



MINUTES
FROM THE MEETING OF THE
OPS LOCAL GOVERNING BODY
HELD ON MONDAY 15 JULY 2019 AT 6.00PM AT THE SCHOOL

Actions from OPS LGB on 15 July 2019

Item Reference	Action	Person Responsible	Date raised
1.3	CL to look into accuracy of preschool/breakfast and after school clubs billing and ensure any additional hours are notified to the office	CL	13/05/2019
1.3	CL to feedback on parent concern on quality and portion sized meals to LN – Outstanding however CL thought it might be more beneficial to carry out a pupil survey. Results to be forwarded to Governors.	CL	15/07/2019
1.3	CL to obtain copy of fire risk assessment and forward to Governors – Outstanding – the fire risk assessment has not been carried out but will happen imminently.	CL	15/07/2019
2.1	CL to forward out details to Governors on the forthcoming changes to the Ofsted framework.	CL	15/07/2019
2.3	CL to update on outcome of marking reviews of KS2 at next meeting	CL	15/07/2019
3.6	CL to contact BP concerning points raised on H&S report and clarify who is responsible for the solutions.	CL	15/07/2019
5.1	CL to clarify wording on Medical Policy concerning a child refusing to take medicine in an emergency such as the use of an epipen.	CL	15/07/2019



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Members

✓	James Brereton	(JB)	(Vice Chair)
✓	Claire Winson	(CW)	(Chair)
✓	Nik Fairfax	(NF)	
✓	Ali Pugsley	(AP)	
✓	Charlotte Powell	(CP)	
✓	Anne Constance	(AC)	
✓	Claire Luce	(CL)	(Head Teacher)

In Attendance

-	Peter Elliott	(PLE)	(CEO)
✓	Fran Davis	(FD)	(Clerk)

✓ those present

1. Procedural Matters

1.1 Apologies for absence

Peter Elliott (Work)
 James Brereton delayed due to traffic

1.2 Declarations of Interest

None

1.3 Minutes from the last meeting on 11 May 2019

The Minutes were agreed as accurate and signed by the Chair.

Actions outstanding from previous meeting -

PLE to provide Governors with a detailed breakdown of the services SSE are paid for. **Completed** this will be looked at later in the meeting.

FD to check whether Trust policies can be used for OPS – **Completed** - List given out to LGB confirming Trust policies and school ones. There will be a link on the school's website to the Trust's policies on their website.

CL to look into how to record behaviour effectively. **Completed** Staff team have met, agreed current system is not working. It was therefore agreed to continue to log positive and negatives on Dojo. Each teacher would then give a list of negatives to CP at the end of each week for CP to log on SIMs.

A Governor asked if all staff are fully aware of the reporting system
CL advised she would be checking consistency and reviewing it but it is early days. It will be added to ADP for 2019/20.

CL to request H&S audit report be presented at the next LGB meeting – **Completed** - Copy of audit report was available at the meeting. CL advised there was nothing major on this mainly things that could be fixed relatively quickly. The monthly meeting with CL, H&S governor and Trust staff are very useful.

A Governor asked if there was any asbestos at the school as considering the age of the buildings it could be a possibility. CL advised the office manager thought not, but AS, Trust Head of Estates and Premises, would know.

FD to look into why financial accounts could not be viewed by Governors - **Completed** this was due to the documents originally being loaded onto Trust Governor for the Trust Board and then retrieved in the system rather than specifically for OPS. When documents are loaded they are marked for certain meetings only which means others cannot see them.

Representative from finance department to be at the next meeting to go through finance reports – **Completed** unfortunately KR, deputy finance officer was not at the meeting and PLE sent apologies as moving house. CL would be running through the financial reports. Governors were keen to have a representative from the Trust at the meeting as they felt they were not able to delve into any great depth.

CL to look into accuracy of preschool/breakfast and after school clubs billing and ensure any additional hours are notified to the office – **Outstanding** - It has been suggested to JS, preschool manager, that all paperwork for the nursery goes through the school office, which should eliminate the informal conversations and agreement for children to start at preschool without the necessary paperwork.

