of each meeting was requested by SL. ACTION. Discussion on moving towards skills centred Governor recruitment, agreeing on co-opting. Skills analysis out to be completed and analysed at the 1 st meeting of 2018/19. ACTION. CO has met with potential Governor SH. Action 3 VM prepare a focus sheet for learning walk - SL noted it was very useful, working towards independence. JS commented it was very useful to discuss the visit together at the end.	<i>A1 School Priorities</i> <i>A2 Skills analysis</i>
Summer 06	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>Admissions/Pupils</u> - Co updated the Governors on the new pupil in Year 5 who has EHCP, currently having transition days, there will be a need for another LSA to support the needs of this pupil. - CO has been asked to take another 15 pupils from 2018. Discussion took place on the size of the school and plans. The TDA have completed a survey of the building and have drawn a plan. CO confirmed it is the Hall size that presents a problem. CO explained that the back playground will be used once there is a fire hydrant point in the playground. CO confirmed the moved towards a permanent structure for the long term plan. - CO reported 3 x SEND pupils (11 in total with the new pupil). <u>Attendance</u> - CO reported lots of requests for holiday. 2 x pupils are currently at less than 80% attendance (siblings). DR questioned the 22 less than 90% attendance as this is high? CO confirmed this is throughout the whole year and is high. Discussion took place on attendance strategies, MS reiterated the option to parents for an extra week in May and the majority said no. CO led discussion re research about the impact of fining parents and the suggestion that that time had been paid for, implications of this message was discussed. Discussions took place on the impact of the secondary school strategy of offering an enrichment week, wither time off with parents or fun things in school. CO will analyse the impact of the school fines at the end of the year. - SL thanked CO for his report and no further comments on the report were made.	Question
Summer 07	To receive update on Safeguarding - SL questioned the 5 e-safety concerns, 5 bullying incidents and 4 racism incidents and what the school is doing in response? SL also questioned if there is a trend that needs to be addressed? CO explained that social media is having an impact on pupils in Year 5 & 6, CO is following up with assemblies and meeting with parents to encourage monitoring of their children online. The biggest upset seems to be children conversing online outside of friendship groups. SL mentioned Fortnite, Multiplayers on the Playstation? CO updated the Governors on the E-Safety session NH held to staff on the NPD and reinforced the e-safety group as a point of information and contact. MS mentioned concerns and Torbay Safeguarding Board. DR questioned if Year 6 were allowed phones? CO confirmed they have to be handed into the School Office, however the grey areas are at the school disco or leavers disco. - JS questioned if 4 racism incidents since last report? CO confirmed that there has been 1 incident since the last meeting. A child in KS1 made a comment about the skin of another child. MS questioned if the bullying incidents are different pupils? CO confirmed the bullying and the racism incidents are all different pupils and incidents.	Question Question Question
Summer 08	To receive update on CLA No CLA on role.	
Summer 09	To receive update on SEND The Governors would like to thank Hannah once again for a very thorough SEND report. - There is recognition of extra funding for 1 pupil. - CO confirmed that 1 pupil is receiving support from an additional adult and that Mayfield is also supporting the pupil to ensure they remain in school. CO also	

