



Minutes for the Roselands Local Standards Board Meeting on Wednesday 18th October 2023
Meeting to be held at Roselands Primary School at 5.30pm.

Present: Danny Brown (Head of School), Mel Simmonds (Chair), Ian Weller (Vice Chair), Adam Harmer, Louise Lewry, Jon Baldwin, Liz Jessop, Nathan Riley, Rachel Hext, Steve Atkey

In Attendance: Faye Steele (Governance Professional)

Apologies: None

Autumn 01	Welcome to Rachel Hext, Steve Atkey • AH not extending his governor term of office when it expires 19/12/23. AH has a new job role, and will find it difficult to dedicate the time needed to the Governor role. MS commented on AH emotional intelligence, strategic perspective and his considered approach. Governors thanked AH for his commitment and expertise.	
Autumn 02	To receive and sanction any apologies for absence No apologies received.	<i>No apols</i>
Autumn 03	To declare and discuss any business interests that may be applicable in accordance with the Governance Handbook <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> <i>AH – remove spouse from business declarations.</i> <i>SA - spouse employed as TA at RPS. Catering firm at RPS is direct competitor.</i>	<i>AH removed declaration</i> <i>SA declared</i>
Autumn 04	To receive agree and sanction Minutes of the Meeting for the LSB Meeting 14th June 2023 Minutes of the meeting 14th June 2023 were agreed and electronically signed as an accurate record.	<i>Mins were agreed</i>
Autumn 05	To discuss any Matters Arising from the LSB Meeting 14th June 2023 Actions: A1 KCSiE update, take to FGB – completed. A2 RH PSA link- Autumn term – agreed to link with PSA. A3 Govs email availability to FS for next year. Email FS is any issues with dates circulated. A4 FS link prevent to Gov Hub – ongoing. A5 DB update Computer lead in Autumn term – RL. A6 MS E Safety focus group autumn and summer term – JC email to MS. A7 FS to diarise termly Chair meeting with SB/JP – MS and IW to invite to go. A8 Add new item to agenda, questions for Trustees – completed. A9 DB circulate results July – completed.	

	A10 AH make appointment to discuss result, after 8th July - completed. A11 All governors please feedback to DB re roles & responsibilities A12 IW send Governor Link notes to FS – completed.	
Autumn 06	Pippa Bastock – Phonics update on Little Wandle Phonics and early reading: • Lots of resources with this systematic, synthetic phonics system. • Supportive with content and resources. • Real rigour and clear expectations, from the very thorough system. • PB outlines the specific teaching order, learning resources and shared a timetable, currently used for Reception and KS1. • Pupils are playing catch up so are currently time tabled for two lessons per day. These group reading sessions have replaced whole class reading sessions. Timetable is reading heavy but reading is a RPS priority. • Training is in place for all staff on inset day, the focus is on silent blending. • PB outlined support for parents and reading at home e.g. videos for parents that show how to pronounce sounds, use of e-books to avoid having to constantly replaced damaged and lost books. What next: • Embed across the school. • Ensure lessons are as effective as can be. • Coaching for staff and to share best practice. • Assessment process and reorganise groups. • Further CPD to develop knowledge of staff and leaders. Questioning: • MS questioned if the sessions to encourage parents are working? PB - lots of parents are reading regularly with their children, there is a group of pupils without parent comments in reading records – parents’ evening is a good time to address this. • There is a classroom system whereby children are celebrated for reading at home, the children that don’t read at home, read with TAs and this will be used to reward in the classroom. • AH question - in terms of Ofsted 31’s, we are in the implementation stage at moment, for the impact stage, will it be done by constant review or a review at the end of the summer? PB explained the rigorous, full assessment is completed every six weeks, and progress can already be seen. Tracking is half termly to highlight what pupils are not moving and what can be put in place to support them. • DB is expecting excellent progress. • IW explained the rigour with delivering the same script within the classrooms. • RH has found the scheme to be more motivating. RH questioned if any pupil/parent is embarrassed they haven’t got a device to use? PB explained that every family was given access to a device during the COVID pandemic. PB will check if any families need support with devices ACTION. • MS Commented if it could feature in the MV and then revisit it in the summer term to see the impact?	<i>Question</i> <i>Question</i> <i>Question</i> <i>A1 PB check device support for families</i>
Autumn 07	Elect Chair and Vice Chair MS was elected for Chair. IW was elected for Vice Chair.	<i>MS – Chair</i> <i>IW - Vice Chair</i>
Autumn 08	Governors agreed to adhere to: • the Terms of Reference for the LSB • agree to LSB Code of Conduct, please log into Governor Hub and follow the instructions in this walkthrough	

