

**‘Inspiring the individuals of today, for a better society tomorrow’**

**Minutes for the Shiphay Local Standards Virtual Board Meeting  
Tuesday 13<sup>th</sup> October 2020 via TEAM**

**Present:** Kate Lee (Head of School), Maria Woodger (Chair), Gary Hotine (Vice Chair), Karen Duke, Elizabeth Guppy, Mark Tucker, Lisa Van Kuyk, Tanya Williams-Powell, Carly Holloway

**In Attendance:** Louise Silvey (Clerk), Kim Mason (Guest – in part)

**Apologies** None

<b>Autumn 01</b>	<b>Elect Chair &amp; Vice Chair</b> <ul style="list-style-type: none"> <li>MT to step down as Chair</li> <li>MW stood for Chair, MW stayed within the virtual meeting waiting room while Governors agreed to appointment by show of hands</li> <li>GH stood for VC, GH stayed within the virtual meeting waiting room while Governors agreed to appointment by show of hands</li> <li>MT remains as a governor and has pledged to support MW in her new role</li> <li>KL thanked MT for his term of office as Chair</li> </ul>	<b>Clerk</b>  <b>MW appointed as Chair</b>  <b>GH appointed as V Chair</b>
<b>Autumn 02</b>	<b>Welcome</b> <ul style="list-style-type: none"> <li>New Chair MW welcomed all Governors to the online meeting and a new school year and thanked all for their votes</li> </ul>	<b>Chair</b>
<b>Autumn 03</b>	<b>To receive and sanction any apologies for absence</b> <ul style="list-style-type: none"> <li>None</li> </ul>	
<b>Autumn 04</b>	<b>To declare and discuss any business interests that may be applicable in accordance with the Governance Handbook March 2019 - ‘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’.</b> <ul style="list-style-type: none"> <li>LS to send business interests googledoc to all governors for virtual signature</li> </ul>	<b>Action 1</b>
<b>Autumn 05</b>	<b>To declare you are in a secure and confidential environment to continue with an online Keep in Touch meeting</b> <ul style="list-style-type: none"> <li>Chair asked all Governors to confirm that they are in a safe and confidential environment. All confirmed.</li> </ul>	<b>Confidential</b>
<b>Autumn 06</b>	<b>Articles of Interest</b>  <b>Terms of Reference</b> <ul style="list-style-type: none"> <li>All governors confirmed that they have read, and will adhere to, the updated Terms of Reference for the LSB. These documents have been saved into the shared drive.</li> </ul> <b>Articles of Association</b> <ul style="list-style-type: none"> <li>KL provided an update to the Articles of Association for the LSB. She advised that in accordance with government guidelines, staff governors are no longer allowed on the LSB.</li> <li>KL advised that this would be the last governor meeting for TWP and KD and thanked them for their service</li> </ul>	<b>ToR Agreed</b>
<b>Autumn 13</b>	<b>RSHE (Relationships, Sex, Health Education) Update</b> <ul style="list-style-type: none"> <li>Agenda item brought forward</li> <li>Last sex education guidance was in 2000. New statutory guidance is inclusive of relationships and health education). Focused on happy, healthy relationships and physical &amp; mental health</li> <li>Guidance becomes statutory from Easter 2021 (delayed from September 2020 due to Covid-19)</li> <li>KM is part of Torbay Healthy Learning project reviewing both statutory and non-statutory guidance</li> <li>14 key areas, however, only 13 are relevant to primary education (doesn’t include sexual health)</li> </ul>	<b>KM</b>

