



Minutes for the Roselands Local Standards Board Meeting Friday 29th May 2020 at 3.00 p.m via Google Meet

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

In Attendance: Faye Steele (Clerk), Danny Brown

Summer 01	Welcome from the Chair - Chair welcomed all Governors to the online meeting, explaining the online meeting housekeeping. - Chair asked all Governors to ensure they are in a safe and confidential environment and asked to switch off all listening devices e.g. Alexa, Siri etc. - Chair welcomed DB to the meeting and all attendees were introduced.	<i>Confidential</i>
Summer 02	To receive and sanction any apologies for absence Apologies received and sanctioned for PW.	<i>Apols PW</i>
Summer 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 04	To receive, agree and sanction Minutes of the Meeting for the last LSB Meeting on 30th January 2020 Minutes were agreed as an accurate record of the meeting.	<i>Minutes agreed</i>
Summer 05	To discuss any Matters Arising from the LSB Meeting Actions: Action 1 , Once DBS received, Clerk to arrange PW and AH RET email and access to the Key. Action 2 , PP update at next meeting. Action 3 , CH to share Challenge Partner review. Action 4 , CH to share SDP poster. Action 5 , VM & JS work together on SEND Audit. Action 6 , IW contact Alison Caldwell. Action 7 , IW arrange follow up meeting with SP to go through PP impact. Action 8 , Clerk to request outstanding photos and bios for the website. Action 9 , Sign declaration that KCSiE has been read and understood at next meeting. Action 10 , Clerk to circulate training audit for completion by next meeting. Action 11 , Clerk to ensure all Governors have received copy of Ofsted training presentation.	
Summer 06	Head Update on Land Acquisition CH updated Governors on the land acquired at the back of the school.	

	- Initially it will be used for normal school use with a view to open to the wider community use. Consultation will take place. 2-meter fence surrounds the land. It will be levelled and seeded, this will affect when it can be used. - CH assured the Governors that careful consideration has been given to the space and usage of this land.	
Summer 07	Head update on plans of opening on 1st June 2020 - CH explained the thought processes of putting the children at the heart of any planning and decisions that were made. CH was very explicit in explaining the thinking and reasons behind each decision that has been proposed and agreed in reference to opening the school on 1st June (plans circulated via email). - One way systems have been put in place. - There will be 15 children per class, calling these groups 'bubbles'. - The most important factor is handwashing, so children will be required to wash their hands before moving on to the next part of each location. - Staggered lunchbreaks. - Staff are advised to reduce sharing activities. - The office will be unavailable to parents except for appointments to avoid parents gathering. - Staff have been briefed on expectation of the various behavioural issues that may arise. Possibility of increased disclosure during this time. - CH has used every form of communication to put staff, children and parents at ease and keep them informed about the new look school. CH recorded a video tour of the school and the systems that are now in place. - Roselands is fully compliant with the Dfe guidance and all eligible children will be offered full time education. Keyworker children are eligible for breakfast club care but then will move into their year group bubble at the start of the school day. There is a huge variance between schools, but working alongside Torbay Local Authority, the Trust and SLT it has been agreed that Roselands can and will offer this model. - MS wanted to commend CH and SLT for providing much needed communication and information to parents ensuring that there are not gaps in their knowledge or understanding that could be filled by inaccurate stories on social media, or example. MS commented that she felt inspired by the work of CH and SLT by the dedication to communication and great leadership that has been apparent, during this time. MS noted that she has seen the plans and is completely reassured that at the heart of these plans are the children's best interests. It is clear that although being part of a Trust has been very beneficial to support one another and drawn alternative expertise, it is also apparent that plans that have been made centre around the individuality of this school and the children that are part of it. - JS echoed the above and commented on the fantastic job in such a difficult situation, also been inspired by the leadership shown. JS suggested feeding that back to all staff. MS will draft a letter to staff ACTION. - CEO of the Trust and Operations Manager completed a walk around the school to assist in the completion the Risk Assessment. Risk management is very high at the moment, fire exits and procedures have been given careful consideration and adapted to ensure all aware of the exits. - CH explained the plan for lunch times. - CH assured Governors that she will continue to walk around the school and will keep reviewing the current processes and procedures intending to 'live it, work it, adapt and review it'.	A1 MS Letter

