

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

**Minutes for the Shiphay Local Standards Virtual Board Meeting
Tuesday 11 June 2024**

Present: Kate Lee (Head of School), Elizabeth Guppy (Chair), Maria Woodger, Charlotte Carruthers, Shelley Heesem, Gill Wheeler

In Attendance: Louise Silvey (Clerk)

Apologies: none

Summer 01	<p>Welcome</p> <p>Daniel Isimede (resigned)</p> <p>Declaration that you are in a secure and confidential environment to continue with an online meeting.</p>	<p>Clerk</p> <p>All declared</p>
Summer 02	<p>To receive and sanction any apologies for absence.</p> <p>None</p>	Chair
Summer 03	<p>To declare and discuss any business interests that may be applicable in accordance with the Governance Handbook March 2019</p> <p><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></p> <p>SH declared a job change in September 2024 to a SEND role</p> <p>SH advised that within her new role she wont be renewing her L3 safeguarding training. GW advised that she is on waiting list to do this training as safeguarding governor. LS to check with FS and book GW onto next available training course.</p>	<p>SH</p> <p>A1</p>
Summer 04	<p>To receive agree and sanction Minutes of the Meeting for the LSB Meeting Tuesday 6 February 2024</p> <p>Agreed and electronically signed as an accurate record</p>	Minutes agreed
Summer 05	<p>To discuss any Matters Arising from the LSB Meeting Tuesday 6 February 2024</p> <p>A1 – All governors to check and action any outstanding declarations on governor hub. Complete.</p> <p>A2 - All governors to complete 23/24 child protection (safeguarding) training on governor hub. Complete</p> <p>All governors to complete annual safeguarding training</p>	Chair

	<p>before the LSB autumn term meeting. LS to send reminder.</p> <p>A3 – All governors to complete a link visit or telephone call before Easter break (28/3/24) and forward report to KL/LS. Complete. MW to forward governor link reports from February and June.</p> <p>A4 - Governors to review updated RET policies and send comments or raise any concerns with FS by email. Complete.</p> <p>A5 - LS to advise whether governors have access to the The Key. Yes, available through governor hub / knowledge section. Complete.</p>	<p>A2</p> <p>A3</p>
Summer 06	<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 School Development Plan Attendance</p> <p>School Development Priorities:</p> <ol style="list-style-type: none"> 1. The development of Trauma Informed (TIS) approaches. 2. The development of SEND practices and pedagogies. 3. The development of writing. New priority. Reading and writing have now been separated. 4. The development of curriculum and enrichment opportunities 5. The further development of reading for pleasure across the school. <p>Pupil Numbers and Admission</p> <ul style="list-style-type: none"> • The meeting started with a general discussion regarding the decision to reduce to 3 mixed classes in R/Yr1 in September due to low numbers. Total 89 pupils (25% short of pan). This is a result of another low birth year. Parent governors noted some concern amongst their peers. KL explained that meetings will be offered to parents to explain the situation and how the school will make this work. Other schools locally already have this in place. <p>Staffing</p> <ul style="list-style-type: none"> • EG asked for an update on staff wellbeing linked to the expected upcoming OFSTED review. EG asked whether staff had the support they needed to prepare for this? KL advised there are a few concerns amongst the reception/Y1 staff as the school moves into mixed age classes from September in this area. KL would prefer a review before the end of this academic year but if it happens in the Autumn term the staff will be prepared for it and talk about the new structure. 	<p>KL</p> <p>Question</p>

	<ul style="list-style-type: none"> MW asked whether student teachers create more opportunity to fill staffing gaps or whether it creates more work. KL advised that it depends on the trainee and their capabilities. CC asked whether there is any outstanding recruitment needs despite the low intake numbers for September and subsequent impacts on funding. KL advised that are still 1.5 roles to fill. <p>Attendance</p> <ul style="list-style-type: none"> Whole school attendance 95.2% compared to 94.7% nationally. PP pupil attendance is dropping (currently 94.7% / 94 pupils). MW asked whether there are any trends associated with these figures. KL advised that it tends to be the same pupils, but it is difficult to plan for as the school doesn't know when the pupils are going to attend until the day itself. KL advised th <p>Personal Development, Behaviour and Welfare inc. Safeguarding Inclusion, inc SEND, Pupil Premium</p> <ul style="list-style-type: none"> MW noted the high number of bullying incidents on the CPOMs report. MW asked why the number was high? KL explained that most incidents related to a small number of children (2) and repeat offending, but every incident is logged on CPOMs. MW suggested that in preparation for the next OFSTED review the school should note this on the report to explain the high number. KL advised that a new year 4 EHCP SEND pupil will be joining the school in September. Alternative provision will stay in place until October with a monitored gradual transition into school thereafter. 	<p>Question</p> <p>Question</p> <p>Question</p> <p>Question</p>
Summer 07	<p>Monitoring Visits & Link Governor Feedback</p> <p>Monitoring visit took place on Monday 10 June 2024</p> <ul style="list-style-type: none"> Development of environment in Nursery and Reception SEND adaptations and provision Classroom environments and pupil engagement Opportunities for Greater Depth <p>Link governor reports update</p> <p>All governors have completed link visits this term. Reports uploaded to governorhub</p>	KL
Summer 08	<p>Acknowledge Policy Updates</p> <ul style="list-style-type: none"> - Expenses - Reserves - Intimate Care - Online Safety - Maternity / Paternity - Premises - Remote Learning 	KL

	<p>- Managing Stress and Absence</p> <p>These can be found on the RET website – all governors to read and any comments to KL</p>	A4
Summer 09	<p>External Reviews</p> <ul style="list-style-type: none"> School improvement partner - Sarah Ryder. Report attached. ESW, Leadership and Subject Leader Support – Jayne Keller. Two visits. Breadth of curriculum is good. EYFS would benefit from clarity on the school vision. PE deep dive - too many sports offered currently. Advised school to choose and focus on main sports with some experience of others. DT deep dive. Children talked positively. MW asked whether a further external review would be planned in Autumn term if the OFSTED inspection doesn't happen this term to support the EYFS teachers and the new set up of mixed age classes? KL took this suggestion on board. 	Question
Summer 10	<p>SATs update</p> <ul style="list-style-type: none"> SATs went smoothly overall. Two children absent but were able to sit the tests within the new 5-day ruling. CC was happy with everything that she observed as governor. 	KL / CC
Summer 11	<p>AOB</p> <p>LSB 24/25 meeting dates to be confirmed once agreed by Trustees. LS to share</p> <p>LSB meeting day/time/format All agreed to continue Tuesday evenings at 1800 via Zoom. MW suggested that the meetings be capped at 1.5 hours in duration.</p> <p>Governor Recruitment Ongoing. A governor with a social media background would be a good addition. All to promote.</p> <p>Support at Summer fayre 5 July 2024. Governors to contact KL if they are available to attend and help at the Summer fayre.</p> <p>EG advised that FOSS also look for volunteers for various events throughout the academic year.</p> <p>Date of next monitoring visit: TBC</p> <p>Date of next LSB Meeting: TBC</p>	<p>A5</p> <p>A6</p>

Action 1	LS to check with FS and book GW onto next available training course.
Action 2	All governors to complete annual safeguarding training before the LSB

	autumn term meeting. LS to send reminder.
Action 3	MW to forward governor link reports from February and June
Action 4	All governors to read and acknowledge policy updates and send any comments to KL
Action 5	LS to share 24/25 meeting dates
Action 6	Governors to contact KL if they are available to attend and help at the Summer fayre.

Signed By: E.Guppy
Chair

Date: 15th October 2024