	<ul style="list-style-type: none"><li>RET to follow Christopher Winter project to support RHSE sex education curriculum which will ensure that content is age-appropriate and is delivered as part of science curriculum</li><li>Parents now have the right to withdraw pupils from all classes (Years 5 and 6)</li><li>GH asked what percentage of parents opt-out. KL advised a very small amount historically, 1 or 2 pupils maximum</li><li>KM will be delivering training with school nurse teams so they can support delivery of curriculum within schools from Sep 2021</li><li>LVK is link governor for RHSE and asked if she could meet with KM to discuss further.</li><li>GH asked whether there is any national data on this subject. KM advised none. Governors discussed the issue of teenage pregnancy within Torbay and the need for local authority to capture data</li><li>KM to share school nurse team training slides with governors. LS to contact KM for the training slides and share with governors</li></ul>	Action 2																				
Autumn 07	<b>To receive agree and sanction Minutes of the Meeting for the LSB Meeting Tuesday 23<sup>rd</sup> June 2020</b> <ul style="list-style-type: none"><li>Minutes signed and dated as an accurate record of the meeting.</li></ul>	Minutes agreed																				
Autumn 08	<b>To discuss any Matters Arising from the LSB Meeting Tuesday 23<sup>rd</sup> June 2020</b> <table><tr><td>Request pen portrait from the two individuals who have expressed an interest in the governor roles. LS advised that the volunteer application form is to be completed also</td><td>One new governor has been recruited.</td></tr><tr><td>Advertise for additional new school governors. A formal letter requesting applications for new governors will be sent out in September 20</td><td>Ongoing. See Autumn agenda item 10</td></tr><tr><td>KL to reissue Wellbeing Survey before Summer Term</td><td>Action carried forward to November 2020 after half term to include an updated section regarding Covid-19</td></tr><tr><td>Carry forward questions and reflections from governor Ofsted training to next monitoring visit - action carried forward</td><td>Completed. See AOB Autumn agenda. E</td></tr><tr><td>Arrange linked governor visits to school</td><td>Ongoing. Not possible for face to face governor visits to school at present time due to Covid-19</td></tr><tr><td>Scheme of Delegation. Link roles. Each governor to take an area – action carried forward.</td><td>Completed</td></tr><tr><td>All governors to forward their feedback via email from governors phone calls to parents and staff in June 20</td><td>Completed – feedback received from KD, CH, EG, MT, MW, TWP</td></tr><tr><td>LS to speak with Faye regarding dates for RET meetings in 20/21 so that we can schedule our meetings correctly.</td><td>Completed</td></tr><tr><td>LS requested all governors to complete skills audit googledoc before the end of term so that results can be analysed, and training needs identified</td><td>Completed</td></tr><tr><td>KL to invite Jody to attend next LSB to tell the governors about PE Grant</td><td>Action carried forward</td></tr></table>	Request pen portrait from the two individuals who have expressed an interest in the governor roles. LS advised that the volunteer application form is to be completed also	One new governor has been recruited.	Advertise for additional new school governors. A formal letter requesting applications for new governors will be sent out in September 20	Ongoing. See Autumn agenda item 10	KL to reissue Wellbeing Survey before Summer Term	Action carried forward to November 2020 after half term to include an updated section regarding Covid-19	Carry forward questions and reflections from governor Ofsted training to next monitoring visit - action carried forward	Completed. See AOB Autumn agenda. E	Arrange linked governor visits to school	Ongoing. Not possible for face to face governor visits to school at present time due to Covid-19	Scheme of Delegation. Link roles. Each governor to take an area – action carried forward.	Completed	All governors to forward their feedback via email from governors phone calls to parents and staff in June 20	Completed – feedback received from KD, CH, EG, MT, MW, TWP	LS to speak with Faye regarding dates for RET meetings in 20/21 so that we can schedule our meetings correctly.	Completed	LS requested all governors to complete skills audit googledoc before the end of term so that results can be analysed, and training needs identified	Completed	KL to invite Jody to attend next LSB to tell the governors about PE Grant	Action carried forward	Action 3
