

**Minutes for the Shiphay Local Standards Board Meeting  
Tuesday 23 June 2020 at 6.00pm via Google Meet**

**Present:** Kate Lee (Head of School), Mark Tucker (Chair), Gary Hotine (Vice Chair), Karen Duke, Elizabeth Guppy, Maria Woodger, Lisa Van Kuyk, Tanya Williams-Powell, Carly Holloway

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

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| Summer 01   | <b>Welcome from the Chair</b> <ul style="list-style-type: none"><li>Chair welcomed all Governors to the online meeting, explaining the online meeting housekeeping.</li><li>Chair congratulated the SLT and all staff for their incredible work during the ongoing Covid-19 pandemic. KD thanked KL for her brilliant leadership skills during such difficult and uncertain times.</li></ul>  |  |           |   |   |   |  |             |
| Summer 02   | <b>To receive and sanction any apologies for absence</b> <ul style="list-style-type: none"><li>None</li></ul>   |  |           |   |   |   |  |             |
| Summer 03   | <b>To declare and discuss any business interests that may be applicable in accordance with the Governance Handbook March 2019</b> <ul style="list-style-type: none"><li>None</li></ul>  |  |           |   |   |   |  |             |
| Summer 04   | <b>To declare you are in a secure and confidential environment to continue with an online Keep in Touch meeting</b> <ul style="list-style-type: none"><li>Chair asked all Governors to confirm that they are in a safe and confidential environment. All confirmed.</li></ul>   | Confidential   |           |   |   |   |  |             |
| Summer 05   | <b>To receive agree and sanction Minutes of the Meeting for the LSB Meeting Tuesday 11<sup>th</sup> February 2020</b> <ul style="list-style-type: none"><li>Minutes were agreed as an accurate record of the meeting.</li></ul>   | Minutes agreed   |           |   |   |   |  |             |
| Summer 06   | <b>To discuss any Matters Arising from the LSB Meeting Tuesday 11<sup>th</sup> February 2020</b> <table><tr><td>LS to confirm electronic copies of all business interest forms have been received by Faye Steele</td><td>Completed</td></tr><tr><td>A recruitment campaign for additional school governors to start imminently. A formal letter to be sent out during Spring Term</td><td>Carried forward to September 2020. Seeking to recruit x2 new non staff governors. Formal letter drafted. Expressions of interest received from two potential new governors.</td></tr><tr><td>KL to revisit Safeguarding processes with teachers and pupils to increase awareness and understanding.<br/><br/>KL to raise profile of governors and RET senior management through personal bios in school newsletter, assemblies etc</td><td>All staff due to complete/update L2 Safeguarding training in September 2020<br/><br/>Governor bios have been included in newsletters and shared with pupils/teachers. Four governors attended parent’s evenings following last LSB meeting. Despite minimal take up, all governors agreed it was good to have a presence and are happy to continue attending to raise profile.</td></tr></table> | LS to confirm electronic copies of all business interest forms have been received by Faye Steele | Completed | A recruitment campaign for additional school governors to start imminently. A formal letter to be sent out during Spring Term | Carried forward to September 2020. Seeking to recruit x2 new non staff governors. Formal letter drafted. Expressions of interest received from two potential new governors. | KL to revisit Safeguarding processes with teachers and pupils to increase awareness and understanding.<br><br>KL to raise profile of governors and RET senior management through personal bios in school newsletter, assemblies etc | All staff due to complete/update L2 Safeguarding training in September 2020<br><br>Governor bios have been included in newsletters and shared with pupils/teachers. Four governors attended parent’s evenings following last LSB meeting. Despite minimal take up, all governors agreed it was good to have a presence and are happy to continue attending to raise profile. | Actions 1,2 |
| LS to confirm electronic copies of all business interest forms have been received by Faye Steele  | Completed   |  |           |   |   |   |  |             |
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|                  | KL to send Keeping Children Safe in Education googledoc to all staff  | New updated document to be issued in September 2020 for all schools from RET  | <b>Action 3</b> |
|                  | KL to incorporate Standards Board focus areas into monitoring visit paperwork plus key areas from School Development Plan   | Completed – to be implemented at next monitoring visit  |                 |
|                  | KL to reissue Wellbeing Survey before Summer Term   | Carried forward to October 2020   |                 |
|                  | Review of Pupil Premium best practice from Oldway and Roselands   | Ongoing. KD and SD have attended one online meeting to share best practice to date  |                 |
|                  | SATs monitoring volunteer required to replace TWP. MW volunteered.  | Completed. Monitoring was cancelled due to lockdown. MW to attend next scheduled meeting  |                 |
|                  | LS to resend Admissions Policy 21/22 for governors to read and acknowledge  | Completed   |                 |
|                  | LS to share Skills Audit as a googledoc for all to complete   | Completed   | <b>Action 4</b> |
|                  | Carry forward questions and reflections from governor Ofsted training to next monitoring visit – action to be carried forward   | Carried forward to next monitoring visit  |                 |
|                  | LS to set up Governor WhatsApp group  | All agreed that a WhatsApp group is no longer necessary. All governors confirmed that they are accessing their new riviera email accounts and checking regularly. No further requirement for a prompt email from LS |                 |
|                  | Arrange linked governor visits to school – action carried forward   | Carry forward to next LSB meeting   | <b>Action 5</b> |
|                  | Scheme of Delegation – action carried forward. Each governor to take an area  | Carry forward to next LSB meeting   | <b>Action 6</b> |
| <b>Summer 07</b> | <b>Verbal update on in-school situation (Head Summary report)</b><br><br><b>Safeguarding, Vulnerable and Disadvantaged Pupils</b> <ul style="list-style-type: none"> <li>KL advised that an addendum has been written to update the current Safeguarding policy to all staff following Covid-19</li> <li>2 Children Looked After (CLA) – neither attended during lockdown</li> <li>2 ‘previously looked after’</li> <li>2 families on a Child Protection (CP) plan</li> <li>2 Children in Need (CIN) plan</li> <li>4 families on a TAF (Team around the family)</li> <li>2 CARAs received during school closure period</li> <li>Increased number of Free School Meal applications. Additional 13 granted taking total to 93 pupils (20%)</li> <li>FSM vouchers have been delivered by hand and email. Some staff have gone the extra mile and even delivered shopping during lockdown</li> <li>Emergency meal packs available if families need then</li> <li>Pupil premium families receiving a weekly call as a minimum</li> <li>School IT devices have been loaned to families to enable the pupils to complete work</li> </ul> |   | <b>KL</b>       |

