



**Minutes for the Roselands Local Standards Board Meeting on
Thursday 10th February 2022
Meeting to be held at 5.30pm at Roselands Primary School**

Present: Danny Brown (Head of School), Mel Simmonds (Chair), Ian Weller (Vice Chair), Adam Harmer, Louise Lewry, Jon Baldwin, Ellie Gale, Liz Jessop

In Attendance: Faye Steele (Clerk), Sarah Pugsley

Apologies:

Spring 01	Welcome to new Governors Ellie Gale and Liz Jessop. Chair updated Governors with news PW has resigned from his Governor role. All governors would like to record their thanks to Peter for his valuable contribution.	PW resigned
Spring 02	To receive and sanction any apologies for absence No apologies received.	
Spring03	To declare and discuss any business interests that may be applicable in accordance with the governor's handbook March 2019 <i>'conflicts of interests do not just relate to financial benefits but can arise where an individual's personal or family interests and/or loyalties conflict with those of the governing body'.</i> AH spouse no longer works for medical tuition.	AH updates
Spring 04	To receive agree and sanction Minutes of the Meeting for the LSB Meeting 7th October 2021 Minutes of the meeting were agreed as an accurate record and electronically signed.	Minutes agreed
Spring 05	To discuss any Matters Arising from the LSB Meeting 7th October 2021 Actions: Action 1 , FS to circulate new Marking Policy. FS to circulate on email. ACTION. Completed Action 2 , All Governors to read KCSiE part one and complete google link. Completed. Action 3 , All Governors to complete the Level 2 Child Protection training video and complete google link. Difficulties discussed. AH, LL. Action 4 , DB to advertise for new Governor vacancies in newsletter. Completed. Action 5 , All Governors to complete Business Declaration via google link. Completed. Action 6 , Governors to email FS with MV date availability in week commencing 15 th November 2021. Completed. Action 7 , LL photo for website. Completed. Action 8 , Governors to contact their Lead Teachers. Completed.	A1 Circulate
Spring 06	Pupil Premium, Catch up funding update with Sarah Pugsley Update - presentation has been shared with Governors. - Pupil Premium lead across the school - Disadvantaged versus Pupil Premium label – addressing the needs of the disadvantaged across the school, not just Pupil Premium. Being disadvantaged is at	

	risk of under achievement as a result of an environmental factor. Opting to spread the Pupil Premium funding across all children who need extra support. • Need to know who Pupil Premium children are, need to build relationships to find out who disadvantaged are to be able to help them. • New strategy is live on the website, predicting the trends and the priorities for the next 3 years. • Developing diagnostic assessment through the school. • Planning tool - a list of opportunities, green is already doing, amber is started and red highlights what is needed. • Curriculum – focus on disadvantaged in curriculum generally, equity over equality. Subject Leaders focus on the disadvantaged needs and ensuring learning is accessible for all, no presumption of knowledge. Examples given – less exposed to vocabulary. • Unconscious bias, perceive the possibilities for the disadvantaged child, are we capping and limiting what they can achieve, keep an open mind and view that every child can achieve. • Planning proforma – how to make accessible for all. • Next steps are to develop forest school, water safety and mapping these out. • Participation: commitment to researching and investing time in this. Studying the interaction and participation in classrooms. Specific case studies will be looked at next, diagnostic assessment of pupil interaction and need. Changed thinking in terms of equitable interaction. • Riviera 70 – is a concept to develop 70 opportunities across the year groups and list the opportunities that our pupils deserve to experience, bespoke to Roselands. • MS commented how good this sounds! • Tutoring: Tutoring is being encouraged by the government to plug the gaps, subsidies of 75% of the costs are received. Year 6 have been chosen to start the tutoring. 32 children time tabled and started last week. Tutoring is offered before school so pupils do not miss out on anything. 4 staff members volunteer. Each pupil will receive 2 x 20-minute slot per week, and get breakfast. • Next focus for Tutoring is Year 1 and 3 due to lower attaining year groups. • Time tabling and the 3-point intervention: This has made a massive difference to disadvantaged pupils. Staff can really see the impact; pupils are not being extracted from foundation subjects. LJ really pleased to not aid the stigma – this aids self-esteem. • Teachers have the most impact, so ensuring that teachers are having those interventions is crucial. • A focus on the small things, relationships being key – staff observations and noting when pupils don't have the right kit or uniform, or no PE shirt. Then offering what they need. Ensuring schools reps are equitably represented. • Pupil progress meetings: staff are talking productively about barriers and overcoming, not excuses. • Monitoring: this is crucial and in everything we do, not an add on or bolt on. • Summer term staff questionnaire about disadvantaged pupil teaching learning and achievement, then compared to ensure a change is evident. Due to go out next week. • MS questioned if this is sustainable as tough year ahead predicts more disadvantaged. SP – 3 year strategy forces us to think long term. Trust have introduced a family support fund, any family can contact and make an application for the fund if they are in need. • Previously only 75% of pupils accessed the residential, Year 5 and Year group. This year lots of phone calls made to arrange time to pay deposits and offer help. Only 3 children in 1 group and 2 children in the other group are not attending, this shows how accessible we are making everything.	
Spring 07	Report on Monitoring Visit on 3rd February 2022, to include any link Governor feedback linked to SDP	