A Governor had concerns about the skill set of the office staff member dealing with bills as there did not appear to be a set format for recording children's hours at either nursery or wraparound care. There was a potential for loss of revenue

CL

with inaccuracy of bills. CL agreed to look into the format for recording hours and billing.

NM to check hourly rate for preschools/after school club in the area and look into charges for WAC – **Completed** – a list of comparative nurseries and wraparound clubs was submitted to the LGB. Governors discussed the information and queried what was included in the costs at other settings. It was also raised whether OPS should be offering care until 6.00pm. CL advised it is not cost effective as mostly have only one child staying until 5.15pm.

CL to feedback on parent concern on quality and portion sized meals to LN – **Outstanding** however CL thought it might be more beneficial to carry out a pupil survey.

CL

CL to obtain copy of fire risk assessment and forward to Governors – **Outstanding** – the fire risk assessment has not been carried out but will happen imminently.

CL

1.4 Matters arising

None

1.5 Skills Audit – for information only

The Chair advised some Governors had not undertaken the skills audit. It was asked if everyone could complete this as it will give GJ, Company Secretary, the opportunity to look at gaps in knowledge and skill set and arrange training for Governors across the Trust.

2 CEO Reporting Requirements

2.1 Head Teacher's Report

CL read through the report highlighting:

- 21 pupils for Preschool in September. 13 we would hope would apply for a place in the reception class next year. JS believes publicity has helped enormously with increase in numbers.
- Having secured £3000 from Phonics hub, the money will be spent on books (£2,000) and phonics training for DT and AH.
- CL completed an application to the Hinkley Point Community Fund for more IT equipment – Passed OPPT and Parish Council. The bid for £10,000 has now been passed to Val Bishop for EDF. The bid is for 15 I pads and laptops.

It was asked if there would be any surplus funds for IT. There may be some money as IT is still an issue at OPS. Recently Brymore came in to carry out PAT testing and some computers failed which left us without necessary resources.

- Sports day was brilliant and Friends of OPS raised funds for the school.
- 12 parents attended NSPCC online workshop

Parent survey – CL updated Governors on the latest figures and the response has been really positive. 37 surveys have been returned. There are areas to work on but very pleased. Of the 17 questions, 7 had 100% total in agreement, with 6 additional questions at 90%+.

Governors were extremely pleased with the results. It was asked if there were any trends in year groups.
No not trends but homework differentiation is always difficult to pitch. CL will be reviewing the responses. It was satisfying to note parents feel the school offers a broad and balanced curriculum which ties in well with our plans for the new Ofsted framework.
Governors asked if the positive response was going to be posted onto the School website.
Yes, definitely.

It was asked if CL had plans to forward out a copy of the new Ofsted framework to parents in order for them to understand the forthcoming changes.
CL advised that as the document is quite hefty, a key changes document would be set out.

CL

Action - CL to forward out details to Governors on the forthcoming changes to the Ofsted framework.

- CL attended a TAS meeting as one child from OPS will be transitioning next year.
- OPS has been allocated one hour of EP time next year. CL attended a meeting with SENDCO's to see how we could pool hours for more effective training/EP time. SEND allocation was discussed and what options were available. The Trust is considering employing their own Ed Psych.

It was asked if hours could be moved around the Trust
Unfortunately, we have been put into pyramids, which do not wholly align with other Trust schools. As other schools, such as Brymore, have more need and they may not be able to share hours. However, we should do better because of our size.

It was asked why Brymore have such a high number of SEN students.
A governor advised their top selection is for SEN pupils.

It was asked about the new SENCo for OPS.
EW has worked at BCA and is fully trained.

We will have her one day a fortnight, however, we hope to use some funding to top her hours up which may allow us to have her one day a week.

It was asked if the money could come from the budget for pupils

No not possible to do that.

Governors noted that national figures are 14.6% so we are high.

CL advised it is better than before as children were missed.

2.2 Review of Academy Development Plan

CL advised there were no major changes to this, it is just updated. A new plan will be completed for September.

Governors were keen for CL to keep it concise in order to alleviate her workload.