	- DR questioned the challenges on changing keyworker status and subsequent eligibility for full time education. CH explained the office has followed clear procedures to contact employers to check eligibility. <u>Entrance</u> - Approval for 2 meter markings has been received from Devon highways. - Lynmouth Avenue will be closed to cars (accept for residential access), encouraging parents and children to walk or cycle to school. VM will be present at the end of Lynmouth Avenue to direct and assist with entering the school. CH will be present at the gate. AH asked if parents are aware or need reminding about these procedures? CH will send a reminder out. - IW questioned if any provision has been made to allow EYFS with additional needs, SEND children or children on the autistic spectrum, access to the entrance early or separately to avoid over stimulation with new routine? Ch explained the SENDco has been contacting families and explaining the new procedures and offering assistance with reintegration meetings to support individuals that will find it hard to adapt to the new routines. <u>Staff</u> - MS questioned staff wellbeing? - VM commented that she has been truly inspired by the leadership shown during this COVID crisis. The children have been at the heart of every decision but so have the staff. Leadership that has been proactive and 'ahead of the game' has resulted in staff feeling reassured and nothing has been a big surprise. Staff have been given every opportunity to discuss every part of the decisions that have been made. - CH has contacted each member of staff to talk through the school new look, new procedures and to discuss any anxieties that staff may have. Back to school tours have also taken place so that staff are familiar and comfortable with the new surrounding s and procedures. CHarlock confirmed this has been her experience as a member of staff. - CH has made use of lots of strategies to reintegrate staff and talk with staff, individually, to reassure any concerns about the return to work. If staff still feel overwhelmed and worried, the Trust have agreed to offer unpaid, compassionate leave from 1st June 2020 to 1st September 2020. 1 x staff member has taken this leave and 1 x MTA has taken unpaid leave. AH questioned dates that include summer holiday for unpaid leave. CH explained it is to take account of pro rata working and remuneration payments during holiday time. - MS is reassured by evidence of the multifaceted approach to hear and act on individual concerns of staff.	<i>Question</i> <i>Question</i> <i>Question</i>
Summer 08	Safeguarding Policy and Positive Behaviour Policy updates - CH explained the need to update the Safeguarding policy in light of the changes and the impact of COVID-19, highlighting the changes. - IW challenged the sanctions listed in the Positive Behaviour Policy. As a professional working with children, IW felt very uncomfortable with the listed sanction 'stand by a wall outside'. Discussion followed including research conducted by the department for education on behaviour. CH explained that a working party has been reviewing this policy and exploring the finer detail of new research. COVID 19 has forced a quick change to this policy, CH assured IW and Governors that this work reviewing the policy in more depth will continue and will be addressing these sanctions and a draft will be available by October. IW is happy to be involved if required.	<i>Circulated</i> <i>Challenge</i>

Summer 09	Governor link roles: Further discussion on link roles continued from the last meeting: Curriculum and Data – PW to commit to Standards Committee meetings Safeguarding, CLA - JS to handover to AH SEND & Pupil Premium - IW H&S – DR • DR to complete H&S walk and RA review with CH asap. ACTION. • JS explained that she will be resigning from her post by the end of the Sumer term.	<i>A2 DR H&S walk</i> <i>JS resigned Jul 2020</i>
Summer 10	Parent Contact • Discussion followed on Governors contacting parents. A plan was agreed for each Governor to contact parents within a group, DR questioned if keyworker parents should be included? • Governors requested a draft framework to be agreed to ensure all parents are being asked the same questions.	<i>Question</i>
Summer 11	To report on Governor Visits • Due to COVID 19 and lockdown there haven't been any Governor Monitoring Visits.	
Summer 12	AOB • Photos and bios required for new Trust website • JS questioned transition for new parents and CH explained the use of a virtual brochure moving forward. • SH questioned the use of virtual meetings going forward and it was agreed to continue with a virtual meeting for the next meeting – w/c 22nd June ACTION. Date of next Meeting: w/c 22nd June 2020	<i>A3 AH</i> <i>Question</i> <i>A4 Clerk doodle poll</i>

Actions:

Action 1, MS to draft a letter to staff.

Action 2, DR and CH complete H&S walk and RA review.

Action 3, AH to email Clerk with photo for website and bio.

Action 4, Clerk send out doodle poll for availability for the next meeting.

Signed: M Simmonds
Chair of Governors

Dated: 26th June 2020