



Minutes for the Roselands Local Standards Board Meeting on Thursday 7th October 2021
Meeting to be held at 5.30pm at Roselands Primary School

Present: Danny Brown (Head of School), Mel Simmonds (Chair), Adam Harmer, Peter Watkins, Louise Lewry, Jon Baldwin

In Attendance: Faye Steele (Clerk), Pippa Bastock (Deputy Head)

Apologies: Ian Weller (Vice Chair)

Autumn 01	Welcome from the Chair Chair updated Governors with news DReid has resigned from his Governor and Vice Chair role. All governors would like to record their thanks to David	DReid resigned
Autumn 02	To receive and sanction any apologies for absence Apologies received and sanctioned for IW	IW apols
Autumn 03	To declare and discuss any business interests that may be applicable in accordance with the governor's handbook March 2019 No declarations or updates made.	
Autumn 04	To receive agree and sanction Minutes of the Meeting for the LSB Meeting 24th June 2021 Minutes agreed and electronically signed as an accurate record.	Minutes agreed
Autumn 05	To discuss any Matters Arising from the LSB Meeting 24th June 2021: Actions: Action 1 , DR term of office expire, roll over to next meeting – DR resignation received 12/09/21. Action 2 , FS ensure all Governors have badges/lanyards – GE to complete. Action 3 , FS to circulate Monitoring Visit report – completed. Action 4 , Staff and parent questionnaire considered at Autumn meeting – see item 06. Action 5 , FS to check email circulation lists, ensure all Governors are included – completed.	
Autumn 06	Parent Questionnaire - This questionnaire was a RET one used across the Trust. - Very positive feedback about staff relationship with children. - Positive feedback on Management & Leadership - the changes have benefitted the school. - No concerns with bullying this time. - Previously, 4 parents were unhappy, DBrown rang 2 of the parents and they are not concerned. The 2 other families are not at the school anymore.	

	- No patterns/trends appeared in the feedback. - Some concern raised that children with particular needs were a focus. DBrown can assure everyone children are being challenged. - DBrown will communicate 'all' of the mapped out activities e.g. cooking. - DBrown arranged to meet with 1 parent as a result of the questionnaire, to try and be proactive and deal with any concerns. - MSimmonds questioned extracurricular activities? DBrown has introduced a range of clubs this term, on a 6-week cycle in order to break it up for the teachers. - MSimmonds noticed lots of 'don't knows' about being part of the Trust, discussion followed on how to promote the benefits of being part of the Trust. - MSimmonds questioned the 'don't knows' about taking pupils opinions into account – what other opportunities/platforms are there to voice? DBrown - more active school council. - Discussion followed on normal response figures, governors agreed it was a good response. - A SEND questionnaire is going out next week and then Pupil Premium. - AHarmer started a discussion on sweets, PSA activities are not in same culture of the school. Staff Questionnaire - A staff questionnaire was circulated at the end of last academic year, the overall improvement from how positively staff feel about the Trust went from 25% to 69%. - Discussion followed on the results of communication and consultation with staff. DBrown can see how TAs had less consultation, but can see the benefits of the changes and why they were needed.	<i>Question</i> <i>Question</i>
Autumn 07	Elect Chair & Vice Chair MSimmonds re-elected as Chair IWeller elected as Vice Chair	<i>MS Char</i> <i>IW Vice</i> <i>Chair</i>
Autumn 08	Agree to adhere to: the Terms of Reference for the LSB Code of Conduct the Tasks delegated in the Scheme of Delegation to the LSB by the trustees All governors have read, understood and agreed to adhere to the Terms of Reference, Code of Conduct and Scheme of Delegation.	<i>Agreed</i>
Autumn 09	To discuss any queries that may arise from the Head of School report (including staffing updates) DBrown took Governors on a school walk to see new classroom set up and new reading area. Pupil Numbers and Admissions 331 children on roll, 179 boys and 152 girls - Reception numbers are high, oversubscribed again this year. Staffing - Pippa Bastock joined as the Deputy Head, new to DSL role. - Safeguarding family support is high, FSW is offering support and more staff are now deputy DSL's to share support cases. - DBrown raised his high staff sickness concerns, 2 staff on long term sickness. - Appraisal process is underway. Attendance - Attendance for this year is 94.39%, compared to whole school attendance for 2020 – 2021 was 95.23%. Teaching, Learning & Assessment	

