

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

**Minutes for the Shiphay Local Standards Virtual Board Meeting  
Tuesday 18th October 2022**

**Present:** Kate Lee (Head of School), Maria Woodger (Chair), Charlotte Carruthers, Clare Foulds, Shelley Heesem

**In Attendance:** Louise Silvey (Clerk)

**In part:** Daniel Isemede

**Apologies:** Elizabeth Guppy

<b>Autumn 01</b>	<b>Welcome</b> <ul style="list-style-type: none"><li>• MW welcomed all governors</li><li>• All governors introduced themselves to CF and SH – new governors to the Shiphay LSB</li><li>• MW said farewell and thank you to Lisa Van Kuyk who has stepped down as a governor after many years of service</li></ul>	<b>Chair</b>
<b>Autumn 02</b>	<b>To receive and sanction any apologies for absence</b> <ul style="list-style-type: none"><li>• Elizabeth Guppy - sanctioned</li></ul>	<b>Chair</b>
<b>Autumn 03</b>	<b>To declare and discuss any business interests that may be applicable in accordance with the Governance Handbook March 2019</b> <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>MW</p> <ul style="list-style-type: none"><li>• Deputy head at South Devon College and senior lead for community learning which includes Family Learning. On occasion this has been used by the Shiphay Academy</li><li>• Parent of a child at Shiphay Academy</li><li>• Ofsted Inspector (Further Education and Skills)</li></ul> <p>CF</p> <ul style="list-style-type: none"><li>• Husband is a member of the RET Board of Trustees</li><li>• Employed by the Ivy Education Trust as a People</li></ul>	<b>Chair</b>

	<p>Consultant</p> <p>SH</p> <ul style="list-style-type: none"> <li>Employed by the Local Authority and works for the Torbay Safeguarding Children Partnership as a TSCP Coordinator.</li> <li>Parent of a child at Shiphay Academy</li> </ul> <p>CC</p> <ul style="list-style-type: none"> <li>Parent of a child a Shiphay Academy</li> </ul> <p>DI</p> <ul style="list-style-type: none"> <li>Parent of a child at Shiphay Academy</li> </ul>																			
<b>Autumn 04</b>	<p><b>To receive agree and sanction Minutes of the Meeting for the LSB Meeting Tuesday 14<sup>th</sup> June 2022</b></p> <ul style="list-style-type: none"> <li>Minutes signed and dated as an accurate record of the meeting</li> </ul>	<b>Minutes agreed</b>																		
<b>Autumn 05</b>	<p><b>To discuss any Matters Arising from the LSB Meeting Tuesday 14<sup>th</sup> June 2022</b></p> <table border="1"> <tr> <td><b>Action 1</b></td><td>KL to provide an updated organisational staffing structure for all governors</td><td><b>Complete</b></td></tr> <tr> <td><b>Action 2</b></td><td>KL to invite Karen Duke to the next LSB Meeting to provide a SEND Green Paper update - Autumn 22. KD was unable to attend but will be invited to the next LSB meeting</td><td><b>Ongoing</b></td></tr> <tr> <td><b>Action 3</b></td><td>LS to send a link to all governors with updated RET policy details</td><td><b>Complete</b></td></tr> <tr> <td><b>Action 4</b></td><td>KL and LS to progress new governor applications and provide an update at the next LSB meeting</td><td><b>Complete</b></td></tr> <tr> <td><b>Action 5</b></td><td>All governors engage with their link role lead and arrange an in-school visit.</td><td><b>Ongoing - agenda item</b></td></tr> <tr> <td><b>Action 6</b></td><td>KL asked for a volunteer governor to do the health &amp; safety walk and for a volunteer for this link role. EG volunteered.</td><td><b>Complete</b></td></tr> </table>	<b>Action 1</b>	KL to provide an updated organisational staffing structure for all governors	<b>Complete</b>	<b>Action 2</b>	KL to invite Karen Duke to the next LSB Meeting to provide a SEND Green Paper update - Autumn 22. KD was unable to attend but will be invited to the next LSB meeting	<b>Ongoing</b>	<b>Action 3</b>	LS to send a link to all governors with updated RET policy details	<b>Complete</b>	<b>Action 4</b>	KL and LS to progress new governor applications and provide an update at the next LSB meeting	<b>Complete</b>	<b>Action 5</b>	All governors engage with their link role lead and arrange an in-school visit.	<b>Ongoing - agenda item</b>	<b>Action 6</b>	KL asked for a volunteer governor to do the health & safety walk and for a volunteer for this link role. EG volunteered.	<b>Complete</b>	<b>Chair</b>
<b>Action 1</b>	KL to provide an updated organisational staffing structure for all governors	<b>Complete</b>																		
<b>Action 2</b>	KL to invite Karen Duke to the next LSB Meeting to provide a SEND Green Paper update - Autumn 22. KD was unable to attend but will be invited to the next LSB meeting	<b>Ongoing</b>																		
<b>Action 3</b>	LS to send a link to all governors with updated RET policy details	<b>Complete</b>																		
<b>Action 4</b>	KL and LS to progress new governor applications and provide an update at the next LSB meeting	<b>Complete</b>																		
<b>Action 5</b>	All governors engage with their link role lead and arrange an in-school visit.	<b>Ongoing - agenda item</b>																		
<b>Action 6</b>	KL asked for a volunteer governor to do the health & safety walk and for a volunteer for this link role. EG volunteered.	<b>Complete</b>																		
<b>Autumn 06</b>	<p><b>Elect Chair and Vice Chair</b></p> <ul style="list-style-type: none"> <li>MW stood as Chair. All governors agreed to appointment by show of hands</li> </ul>	<p><b>Clerk</b></p> <p><b>MW appointed</b></p>																		

