

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

**Minutes for the Shiphay Local Standards Virtual Board Meeting
Tuesday 13th June 2023**

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

In Attendance: Louise Silvey (Clerk), Stewart Biddles (CEO)

Apologies: Elizabeth Guppy

Summer 01	Welcome Gill Wheeler welcomed by all as a new governor. MW advised that Clare Foulds has resigned. Declaration that are in a secure and confidential environment to continue with an online meeting.	Chair All declared
Summer 02	To receive and sanction any apologies for absence. Elizabeth Guppy	Sanctioned
Summer 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
Summer 04	Chair Role – September 23 MW is stepping down from the Chair role but would like to remain a governor. KL thanked MW for her commitment, leadership, and support within the role. CC thanked MW for her guidance and support to all governors, especially when CC was new to the role. KL asked governors to declare any interest in the Chair role by email	A1
Summer 05	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

<p>Summer 06</p>	<p>To discuss any Matters Arising from the LSB Meeting Tuesday 21st February 2023</p> <p>Actions:</p> <p>A1 - KL to invite SB to summer meeting. Completed.</p> <p>A2 - KL asked governors to promote the governor role within their networks and contact her in the first instance if they know anybody that is interested. Completed. Welcomed Gill Wheeler.</p> <p>A3 - All governors are required to contact their link role teacher; provide details of planned visits / dates and send completed link governor templates to LS following a visit or phone call. Ongoing. Agenda item Summer 10.</p> <p>A4 - LS to share governor link templates. Completed.</p> <p>A5 - CC to liaise with KL regarding SATs week. Completed.</p>	<p>Chair</p>
<p>Summer 07</p>	<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</p> <p>School Development Priorities:</p> <ol style="list-style-type: none"> 1. The development of reading across the school. Phonics English Hub support continues half termly. Phonics review to be undertaken. 2. The development of SEND practices and pedagogies. SLT reviews have taken place in SEND, EYFS, Phonics/Reading and Maths Additional Bug Club resources have been purchased to support with reading intervention – Rapid Phonics and Rapid Reading. 3. The development of a more consistent approach to ensuring positive social and learning behaviour. TIS (trauma informed school) training for all staff has taken place across RET. 4. Curriculum development with a particular focus on effective assessment Focus on objective led planning and a development of retrieval learning practices. Knowledge organisers review by September 23 5. Attendance Ensure pupils and families are supported to maintain excellent attendance. <p>Admissions</p> <ul style="list-style-type: none"> • 462 children on roll. • Reception numbers for September 2023 are low 46 first preference (60 spaces) There are 3 children with education health care plans in place and one pending within this intake. KL 	