**EHCP and SEN pupils**

- 14 pupils have an EHCP. Of these, 3 have attended school throughout lockdown
- Since wider opening on 1<sup>st</sup> June 2020, an additional 8 EHCP pupils have returned in a full time or part time capacity
- KD and TP were initially making daily calls to parents of those pupils not attending, but following agreement with parents this is now a weekly call as a minimum
- Enhanced online transition plans are being made for pupils e.g. film, video, social stories ahead of new school year in September

**Mental Health Support Project**

- KD provided an update. A first meeting was attended ahead of lockdown to discuss eligibility criteria, referral process etc. The referral criteria are low mood or low anxiety levels in children that can be dealt with through CBT or family mediation sessions. There are x2 link coordinators assigned to this project. We have made x3 pupil referrals for telephone or online support however we have had no contact with the link coordinators since lockdown so unsure of progress to date.

**Attendance**

- 1 half day exclusion prior to lockdown
- 18 key worker children attended school from the beginning of lockdown in April.
- By June the average numbers attending rose to 120 (73 KW, 5 EHCP, 4 Social Care).
- Children attend in bubbles of 15.
- Parents book a key worker place using a google-form
- There is the potential for KW numbers to rise to 185, therefore KL will be asking all parents to give a definitive answer as to whether their child/children will be attending from now until the end of Summer term. This will enable the safest environment and correct staff/pupil ratios
- KL commented at how resilient all the children have been

**Staff Availability and Wellbeing**

- All staff are back in school now (less two shielding). All are undertaking normal number of hours, but not normal times
- AM teaching in class / PM - TAs deliver online teaching to provide support to enable the teachers to mark virtual work submitted, prepare home learning, call parents etc.
- Flexibility required as may not be teaching normal class or year group. MT asked how staff have coped with this. KL advised that class teachers do the planning and we have tried to match skills and previous experience. Some have found it difficult, particularly if teaching a KW bubble which is a mixture of ages and can change each day. If a staff member has struggled, then we have worked around this. SLT review risk assessments weekly.
- KL advised that staff have been incredibly flexible, positive and supportive throughout lockdown.
- Staff wellbeing are forefront of our minds. Support measures have included: virtual daily staffroom, team check in, regular phone calls, phased returns to school, regular updates, support from HR
- KL advised that HR issued a wellbeing survey ahead of the school opening up in June 2020. Two members of Shiphay staff responded as being 'significantly worried' regarding the threat of Covid-19. KL spoke with these individuals and have agreed a plan of action for their circumstances.