	<ul style="list-style-type: none"> <li>EG stood as Vice Chair. All governors agreed to appointment by show of hands</li> </ul>	<b>EG appointed</b>
<b>Autumn 07</b>	<p><b>Agree to adhere to:</b></p> <ul style="list-style-type: none"> <li>the Terms of Reference for the LSB</li> <li>Code of Conduct</li> <li>the Tasks delegated in the Scheme of Delegation to the LSB by the trustees</li> </ul> <p>All governors to read and adhere to the updated Terms of Reference and Code of Conduct for the LSB. These documents have been saved into GovernorHub</p> <p>CF and SH require access to GovernorHub once RET email addresses have been activated. LS to action.</p> <p>Scheme of Delegation and associated governor link roles to be discussed during agenda item 11</p>	<p><b>Chair</b></p> <p><b>A1</b></p> <p><b>A2</b></p>
<b>Autumn 08</b>	<p><b>SEND</b></p> <ul style="list-style-type: none"> <li>Green Paper Update. KD &amp; CB - carry forward to the next LSB meeting. KL to action</li> </ul>	<b>A3</b>
<b>Autumn 09</b>	<p><b>Head of School Report</b></p> <p>To discuss any queries that may arise from the Head of School's Report including;</p> <ul style="list-style-type: none"> <li>Update on Safeguarding, CLA, SEND &amp; Pupil Premium</li> <li>Health &amp; Safety / Accident reporting</li> <li>Pupil &amp; Staff Wellbeing</li> </ul> <p><b>School Development Plan Priorities 22/23</b></p> <p>The SDP plan has been reviewed by the Trustees and updated for Shiphay School. Curriculum leads have been appointed for each priority area. The SDP priorities for 22/23 are:</p> <ul style="list-style-type: none"> <li>The development of reading across the school</li> <li>The development of SEND practices and pedagogies</li> <li>The development of a more consistent approach to ensuring positive social and learning behaviour</li> <li>Curriculum development with a particular focus on effective assessment</li> <li>Attendance</li> </ul> <p>Actions plans are available in GovernorHub and will be reviewed half termly</p> <p><b>Pupil Numbers and Admission</b></p>	<b>KL</b>





