'Inspiring the individuals of today, for a better society tomorrow'

Minutes for the Shiphay Local Standards Virtual Board Meeting Wednesday 1 November 2023

Present: Kate Lee (Head of School), Elizabeth Guppy, Maria Woodger, Charlotte Carruthers,

Shelley Heesem, Daniel Isemede

In Attendance: Louise Silvey (Clerk)

Apologies: Gill Wheeler

Autumn 01	Welcome	Clerk
	Declaration that are in a secure and confidential environment to continue with an online meeting.	All declared
Autumn 02	To receive and sanction any apologies for absence. Gill Wheeler	Sanctioned
Autumn 03	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'. No new declarations or amendments to current declarations	No decs
Autumn 04	To receive agree and sanction Minutes of the Meeting for the LSB Meeting Tuesday 21st February 2023 Agreed and electronically signed as an accurate record	Minutes agreed
Autumn 05	To discuss any Matters Arising from the LSB Meeting Tuesday 21st February 2023 A1 - KL asked governors to declare any interest in the Chair role by email to commence September 2023. Completed. A2 - Local policy updates that require approval by Shiphay LSB. KL asked governors to review and send comments or raise any concerns by 16/6/23. Completed. A3 - Governors to declare interest in the safeguarding Link role by email to commence September 2023. GW has expressed interest. Agenda item 11. A4 - LS to share current link governor roles and school contacts with all governors. Completed. Agenda item 11. A5 - LS to share 23/24 meeting dates with all governors once agreed by Trustees (19/7/23). Completed.	Clerk

Autumn 06	Elect Chair and Vice Chair	Clerk
	EG stood as Chair. All governors agreed to appointment by show of hands.	EG appointed.
	CC stood as Vice Chair. All governors agreed to appointment by show of hands.	CC appointed.
Autumn 07	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.	Chair
	See SLSB Gov Hub Declarations walkthrough document shared on Governor hub for instructions regarding the above. LS to share the document with all governors.	A1
Autumn 08	Attendance	KL
	New agenda item. KL advised that this will not be an agenda item moving forward but will form part of the HOS report.	
Autumn 09	To discuss any queries that may arise from the Head of School's Report, to include:	KL
	Update on Safeguarding, CLA, SEND & Pupil Premium Health & Safety/ Accident reporting Pupil & Staff wellbeing Online safety reporting (to start next term) School Development Plan Attendance	
	School Development Priorities:	
	The development of Trauma Informed (TIS) approaches. Biggest priority. To develop our relational approaches to behaviour management, the principles of recognition, praise and positive reinforcement whilst recognising that all behaviour is a communication.	
	2. The development of SEND practices and pedagogies. 2023/24 focus on SEND (non EHCP) students.	
	3. The development of writing. New priority. Reading and writing have now been separated. To ensure a consistent, ambitious approach to the teaching of writing which uses high quality texts to tach and offer pupils exciting, engaging, and diverse opportunities to develop their writing skills. Staff training to be implemented via the Text that Teach team.	
	The development of curriculum and enrichment opportunities	

To include outdoor learning and resources to focus on the health and mental wellbeing that is derived from fresh air and the natural environment.

Continuing to develop building planning to show key sequences in lesson planning.

Focus on EYFS progression – nursery to reception – KS1.

5. The further development of reading for pleasure across the school.

£12k investment to the library to date by Friends of Shiphay School (FOSS)

Development of a parent area

Phonics is no longer a priority due to good progress being made. Currently in top 5% nationally.

Pupil Numbers and Admissions

- 433 children on roll. 61 leavers from year 6
- Low reception intake. Starters 47. 13 spaces. 2024/25
 expected to be the similar due to low birth rate. Recruitment
 drive in process. EG asked whether the recruitment drive
 includes the nursery. KL confirmed it does.
- CC asked why there were 5 spaces in year 3 and the reasons for leaving. KL explained there were already 3 spaces and then 2 further children have left this year. x1 organic reasons and x1 exclusion (see Personal Development, Behaviour and Welfare inc. Safeguarding Inclusion, inc SEND, Pupil Premium)
- Reduction in free school meals numbers due to large group size leaving year 6. Karen Duke is checking FSM eligibility with all families.
- CC asked what a single assessment is. KL explains that this takes place where a child protection concern might exist.

Staffing

- Resurgence of covid has impacted staffing levels particularly amongst TAs. 7% absence rate during autumn term. This impacts on high needs pupils particularly. Further impacted by the reduction in TA staffing numbers due to decrease in funding.
- X1 teacher resignation. Currently recruiting for replacement.
 One application to date. Closing date has been extended. EG
 asked what the plan is if nobody is recruited from this round.
 KL advised that there is currently a supply teacher in place,
 and this could be extended. Alternatively staffing could be
 redistributed internally.

Attendance

- Whole school attendance is 95.75% which is below minimum expected (96%). Figures have stayed consistent from 2016 apart from during the pandemic.
- SEND 93.4% and EHCP attendance is 94.3%
- The school start time has moved which has improved lateness.
- Increase in holiday requests (x22 ytd)
- Attendance is a focus in weekly celebration assemblies and promoted via the newsletter.

Question

Question

Question

 CC asked whether KD's involvement as a recognisable face on the school gate has helped to improve attendance. KL feels this does have a positive impact.

