

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

Minutes of the Meeting for the Shiphay Academy Local Standards Board on

11 February 2020

Meeting held at 1900 in the Izone

Present: Mark Tucker, Gary Hotine, Kate Lee (Hos), Karen Duke, Elizabeth Guppy, Maria Woodger, Lisa Van Kuyk, Tanya Williams-Powell, Carly Holloway

In attendance: Jamie Parffrey, Stewart Biddles, Louise Silvey (Clerk)

Apologies: None

Spring 01	Welcome	Chair									
Spring 02	To receive and sanction any apologies for absence: No apologies received	None									
Spring 03	To declare and discuss any business interests that may be applicable in accordance with the Governance Handbook March 2019 <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> No interests declared	None									
Spring 04	Welcome new Parent Governors: Elizabeth Guppy and Maria Woodger formally welcomed										
Spring 05	Governors to complete register of business interests declarations Governors advised that they had recently completed this form electronically following an email from FS <table><tr><td>Action 1</td><td>LS to speak with FS to locate electronic business declaration forms.</td></tr></table>	Action 1	LS to speak with FS to locate electronic business declaration forms.								
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Spring 06	To receive and agree the Minutes of the Meeting for the 1 st October 2019 Minutes agreed and signed as a true record of the meeting	Minutes agreed									
Spring 07	To discuss any Matters Arising from the LSB Meeting for the 1 st October 2019 Actions: <table><tr><td>Questions for Governors from the Head of School’s report to be addressed at the next LSB meeting – no questions from governors</td><td>Completed</td></tr><tr><td>Governors to read report on Health & Safety / Accident Reporting – Shiphay Health & Safety Audit.</td><td>Completed</td></tr><tr><td>Governors to review CLA annual report. Update: KD has completed L3 Safeguarding training. KL to undertake in Sep 20.</td><td>Completed</td></tr><tr><td>All Governor bios and pictures for website required. All bios and pictures now received and uploaded to RET website.</td><td>Completed</td></tr><tr><td>Governor recruitment and succession planning. Two expressions of interest received - Mrs Guppy and Mrs Woodger. KL to make contact with them both. Both Mrs Guppy and Mrs Woodger are now governors and were formally welcomed at this meeting.</td><td>Completed</td></tr></table>		Questions for Governors from the Head of School’s report to be addressed at the next LSB meeting – no questions from governors	Completed	Governors to read report on Health & Safety / Accident Reporting – Shiphay Health & Safety Audit.	Completed	Governors to review CLA annual report. Update: KD has completed L3 Safeguarding training. KL to undertake in Sep 20.	Completed	All Governor bios and pictures for website required. All bios and pictures now received and uploaded to RET website.	Completed	Governor recruitment and succession planning. Two expressions of interest received - Mrs Guppy and Mrs Woodger. KL to make contact with them both. Both Mrs Guppy and Mrs Woodger are now governors and were formally welcomed at this meeting.
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Spring 08	<p>Update on Monitoring Visits 14th November 2019 and 23rd January 2020</p> <ul style="list-style-type: none">KL summarised both visits explaining areas of focus identified by the School Development Plan and governorsEYFS was the focus of both monitoring visits. Following the first visit on 14/11/19, the governors requested more time within EYFS to review impact. There were six weeks in-between visits, but a huge positive difference was observed, notably the environment and development of phonics skills.KL explained that during this time the school had made a big investment by purchasing the Bugs phonics trial and reader books. KD will be tracking the impact of theseSafeguarding was a focus of the second visit and CH provided an audit update. The main focus was pupil and teacher understanding of safeguarding. Good understanding overall and very positive, both pupils and teachers knew about the safeguarding posters and who to speak to if they had any worries or concerns. Less knowledge on who to speak to if there was an issue with senior management, or who the governors areGovernors were asked if they could be available to attend parents evening, school discos etc to raise their profiles and be available to speak to pupils, parents and teachers <table><tr><td>Action 3</td><td>KL to revisit Safeguarding processes with teachers and pupils to increase awareness and understanding. Also, action to raise profile of governors and RET senior management through personal bios in school newsletter, assemblies etc</td></tr></table> <ul style="list-style-type: none">SB asked about knowledge regarding Keeping Children Safe in Education. CH advised that questions were not asked regarding this topic, but this could be a future area to audit. KL suggested sending a googledoc refreshing knowledge on Keeping Children Safe in Education to all staff <table><tr><td>Action 4</td><td>KL to send Keeping Children Safe in Education googledoc to all staff.</td></tr></table> <ul style="list-style-type: none">SB gave an update on the Trustee Standards Board purpose. MT suggested we incorporate the Standards Board focus areas into monitoring visits to ensure a link into Ofsted.JP recommended incorporating the 5 key areas from the School Development Plan as part of the agenda for monitoring visits moving forward so that governors can link together <table><tr><td>Action 5</td><td>KL to incorporate Standards Board focus areas into monitoring visit paperwork along with the 5 key areas from the School Development Plan</td></tr></table>	Action 3	KL to revisit Safeguarding processes with teachers and pupils to increase awareness and understanding. Also, action to raise profile of governors and RET senior management through personal bios in school newsletter, assemblies etc	Action 4	KL to send Keeping Children Safe in Education googledoc to all staff.	Action 5	KL to incorporate Standards Board focus areas into monitoring visit paperwork along with the 5 key areas from the School Development Plan	
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Spring 09	<p>To discuss any queries that may arise from the Head of School's Report, to include:</p> <ul style="list-style-type: none">update on Safeguarding, CLA, SEND & Pupil PremiumTo report on Health & Safety / Accident reportingUpdate on School Development Plan <p>Pupil Numbers and Admissions</p> <ul style="list-style-type: none">No major change to numbers on school roll – 448JP asked how many spaces across school at present (6 currently)Seven spaces currently available in reception for September 20. SD advised that this translates to an overall reduction in funding of approx. £25k (total for 7 children). KL explained that this should change once second preferences take place. JP asked how spaces can be promoted. SD advised a RET policy							