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|           | <p><b>Curriculum and Home Learning</b></p> <ul style="list-style-type: none"> <li>KL praised all staff for setting up home-learning online with two only days' notice. This is set through Showbie (y5/6), the school website and ILD (N/R)</li> <li>An email address has been set up for each class</li> <li>Curriculum has been developed as we have gone along. For example, uploading work weekly rather than daily and changing Friday to a catch-up day</li> <li>95% of families have engaged with home-learning. CH asked what the reasons were for 5% not engaging? This ranged from not forcing a child if they don't want to do it; doing other things or being too busy working. GH asked how predictable the 5% were? KL advised whilst they never expected 100% engagement, it wasn't necessarily the families you expected. The nice weather meant that some families took advantage of this over doing schoolwork.</li> <li>RET and SLT are thinking about what the curriculum should look like in September, giving consideration to an in-school curriculum and a virtual curriculum depending on decisions made by the government</li> </ul> <p><b>Leadership and Governance</b></p> <ul style="list-style-type: none"> <li>KL commented that Stewart, Debbie and the other HOS have been very supportive throughout the process and it has been a real benefit to be able to work together</li> <li>The RET has been sharing best practice across all 3 schools</li> <li>MT and KL have been speaking regularly</li> </ul> <p><b>Health and Safety</b></p> <ul style="list-style-type: none"> <li>Risk assessments have been reviewed and updated weekly at each stage of the Covid-19 lockdown</li> </ul> <p><b>Finance</b></p> <ul style="list-style-type: none"> <li>KL has advised that an initial draft budget is under review and it is hoped that Shiphay will not end the year in deficit</li> <li>ICT infrastructure is likely to be the next big priority. GH asked whether the RET is reviewing ICT infrastructure as a result of home learning? KL replied that she isn't sure, but that she understands that one server is being considered for all schools along with additional laptops. GH advised KL to discuss this at a local level and raise to the trustees</li> <li>Lockdown has meant a loss of earnings (hub and nursery income) and an increase in expenditure (staff additional hours, vouchers)</li> </ul> |  |
| Summer 08 | <p><b>Verbal feedback from governors following phone calls to parents and staff</b></p> <ul style="list-style-type: none"> <li>The following governors made phone calls to parents and staff in lieu of the monitoring visit which had to be postponed due to Covid-19 lockdown: CH, LVK, MW, TWP, MT</li> <li>MW feedback – all parents commented how wonderful and supportive the school has been. The breakfast club and iPad made a real difference and the communication has been second to none</li> <li>TWP feedback – TWP contacted SEN families. All the feedback was amazing. TWP also made a special mention to KL and the SLT and praised their leadership throughout</li> <li>MT feedback – MT made calls to staff members. All praised KL and SLT for their brilliant leadership, organisation and communication throughout. There was no negative feedback, and all feel it is a fantastic place to work</li> <li>LS asked for all governors to forward their feedback via email</li> </ul>   | <p><b>All</b></p> <p><b>Action 7</b></p> |
| Summer 09 | <b>Verbal Safeguarding update</b>  | <b>CH</b>                                |

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|  | <p><b>Feedback from Chair of Governors Meeting</b></p> <ul style="list-style-type: none"> <li>• MT advised that he will be attending CoG meetings regularly and will provide feedback at the LSB meetings</li> <li>• Feedback from the most recent meeting in Feb 20 as follows:</li> <li>• Funding increase for schools - baseline pupil funding increase to £3,750 a pupil next year and £4,000 the year after. Whilst this is welcomed and a c£300k boost for the RET, there will only be c£50k left to invest as the balance will be needed to cover the cost of agreed teacher pay changes, the pay award generally and an increase in pension costs. We are better than other schools though, who will be worse off, even with the extra funding. Oldway was the lowest funded school in the bay per pupil and Shiphay was only just above that, hence the large increase.</li> <li>• RET base budget is c£6.7m, 80% used to cover staff costs.</li> <li>• RET want to build on the joint Sports Day and Swimming Galas to create more such events and to actually increase wider events between MAT's, not just sport i.e. Spelling challenges, Children's Parliament (debating) etc.</li> <li>• Each LSB to think about training needs, to share and then arrange joint training for the benefit of the wider RET.</li> </ul> <p><b>PE Grant</b></p> <ul style="list-style-type: none"> <li>• KL advised that the DFE grant application has been accepted</li> <li>• Shiphay will be one of six schools in Torbay to receive this grant</li> <li>• It will be used for teacher training in order to build PE across the school</li> <li>• KL to invite Jody to attend next LSB to tell the governors about it</li> </ul> | <b>Action 10</b> |
|  | <p><b>Date of next Meeting: tba</b></p> <p><b>Standards Monitoring Visit Date: tba</b></p>   |                  |

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| <b>Action 1</b>  | Request pen portrait from the two individuals who have expressed an interest in the governor roles. LS advised that the volunteer application form is to be completed also | KL  |
| <b>Action 2</b>  | Advertise for additional new school governors. A formal letter requesting applications for new governors will be sent out in September 20                                  | KL  |
| <b>Action 3</b>  | Reissue Wellbeing Survey in October 2020   | KL  |
| <b>Action 4</b>  | Carry forward questions and reflections from governor Ofsted training to next monitoring visit   | KL  |
| <b>Action 5</b>  | Arrange linked governor visits to school   | KL  |
| <b>Action 6</b>  | Scheme of Delegation. Each governor to take an area. To be agreed at next LSB meeting  | All |
| <b>Action 7</b>  | LS asked for all governors to forward their parent and staff telephone feedback via email  | All |
| <b>Action 8</b>  | LS to speak with Faye regarding dates for RET meetings in 20/21 so that we can schedule our meetings correctly.  | All |
| <b>Action 9</b>  | LS requested all governors to complete skills audit before the end of term so that results can be analysed, and training needs identified                                  | KL  |
| <b>Action 10</b> | KL to invite Jody to attend next LSB to tell the governors about the PE Grant  | KL  |

Signed M Tucker

Date 13<sup>th</sup> October 2020