

St Osmund's CE Middle School Part of the Wessex MAT

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Meeting
Local Governing Board
Friday 15th October 2021 **11.00am**

Venue: Room 1, St Osmund's School

Chair Emily White

Item No																			
001/21	<p>Present</p> <p>Emily White EW Moria Farley MF Lesley Bainbridge LB Julia Benson JB Nikki Fowler NF Lesley Richardson LR Louise Balaam LBal</p> <p>Attending</p> <p>Amanda Osborn AO (Clerk) Saira Sawtell SS (Headteacher) arrived 12pm</p>	<p>Apologies</p> <p>Emma Gould EG Ali Mitchell AM</p> <p>Guests:</p> <p>Chloe Carter-Miles CCM</p>																	
	Item Details		Name																
019/21	Chairpersons opening remarks		EW																
GAP 1	<p>EW stated an important action is to recruit more governors. 12 governors would be ideal. There has been no response to the parent governor advert. Will send out again separate from the newsletter. EW to send out posters to local businesses. There was a little interest from Inspiring Governance but now due to Covid people cannot commit the time. Businesses should be able to give paid time which may help with recruitment.</p> <p>As we are low on governor numbers and with the workload of all in mind, our subject links need to be different to make them manageable.</p> <p>Rather than having every subject with a governor link the board agreed to instead use the links below;</p> <table><tr><td>PP</td><td>Julia/Lesley R</td></tr><tr><td>SEND</td><td>Emma G /EW</td></tr><tr><td>Data, Reading & Writing</td><td>Lesley B/Lesley R</td></tr><tr><td>H&S</td><td>Moir</td></tr><tr><td>Maths</td><td>Louise/Moir</td></tr><tr><td>Safeguarding</td><td>Nikki</td></tr><tr><td>Vision & Values</td><td>Ali</td></tr><tr><td>Broad & Balanced Curriculum</td><td>Emily</td></tr></table>		PP	Julia/Lesley R	SEND	Emma G /EW	Data, Reading & Writing	Lesley B/Lesley R	H&S	Moir	Maths	Louise/Moir	Safeguarding	Nikki	Vision & Values	Ali	Broad & Balanced Curriculum	Emily	
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	<p>EG met with CCM on Teams and will continue to build a good rapport and report back to meetings. As a member of staff at DLC she will struggle with our daytime meetings, but this was always known.</p> <p>EW is getting in touch with the Baptist minister and there may be a volunteer from the PIP café in Poundbury.</p>	
020/21	<p>Declaration of Business and Pecuniary Interests</p> <p>AO reminded governors to return business Interests urgently. AO will compile a list after half term of who hasn't and contact them separately.</p> <p>Governor code of conduct is also due and AO sent out an e mail with the full code of conduct. The back sheet needs to be signed and returned urgently too so it can be sent to the MAT.</p>	AO
021/21	<p>SEND presentation from new SENDCO</p> <p>GAP 2 CCM uploaded the results of the SEND survey to Teams prior to the LGB meeting for the governors to read.</p> <p>CCM stated the survey will be sent out annually as it is SENDCo good practice to do this. This survey was sent to the 130 students parents and 70 responded.</p> <p>The governors asked if the survey results and response were a disappointment? SS said she was expecting it to be worse. CCM stated that parents that had nothing to say may not have responded.</p> <p>Some parents were not aware there is a SEND passport on the students record. Parents may not have been contacted to make them aware.</p> <p>CCM has seen every single parent that commented and has taken the comments on board. Students that do well academically in school, some of their other needs may not have been met. Some specific learning traits in school may also not have been met even though they are in school.</p> <p>GAP 6 JB asked if there was joined up thinking between leads in SEND and PP and what the crossover of PP was with the responses from survey? CCM was not sure of the figure but will investigate. CCM stated she is in close contact with the PP lead and there is a budget to use for this.</p> <p>Communication and progress reports for parents needs to be improved going forward then the impact can be studied and continued or improved as seen fit.</p> <p>CCM stated there is a huge amount of work to be done over the next few years. There is a new IT program that parents can log on to and follow progress which will improve communication and tracking of progress. To achieve this, years of paperwork needs to be scanned in and regular SEND reviews to take place which is not happening presently. Wellbeing, PP and SEND crossover could be addressed with this too. This would be a team effort of all entering information to make this work in the future and avoid duplication of work.</p>	CCM
		ACTION