moving forward is to exceed the PAN (planned admission numbers) by two students to ensure no spaces. KL to review why enrolment numbers have gone down when traditionally oversubscribed and look at ways to promote the school. Action KL

- KL advised that there is no marketing / signage to show we have a nursery and this an important feeder to the main school. KL to explore ways to promote the nursery and speak to Oldway for best practice
- 9 children have an Education Health and Care Plan (EHCP) which has increased

Staffing

- Official welcome to LS – new Clerk to governors
- Shiphay has also welcomed a new full-time caretaker and x3 new teaching assistants have been appointed
- x1 teacher is on long term sick (year 5). A temporary part time teacher has been appointed up until Easter. Parents have been kept up to date and are happy that there is consistency

Attendance

- Whole school attendance is 95.55% which is slightly less than previous years.
- KD to target ongoing offender families and review ways to tackle attendance and persistent lateness.
- KL explained that the school will target new nursery and reception families to help develop good habits and set high expectations
- 12 requests for term time leave of absence so far this term
- KL noted that it is not all negative. There have been good examples of CAHMS students whose attendance has increased from 75% to 100% since Christmas as a result of activities being available before school and after school

Teaching, Learning & Assessment

- Progress in Maths and Reading as well as progress for pupils receiving Pupil Premium Grant continues to be a whole-school focus
- Additional focus on increasing the number of pupils achieving GLD (Good Level of Development) at the end of EYFS
- EYFS focus is the development of the learning environment, in particular phonics.
- Middle School focus will be on writing. School will be linking with Oldway to look at best practice
- Upper School focus will be on securing least expected progress for all pupils. A rapid progress plan is in place including booster sessions, learning mentor etc
- Shiphay Challenge Partner date postponed until 11-13 March 2020 and governors are invited to join