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Autumn 09	<b>Governor Link Roles 20/21 (Scheme of Delegation)</b>  All governors happy with updated link roles (below) allocated ahead of LSB meeting <table><tr><td>Maths</td><td>MT</td></tr><tr><td>PPI / Sports Premium</td><td>GH</td></tr><tr><td>Oracy &amp; Reading</td><td>EG</td></tr></table>	Maths	MT	PPI / Sports Premium	GH	Oracy & Reading	EG	KL														
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	<table><tr><td>RSHE (Relationships, Sex Education &amp; Health)</td><td>LVK</td></tr><tr><td>Early Years</td><td>New Gov</td></tr><tr><td>Metacognition</td><td>MW</td></tr><tr><td>SEN</td><td>tbc</td></tr><tr><td>Safeguarding</td><td>CH</td></tr></table> <ul style="list-style-type: none"><li>As a result of the updated articles of association and TWP stepping down, there is a requirement for a SEN governor</li><li>Early years link role has been allocated to new governor once formally appointed</li><li>Each link role will have staff leads within the school. KL to send updated list of Shiphay colleagues to all governors</li><li>MW requested that all governors make contact with their Shiphay colleagues ahead of monitoring visit in November</li></ul>	RSHE (Relationships, Sex Education & Health)	LVK	Early Years	New Gov	Metacognition	MW	SEN	tbc	Safeguarding	CH	<b>Action 4</b> <b>Action 5</b>
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<b>Autumn 10</b>	<b>New Governor Expressions of Interest</b> <ul style="list-style-type: none"><li>One new governor application has been received from Suzanne Smart who is a year 3 parent. She is a Physiotherapist but now works in a management role. Awaiting formal appointment by the Trustees</li><li>As a result of the updated articles of interest we now require a minimum of three additional governors</li><li>KL would like to focus recruitment around retired applicants who have more time within school hours to undertake the role, and/or those with daytime availability</li><li>KL / LS to review the skills audit results for gaps in skills to support the recruitment campaign</li><li>KL / LS to work with Faye Steele regarding a recruitment campaign</li></ul>	<b>Action 6</b> <b>Action 7</b>										
<b>Autumn 11</b>	<b>Head of School Report</b> <ul style="list-style-type: none"><li>To discuss any queries that may arise from the Head of School's Report.</li></ul> <b>School Development Plan Priorities</b> <ul style="list-style-type: none"><li>KL highlighted the new report design which begins with the School Development Plan priorities. The priorities are now curriculum focused.</li><li>Improve progress in mathematics</li><li>Develop teaching of reading and phonics. KL advised that reading and phonics standards have dipped over the past 3 years and Emma Gorman will be focusing on improving this. There will be more emphasis on reading during non-pupil days</li><li>Curriculum development centred on year group themes as opposed to all school themes. There will be some specific whole school activities during the academic year ie theme weeks</li><li>MT asked whether the SDP priorities were made by the RET or at a local level? KL advised that the Curriculum and Early Years were priorities across the RET but will have local themes relevant to Shiphay School</li><li>Early years pedagogy, environment and attainment</li><li>Develop SMSC (spiritual, moral, social and cultural) curriculum (including PSHCE and RHSE)</li></ul> <b>Safeguarding, Vulnerable and Disadvantaged Pupils</b> <ul style="list-style-type: none"><li>2 families (3 children) are Children Looked After (CLA)</li><li>2 children are classified as 'previously looked after'</li><li>1 family (1 child) on a Child Protection (CP) plan</li><li>3 families (5 children) on a Child in Need (CIN) plan</li><li>2 families (2 children) at Targeted Help</li><li>1 family (3 children) who were CLA are now being supported by a social worker</li><li>6 requests for information from the MASH team</li><li>2 CARAs have been received since the beginning of term. KD advised that the school has a lower number of CARAs compared to other schools which is as a result of good communication and capturing issues early</li></ul>	<b>Question</b>										