	- the Tasks delegated in the Scheme of Delegation to the LSB by the trustees - Read and sign the new KCSiE. Please log into Governor Hub and follow the instructions in this walkthrough - Update your Business Declarations. Please log into Governor Hub and follow the instructions in this walkthrough - Declarations of Business Interest complete https://forms.gle/vvVxYYQhwD4isrXV9 - Level 2 Child Protection training/refresher. FS to email Governors – all Governors have to complete annual Safeguarding training	
Autumn 09	Attendance - MS noted a significant improvement in holiday requests. Explanation of impact of holiday requests when only in week 5. - Persistent Absence (PA) and Severe Absence (SA) is a concern and therefore focus. DB will collect pupils if required. - AH requested a comparison attendance figure for the same time last year for each meeting. ACTION.	<i>A2 comparative attendance figures at each meeting</i>
Autumn 10	To discuss any queries that may arise from the Head of School's Report, to include: - MS wanted to thank LJ for reading the Head report and raising some excellent points. update on Safeguarding, CLA, SEND & Pupil Premium - SATs results were positive. - SEND PP out performed SEND non PP. Double disadvantaged pupils received the most interventions, support and are always a focus. - Positive decision to hold Pupil Progress meetings earlier in the year, this highlighted 'off track' pupils and measures were put in place earlier. - Behaviour did not start well with increased incidents and suspensions than previously at this point. Discussion followed on the Trauma Informed impact. Milestone at week 3.5, other Heads were contacted and adjustments were made to policy. A pupil moved class, an extremely high need child moved school, DB put in golden rules and added boundaries. Reinforcement on rules of be ready, be respectful and be safe, and lots of modelling what this looks like. There has been improvement in weeks 5 – 7. NB - great piece of work to add boundaries to Trauma Informed practice. - DB expressed that he felt some of RPS CiN cohort should be on CP, LJ raised that this professional difference should be recorded due to concern. It is important that the school records when DSL feels cases should be held at CP rather than CiN. One recent CiN case quickly rose to CP which showed RPS judgement of the concerns was accurate. LL is very confident that PB challenges the Torbay team, DB to feedback to PB. Pupil & Staff wellbeing - Discussion followed on heavy workload and high staff absence. Impact of new behaviour policy, new phonics programme required some collective vision work. Staff very aware of workload and effect of budget reduction strains. DB proud of team of what has been done and children settled. - Discussion followed on high end incidents. MS questioned the capacity of SLT and further budgets cuts? DB confirmed the cuts have been made. DB – the perfect storm was created with budget cuts, high staff sickness, extra needs pupils and high levels of dysregulation.	<i>Question</i>