Leadership and Management, including Governance

- Sally Davies and Emma Gorman currently undertaking National Professional Qualification for Headship

Personal Development, Behaviour & Welfare, inc Safeguarding

- MHST (Mental Health School Team) pilot programme to commence after Easter, linked to CAMHS.
- A Wellbeing survey was conducted in Sep 19 and 50% of staff felt under-appreciated. KL keen to conduct the survey again to see if the same issues arise now that the School has settled into being part of the RET
- LVK commented how much better morale seemed in the school is now that it is part of the RET – specifically on a financial level as more money available for resources, materials, staffing etc.
- TPW suggested that direct line managers should also target and praise individuals directly and not just SLT. Staff wellbeing is equally as important as child wellbeing

Action 6	KL to reissue Wellbeing survey before Summer term
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	<ul style="list-style-type: none">• EG asked how often parent surveys are completed. SB said that we should ensure we feedback actions undertaken to the parents eg 'You said' 'we did'.• Safeguarding covered as part of monitoring visit feedback <p>Inclusion, inc SEND, Pupil Premium</p> <ul style="list-style-type: none">• 9 children have an Education Health and Care Plan (EHCP) with a further 1 waiting finalization• Emily Knill is the new family support worker. She is employed 1½ days per week• SEN Audit Jul 19. Head of School, CEO and DSLs met to discuss the outcomes and prepare an action plan to meet recommendations. KD to action recommendations. Continued area of school improvement for 19/20• Governors met a group of children receiving SEN support as part of last monitoring visit and found that the children were very positive and inspiring• KL to review how to use the Pupil Premium more effectively moving forward ie for the children directly rather than into an overall school funding pot <table border="1"><tr><td>Action 7</td><td>KL to look at Pupil Premium best practice from Oldway and Roselands.</td></tr></table> <ul style="list-style-type: none">• SB advised that RET will contribute 50% towards residential trips for Pupil Premium children and other support on a 1-1 basis• Two new minibuses arriving on 9 March 2020 (two buses) and a third in May Will link to overall vision of 'inspiring individuals' by providing out of school activities <p>Health, Safety & Accident Reporting</p> <ul style="list-style-type: none">• TWP provided a H&S update. Focus to date this academic year on fire safety and compliance, upgrading fire doors and fire evacuation• Outstanding works are metal fire shutters, signage, fire evacuation signs & fire extinguishers, new gate to staff car park. KD commented that the staff car park is very dark. KL advised awaiting CIF bid outcome for lighting. Must also undertake bank and planting to protect neighbours from headlight as a priority• Risk assessments are ongoing, most recent playground and externals• Fire drills take place once a term• JP commented these works are a major positive. £5k has been invested to date• 3 police community support officers have been assigned to the local area• GDPR audit took place 3/2/20 and an action plan has been put in place. Priority where is data held and kept <p>Parents & Community</p> <ul style="list-style-type: none">• Sport Relief focus this year will be to raise money for a defibrillator (for the school) This will also be available to wider community• No formal complaints received since last meeting <p>Finance & Premises</p> <ul style="list-style-type: none">• Increase in funding for free school meals. SB asked how the figure compares locally to national• A 2.75% pay increase for teachers has been proposed by government which is due to be funded by a grant and is currently with the review body (the Trust has modelled a 2% increase) <p>Other</p> <ul style="list-style-type: none">• SB thanked KL and all staff formally for everything that has been achieved in one term since Shiphay Academy joined the RET	Action 7	KL to look at Pupil Premium best practice from Oldway and Roselands.	
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Spring 10	<p>Update on end of Autumn term data (reading and maths)</p> <ul style="list-style-type: none">• NFER tests undertaken at beginning of term.• Y2 on track for 70% target (teacher assessment). New TA has been appointed so that the class will have x2 TAs at all times to facilitate intervention groups			