	<ul style="list-style-type: none"> <li>• 85 (19%) pupils are currently entitled to FSM (free school meals). As expected this figure has increased since pre-lockdown as have Pupil Premium numbers.</li> <li>• 108 children are Pupil Premium</li> <li>• FSM will be made available from the school if pupils have to self-isolate for 14 days or if a bubble is closed</li> <li>• DFE devices were delivered to social care families who did not have access for home learning. School has been granted an additional 30 devices from the DFE and a survey has been sent out to try and identify those families who may need to borrow one</li> <li>• Social care meetings have continued face to face and virtually</li> <li>• FSW Emily Knill has continued to provide support to ten families primarily by phone</li> <li>• KD advised that there are some frustrations with lack of contact available by/with social worker</li> </ul> <p><b>EHCP and SEN pupils</b></p> <ul style="list-style-type: none"> <li>• 10 pupils on roll (2%) have an Educational Health Care Plan (EHCP). This percentage is slightly below the national average of 3%. One pupil currently undergoing an RSA and there are a further 3-4 pupils for whom an RSA is likely to be implemented</li> <li>• Differentiated home learning tasks have been provided for individual pupils</li> <li>• Annual reviews have continued to take place virtually</li> <li>• Mental Health in School Team project support children and families with low mood / anxiety. The child doesn't need CAMS (child mental health) to access. KD advised that of the few cases underway there is very little feedback from the team which is a concern.</li> </ul> <p><b>Attendance</b></p> <ul style="list-style-type: none"> <li>• Pupil attendance 92% (against a threshold of 96%). Increased absence rates due to children displaying symptoms and/or isolating pending a test</li> <li>• No exclusions post lockdown</li> <li>• no Covid-19 cases to date and no Covid-19 refusers</li> <li>• Cross year bubbles not by year group eg years 5 &amp; 6, years 3 &amp; 4</li> <li>• Changes have been made to Breakfast and After School hubs to ensure that children stay in bubbles as much as possible. This means additional staffing requirements.</li> <li>• 10 working days lost while staff and/or family members await Covid-19 test results (3 teaching assistants)</li> <li>• One family continuing to self isolate as mum is vulnerable</li> <li>• MW asked how the children have transitioned now they are back at school? KL responded that they have been very positive overall and all have shown real resilience. There have been no refusers to attend or expressions of anxiety (as yet) but it is something staff are looking out for. Staff have maintained a positive approach so that the children feel safe and secure in school. KL has been amazed by the reception pupils in particular, some of whom only had a 15 minute induction. The two welcome weeks helped to settle pupils and reassure them.</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• New colleagues: Kim Mason (Y5); Sallyann Billage (TA); Sophie Scott (TA); Katy Holman (TA)</li> <li>• Sally Davies currently working 3 days per week at Shiphay and 2 days per week at Roselands in preparation for her move to Deputy Headteacher at Roselands in January 2021</li> <li>• Karen Duke has returned to the classroom one day per week in reception</li> </ul> <p><b>Staffing Availability and Wellbeing</b></p> <ul style="list-style-type: none"> <li>• All staff have returned to their usual hours and are in school</li> <li>• Face coverings are worn when colleagues are not in their bubble</li> <li>• SLT are working from home where possible and meeting remotely</li> <li>• Mini staffroom areas have been set up to avoid large groups at breaktime</li> <li>• Meetings are limited to bubble meetings only.</li> <li>• CPD is taking place virtually</li> <li>• Staff wellbeing measures include: team meetings and check ins; SLT sharing information; phased return to work for some; support from HR; regular updates and staff briefings; staff consultation on risk assessment updates</li> <li>• HR have completed risk assessments for individual staff members who are extremely vulnerable and general risk assessments for all vulnerable staff</li> </ul>	<p><b>Question</b></p>
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	<ul style="list-style-type: none"> <li>• Staff wellbeing questionnaire to be repeated after October half term</li> <li>• PPA cover is challenging and it is not always possible for colleagues to have PPA time together. This needs to be reviewed.</li> <li>• SLT are considering ways to ensure that everyone feels part of a team whilst staying separate and safe</li> </ul> <p><b>Curriculum and Home Learning</b></p> <ul style="list-style-type: none"> <li>• Full curriculum is in place with some adjustments to meet government guidelines ie outdoor PE, no singing</li> <li>• Using lessons learnt by New Zealand schools after the earthquake. The focus for the recovery is to apply the curriculum in its fullest and identify gaps in core learning over a period of time through quality first teaching and additional intervention</li> <li>• NPD days in September focused on recovery</li> <li>• Customary 'welcome weeks' at the beginning of term allowed for a period of readjustment, refamiliarization, building of social skills and the development of relationships. An important part of this has been the affirmation of self activities that allow pupils to feel that sense of belonging and self worth within their own learning</li> <li>• Pastoral team are supporting families and individuals</li> <li>• Kim Mason has undertaken a review of PSHCE teaching - this has allowed a more focused approach</li> <li>• Lou Darvid - RET music lead will be working at Shiphay 2 mornings per week with a focus on supporting colleagues skills and confidence when delivering music</li> <li>• Kirsten Waring RET PE lead will be working at Shiphay 2 mornings per week with a focus on developing Yr 2 and Yr 3 staff skills</li> </ul> <p><b>Home Learning</b></p> <ul style="list-style-type: none"> <li>• Parent consultations will take place via Zoom</li> <li>• A remote home learning offer is in place and has been shared with parents. The teacher will advise the subject area so parents can access it</li> <li>• Home Learning is provided when children are isolating and a flexible 2 week plan is available on the website for parents to access as and when needed. Children can send their work back via class email for feedback</li> <li>• The challenge has been to set the system up whilst being mindful that colleagues are still teaching full time</li> <li>• A plan for remote teaching in the event of a bubble closure is in place. Two days of virtual activities have been prepared to give the staff breathing space ahead of teaching online via google classroom.