	<p>explained that these numbers won't affect school budgets until academic year 24/25</p> <ul style="list-style-type: none"> • CC asked what happens with regards to class configuration. KL explained that there are likely to be two smaller classes until year 4 and then x3 mixed age classes for years 4,5,6. SB advised that the RET would ensure a two-form entry as this is seen as a short term impact on numbers due to low birth rates. CC commented that there is the likelihood of a post COVID boom in future numbers to consider too. • 11 children on roll have education health care plans (EHCP); 1 awaiting finalisation; 4 awaiting local authority consideration. The number of students with education health care plans has increased due to new students joining. MW asked whether the school feels they have adequate staffing to meet the needs of the EHCP student numbers and what might be the impact on the wider school? KL acknowledged that these numbers could be very challenging with streamlined staffing numbers and that the school will need to be more creative with staffing resources. There are some children with significant behavioural challenges which does impact on the other students and staff morale. <p>Staffing</p> <ul style="list-style-type: none"> • MW commented that there has been a lot of staff movement and changes within the staffing structure which can both be unsettling but also provide opportunities internally. • SB commented that nationally many younger teachers are leaving the profession which is concerning. • At the previous LSB meetings there were concerns regarding budgets and the renewal of fixed term contracts for x3 teaching assistants. CC asked for an update on this and whether they are to be renewed. KL explained that all three contracts are to be renewed (x2 full time and x1 part time) due to movements within the staffing structure, and the budget restrictions are looking less concerning than they did in the spring term meeting. <p>Attendance</p> <ul style="list-style-type: none"> • Whole school attendance is 95.39% which is below minimum expected (96%). The school uses attendance awards to reward high attendance and has an attendance officer in post. MW noted the increase in communication to parents regarding attendance and how this is being highlighted and encouraged through parent communication channels eg newsletter. • KL advised that summer term attendance is always impacted by the increase in children being taken out of school for holidays. • SB congratulated the school on having the highest attendance level within the Trust. <p>Personal Development, Behaviour and Welfare inc. Safeguarding Inclusion, inc SEND, Pupil Premium</p> <ul style="list-style-type: none"> • X1 GDPR close miss and x2 GDPR breaches. No further action required. • X2 safeguarding referrals and x1 LADO (local authority designated officer) referral. CC asked whether these figures were high or normal? KL advised that they are standard, and that no further action is required. • SH completed a link governor safeguarding review. • SB advised that the RET have completed a costing exercise and are spending more funding per child on EHCP students than it is 	<p>Question</p> <p>Question</p> <p>Question</p> <p>Question</p>
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	<p>currently receiving. A SEND review evidenced the effective adaptations in place which are ensuring that children can participate and seen as very positive.</p> <ul style="list-style-type: none"> • SB commented that Torbay has the highest number of children with an EHC plan in place. • 13.85% of pupils from nursery to year 6 are on the SEN register and receiving additional support in the current term. The national average is 12.6%. • The SALT service is working at 50% capacity and only taking on extreme cases. • New MHSW (mental health support worker) assigned to the school. <p>Health & Safety and Accident Reporting</p> <ul style="list-style-type: none"> • KL advised that since the head of school report was written, x1 possible RIDDOR (reporting of injuries, diseases, and dangerous occurrences regulations) incident has occurred. A member of staff was injured during Y3 Bellever residential which required more than 7 days off work. • SB commented that the RET has spent more than £650k on building works at Shiphay to ensure that the building is compliant and safe. <p>Parents and Community</p> <ul style="list-style-type: none"> • X1 formal complaint received regarding the HUB list and a student leaving the school premises. DI asked what the procedures are for sharing HUB lists with staff. KL explained that HUB lists are shared daily with staff, but a late booking was missed on this occasion. SB met with the parents and agreed actions to ensure this doesn't happen again. • The RET has received a request for assurance following an anonymous complaint from a parent to the DfE. The RET have responded as per DfE requirements. • SB commented that the school has only received x2 parent complaints in 4 years. <p>Finance and Premises</p> <ul style="list-style-type: none"> • Upper school library has been restocked via FOSS (friends of Shiphay School) fundraising. Students now have access to high quality accelerated reader and reading for pleasure books. • The FOSS summer fair will fundraise for the lower school library. The HIVE and Smart Centre will be demolished during the summer holidays as no longer fit for purpose. CIF bid in place to replace the buildings. The removal of the buildings will allow for a shed for Forest School and more playground space. • SB advised that the budget is tight next year but this is based on the worst case scenario and the RET is hopeful that more funding will come in during the year. The RET has no deficit budget which is very positive. 	Question
Summer 08	Report on Monitoring Visits Monday 27th February 2023 & Tuesday 28th February 2023, to include any link Governor feedback linked to SDP	

