'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

Autumn 01	Welcome	Chair
	MW welcomed all governors	
	All governors introduced themselves to CF and SH – new governors to the Shiphay LSB	
	MW said farewell and thank you to Lisa Van Kuyk who has stepped down as a governor after many years of service	
Autumn 02	To receive and sanction any apologies for absence	Chair
	Elizabeth Guppy - sanctioned	
Autumn 03	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'.	Chair
	 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 Parent of a child at Shiphay Academy Ofsted Inspector (Further Education and Skills) 	
	 CF Husband is a member of the RET Board of Trustees Employed by the Ivy Education Trust as a People 	

	SH • Em Tor TS0 • Par	ployed by the Local Authority and works for bay Safeguarding Children Partnership as a CP Coordinator. ent of a child at Shiphay Academy		
Automo 04		ent of a child at Shiphay Academy		Minutes
Autumn 04	Meeting fo Min	agree and sanction Minutes of the r the LSB Meeting Tuesday 14 th June 202 utes signed and dated as an accurate recoeting		Minutes agreed
Autumn 05	To discuss any Matters Arising from the LSB Meeting Tuesday 14 th June 2022		Chair	
	Action 1	KL to provide an updated organisational staffing structure for all governors	Complete	
	Action 2	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	Ongoing	
	Action 3	LS to send a link to all governors with updated RET policy details	Complete	
	Action 4	KL and LS to progress new governor applications and provide an update at the next LSB meeting	Complete	
	Action 5	All governors engage with their link role lead and arrange an in-school visit.	Ongoing - agenda item	
	Action 6	KL asked for a volunteer governor to do the health & safety walk and for a volunteer for this link role. EG volunteered.	Complete	
Autumn 06	Elect Chair and Vice Chair		Clerk	
		/ stood as Chair. All governors agreed to ap show of hands	ppointment	MW appointed

	EG stood as Vice Chair. All governors agreed to appointment by show of hands	EG appointed
Autumn 07	Agree to adhere to: • the Terms of Reference for the LSB • Code of Conduct • the Tasks delegated in the Scheme of Delegation to the LSB by the trustees	Chair
	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	A1
	CF and SH require access to GovernorHub once RET email addresses have been activated. LS to action.	A2
	Scheme of Delegation and associated governor link roles to be discussed during agenda item 11	
Autumn 08	 SEND Green Paper Update. KD & CB - carry forward to the next LSB meeting. KL to action 	А3
Autumn 09	Head of School Report	KL
	To discuss any queries that may arise from the Head of School's Report including; • Update on Safeguarding, CLA, SEND & Pupil Premium	
	Health & Safety / Accident reporting Pupil & Staff Wellbeing	
	School Development Plan Priorities 22/23	
	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:	
	 The development of reading across the school The development of SEND practices and pedagogies The development of a more consistent approach to ensuring positive social and learning behaviour Curriculum development with a particular focus on effective assessment Attendance 	
	Actions plans are available in GovernorHub and will be reviewed half termly	
	Pupil Numbers and Admission	

- There are 454 children on roll, 235 boys, 219 girls
- 98 children take up free school meals. This is a decrease compared to 21/22
- 98 children qualify for Pupil Premium funding (22%). This is a similar number to 21/22. MW asked if this number is expected to increase. KL believes it will as reminders to apply will be sent out this term to all lower school parents.
- 3 are Cared For Children (CFC)
- 5 children are 'previously looked after'. CC asked what 'previously looked after' meant. KL advised they are children who have now been adopted.
- 8 children have an Education Health and Care Plan (EHCP) with a further 2 awaiting finalisation.
- CF asked whether the school expects to see a rise in EHCP numbers. KL advised that there are some high need pupils in nursery and reception and would expect to see the numbers increase.
- CC asked what the process and criteria is for an EHCP. KL explained both to governors.
- 0 families on a CP (Child Protection) plan (safeguarding)
- 3 families on a CIN(Child in Need Plan) total 6 children
- 4 families on a TAF(Team around the family) total 8 children
- 2 families currently with single assessments from MASH total 3 children

Staffing

- Richard Nutbeam previous head of school experience has been appointed in year 6
- SENDCO Charlotte Barker has been appointed within this role to support KD (deputy head)
- Kate Squire has been appointed as new trust lead for SENDCO
- x2 pastoral TAs have been appointed to enable proactive pastoral support alongside KD and TP
- 22.5 hour TA contract still vacant.
- Appraisals currently in process
- Staff workload forum responses have been uploaded to GovernorHub. Staff wellbeing survey to take place this term
- MW asked what the impact of the Ofsted inspection has been on staff, in particular the response to changes that have been brought about. KL advised that staff are feeling the pressures of review and changes to practise but continue to be supportive of each other. The staff wellbeing survey will also provide some feedback on this.