	- A new curriculum is in place for this academic year. This is facilitated with a new timetable to ensure that we are offering a broad and balanced curriculum. Subjects are mapped out each week. Still work in progress but positive steps forward and meeting the framework. DBrown promoting visitors in and visits out of school making the curriculum exciting and fun, adding real life context to learning. - The new timetable includes all children accessing a mile a day and a daily read - taken by TA's. In addition, with assemblies, this creates 3 intervention points for teachers to work with children who might need a pre-teach, intervention or catch up. Subsequently, teachers are delivering their afternoon non-core subjects and children aren't being taken out of foundation subjects to catch up on core subjects. - PW questioned parent engagement, zoom parents evening? It was discussed at Head of School meeting and decision made was that it is too risky currently. - New marking policy in place – Clerk to circulate ACTION. - Writing is continuing to be a focus, with one writing scheme for all key stages. - Reading is a focus as a whole school. - Subject Leaders are in place and making improvements already from the last improvement report. - Phase Leaders take responsibility for the phase more. Meet every morning at 8.30am with Phase Leaders. - No GDPR near misses or breeches. 12 teachers attended Team Teach training. - No external exclusions, big shift in behaviour around the school. It feels different, more respectful, more focused and the day is busy. - New house captains, DBrown reported the letters were very good, a real improvement. - School council is focussing on playtime. SEND update from HDillon - Level of highest need has gone due to children moving to alternative provision. Work with transition for Reception children, so fully aware of support required and in place. - HDillon getting correct support for highest need children and now able to go to the next level of support. - AHarmer questioned if the 6 children with the highest needs have moved, how does this affect SEND funding? DBrown explained that there are already identified EHCP's in process that will replace the funding. Governors would like to thanks HDillon for her detailed report! Parents and Community - How can school support the parents - in the next parent forum. - Forest School – going forward. AHarmer started a discussion on beach school, Trust like the idea too. SW Beach School has closed, and DBrown is visiting another one in Cornwall. Realistically, this year booked water safety with Brendon Prince.	A1 Marking Policy Question
Autumn 10	To receive update on Safeguarding - Discussion followed on the key updates in Keeping Children Safe in Education. Mandatory that Governors read Part one and complete google form link. - DBrown reported 3 peer on peer cases and explained the process.	
Autumn 11	To report on Health & Safety/ Accident reporting - H&S walk last Tuesday, nothing to report. - GDPR audit in 2 weeks. - Randomly selected for copyright agency research.	

Autumn 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	
Autumn 12	Pippa Bastock – update on Writing scheme - Pippa joined the meeting with pupil books to explain the new scheme and discuss the evidence in pupils writing books. - There is an understand that this will be challenging to start with. Some children will write less and some writing skills have gone backwards, that's OK, quality is the focus rather than quantity. - Evidence for year 6 is the challenge. Difficult to change and undo habits to build on the skills needed. - All teachers are modelling and expectations are the same. - Improvements are evident within 4 weeks. 2 x 15-minute session per week.	
Autumn 13	Report on Trustee/Governor Expenses No expenses to report. Clerk to provide link to the Expenses Policy and claim form.	
Autumn 14	Acknowledge Policy updates <u>Updates agreed by Trustees:</u> Acceptable Behaviour Attendance Critical Illness RSHE – update after parent consultation Governor/Trustees Expenses Managing Attendance and Stress	
Autumn 15	KCSiE update read and sign using google form link. Governors need to complete. ACTION.	A2 KCSiE link
Autumn 16	Level 2 Child Protection training/refresher. Sign using google form link. Governors need to complete. ACTION.	A3 Child Protection link
Autumn 17	AOB Governor Hub All registered and ongoing support from Fsteele if needed. Governor Recruitment requirements 3 vacancies, DBrown to advertise in newsletter. ACTION. Link roles update – link roles to SDP priorities - Curriculum and Standards (3 governors with the role broken down) - Standards (English, Maths, Science) - Peter Watkins - Arts (art, dance, music), DT, PSHE and oracy – Adam Harmer - Humanities (geography and history), RE, MFL, computing – Jon Baldwin - Safeguarding (1 governor) – Louise Lewry - Pupil Premium (1 governor) – Mel Simmonds - SEND and CLA (1 governor) – Ian Weller	A4 DB to advertise

	• Health and Safety and PE (1 governor) – Vacancy Declarations of business interest sign. Reminder for all Governors to follow the link and complete. ACTION. Training available /booked Circulate SSE brochure – free training, select training and email Fsteele. Monitoring Visit changes/ procedures Discussion on dates and availability. DBrown happy to split into 2 mornings – Governors to email FSteele with date preference. E.g. Thursday 18th November. ACTION. Website Bio/photo – LL Photo to upload. ACTION. Date of next Meeting: AGM – Mon 16th January 2021 at 5.30pm Thursday 10th February 2022 at 5.30pm Standards Monitoring Visit Date: Thursday 18th November 2021 at 9.00am Plus, another morning TBC. Governors to contact their lead teachers – teacher list in uploaded in Governor Hub in ‘7th October 2021’ meeting folder. ACTION.	A5 <i>Declaration link</i> A6 <i>Monitoring Visit dates</i> A7 LL Photo A8 <i>Governors contact Lead Teachers</i>
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Actions:

Action 1, FS to circulate new Marking Policy.

Action 2, All Governors to read KCSiE part one and complete google link.

Action 3, All Governors to complete the Level 2 Child Protection training video and complete google link.

Action 4, DB to advertise for new Governor vacancies in newsletter.

Action 5, All Governors to complete Business Declaration via google link.

Action 6, Governors to email FS with MV date availability in week commencing 15th November 2021

Action 7, LL photo for website.

Action 8, Governors to contact their Lead Teachers.



Signed:
Chair of Governors

Dated: 10th February 2022