	<p>Focus: External Ofsted review</p> <p>Anticipation: Being prepared for the lesson</p> <ul style="list-style-type: none"> • Staff well prepared • Clarity of slides to prepare children for their learning. • Y1 both partners clear and in sync with teaching between the classrooms. <p>Planned route around the classroom.</p> <ul style="list-style-type: none"> • Overview and understanding of the children are better in some classrooms than others. • Teachers beginning to make better use of the 5 practices. <p>Transitions as useful learning time not wasted learning time.</p> <ul style="list-style-type: none"> • Chimes – teachers using the script, also in breakfast club. • Focus needed on ensuring children are putting things down and not fiddling. • Quick transitions to next activity seen in many classes. Some use of transition tasks/discussions. <p>Collaborative structures for paired talk</p> <ul style="list-style-type: none"> • In place in classrooms where appropriate for the tasks in hand. • Children still in the process of being trained how to use this effectively. • Where planned carefully there is good engagement, and all pupils are supported to engage in the task. <p>Retrieval practice embedded into every lesson.</p> <ul style="list-style-type: none"> • Y1 – links made to the number line, language recapped and modelled to make sure children had the language they needed. • Y2 – maths rewind linked into the learning and English linked back to the learning wall. • Y3 – maths rewind linked to Y2 learning and key points in the lesson. • Y4 – linked back to learning wall. <p>Deep dive – phonics and early reading</p> <p>Priorities:</p> <ul style="list-style-type: none"> • Confident lifelong reader – 7 key areas Inc. phonics from the start, teachers as reading experts. • Measurement of teachers as experts – all staff trained on bug club phonics. New training programme for rapid phonics to make sure they are age appropriate but maintaining fidelity to the bug club scheme. • Teaching assistants give extra practice to bottom 20% of children identified by the leadership team (SEND and pupil premium children) • Promoting the love of reading and constantly having updated stock. FOSS providing funding to support. Amazon wish list to supplement in the short term. • Programme of events for World Book Day (week). • Scheme for parents – pilot school for reading prompts. 	
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	<p>Safeguarding</p> <p>Pupils were aware of the poster. Teachers had spoken to them about this, but children were not really clear about what the poster meant. They talked about who they could talk to if they were worried about anything.</p> <p>Reception - online safety. Knew that they had talked about it.</p> <p>Y1 - knew about the poster for safeguarding and online safety but not the detail.</p> <p>Staff aware of safeguarding leads and who they would need to speak to</p> <p>Plans for Summer Term 2023 Monitoring Visit – Thursday 15th June 2023</p>	
Summer 09	<p>Acknowledge Policy updates</p> <p>Shiphay SEND Information Report Shiphay CCTV policy Child Protection & Safeguarding 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 16/6/23.</p> <p><u>Trust Policies agreed at Full Group Board 26/05/23.</u> Information Security Policy Records Management Policy Attendance Data Protection</p> <p>Updated policies can be found on the RET website. MW asked all governors to review policy documents regularly to maintain up to date knowledge.</p>	A2
Summer 10	<p>Link Governor Roles</p> <p>Safeguarding link role vacancy KL asked governors asked governors to declare any interest in this link role by email to commence September 2023. SH to cover this role until end of summer term.</p> <p>Link Governor Feedback Link governor templates completed – EG (health & safety) and SH (SEND). Templates have been uploaded to governorhub.</p> <p>LS to share current link governor roles and school contacts with all governors.</p> <p>All governors to send completed link governor templates to LS following a link visit or phone call. Templates can be found on governorhub</p> <p>Verbal Update – Safeguarding SH</p>	<p>A3</p> <p>A4</p>

	SH completed a safeguarding visit with TP to review the central record. A follow up visit to take place in the summer term to review online safety awareness.	
Spring 11	<p>AOB</p> <p>SB – thanked all governors for their time and commitment.</p> <p>DI – asked whether the school could request a revisit from Ofsted once actions and improvements have been put in place. KL explained that the advice is to wait to ensure changes and improvements have embedded. The school will receive a further visit in Easter 2024.</p> <p>SH – as a parent governor of a child with SEN, SH wanted to thank the school for the funding and support received as this hasn't gone unnoticed and has made a real difference. SH explained that her child attended the residential for two nights which would never have happened at the beginning of the academic year.</p> <p>LSB meeting dates to be confirmed once agreed by Trustees on 19th July 2023. LS to share meeting dates with all governors once agreed.</p> <p>Date of next monitoring visit: Thursday 15th June 2023. To be attended by EG, CC, SH</p>	<p>Question</p> <p>A5</p>

Action 1	KL asked governors to declare any interest in the Chair role by email to commence September 2023.
Action 2	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.
Action 3	Governors to declare interest in the safeguarding Link role by email to commence September 2023.
Action 4	LS to share current link governor roles and school contacts with all governors.
Action 5	LS to share 23/24 meeting dates with all governors once agreed by Trustees (19/7/23).

Signed: Elizabeth Guppy
Chair

Date: 1st November 2023