

‘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 Isemade

In Attendance: Louise Silvey (Clerk)

Apologies: Gill Wheeler

Autumn 01	Welcome Declaration that are in a secure and confidential environment to continue with an online meeting.	Clerk 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 <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 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	<p>Elect Chair and Vice Chair</p> <p>EG stood as Chair. All governors agreed to appointment by show of hands.</p> <p>CC stood as Vice Chair. All governors agreed to appointment by show of hands.</p>	<p>Clerk</p> <p>EG appointed.</p> <p>CC appointed.</p>
Autumn 07	<p>Agree to adhere to:</p> <ul style="list-style-type: none"> • the Terms of Reference for the LSB • Code of Conduct • the Tasks delegated in the Scheme of Delegation to the LSB by the trustees. <p>See SLSB Gov Hub Declarations walkthrough document shared on Governor hub for instructions regarding the above. LS to share the document with all governors.</p>	<p>Chair</p> <p>A1</p>
Autumn 08	<p>Attendance</p> <p>New agenda item. KL advised that this will not be an agenda item moving forward but will form part of the HOS report.</p>	KL
Autumn 09	<p>To discuss any queries that may arise from the Head of School's Report, to include:</p> <p>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</p> <p>School Development Priorities:</p> <ol style="list-style-type: none"> 1. 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 teach and offer pupils exciting, engaging, and diverse opportunities to develop their writing skills. Staff training to be implemented via the Text that Teach team. 4. The development of curriculum and enrichment opportunities 	KL

	<p>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.</p> <p>5. The further development of reading for pleasure across the school. £12k investment to the library to date by Friends of Shipway School (FOSS) Development of a parent area</p> <p>Phonics is no longer a priority due to good progress being made. Currently in top 5% nationally.</p> <p>Pupil Numbers and Admissions</p> <ul style="list-style-type: none"> • 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. <p>Staffing</p> <ul style="list-style-type: none"> • 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. <p>Attendance</p> <ul style="list-style-type: none"> • 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. 	<p>Question</p> <p>Question</p> <p>Question</p>
--	---	--

	<ul style="list-style-type: none"> Exit buttons repositioned in the hall and EY corridor to improve security. <p>Finance and Premises</p> <ul style="list-style-type: none"> Supply budget has increased by 100% compared to 22/23 	
Autumn 10	<p>Standards Committee Update 4.10.23</p> <p>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.</p> <p>Focus for Autumn 23/24 monitoring visit:</p> <ul style="list-style-type: none"> TIS Approach (Karen Duke to provide update) Writing: Greater Depth Active Participation <p>Focus for Spring 23/24 monitoring visit:</p> <ul style="list-style-type: none"> Coaching Active Participation <p>Focus for Summer 23/24 monitoring visit:</p> <ul style="list-style-type: none"> Writing: Greater Depth revisit 	EG
Autumn 11	<p>Governor Link Roles updates</p> <ul style="list-style-type: none"> 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. <p>Governor Link Roles 23/24 allocated as follows:</p> <ul style="list-style-type: none"> Safeguarding – GW Health & Safety – EG SEN – SH Online Safety – CC Pupil Premium & Sports Premium – MW Wellbeing (pupil & staff) & TIS – DI <p>LS to share key link governor contacts.</p> <p>Link Governor visits / updates</p> <p>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.</p>	<p>A2</p> <p>A3</p>
Summer 10	<p>Acknowledge Policy updates</p> <p>Administration of Medicines Code of Conduct (approved by email Sept 23)</p>	

	<p>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</p> <p>These can be found here: https://www.rivieratrust.co.uk/policies/</p> <p>Shiphay Learning Academy Behaviour Policy and Admissions Policy</p> <p>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</p> <p>Updated RET policies can be found on the RET website.</p>	A4
Autumn 13	<p>Declarations of Business Interest Code of Conduct Keeping Children Safe in Education</p> <p>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</p> <p>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.</p> <p>Level 2 Child Protection training/refresher. LS to advise governors via email if they are due to undertake a training or a refresher.</p>	A5
Autumn 14	<p>AOB</p> <p>Website bio/photo for all governors – LS to contact governors by email if this needs completing</p> <p>Date of next monitoring visit: Wednesday 8 November 2023 0800 start</p> <p>Date of next Meeting: AGM Monday 22nd January 2024 at 17:30pm</p> <p>Tuesday 6th February 2024 at 1800 hours Tuesday 11th June 2024 at 1800 hours</p>	

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: E.Guppy
Chair

Date: 6th February 2024