</li> <li>• Virtual home school assemblies are produced on a Monday and shared on the ShiphayTube channel so that all children can access them</li> <li>• There is a new well-being section on the website to support children and parents</li> </ul> <p><b>Leadership and Governance</b></p> <ul style="list-style-type: none"> <li>• KL advised that Stewart, Debbie and the other HOS's have been very supportive and it has been a real benefit to be able to work together when deciding policy and completing COVID related tasks</li> <li>• KL advised that she has been in regular contact with the Chair of Governors and Governors to keep them updated</li> <li>• Consideration will be given to what LSB monitoring will look like moving forward</li> </ul> <p><b>Health and Safety</b></p> <ul style="list-style-type: none"> <li>• Continual review of risk assessments at each stage of Covid-19 situation</li> <li>• Daily operational plan in place and reviewed regularly</li> <li>• Risk assessments reviewed by SLT weekly</li> <li>• Documents for staff to report any concerns or adaptations to risk assessments</li> <li>• MW asked whether there are classroom seating plans? KL advised that whilst there are seating plans, the children are allowed to mix within their bubbles at break times. Therefore if there was to be a positive case, the whole bubble would be required to isolate.</li> </ul> <p><b>Finance and Premises</b></p> <ul style="list-style-type: none"> <li>• Richard Colling, Senior Finance Officer, continues to support the school</li> <li>• A monthly finance meeting will take place between KL and Stewart Biddles to ensure HOS has a clear picture at all time</li> </ul>	<p><b>Question</b></p>
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	<ul style="list-style-type: none"> <li>• A budget for 20/21 has been set and it is hoped that the school won't end the year in deficit</li> <li>• ICT infrastructure is likely to be the next big priority.</li> <li>• Lockdown has meant a loss of earnings (hub and nursery income) and an increase in expenditure (staff additional hours, vouchers)</li> </ul>	
<b>Autumn 12</b>	<p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li>• KD provided a summary of the changes to the updated Keeping Children Safe in Education Update Part One document including: <ul style="list-style-type: none"> <li>• new Covid-19 section and extra support for families required</li> <li>• additional safeguarding responsibilities for DSL</li> <li>• updated whistleblowing procedures</li> <li>• awareness of grooming and inappropriate content linked to digital home-learning</li> <li>• self harm or significant anxiety levels linked to mental welfare now needs to be reported</li> <li>• awareness of honour based abuse / FGM which does happen in this region</li> </ul> </li> <li>• KD advised that there is further 'prevent' training in the pipeline for staff</li> <li>• <b>KCSiE Update Part One update read and sign</b> - LS reminded all governors to read this updated document and sign a virtual googledoc following the LSB meeting. LS to distribute googledoc</li> <li>• <b>Acknowledge policy updates</b> - LS reminded all governors to read the following policy updates on the RET website: Safeguarding Policy, Children Looked After Policy, Allegations Against Staff Policy. LS to send link to policy updates.</li> <li>• <b>Child Protection Training:</b> LS advised that there is an online Governor Level 2 Child Protection training course on Thursday 12 November 2020 5pm - 8pm. Governors to let LS know if they would like to enrol.</li> </ul>	<p><b>Action 8</b></p> <p><b>Action 9</b></p>
<b>Autumn 13</b>	<p><b>RHSE Update</b></p> <p>Agenda item was brought forward to earlier in the meeting</p>	<b>KM</b>
<b>Autumn 14</b>	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• Schedule extraordinary virtual meeting for Nov 2020 regarding Ofsted.</li> <li>• Purpose of the meeting is for KL to deliver training to prepare the Governors for an Ofsted inspection. All agreed on a Tuesday evening in November. LS to send a doodle-poll to agree a date</li> <li>• KL asked Governors for their ideas of how to deliver the activities linked to the next monitoring visit on 19 November 2020. Due to Covid-19 the visit cannot take place in school. KL advised that the school development plan focus will be on reading and phonics <ul style="list-style-type: none"> <li>○ EG suggested that the morning meeting could take place virtually which could include any training. KL to invite Emma Gorman to attend</li> <li>○ TWP suggested that follow up phone calls take place with the families from the previous MV in June. This would provide ongoing support to these families, and also help to make comparisons and gain feedback now that the students are back in school. KL suggested this could also be the same with some staff calls</li> <li>○ KL suggested that Governors could have 'zoom' calls with a selection of students so that they can demonstrate their reading and phonics skills</li> <li>○ KD suggested Governors have 'zoom' calls with some students who have been undertaking remote learning to gain feedback</li> <li>○ CH asked how safeguarding could be covered during the MV. She suggested 'zoom' calls. KL suggested a screen-share of central records to enable CH to check these</li> </ul> </li> </ul>	<b>Action 10</b>