SIP 2.2	<p>CCM is building a 4 year plan and will have it ready for the governors by December 2021.</p> <p>Other projects are to streamline the open door policy and have a triage service for staff to use.</p> <p>On the 8th April 2022 TA's will be attending a workshop on quality first teaching sensory resulting in a toolkit to use from the summer term.</p> <p>The governors discussed 2.2 on SIP 'Decrease the amount of fixed term exclusions (FTE) for SEND students. 2019/20 82% FTE were for SEND students, this included multiple for 4 key children. One child has had 4 sessions this term after a continuous amount over the last few terms. The child has now been accepted to go to Compass School which will hopefully be a better provision for them.</p> <p>Any EHCP plans put in place, need to be followed to the letter, documented, tracked and monitored well, in case of provision change and to help the child. Some strategies are not in place and wellbeing department not dealt with either.</p>	ACTION
022/21	<p>Approval of Minutes of the Last Full Governors Meeting Held on 9th July 2021 and 24th September 2021</p> <p>Minutes for both meetings were approved in front of the LGB attendees.</p>	EW
023/21 003/21 008/21 104.2 /21 012/21 013/21 011/21	<p>ACTIONS</p> <p><u>Business Interests</u> Due to meeting being on Teams AO will collect all new business interests for current year by email.</p> <p><u>Defibrillator</u> NF said a question had been raised on social media about the defibrillator access now the fence has been erected. AO will raise question to RF. <i>RF has taken it off the response list until a solution is found about no access because of fence. Completed</i></p> <p><u>Fundraising</u> LBal said fun and creative learning environment fund will attract a better response and can incorporate mental health. LBal to speak to SS and send form to AO to send to parents. <i>Form complete and will be in a near future newsletter.</i></p> <p><u>Governor of the month Review last year</u> After discussion it was agreed that a list of suggested actions as GOM will be added to Teams and people can add ideas to. <i>All governors have been assigned to a month. Complete</i></p> <p><u>Website</u> AO asked governors to review their profiles and send updated versions to be uploaded to the website. Emma Gould needs to submit hers. <i>AO Still waiting for EG</i></p> <p><u>Governor Annual Planning</u></p>	GOVS AO LBal EW AO

015/21	EW is focusing and will attend the SIAMS group meeting. SS and EW will share SIAMS SEF on teams and by e mail. Completed ready for governors to read.	EW
	<u>Safeguarding</u> The recent Safeguarding questionnaire highlighted that Governors need to be more informed and aware of issues inside and outside of school, for example county lines and trends in the local area. EW will raise this at the next CAG meeting for clarity. DSL at MAT. EW to speak to them direct.	EW ACTION
024/21	Receive Wessex MAT aims/priorities EW not received from the MAT yet. SS stated she had been shown it and it contained growth stages. MAT teaching & learning in all schools. Vision for future MAT of 20 schools by 2023, 14 by April 2022. NF asked if this is good? SS said the MAT strategic growth will provide more funding for sensible investments for StO to take advantage of. MF asked if we would retain our autonomy? SS said all the aims and priorities are helpful. StO is following the format for the HT report already and other ways of working are already in place. Good to be in early. The plan will be shared when received in near future.	EW ACTION
025/21	HTPM Delayed till after half term. LB stated that interim 6 month review had not taken place due to covid and there may be impossible targets also due to covid.	LB
026/21	H & S Building Update End of November H & S audit will take place. The site manager and MF have gone through the last report and most items have been addressed. MF confident the H & S will be less derogatory. Morgan Sindall list still not complete. Incident - Light fell from the ceiling in the Barnes building toilet and hit a child on the head. All documentation completed, sent to MAT H & S and all cubicles checked by site manager. Risk assessments review. MAT H & S lady back in from long term sick unsure if will be checked prior to visit.	MF
027/21	Governor of the month For objective/focus look at list, track a PP and SEND child and SLT meeting. Talk to SS for any special focus. Complete reports ASAP after visit.	EW

GAP 3	Retreat day still to be booked, date will be emailed.	
028/21	<p>CAG Update</p> <p>Maths lead attended and talked about maths data and intervention. Her report is available in TEAMS.</p> <p>Governors would like a bit more understanding about stanine. It was agreed that there is still an issue of middle school being only part of the Key stage, weak cohorts. GL tests are taken to give a picture between year 5 and year 8 to see progression.</p> <p>GAP 6, 7 MF stated PP are worrying at 11% and asked if this is expected. SS agreed and said that 50% should be the rule of thumb. Progress and attainment is also two different things. CCM said it is child specific and the plan is to target them individually and then give specific intervention.</p> <p>NF said the data shows maths is worse and reading is good, is there a reason for this? Reading takes place in all subjects. Children are checked to see if adults are reading to them at home and found all children that need help.</p> <p>Year 4 are receiving intervention already to prepare them for year 5. Covid has also had an impact and different groups have fared better. le girls reading.</p> <p>LBal can the figures be compared to other schools?</p> <p>SS relayed the concern 6.0 HT report re staffing.</p> <p>SS said the school is coping well with covid. Currently 18 children off with covid and 1 staff member off with long term covid. All public health advice is being followed including when 3 or more off in a group i.e bus or tutor group they are sent a letter to advice getting a PCR as a preventative measure. The attendance currently stands at 90%, normally it is 95% +.</p> <p>EW asked how we support parents who do not understand homework. SS said when spotted they are called and pupil can be invited to homework club to help them. One child had a dyslexic parent and they now attend homework club and taxi is provided to get him home.</p> <p>MF said the behaviour is amazing and a credit to the hard work being done. SS said since the behaviour policy was implemented, she can feel the difference. Staff have worked hard instilling the values and policy.</p>	EW
029/21	<p>Approve SIP</p> <p>SS stated that at the CAG it had been asked why some improvements still needed to be listed. SS wants them to stay on. SS has agreed at the CAG to make some amendments and therefore will approve it next meeting.</p>	ALL