Attendance

Question

Question

Question

Question

Question

Whole-school attendance for Autumn 2021-22 was 97.16%.
 DFE target is 96%. Governors were impressed with this figure.

Teaching, Learning, Curriculum and Assessment

- Curriculum overviews from summer term have been updated and knowledge organisers in place for all subjects.
 This is focused on all inclusive learning at the pupil level.
 There are two themes per subject.
- Whole school external review to take place on November 28th 2022
- The maths team has reviewed the structure of lessons and resources being used in school to support consistency across the whole school
- Teaching of reading and reading for pleasure (SDP) continues to be a focus. FOSS have donated £4000 to restock the MST library
- Teachers and HLTA's have attended training to review structures and expectations. CF asked whether it has been received well? KL responded that children like structure. The training advocated praise, looking for positives as well as dealing with behaviours and consequences.

Leadership and Management, inc Governance

- Kate Squire Trust SEND lead
- Jen Carter Trust Admin Lead will be based at Shiphay
- Welcome our 2 new governors Shelley Heesem and Clare Foulds
- Farewell to Lisa Van Kuyk (governor)

Personal Development, Behaviour and Welfare inc Safeguarding

 Behaviour policy was reviewed and re-written in Summer term 21/22 as a result of feedback from staff and pupils

Inclusion, inc SEND, Pupil Premium

- 41 currently at SEND support
- Increasing number of pupils presenting with social communication and interaction difficulties and a resulting increase in number of pupils awaiting ASD assessment.
- Software package and provision map purchased to support staff in identifying SMART goals for pupils with SEND needs. CF asked whether access to this is given to parents. kl advised that it is an internal tool for teachers but can be shared at parents evening.

Health & Safety and Accident Reporting

Question

Question

	 Successful fire drill undertaken. Whole school evacuated in 2min 50 secs A lockdown plan has been created (in case of an intruder, gas leak on site) A lockdown drill will take place after half term. Trustees have undertaken health & safety walks and essential repairs actioned. The new H&S governor will need to undertake a review during next term. Parents and Community 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 	
Autumn 10	Governors able to access all updated policies below on the RET website https://www.rivieratrust.co.uk/policies/ Cared for Children Child Protection & Safeguarding Administration of Medicines Community Use & Lettings Competitive Tendering Finance	
	Gifts & Hospitality H&S Pooling Supporting Pupils at School with Medical Conditions Admissions policy for 24/25 All governors to complete declarations of business interest googleforms using link below: https://docs.google.com/forms/d/e/1FAIpQLScMZP7F6L367hmTR8 L3nkXKLcXhr8zUbWnH0luuR5nVreyFCw/viewform	A4
	All governors to read Keeping Children Safe in Education KCSiE update and sign google form using link below: https://docs.google.com/forms/d/e/1FAIpQLSfZfCv_rRaLz6p9DUbd_JvZdAQqiGwb22FA9x26Q4zGY5AEvOg/viewform Level 2 Child Protection training	A5
	All governors to undertake virtual training – course details to be confirmed by LS once approved by HR. LS to action. SH advised that she already has L3 Safeguarding and will send certificate to LS	A6
Autumn 10	Scheme of Delegation 21/22 – Governor Link Roles Governor link roles assigned as follows:	MW
	SEND SH	

	Safaquarding	CF	
	Safeguarding Maths Oracy & Reading	CC	
	Maths, Oracy & Reading		
	Early Years	CC	
	RSHE (Relationships, Sex Education & Health)	DI	
	PPI / Sports Premium	MW	
	Health & Safety	EG	
	LS to check with FS regarding L3 training for CF as Safeguarding Governor		A7
	DI asked who the staff link will be for RSHI list of staff links to all governors	A8	
	All governors to make contact with their sta	aff link	A9
Autumn 12	Standards Committee Feedback		MW
	 MW provided an overview of the purpose of committee to all governors and how it links development priorities MW directed the governors to GovernorHu of the standards committee meeting MW advised that governors can arrange a school at any time - this doesn't just have the monitoring visits 	to the school b for the minutes walkabout in	
Autumn 13	Statutory Testing Outcomes		KL
	 KL shared the statutory data summary 202 Governors noted that the impact of the CC still apparent. KL believes there is a combi with attitudes to learning and the ability to independently which has impacted some r. KS1 results were below national average is and maths and is an area of focus. KL adv teaching assistant funding will be focused KS1 (lower school) KS2 above average and have maintained scores 	oVID pandemic is nation of this work esults n reading, writing ised that where needed in	
Autumn 14	AOB		MW
	DI asked a question regarding school measured students preferred packed lunches. This was a change in catering provider. KL acknowled been changes in the new set menus but not feedback had been collection. MW suggest survey be sent out regarding quality to obtain	as in response to edged there had o formal ted a parent	

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

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