	<ul style="list-style-type: none"><li>• Successful fire drill undertaken. Whole school evacuated in 2min 50 secs</li><li>• A lockdown plan has been created (in case of an intruder, gas leak on site) A lockdown drill will take place after half term.</li><li>• Trustees have undertaken health &amp; safety walks and essential repairs actioned. The new H&amp;S governor will need to undertake a review during next term.</li></ul> <p><b>Parents and Community</b></p> <ul style="list-style-type: none"><li>• SEESAW app has been launched for parents to be able to maintain links with their child's learning. Approx 70% of parents have signed up to date. CF noted that this figure seemed low. KL advised that it will be promoted further during parent consultations</li></ul>			
<b>Autumn 10</b>	<p><b>Acknowledge Policy updates</b></p> <p>Governors able to access all updated policies below on the RET website <a href="https://www.rivieratrust.co.uk/policies/">https://www.rivieratrust.co.uk/policies/</a></p> <p>Cared for Children Child Protection &amp; Safeguarding Administration of Medicines Community Use &amp; Lettings Competitive Tendering Finance Gifts &amp; Hospitality H&amp;S Pooling Supporting Pupils at School with Medical Conditions Admissions policy for 24/25</p> <p>All governors to complete declarations of business interest googleforms using link below:</p> <p><a href="https://docs.google.com/forms/d/e/1FAIpQLScMZP7F6L367hmTR8L3nkXKLcXhr8zUbWnH0luuR5nVreyFCw/viewform">https://docs.google.com/forms/d/e/1FAIpQLScMZP7F6L367hmTR8L3nkXKLcXhr8zUbWnH0luuR5nVreyFCw/viewform</a></p> <p>All governors to read Keeping Children Safe in Education KCSiE update and sign google form using link below:</p> <p><a href="https://docs.google.com/forms/d/e/1FAIpQLSfZfCv_rRaLz6p9DUbdJvZdAQqiGwb22FA9x26Q4zGY5AEvOg/viewform">https://docs.google.com/forms/d/e/1FAIpQLSfZfCv_rRaLz6p9DUbdJvZdAQqiGwb22FA9x26Q4zGY5AEvOg/viewform</a></p> <p><b>Level 2 Child Protection training</b></p> <p>All governors to undertake virtual training – course details to be confirmed by LS once approved by HR. LS to action.</p> <p>SH advised that she already has L3 Safeguarding and will send certificate to LS</p>	<p><b>Chair</b></p> <p><b>A4</b></p> <p><b>A5</b></p> <p><b>A6</b></p>		
<b>Autumn 10</b>	<p><b>Scheme of Delegation 21/22 – Governor Link Roles</b></p> <p>Governor link roles assigned as follows:</p> <table><tr><td>SEND</td><td>SH</td></tr></table>	SEND	SH	<p><b>MW</b></p>
SEND	SH			

	Safeguarding	CF	
	Maths, Oracy & Reading	CC	
	Early Years	CC	
	RSHE (Relationships, Sex Education & Health)	DI	
	PPI / Sports Premium	MW	
	Health & Safety	EG	
	<ul style="list-style-type: none"><li>LS to check with FS regarding L3 training for CF as Safeguarding Governor</li></ul>		
<ul style="list-style-type: none"><li>DI asked who the staff link will be for RSHE. KL to send a list of staff links to all governors</li></ul>		A8	
<ul style="list-style-type: none"><li>All governors to make contact with their staff link</li></ul>		A9	
Autumn 12	<b>Standards Committee Feedback</b> <ul style="list-style-type: none"><li>MW provided an overview of the purpose of standards committee to all governors and how it links to the school development priorities</li><li>MW directed the governors to GovernorHub for the minutes of the standards committee meeting</li><li>MW advised that governors can arrange a walkabout in school at any time - this doesn't just have to be linked to monitoring visits</li></ul>		MW
Autumn 13	<b>Statutory Testing Outcomes</b> <ul style="list-style-type: none"><li>KL shared the statutory data summary 2022 with governors</li><li>Governors noted that the impact of the COVID pandemic is still apparent. KL believes there is a combination of this with attitudes to learning and the ability to work independently which has impacted some results</li><li>KS1 results were below national average in reading, writing and maths and is an area of focus. KL advised that teaching assistant funding will be focused where needed in KS1 (lower school)</li><li>KS2 above average and have maintained pre-pandemic scores</li></ul>		KL
Autumn 14	<b>AOB</b> <ul style="list-style-type: none"><li>DI asked a question regarding school meals and whether students preferred packed lunches. This was in response to a change in catering provider. KL acknowledged there had been changes in the new set menus but no formal feedback had been collection. MW suggested a parent survey be sent out regarding quality to obtain feedback</li></ul>		MW

	<p><b>Date of next monitoring visit:</b> Wednesday 16th November 22 (SEND focus) and Thursday 17th November 22 (phonics and reading)</p> <p><b>Date of AGM:</b> Monday 16<sup>th</sup> January 23</p> <p><b>Date of next LSB meeting:</b> Tuesday 21st February 23</p>	
--	--	--

Action 1	All governors to read and adhere to the updated Terms of Reference and Code of Conduct for the LSB. These documents have been saved into GovernorHub.
Action 2	CF and SH require access to GovernorHub once RET email addresses have been activated. LS to action.
Action 3	New H&S governor will need to undertake a review during next term. EG to action
Action 4	All governors to complete declarations of business interest form
Action 5	All governors to read Keeping Children Safe in Education KCSiE update and sign form
Action 6	All governors to undertake L2 Child Protection virtual training – course details to be confirmed by LS once approved by HR. LS to action.
Action 7	LS to check with FS regarding L3 training for CF as Safeguarding Governor
Action 8	KL to send a list of staff links to all governors
Action 9	All governors to make contact with their staff link