	<p>Governors all agreed they would like Maths and English to stay on SIP and outcomes will justify the removal at the end of the year.</p> <p>Mark Lees stated that science is great and is not needed on the plan.</p>	
030/21	<p>Safeguarding</p> <p>The fence is now installed and complete. Children are very safe. There are a few teething problems and are being addressed over the half term. Deadline given to company 1st November 2021.</p> <p>The single central record was seen by NF on the 28th September 2021.</p> <p>GB is taking a course shortly and will be the mental health lead. GB to speak at meeting following this.</p> <p>Safeguarding audit asked if governors knew about county lines, mental health and peer to peer and PA was confident you did. A weekly targeted youth report is sent to PA with problem locations. NF asked if she could see this. SS will arrange for PA to send to NF but it make need to have sensitive information retracted.</p> <p>Escape line presentation for parents will take place on the 1st November 6.30pm in the sports hall. Please let PA know if you intend to attend.</p>	<p>NF</p> <p>ACTION</p>
031/21	<p>HT report</p> <p>SS uploaded the Headteachers report to Teams and the governors read it prior to the meeting.</p> <p>SB uploaded the data sheets to teams for governors to read prior to the meeting. (<i>discussed in 028/21</i>)</p>	SS
GAP 7	<p>CCM said interventions used in short bursts should result in 10-12 month progress in 3 months if they are working. She will be monitoring these closely. Governors asked to sample these results once available. (EW/EG)</p> <p>The governors asked about the make up of the SEND pupils, physical or cognitive needs? What is the ARE of the 3 visually impaired children, 2 hearing impaired and the 1 child with a severe heart complaint?</p> <p>CCM will look into the figures and report back.</p>	<p>ACTION</p> <p>ACTION</p>
GAP 6	<p>LR said the first thing to ask is if the PP and SEND are engaged in learning? Regarding interventions has the school got everything they need? Has CCM got any ideas to bring to StO from her last job. LB quick wins would be good.</p> <p>Mental health is very important as anxious children preform less well. CCM said there is a joined up partnership with GB wellbeing lead and CD learning mentor that address the students with these concerns. Extra-curricular clubs in place to engage the children including cooking and sport.</p>	
032/21	<p>Strengths & Weaknesses</p> <p>Listed in HT report</p>	SLT

033/21	Policies <ul style="list-style-type: none"> Supporting Pupils with Medical Conditions – Changes from last year highlighted. AO to remove JN off and add NF. Governors approved the policy. Admissions Policy – dates updated no changes. Governors approved the policy. 	AO
	Next Meeting: <p>Tuesday 23rd November 2021@4.30pm (Room 1, St Osmund's School)</p> Dates to Note: <p>Monday 1/11/2021 Escape lines for parents (Let PA know for seating reasons)</p> <p>Wednesday 3/11/2021 3.30pm at St Osmund's – Walking through the Bible.</p>	AO
	ACTIONS SEND <p>JB asked if there was joined up thinking between leads in SEND and PP and what the crossover of PP was with the responses from survey? CCM was not sure of the figure but will investigate. CCM stated she is in close contact with the PP lead and there is a budget to use for this</p> <p>CCM is building a 4 year plan and will have it ready for the governors by December 2021.</p> Wessex MAT aims/priorities <p>The MAT aims/priorities plan will be shared when received in near future.</p> Safeguarding <p>Safeguarding audit asked if governors knew about county lines, mental health and peer to peer and PA was confident you did. A weekly targeted youth report is sent to PA with problem locations. NF asked if she could see this. SS will arrange for PA to send to NF but it make need to have sensitive information retracted</p> HT Report <p>The governors asked about the make up of the SEND pupils, physical or cognitive needs? What is the ARE of the 3 visually impaired children, 2 hearing impaired and the 1 child with a severe heart complaint? CCM will look into the figures and report back.</p> <p>CCM said interventions used in short bursts should result in 10-12 month progress in 3 months if they are working. She will be monitoring these closely. Governors asked to sample these results once available.</p>	<p>CCM/EG/ EW</p> <p>CCM/EG/ EW</p> <p>EW/SS</p> <p>NF</p> <p>CCM/EG/ EW</p> <p>EW/EG</p>