Autumn 11	- DB confirmed the high level of need in Reception, comparable to the national picture. DB explained the funding for EHCP is £5k, that does not cover the cost of 1 to 1, so have to borrow from other areas. - MS questioned if there is the same level of investment and energy for all schools in the Trust? DB explained this is context of the challenge for Roselands as a school from the education perspective. MS commented that DB is the internal driver, rather than coming from the Trust down. NB commented on the need for challenge to come from a former Head. DB confirmed he needs a critical friend; he feels reassured that the correct things are being put in place. DB had access to someone from another trust, for 1 day per term. - MS discussed a small issue around aspiration on the monitoring visit, wanting all pupils to reach for the horizon, so as a result, ambition is a new value. MS thanked all Governors for looking for scrutiny and to let Governors know how valued they are. - JB questioned the vibe among staff? DB confirmed staff do not have a fear around the Trust and believe they are busier in other schools. MS - encourage staff to take this as a compliment. - IW started a discussion on providing evidence to Ofsted and using this year to get ready. Ofsted training for Governors? ACTION. To report on Health & Safety/ Accident reporting - AH questioned any changes in practice to the procedure to dismiss pupils at the end of the day? This was a result of an incident with a Reception pupil. DB explained the circumstances and as a result, only adults known to the pupil's class will dismiss, supply teacher will not dismiss pupils to external clubs. DB confirmed the incident was recorded on CPOMS. - AH questioned the confidence in all involved with organisation of the Fireworks event, that it will be successful and deliver the experience safely? DB confirmed the chosen firm is well established and experienced, DB is basically loaning the site. RH questioned First aid provision, DB confirmed St Johns ambulance. - LJ questioned if the child on the roof incident was reported to RIDDOR? DB did not report to RIDDOR, investigating the fencing and supportive measures available to support the pupil. MS requested that any dangerous event should be logged. School Development Plan - DB and MS met with SB on Monday, DB outlined his frustrations - lack of challenge from Head level, lack of clarity around coaching and behaviour work. MS – the implementation of change had to be deliverable within the team and context within the coaching programme. SB is open to ensuring the work spread is equitable. The coaching approach is right; the behaviour approach was not right. Support for education has not been enough for DB, which resulted in DB using his external networks. DB spoke courageously and candidly, SB apologised and talked positively about results. - A non-contactable day at home for DB, PB and HD was agreed on. Standards Committee update, focus for Monitoring Visit: PSHE, PP and GD. MS wants to do a focus group on class observations with EYFS. MS bench mark online safety with detail focus on Autumn term then again in Summer term and see the difference. JC used to be an assessor for it – she could join in 360 e safety self-assessment tool. - Generally, RPS performing above OPS and SLA. - GD aspects in writing came through on SATs paper. Reading stamina was highlighted because pupils didn't finish and therefore were not reaching GD.	<i>Question</i> <i>A3 Ofsted training</i> <i>Question</i> <i>Question</i> <i>Question</i>
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	- New phonics are in place to raise attainment in Year 2. High level of adult support noted. - Targeted writing intervention and smaller class sizes. - Reading for development, DB a little disappointed with reading results – 77%. - Maths result was GD was lower, use of Robots and Rockstars to support pupils in gaining those skills. - LJ questioned if timed test papers would help improve SATS results (DB said reading paper not finished). DB – improved mock results, but DB does not want to become a school that allow SATs to take over the pupils lives, definitely no to booster groups during half term!	Question
Autumn 12	Governor Link Role updates - Safeguarding Link Governor – to provide termly update to Safeguarding Link Trustee (Paul Garside) - H&S Link Governors – to provide termly update to FAR Committee - SEN Link Governor – to provide termly update to SEN Trustee (Pippa Bennett) - Online Safety Link Governor – to provide update to FGB meeting (with information from this meeting).	
Autumn 13	Report on Trustee/Governor Expenses Policy & form in Governor Hub.	
Autumn 14	Acknowledge Policy updates – Administration of Medicines Code of Conduct (approved by email Sept 23) Collective Worship Competitive Tendering Community use and lettings Due Diligence Finance Gifts and hospitality Leave Arrangements Managing Allegations Positive Handling Recruitment & Selection Supporting Pupils at School with Medical Conditions Roselands Primary School Admissions policy draft 2025/26 – awareness, will be confirmed in February 24 LJ comments to Admissions Behaviour Policy SEND Information Report 2023	
Autumn 15	Questions for Trustees - DB and MS meeting SB and JP on 16th November – any questions to email to MS. ACTION. - AH – with the confirmed 6.5% pay increase for teacher, will this be back dated to September this year. Impact on budget? - NB – concern with DB development. NR suggested buying in external support/mentor for DB progression. Set objectives for DB, not wanting to add to but to ensure what he does he does well. NB commented on clarity of vision to	A4 email MS with questions

Autumn 17	match growth. DB confirmed he has contacts external to the Trust he can go to for challenge, guidance, professional growth and development. AOB Date of next Meeting: AGM – Mon 22nd January 2024 at 5.30pm Thursday 8th February 2024 at 5.30pm Wednesday 12th June 2024 at 5.30pm Standards Monitoring Visit Date: Monday 6th November 2023 at 9.00am Friday 26th January 2024 at 12.30 Thursday 23rd May 2024 at 9.00am – LJ and LL cannot do – ACTON	<i>A5 change date of May MV</i>
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Actions:

- A1 PB check device support for families*
- A2 comparative attendance figures t each meeting*
- A3 Ofsted training*
- A4 email MS with questions*
- A5 change date of May MV*

Signed: Ian Weller
Ian Weller, Vice Chair

Date: 8th February 2024