	<p>Date of next LSB Meeting: <b>9th Feb 2021</b></p> <p>Standards Monitoring Visit Dates: <b>19 Nov 2020 &amp; 28 Jan 2021</b></p> <p>Extraordinary Meeting (Ofsted update) <b>TBC Nov 2020</b></p> <p>AGM: <b>18th January 2021</b></p>	
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<b>Action 1</b>	LS to send business interests googledoc to all governors for virtual signature
<b>Action 2</b>	LS to contact KM for the RHSE training slides and share with governors
<b>Action 3</b>	KL to reissue Wellbeing Survey in November 2020
<b>Action 4</b>	KL to send updated list of Shiphay colleagues to all governors
<b>Action 5</b>	All governors make contact with their link role Shiphay colleagues ahead of next monitoring visit
<b>Action 6</b>	KL / LS to review the skills audit results for gaps in skills to support the recruitment campaign
<b>Action 7</b>	KL / LS to work with Faye Steele regarding a new governor recruitment campaign
<b>Action 8</b>	LS to distribute KCSiE Update Part One googledoc to all governors for signature
<b>Action 9</b>	LS to send link to RET policy updates to all governors
<b>Action 10</b>	LS to send a doodlepoll to all governors to arrange a mutually convenient date for an extra ordinary virtual meeting in November 20

Signed M Woodger

Date 9<sup>th</sup> February 2021