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

Minutes for the Shiphay Local Standards Virtual Board Meeting Tuesday 6 February 2024

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

Carruthers, Shelley Heesem, Gill Wheeler

In Attendance: Louise Silvey (Clerk)

Apologies: Daniel Isemede

Spring 01	Welcome	Clerk
Spring 02	To receive and sanction any apologies for absence. Daniel Isemede – EG to contact DI to discuss remaining governor term	Sanctioned
Spring 03	Declaration that you are in a secure and confidential environment to continue with an online meeting.	All declared
Spring 04	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
Spring 05	To receive agree and sanction Minutes of the Meeting for the LSB Meeting Wednesday 1 November 2023 Agreed and electronically signed as an accurate record	Minutes agreed
Spring 06	To discuss any Matters Arising from the LSB Meeting Wednesday 1 November 2023 A1 - LS to share SLSB document with all governors. Completed. All governors to check and action any outstanding declarations on governor hub. A2 - LS to share key link governor contacts. Completed. A3 - All governors to send completed link governor templates to LS following a school visit or phone call. Termly action. Completed. A4 - Local policy updates require approval by Shiphay LSB. Comments or concerns to be raised by 8.11.23. Completed. A5 - LS to advise governors via email if they are due to undertake child protection (safeguarding) training or a refresher. Completed. All governors to complete 23/24 child	Chair A1

		1
	protection (safeguarding) training on governorhub A5 - LS to contact governors by email if website bio/photos need completing. Completed.	A2
Spring 07	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 School Development Plan Attendance Feedback from Sarah Ryder (SIP) visit	
	School Development Priorities:	
	The development of Trauma Informed (TIS) approaches.	
	2. The development of SEND practices and pedagogies.	
	The development of writing. New priority. Reading and writing have now been separated.	
	4. The development of curriculum and enrichment opportunities	
	The further development of reading for pleasure across the school.	
	Pupil Numbers and Admissions	
	 440 children on roll. 61 leavers from year 6 KL advised that a lower number of first choice applications for reception 24/25 may lead to mixed year group class from September 24. MW asked whether this is due to low birth rates or loss of market share. KL confirmed this is another low birth 	Question
	 rate year. CC asked whether the school is anticipating a post-Covid boom in 25/26. KL unsure of statistics currently. KL advised that nursery will be the next focus for pupil recruitment. 	Question
	Staffing TA (700)	
	 High staff absence, particularly amongst TAs (7%), has significantly impacted staffing levels. This also impacts on high needs pupils who need additional support. EG asked what is causing long term absence. KL advised the resurgence of covid; long covid; other winter illnesses; scheduled operations and stress. 	Question
	KL explained the impacts of high staff absence on the staff survey results. Staff in school feel the strain from the additional workload and pressure. EG asked whether staff receive any structured wellbeing support or training. EG to provide details of Mental Health First Aider Training	Question
	 A small number of high needs children continue to have an impact on staff wellbeing – particularly affecting TAs who work closely with the children. CC asked whether this has been a 	Question

Spring 09	Online Safety - New Agenda Item	KL
Spring 08	Attendance • Covered in Head of School report	KL
	 Health & Safety and Accident Reporting Fire drill booked for 21/3/24. A lockdown drill due to take place in Spring term. CC asked whether there had been an incident within nursery. KL explained that a child had ran back to their parent through an open gate (on school grounds) 	Question
	 KL explained a new approach of building a team around EHCP children so that they build many relationships and don't become dependent on one individual in school. This also provides support, variety in work and development opportunities to TAs. CC asked what the structure of the team is for each child. Teacher plus 2/3 TAs. 	
	 Inclusion, inc SEND, Pupil Premium x1 GDPR breach x7 internal suspensions all behaviour related and linked to zero tolerance approach x30 bullying incidents that have been tagged. CC commented that this was a high number. KL explained that multiple incidents were related to one group of students but that the school have seen a reduction in bullying incidents overall. 	Question
	Leadership and Management, inc Governance Sarah Ryder – School Improvement Partner – undertook a review visit to look at SEND provision in school. Personal Development, Behaviour and Welfare inc. Safeguarding	
	 Teaching, Learning and Assessment Teaching sequence training has been undertaken by staff (supports SDP priority to improve writing attainment and progress across the school). Reading development – external review focus on 8/2/24 	
	Whole school attendance is 95.3% which is below minimum expected (96%). PP 95.2% SEND 92.4% EHCP attendance is 94.4% X2 students on part time timetables EG noted the significant list of actions that have been taken and planned to improve attendance across the board.	
	bigger issue this year and KL confirmed it has due to the high number of high needs children currently in school. A zero-tolerance approach on behaviour that leads to the harming of staff by children has been adopted to provide additional support to teachers and support staff. • All staff vacancies have been filled.	

	A new in-school system is operating that filters and monitors online searches by children and staff. This enables the IT team to flag any searches that require follow up by SLT. Nothing major has been flagged to date, but the number of inappropriate searches (non-school or curriculum related) has reduced.	
Spring 10	Standards Committee update	GW
	 GW attended on behalf of EG and provided an update to the LSB. GW flagged online safety and the requirement for this to be an area of focus at the Spring next monitoring visit (8/2/23) 	
Spring 11	Governor Link Roles updates	
	Visits undertaken (autumn term)	
	SH - SEND EG – Health & Safety GW – Safeguarding	
	GW advised she is attending a trust-wide safeguarding meeting on 19.2.23 with PG and other link governors.	
	All governors to complete a link visit or telephone call before Easter break (28/3/24) and forward report to KL/LS.	A3
	Link staff:	
	 Safeguarding - Karen Duke & Teresa Porter (Paul Garside trustee) SEND - Kat Waterson (Pippa Bennett trustee) Health & Safety - Kate Lee (FAR committee) Online Safety - Teresa Porter / Teree Phillips (Full Group Board) PP and Sports Premium - Karen Duke Wellbeing and TIS - Karen Duke 	
	Governors termly visit report update. Report templates can be found in governor hub: https://app.governorhub.com/g/shiphaylearningacademy/docs/63ebce8e9ef6294b7e172f75	
Spring 12	Acknowledge Policy Updates	
	Flexible working Workforce privacy Shared parental leave Capabilities Critical Illness Equalities Outdoor education visits Managing stress and absence	

Discretions ECT (early career teacher) Data Breach	
Approved by email: Complaints Pay SEND Whistleblowing Admissions.	
Updated RET policies can be found on the RET website. Governors to review and send comments or raise any concerns with FS by email.	A4
АОВ	
 New Governor Recruitment. Additional governors required. CC suggested featuring current governors in the school newsletter to explain the role and their reasons for applying for the role. CC asked for the dates for SATS. KL advised week commencing 13/5/24. EG asked for guidance regarding upcoming Ofsted visit and expectations of the Chair. MW to support. MW asked if governors have access to the Key. LS to enquire. 	A 5
Date of next monitoring visit: Thursday 23 rd May 2024	
Date of next LSB Meeting: Tuesday 11 th June 2024 at 1800 hours	

Action 1	All governors to check and action any outstanding declarations on governor hub.
Action 2	All governors to complete 23/24 child protection (safeguarding) training on governor hub.
Action 3	All governors to complete a link visit or telephone call before Easter break (28/3/24) and forward report to KL/LS.
Action 4	Governors to review updated RET policies and send comments or raise any concerns with FS by email.
Action 5	LS to advise whether governors have access the The Key

Signed By: Chair Date: 11th June 2024 E.Guppy