	- MS to provide reports from Link Governors virtual visit. ACTION. - Feedback was that Reading can be improved, DB approach is a consistent approach and is evident across the whole school. Can see the creation of a reading culture. CPD is in place and this will be built upon each year. - MS confirmed it was not apparent which of the children in her group were Pupil Premium children. - IW feedback how refreshing it was to learn about the strategies and be ask children about what they have been doing and can enjoying the children being able to explain. - JB saw consistency already, even though the curriculum is in it's infancy of implementation. - AH found the initial input great re intention and where the journey had started from. Speaking to teachers, they were really enthusiastic to new approach. Children were producing all the key terms. DB identified lots of different strategies used and provided leadership to adopt consistent strategies. - Curriculum 3 x I's - Intent, implementation and the Impact. - MS - DB very quickly mapped everything out to build on each year. Saw the same approach in maths in autumn. - DB provided update on resources and every day reading time, so important within the strategy. Cut lunch time by 10 minutes to add in independent reading. Had to fit to Roselands individual school.	A2 link reports																
Spring 08	Link Governor Roles Discussion on Link Governor Roles and suitability for each Governor. <table><tr><th>Governor</th><th>Role</th></tr><tr><td>AH</td><td>Curriculum & Standards Core Standards - Reading - Writing - Maths - Oracy </td></tr><tr><td>EG</td><td>Curriculum & Standards Physical & Creativity - Art, music, MFL - PE (sports Premium) - Clubs & Extra-curricular </td></tr><tr><td>MS</td><td>Curriculum & Standards STEM - Computing, DT & Science - Premises - Health & Safety - Wellbeing of Staff </td></tr><tr><td>JB</td><td>Curriculum & Standards Humanities - Geography, History, RE & PSHE </td></tr><tr><td>LL</td><td> - Safeguarding - Personal Development (child) </td></tr><tr><td>LJ</td><td> - Pupil Premium - Community </td></tr><tr><td>IW</td><td> - SEND - CLA </td></tr></table>	Governor	Role	AH	Curriculum & Standards Core Standards - Reading - Writing - Maths - Oracy	EG	Curriculum & Standards Physical & Creativity - Art, music, MFL - PE (sports Premium) - Clubs & Extra-curricular	MS	Curriculum & Standards STEM - Computing, DT & Science - Premises - Health & Safety - Wellbeing of Staff	JB	Curriculum & Standards Humanities Geography, History, RE & PSHE	LL	- Safeguarding - Personal Development (child)	LJ	- Pupil Premium - Community	IW	- SEND - CLA	
Governor	Role																	
AH	Curriculum & Standards Core Standards - Reading - Writing - Maths - Oracy																	
EG	Curriculum & Standards Physical & Creativity - Art, music, MFL - PE (sports Premium) - Clubs & Extra-curricular																	
MS	Curriculum & Standards STEM - Computing, DT & Science - Premises - Health & Safety - Wellbeing of Staff																	
JB	Curriculum & Standards Humanities Geography, History, RE & PSHE																	
LL	- Safeguarding - Personal Development (child)																	
LJ	- Pupil Premium - Community																	
IW	- SEND - CLA																	

	EYFS	
Spring 09	To discuss any queries that may arise from the Head of School report (including staffing updates) To discuss any queries that may arise from the Head of School's Report, to include: - update on Safeguarding, CLA, SEND & Pupil Premium - To report on Health & Safety/ Accident reporting - Pupil & Staff wellbeing - COVID plans/ procedures, bubbles, symptom reporting, positive test confirmation procedures, isolation procedures etc. - Catch up premium spending <u>Executive Head position</u> - DB has accepted the position of Executive Head at Oldway Primary School for the Summer term, 2 mornings and 2 afternoons per week. DB assured the governors that he has full confidence in the SLT and the staff at Roselands and the school will be fine. - AH questioned the contingency plan for September. MS explained how she requested this at the Standards Meeting and was assured that plans are for DB to cover the Summer Term only. AH commented that he agreed it was a good idea for the Trust, but his concern was that it was not the right decision for Roselands. - IW highlighted that DB has been supporting Watcombe Primary School for 1 day per week. Pippa Bastock has been covering and things have continued at Roselands really well, there is a very supportive and capable Senior Leadership Team in place. Monitoring will be handed to staff. - EG questioned if Pippa would step up to Head position? DB compart time SLT will do an extra day per week. The Family Support Worker will be back by then so Pippa will be released from this role. DB confirm all SLT are supportive of this temporary arrangement, they are happy to hold the fort and work together, they understand and commit to the direction, but have told DB not to apply for the permanent position! - LL questioned if the Head at Shiphay is also offering support? DB explained, Shiphay is due an Ofsted inspection so is unable to offer support. - AH questioned if staff will be resentful that Oldway taking this resource. DB explained that Roselands is in such a good place and has complete faith in SLT and the teachers - the whole team. It is a great to be in a position to be able to offer support to Oldway. - MS challenged the risk to stability. This was the reason we didn't appoint a par time Head before. MS highlighted she is in support of DB and understands the reasons being this decision but does not want Roselands to be in a position of disadvantage. <u>Pupil Numbers & Admissions</u> 326 pupils on roll. 12 pupils on roll have an EHCP 20% drop in current cohort in Reception, received 43 first choices for September 2022. Discussion on reduction in children numbers. <u>Staffing</u> - Pastoral support staff changes. - Successful in receiving a grant from LA for £22.5K covid recovery. This has been used to release Pippa Bastock from covering lessons to enable a concentration on 1to1 reading. 2 x HLTAs have been appointed to assist with daily reading and phonics. There is now a consistent approach to any pupil that is not on track. AH questioned if the appointments are permanent? DB confirmed until the end of the year.	Question Question Question Challenge Question

- Staff sickness (due to covid) continues to be high, especially during the last 3 weeks. The budget has been affected by cover required and DB has covered lessons when needed. 150 cases were reported over 12 days, so the decision was taken to pause for 2 weeks and use the time to revise up to date learning so the pupils at home didn't miss out and teachers didn't have to keep repeating the same units of work. There has been a huge impact on attendance.
- Pippa Bastock has covered the Family Support Worker role.
- Midyear appraisals and targets are on track. 1 x staff member has dropped from full time to 2 days per week.

Attendance

- Covid continues to affect attendance.

2021 2022	92.49%
2020 2021	95.23%
2019 2020	91.78%
2018 2019	95.55%
2017 2018	95.94%
2016 2017	95.67%

- DB offered mini bus service to transport pupils to and from school, whose families have been affected by self-isolation. EG - it was awesome idea and shows such supportive measure for families.

Teaching, Learning & Assessment

- Curriculum is well embedded, teachers are showing real drive and ownership of it. Subject Leaders driving it.
- Not much flexibility in the timetable, so plans are made to keep the last week free so can use if needed.
- Writing is a huge focus.
- Spelling has been identified as needed some work, it is consistent but not good enough. Phonics does not link to the current spelling scheme. But, mindful that the whole curriculum has been changed and a new reading approach has just been introduced, so spelling is the next area to tackle.
- AH **questioned** if the knowledge organisers and medium term plans are being reviewed? DB confirmed they are being reviewed by Senior Leadership Team (SLT). Working parties were set up.
- In 6 months, all Subject Leaders have (SL) have really good understanding of their subject. Next tweak is action plans for subjects.
- Curriculum review day planned for May and a plan will emerge ready for September, this will include what has worked well and what can be changed to improve.
- Learning walks show consistency across each phase.
- School Development Plan (SDP) is on track for completion. During this term there is a strong focus on reading strategy and creating forest school.
- DB has been supporting Watcombe Primary School, for 1 day per week and this will stop at Easter.

Question

Personal Development, Behaviour and Welfare, inc. Safeguarding

- Lots of work on staff training, first aid and team teach.
- 3 suspensions.
- 2 GDPR close misses.
- Behaviour has improved at lunchtimes. Overall, behaviour is very good. AH **questioned** if the improvement is because of bubbles? DB – behaviour is noticeably better in bubbles, but lots of things in the improvement has had an impact - new quieter areas, reward charts and increased responsibilities. Changes have been made

Question

	to recording behaviour, inclusion of behaviour and safeguarding on SLT agenda, so any trend is tracked, monitored and dealt with. Anti-social behaviour reports outside of school were dealt with swiftly – parents were called in and pupils offered school club places, one of the pupils helped out with one of the junior clubs. Proactively supporting pupils to change their behaviour. - Staff survey results showed a need to focus and improve on 3 areas identified. Communication and consultation was a weak area, daily screens in the staff room and various working parties have been set up to improve this area of weakness. Work load was an issue, so extra time out of class has been factored in to fulfil extra needs, making sure all year groups plan together (planning days at the end of term) and time to complete knowledge organisers has been offered. Feedback is very positive and a commitment to avoid duplication so everything we do is worthwhile. - Incredibly proud of all the money raised for charity. <table border="1"> <tr> <td>Children in Need</td><td>£277</td><td></td></tr> <tr> <td>The Poppy appeal</td><td>£381</td><td></td></tr> <tr> <td>MND</td><td>£1346</td><td></td></tr> <tr> <td>The Rowcroft Hospice</td><td>£2775</td><td></td></tr> </table> - Swimming is taught in year 2 and 3. Forged an exciting link with Brendon Prince to offer year 4 and 6 access to water safety sessions, in the classroom and at Goodrington beach. - Inclusion team meet regularly. - Parent forum next half term. <u>Premises</u> - Trust Admin Team based at Roselands, so new offices are due to be created for SLT and Family Support Worker. - Solar panels have been put in place at Roselands. <u>SEND</u> - Thank you to Hannah Dillon for detailed report enclosed. - Five Requests for Statutory Assessments (EHCP applications) submitted to the Local Authority. Four have been accepted which is very hopefully for additional funding for these children - Support staff reviewed and re-organised with Head of School to ensure all of the highest need children are receiving support - Introduce of the Mental Health Support Team to staff and families through parent workshops, staff training and referrals for young children - Introduce of Draw and Talk intervention through the Psychology team to support the SEMH needs of SEND children - Diabetes training delivered to key staff to meet the medical needs of a child in school - Improving links with parents through SEND Parents Evenings, TAF meetings and fast action when responding to concerns - Improved support for 1:1 teaching assistants – drop-in sessions with SENDCO, Performance management and mid-year reviews - Raising the profile of SEND children in crisis through regular meetings with the local authority and wider professionals - Heightened transition and information gathering/ sharing for SEND children coming into the EYFS or moving into Year 7 - SENDCO has submitted an application for £6,000 of capital funding to develop outdoor space for the highest need SEND children.	Children in Need	£277		The Poppy appeal	£381		MND	£1346		The Rowcroft Hospice	£2775		
Children in Need	£277													
The Poppy appeal	£381													
MND	£1346													
The Rowcroft Hospice	£2775													
Spring 10	To receive update on Safeguarding Discussed in Head report.													

Spring 11	To report on Health & Safety/ Accident reporting - Discussed in Head report. - Zero RIDDOR incidents this academic year.	
Spring 12	SDP Key Priorities 2021 - 2022: - Disadvantaged and Pupil Premium - COVID Recovery - Curriculum Development - Raise Standards in English - Embed a consistent approach to teaching Maths	
Spring 12	Report on Trustee/Governor Expenses No expenses to report. Clerk to provide link to the Expenses Policy and claim form.	
Spring 13	Approved at FGB 21st October 2021 Cared for Children Child Protection Safeguarding Induction for ECT's SEND Code of Conduct Equalities Returning to Work after COVID Whistleblowing Sexual Violence & Sexual Harassment Management Pooling Mini Bus Health & Safety Data Protection Online Safety Freedom of Information Remote Learning Assessment Complaints Finance Community Use & Lettings Pay Policy Managing Allegations Against Staff Gifts & Hospitality Policy Low Level Concerns – this is a duplication of Part 2 Managing Allegations Against Staff. Trustees agreed to keep separate policy and remove part 2 from Managing Allegations Policy. Also reference made in Code of Conduct. Roselands Policies to Approve: SEND Information report 21 22 SEND Local Offer 21 22 All approved.	<i>Policies Approved</i>
Spring 14	KCSiE update read and sign using google form link. Governors need to complete. ACTION.	<i>A3 KCSiE link</i>

Spring 15	Level 2 Child Protection training/refresher. Sign using google form link. Governors need to complete. ACTION.	<i>A4 Child Protection link</i>
Spring 16	AOB Governor Hub Training available /booked. Monitoring Visit changes/ procedures Clerk to circulate Link Governor Report templates. Governors to use reports to record contact made with school in between meetings. Badges and lanyards are being ordered. Date of next Meeting: Thursday 16th June 2022 at 5.30pm Standards Monitoring Visit Date: Wednesday 18th May 2022 at 9.00am	

Actions:.

Action 1, Clerk to circulate Marking Policy – update, **completed**

Action 2, MS email Link Reports from Governors virtual visit – share on Governor Hub.

Action 3, Clerk to circulate KCSiE link

Action 4, Clerk to circulate Child Protection training link

Signed: **Mel Simmonds**
Chair of Governors

Dated: 16th June 2022