	<ul style="list-style-type: none">Y3 Maths at expected. Reading stamina is lower. Recommendation to adjust guided reading methods and staffing levels to ensure two sessions per week are available to pupilsY4 Some concerns have been raised about expectations of guided reading, spelling and writing. Y4 colleagues to visit Y4 at Oldway and have the opportunity to see good practice in actionY5 needs of class make teaching difficult but they are becoming more settled. Awaiting appointment of new teacherY6 action plan for accelerated progress in place <table border="1"><tr><td>Action 8</td><td>SATs monitoring volunteer required as TWP is now an employee. MW volunteered.</td></tr></table>	Action 8	SATs monitoring volunteer required as TWP is now an employee. MW volunteered.	
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Spring 11	Update on IDSR (Inspection Data Summary Report) End of key stage data 2019 <ul style="list-style-type: none">All data provided including disadvantaged pupils (year 6)Three have made significant progress, but, four haven't which reduced overall scoreSimilar picture for this year. Four pupils will be disapplied as working at Y1/2 level only			
Spring 12	To receive an update from the Trustees & Standards Committee <ul style="list-style-type: none">All have seen summary and minutes are available to all governors.Claire Hepher appointed as temporary Head of School at Roselands.Trustees away morning in March. Three RET Heads, Chairs and JP will meeting regularly in order to provide peer support			
Spring 13	Report on Trustee / Governor Expenses <ul style="list-style-type: none">Policy provided for reviewJP advised you can claim for childcare £6 per hour plus an hourChair to approve any expenses requestsLS to send the form with each agenda and governors to bring completed to the meeting			
Spring 14	Acknowledge Policy updates: Admissions Policy 21/22 proposed, distributed and acknowledged <ul style="list-style-type: none">Policy has been agreed by Trustees, but all governors required to read and acknowledge <table border="1"><tr><td>Action 9</td><td>LS to re-share as problem with document on shared drive</td></tr></table>	Action 9	LS to re-share as problem with document on shared drive	
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Spring 15	Complete Governor Skills Audit <ul style="list-style-type: none">Unable to complete during meeting <table border="1"><tr><td>Action 10</td><td>LS to share Skills Audit template as a google form for all to complete.</td></tr></table>	Action 10	LS to share Skills Audit template as a google form for all to complete.	
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Spring 16	Questions and reflection from governors Ofsted training <ul style="list-style-type: none">JP advised that Shipway is 1 of 24 schools that sit on one of the oldest inspection dates so will have an Ofsted inspection sometime from September 2020 <table border="1"><tr><td>Action 11</td><td>Carry forward questions and reflections from governor Ofsted training to next monitoring visit</td></tr></table>	Action 11	Carry forward questions and reflections from governor Ofsted training to next monitoring visit	
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Spring 17	AOB <ul style="list-style-type: none">Volunteer governor needed for next Trustee & Standards Committee meeting on Friday 27th March 2020. TWP volunteered			

	<ul style="list-style-type: none">KL advised that following GDPR audit the use of governor personal email addresses is no longer permittedNew Riviera (RET) email addresses will be replacing current Shiphay email addresses from March 2020All governors agreed to share their mobile telephone numbers for a WhatsApp group to enable communication and update <table border="1"><tr><td>Action 12</td><td>LS to set up governor WhatsApp group</td></tr></table> <ul style="list-style-type: none">All agreed to bring forward start time for future LSB meetings to 1800Arrange linked governor visits to school <table border="1"><tr><td>Action 13</td><td>Action to be carried forward</td></tr></table> <ul style="list-style-type: none">Scheme of Delegation <table border="1"><tr><td>Action 14</td><td>Action to be carried forward to next meeting. Each governor to take an area</td></tr></table> <p>Date of next Meeting: Tuesday 23 June 2020</p> <p>Standards Monitoring Visit Date: Thursday 11 June 2020</p>	Action 12	LS to set up governor WhatsApp group	Action 13	Action to be carried forward	Action 14	Action to be carried forward to next meeting. Each governor to take an area	
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Signed M Tucker

Date 23rd June 2020