Question

Teaching, Learning and Assessment

- Writing attainment and progress across the school new SDP priority
- Focus this year on year 3 and year 4 attainment levels.
 Currently low but in line with national figures. Impacted by pupil disruption in 22/23.
- Opportunity for Greater Depth writers to develop their skills and embed these in their writing.

Leadership and Management, inc Governance

- External review with Jayne Keller (ESW) took place this term.
 Action plan available for review in Governor hub.
- Emma Gorman is new EYFS lead.
- Health & Safety review 100% score attained.
- Arts Mark Platinum award achieved.

Personal Development, Behaviour and Welfare inc. Safeguarding Inclusion, inc SEND, Pupil Premium

- X1 permanent exclusion (yr 3 high needs EHCP pupil). The school had tried everything in the graduated response toolkit and provide 2:1 support. Home visits and alternative provision were provided when the pupil was not able to attend school. The pupil has moved to Chestnut which the school believes is better placed to support them.
- Behaviour incident report produced using the CPOMs system.
 CC commented that it will be interesting to see whether any patterns emerge and was concerned by the bullying incident figure (5). KL commented that many parents had replied 'don't know' on the parent questionnaire regarding whether their child had experienced bullying.
- EG suggested that there could be a newsletter focus on behavioural incidents so parents better understand and to encourage sharing of information.
- SH commented that parent communication could be improved following the outcome of a bullying incident complaint.
- DI asked whether there is any training in place for the children so that they are better informed and aware of what bullying looks like. KL explained that bullying is covered during pshe days eg antibullying campaigns and assemblies currently but the school is also reviewing a 'stand up, speak out' initiative.

Inclusion, inc SEND, Pupil Premium

- TA training taking place during singing assembly but this hs become challenging so considering more bespoke training in small groups as well as the use of video
- Still awaiting High Needs Capital Funding which will be used to enhance the Burrow, the Den, the sensory room and the small courtyard

Health & Safety and Accident Reporting

- External review 100% score
- Fire drill from summer term needs to be rescheduled

Question

	 Exit buttons repositioned in the hall and EY corridor to improve security. 	
	Finance and Premises • Supply budget has increased by 100% compared to 22/23	
Autumn 10	Standards Committee Update 4.10.23	EG
	SB provided an update on Head of School visit to Kensington Primary School to observe coaching practice during standards committee meeting. KL advised that SLT will each be coaching a team of 4 teachers using the Riviera Principles.	
	Focus for Autumn 23/24 monitoring visit: TIS Approach (Karen Duke to provide update) Writing: Greater Depth Active Participation	
	Focus for Spring 23/24 monitoring visit:	
	Focus for Summer 23/24 monitoring visit: • Writing: Greater Depth revisit	
Autumn 11	 Safeguarding Link Governor – to provide termly update to Safeguarding Link Trustee (Paul Garside) H&S Link Governors – to provide termly update to Finance Audit and Risk Committee SEN Link Governor – to provide termly update to SEN Trustee (Pippa Bennett) Online Safety Link Governor (new role) – to provide update to Full Group Board meeting. Governor Link Roles 23/24 allocated as follows: Safeguarding – GW Health & Safety – EG SEN – SH Online Safety – CC Pupil Premium & Sports Premium – MW Wellbeing (pupil & staff) & TIS – DI LS to share key link governor contacts. Link Governor visits / updates All governors to send completed link governor templates to LS following a school visit or phone call. These should be completed termly. Templates can be found on governor hub. 	A2 A3
Summer 40		
Summer 10	Acknowledge Policy updates Administration of Medicines Code of Conduct (approved by email Sept 23)	

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	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 These can be found here: https://www.rivieratrust.co.uk/policies/ Shiphay Learning Academy Behaviour Policy and Admissions Policy Local policy updates that require approval by Shiphay LSB. KL asked governors to review and send comments or raise any concerns by 8.11.23 Updated RET policies can be found on the RET website.	A4
Autumn 13	Declarations of Business Interest Code of Conduct Keeping Children Safe in Education All governors to follow the instructions SLSB document in Governor hub to confirm your business declarations; your understanding of the code of conduct, and that you have read the summary of changes to Keeping Children Safe in Education Online Safety Filtering and Monitoring Heads to provide termly reports on online safety filtering & monitoring in line with KCSiE changes. These will be produced by Gill and integrated into the HOS report. Nothing flagged this term. Level 2 Child Protection training/refresher. LS to advise governors via email if they are due to undertake a training or a refresher.	A 5
Autumn 14	АОВ	
	Website bio/photo for all governors – LS to contact governors by email if this needs completing Date of next monitoring visit: Wednesday 8 November 2023 0800 start	
	Date of next Meeting:	
	AGM Monday 22 nd January 2024 at 17:30pm	
	Tuesday 6th February 2024 at 1800 hours Tuesday 11 th June 2024 at 1800 hours	
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Action 1	LS to share SLSB document with all governors
Action 2	LS to share key link governor contacts.
Action 3	All governors to send completed link governor templates to LS following a school visit or phone call.
Action 4	Local policy updates require approval by Shiphay LSB. Comments or concerns to be raised by 8.11.23
Action 5	LS to advise governors via email if they are due to undertake child protection training or a refresher.
Action 6	LS to contact governors by email if website bio/photos need completing

Signed By: Chair E.Guppy

Date: 6th February 2024