	commented that since Mayfield has been offering support there has been a positive impact in attitude of the pupil. IW questioned if there is a lengthy wait for referrals? CO replied that Hannah is organised and chases the referrals, she is also very good at competing the EHCP's. Hannah finds managing the parents expectations the most challenging at the moment and matching the expectation of receiving 1:1 support to the reality of what is funded and available.	<i>Question</i>
Summer 10	To receive an update on the pupil premium/closing the gap - CO confirmed he will prepare a spending review on PP funding once the data is available (10th July) and share at next meeting. ACTION. - VM to visit Tregolls school in Truro, they have won a PP award for their clever ideas, they went from special measures to top performing school in the region. ACTION.	A3 spending review on PP funding A4 VM to feedback
Summer 11	To receive an update from the Trustees Meeting CO updated the board that Shiphay are still joining the Trust from September 2018. Letters have gone out to parents within all the school and cannot report any parental concerns. DR started a discussion on the benefits of sharing resources and how we are all working towards this pooling of resources. SL thanked all Governors for attending the Local Standards Board launch evening and for supporting and embracing the newer approach to Governance within the Trust.	<i>Trustee Meeting Summary attached</i> <i>Thanks to Governors</i>
Summer 12	To report on Governor Visits - All agreed that the recent visit worked well within the structure and approach with the area of focus provided. JS commented that it was very clear that everyone felt well prepared for the visit. IW commented on how well it worked to make notes immediately after the visit/discussion. SL wanted the challenges and questions of the discussion part of the visit to be recorded. ACTION. - CO confirmed he has fed back findings to the staff, 2 areas next to the board. - Discussion took place on the language used when promoting the British Values, SL suggested taking a more direct approach, it is hard to define. - All agreed need to be more explicit in discussions linking to SDP next year. VM happy to continue to prepare the visits, but welcomes feedback. CO and JS commented that it was very useful, clear and focused on school priorities. - JS wanted to record how open and welcoming the staff are and would like it recognised how accommodating the staff are and offering a thank you from the Governors. All agreed. MS questioned where the records of visits are kept, CO confirmed they are kept in a file in his office.	<i>A5 record q's & send visit report to Clerk to circulate.</i> <i>Fed back to staff</i> <i>Question</i>
Summer 13	To report on Health & Safety - SteveL has taken asbestos awareness training, CO will attend this training in September 2018. The Asbestos Management Plan was updated, old building window sills are low risk and managed, warning stickers have been used on these areas. - There has been an introduction of walkie talkies since a recent safety incident, this allows for direct communication. - JS requested a fire drill at lunchtime. ACTION.	A6 fire drill at lunchtime

	SL discussed an incident with a pram and the bank on the sports field during the recent sports day. IW confirmed that there were also issues with the path in and out of the field becoming blocked. CO will position the seating area more carefully for next year ensuring risks are kept to a minimum and exits cannot be blocked.	
Summer 14	Accident Reporting 1 x accident was reported and well managed via the portal today, Devon advise if RIDDOR etc.	
Summer 15	Pupil Wellness Year 5/ 6 are having ASARI lessons, childbirth video this week. JS asked if there were any pupils withdrawn at parents request? CO confirmed 1 x Year 5 pupil as parents thought she was not ready for this information. CO confirmed he has shown the video to parents of 5 x families and all OK with content.	
	AOB Roselands Local Standards Board - SL updated the Governors on a recent meeting with other CoG from the Trust and fed back a shared ethics sheet. - Governors agreed that we are not ready to advertise for new Governors just yet, after the skills analysis in the new academic year. - Governors would welcome the opportunity to attend other Local Standards Board school visits. - Decide on monitoring visit schedule for 2018/19 - clerk to draft meeting dates first then 1st meet in the Autumn to agree visits. Parent Feedback - IW wanted to feedback the hot topic in the playground is class allocations and trying to understand how the process works. Parents have requested that the process is explained. VM confirmed that a letter is sent to all parents outlining the new teacher and could add classes on not chosen on academic ability. - IW fed back that some parents are unhappy with after school football club. The smaller children are currently 23 to 1 adult. CO will contact because parents pay for this club. ACTION. Clerk to finalise MAT ID cards and lanyards. ACTION. Date of next Meeting: TBC	<i>A7 CO contact after school football club</i> <i>A8 ID cards/ Lanyards</i>

Actions:

Action 1 Clerk to add 'School Priorities' at the end of each agenda, to prompt a discussion.

Action 2 Clerk to circulate skills analysis, Governors to complete and analyse at 1st meeting of 2018/19.

Action 3 CO to complete a spending review on PP funding once data available, bring to next LSB meeting.

Action 4 VM to feedback on Tregolls School visit.

Action 5 CO to record challenges and questions to visit report and send to Clerk to be circulated.

Action 6 CO to arrange a fire drill during the lunch hour.

Action 7 CO to contact after school football club re hiring more adults.

Action 8 Clerk to finalise MAT ID cards and lanyards.

Signed:
Chair of Governors

Dated: