



Minutes for the Roselands Local Standards Board Meeting Friday 26th June 2020 at 10.00 p.m via Google Meet

Present: Claire Hepher (Interim Executive Head), Melanie Simmonds (Chair), David Reid (Vice Chair), Vicky McCaig (Deputy Head), Jane Smythe, Cheryl Harlock, Ian Weller, Adam Harmer, Peter Watkins

In Attendance: Faye Steele (Clerk)

Summer 2 01	Welcome from the Chair - Vice Chair welcomed all Governors to the online meeting. - Chair has an appointment this morning and will be joining shortly.	
Summer 2 02	To receive and sanction any apologies for absence No apologies received.	
Summer 2 03	To declare and discuss any business interests that may be applicable in accordance with the Governance Handbook March 2019 DR declaration spouse is Finance Director for RET.	<i>DR declared</i>
Summer 2 04	To receive, agree and sanction Minutes of the Meeting for the last LSB Meeting on 22nd May 2020 Minutes were agreed as an accurate record of the meeting.	<i>Minutes agreed</i>
Summer 2 05	To discuss any Matters Arising from the LSB Meeting Actions: Action 1, MS to draft a letter to staff – <i>completed, staff appreciated such an articulate letter.</i> Action 2, DR and CH complete H&S walk and RA review – <i>completed, DR reported guidelines being followed, very well organised and safe processes in place. Discussion followed on the use of the Hall.</i> Action 3, AH to email Clerk with photo for website and bio – <i>to be completed by the Autumn Term.</i> Action 4, Clerk send out doodle poll for availability for the next meeting – <i>completed.</i>	
Summer 2 06	Head Report CH presented a Head report in slides format – to be circulated. Safeguarding - Keeping Children Safe in Education (KCSiE) statutory guidance will be updated in September 2020 in line with COVID 19 changes. Specific changes to wellbeing, online safety 3 x Children in Need (CiN) 2 x children on Child Protection Order. 1 x child looked after (CLA).	

	<u>DfE</u> • Updates from 4th July and DfE interpretation. Continue with groups of 15, do not need to keep at 2 m distance within bubbles, CH pleased good practices have been recognised. • Sept shared plans. • 1 x teacher returned to work (following extensive RA). 6 x staff due to return in Sept, reintegration meetings and sharing of practices and plans. Important to liken to long term sick and follow procedure of phased return to work. <u>Transition September</u> • CH reassured Governors that everything has been considered and committed to try to mimic everything that is normally in place, along with working within the guidelines. • Videos to circulate – goodbye and good luck for new class, school. Introductory and welcome to new class from Teachers and TA's. Virtual meetings, phone calls, letters and postcodes for the children used to communicate trust, positivity and understanding during transition. • EYFS – ensuring they are saturated before they move onto formal curriculum. CH reported EYFS will continue for first term during Reception if required (individual needs). • DB is starting in September and has been meeting weekly with CH so is fully engaged in transition and plans for September to continue with momentum. • Huge congratulations to VM, secured a Head position at St Catherine's Primary from January 2021. Governors expressed their sincere thanks to VM for her dedication and long service at Roselands. VM is happy with timings as she can be there during the transitional time starting the new academic year, supporting DB and the children. • CH outlined staffing changes for September. • CH provided awareness from the DfE to provide 1 billion pounds to reduce the gap of disadvantaged pupils. CH outlined EEF hard facts paper about research and closing the gap. Strong, high quality teaching and great interaction is championed by the programme. The funding will be used to offer small groups of interactive learning with teacher/TA. Important that it is not used to plug gaps but used to improve attitudes to learning and wellbeing, focusing on essential key elements needed to move forward, mindful of this when reviewing the curriculum for next academic year. <u>SDP</u> • SDP has been reviewed with SLT. RAG rated SDP and lots of red key actions. CH taking this opportunity to streamline priorities: 1 – Post pandemic 2 – Reading Writing across school (link with Ofsted) 3 – Attendance and School engagement. • SEF will be completed in September ready to form and write the SDP. • PW feedback that parents have positively received the videos and calls, would really appreciate a video from DB introducing himself. CH will arrange a goodbye video from her to include an introduction from DB too. Aim is to maintain the feeling of safety and trust moving forward. ACTION. Update – action completed. • This is CH last meeting as Head, CH thanked each Governor for the support they have given to CH, the school and the children. • This is JS last meeting, JS would like to thank everyone, she has really enjoyed being part of the Governance team and extends her well wishes to everyone at Roselands.	<i>Thanks to VM</i> <i>A2 CH DB video</i> <i>JS last meeting</i>
Summer 2 07	Governor Contact • MS asked CH to collate action points in a spreadsheet to action. ACTION. Update action completed	<i>A3 actions ss</i>

	IW - Two families contacted with children on SEN register. Feedback was overall very happy with the support and a high level of contact. Communication was adapted and they received a video for their non-speaking son. They found the chrome book very beneficial. Concern was raised a reduction in the 1 to 1 support and the detrimental impact on learning. The prescribed amount of support was reduced in EHCP to share staff resource with other children due to restrictions of COVID 19. Sensory resources have been removed due to guidelines. JS - Contacted family of a vulnerable year 3 pupil. Feedback was that chrome book really helped with accessing learning at home. Lots of contact received from RG and support from the School Nurse. Feedback was that the school have gone above and beyond what is expected with communication and support to parents. PW - Made contact with 3 x parents, 1 was not accepting contact. 1 x was very positive and feedback excellent communication and support and confident in the decisions the school has made. Slight concern for September but have faith in the school. 1 x parent with Reception child and Year 3. Communication was fabulous and very happy with IOD (Individual online Diary). Parent felt well informed and the school was ahead of the game. MS - Contacted 1 x grandparent and 3 x teaching staff. Grandparent felt communication has been excellent, sincere and comprehensive. Spoke very highly of Mr Beech, Mrs Hart and Mrs McCaig in offering support. Praised pupil for (without being asked to) took it upon himself to ask for a clean set of clothes for him to change into when entering the house to keep grandparents safe. This was out of knowledge not fear. Learning points feedback – not all carers are IT literate and would welcome a simple guide to IT. Could IT be adapted to suits differing needs e.g dyslexia. - Teacher working in a bubble - feedback was lockdown was managed well from the start, felt views mattered and early preparation equalled a feeling of being ahead of the game. Initially workload was high with adapting and transferring learning and activities for Google Classroom use. Workload has started to settle now. One barrier of the virtual platform is the reduced visibility of individual student pastoral needs. He singled out CH stating she had been truly inspirational to him as a Head and that he felt she had taken him and others on this journey together. His recommendations: 1. Deliver feedback verbally at the point of learning, rather than the next day written in their book. 2. Smaller class sizes have enabled much higher quality teaching and support to students collectively. - Teacher working from home - feedback, initially, workload felt extremely high as very quickly, teachers had to adapt learning materials for online use. Now it's done, there is an opportunity for blended learning in the future. One of her disappointments is not knowing "what could have been" for this intake of children had the school not been forced to close, she is sure the high development targets that were originally set would have been met or exceeded. Transition for students has been impacted, Zoom is now being used with less ability to engage with parents. Recommendations: 1. The IT skills of parents do differ. Recommends setting up a central IT help desk at the school for parents to call or email into. 2. Deliver daily learning resources a week at a	
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	time. Having worked extensively on the home learning programme, she recommends sending out the entire next week's resources all together in a zipped file on the Friday before so these can be printed in one go etc. - Teacher working in a bubble – feedback was admitting to being “terrified” before coming back to work. Sadly, being touched in the worst way by COVID having lost her grandfather. Fearful of returning but CH spent a lot of time reassuring her that everything that was in place so she could return safely. Recommendations: 1. Maintain the staggered drop off and pick up times. The playgrounds are a better place for the fact there aren't cliques of groups and less congestion in the nearby streets. 2. Consider that some families will not have access to IT or limited access to share at home. Suggestion of a timetable for IT use at home. <u>Summary</u> - Discussion followed on use of IT email to signpost IT specific questions, freeing up teacher email to respond to learning queries. - JS can Governors continue to include contacting parents/teachers in the yearly cycle of business, really responsive to contact. - IW consider 'meet the Governors' event.	
Summer 2 08	Governor link roles: Curriculum and Data – PW to commit to Standards Committee meetings Safeguarding, CLA - JS to handover to AH SEND & Pupil Premium - IW H&S – DR Governor recruitment drive in the Autumn term and re visit roles at each meeting.	
Summer 2 09	H&S and Accident Reporting - MS commented on a parent of school pupil having COVID. Public Health England guidance was followed; CH did contact parents. The child was not symptomatic. CH reported that they have a full set of standard letters and procedures in place now if required for the future. Lots of reassurance given. PW gave positive feedback that he felt like he knew what was happening and what was put in place. DR commented on the good disciplines in place. - CH reported a pupil was sent home due to struggling to comply with the measures required. H&S concern that the child wasn't able to comply and therefore was in their best interests, and the interests of others, to be sent home.	
Summer 2 10	AOB - Photos and bios required for new Trust website – ACTION. - Skills Audit – Clerk to align with competency handbook and circulate, to complete and return within 2 weeks of receipt, to collate and prepare training plan for 2020/2021. ACTION. Date of next Meeting: Meeting cycle of dates TBC at Trustees meeting 15th July.	A4 AH photo A5 skills audit

Actions:

Action 1, CH to create a letter highlighting all the positivity and data from the return to school so far share with parents. ***Completed and circulated.***

Action 2, CH and DB create and circulate a video. ***Completed and on the website.***

Action 3, CH to collate spreadsheet summary of stakeholder contact actions. ***Completed and circulated to Governors.***

Action 4, AH to email Clerk with photo and bio for website.

Action 5, Clerk to prepare and circulate Skills Audit. ***Completed.***

Signed: M Simmonds
Chair of Governors

Dated: 15th October 2020