2.3 Primary Outcomes

Results

- **EYFS** – 67% GLD – 8/12 students reached the GLD but this is down on last year. The reduction is due to SEN, 1 previously looked after child and 1 pupil with EAL.
- **Year 1 Phonics** 70% - 7/10 passed phonics – one pupil was disapplied due to medical reasons but it still counts in our figures.
- **Year 2 Phonics retakes** 75% - 3/4 passed but one student joined us from home schooling and did not take this in year 1.

It was asked how much impact this will have on the student
CL advised the pupil will struggle but we will put intervention in place to narrow the gap.

- **KS1** results were low compared to national. Reading 43%. Writing 43%. Maths 57%.
- **KS2** Reading 67%. Writing 78%. Maths 67%. SPaG 56% and Combined 56%. One child missed Combined by two marks. We are therefore going to have it remarked. The cost is £9.00 if it is our mistake and free if it is theirs. CL will update at next meeting. We had one pupil who school refused for part of the year. This impacted on figures.

Action CL to update on outcome of remark of KS2 at next meeting

CL

It was asked what impact this will have on the pupil
Nothing as such they will move to the next school however secondary schools use KS2 data to set predictions for GCSE's.

- CL advised results for year 5 could be a concern as boy heavy group with some SEN.

It was asked what help would be available
CL advised she would be taking booster classes to help them
and there would be interventions put in place.

It was noted BM had done a fantastic job with Bay class.

3. **Statutory Reports**

3.1 Attendance

CL advised not a lot of change we are at 96.3%. Year 6 has increased from 91% to 93%.

We will be starting a new year of recording attendance in September and we will again make it a high profile area to focus on.

It was asked what the school refuser child is doing when not at school

The pupil is at home.

Are Education Welfare Services aware of this

Yes, they have all the information.

Holiday absence was discussed and CL advised there are some absences during the last week of term. However, all holiday absences would be unauthorised unless there are exceptional circumstances.

It was asked whether having a longer summer break would be more advantageous

We have two weeks in October which gives parents the opportunity to take their children on holiday at affordable rates. The autumn term is also long and this break is very beneficial to everyone.

Is it possible to extend the day as at Brymore

No there is a set limit on hours for KS1 and KS2 pupils and it would impact on teachers.

3.2 Behaviour

Covered in HT report

3.3 Exclusions

Covered in HT report

3.4 Safeguarding

Covered in HT report

3.5 SEN

Covered in HT's report

3.6 H&S

The Chair asked if there were any questions regarding the H&S report.

It was asked about the 2 violent physical assaults – accidental CL advised Internal sanctions were applied. We may need to log these incidents as peer on peer abuse, raise a pink form as a safeguarding concern. CL to speak to SP when she returns.

It was asked about the physical assault on NI by a pupil. CL advised plans have been put in place for this pupil but I am unable to discuss it in this forum as it is a confidential matter. However, this child is in reception and we did not have a positive handling plan in place. The situation escalated very quickly and CL was not on site. A risk assessment and a positive handling plan has been implemented.

It was asked who was responsible for the solutions of the items raised in the report
CL advised BP but would check and advise Governors at next meeting.

Action – CL to contact BP concerning points raised on H&S report and clarify who is responsible for the solutions.

CL

4. **OPS items**

4.1 Traffic lights and cost centre reports month 9

Governors were disappointed that there was no representative from Finance at the meeting and wanted this passed onto PLE.

CL advised PLE had gone through the report and there were no particular worries, everything was looking good.

- Traffic lights – only red flag is the drop in income for nursery/wraparound care.
- Budget is dealt with centrally and CL has small budgets to manage locally.
- Curriculum printing comes from the central budget. The Admin reprographics is linked to paper etc as we are tied into the printer contract.
- SSE – all be dealt with centrally. CL went through items.

It was raised that tree inspection cost was high and the Governor had raised this with PLE.
CL advised the contract with SSE had been discussed at the Trust team meeting this week and we may be looking at going in house for some items.

Cost for grounds maintenance was also raised as being high. It was thought by Governors that by reducing these costs there would be a considerable saving to the school.

It was noted that the cost of trips and visits was in deficit and it was asked if parents could be required to pay.

Trips such as swimming are compulsory and we cannot force parents to pay. Although PP students can have this paid from their funding. It is worth pointing out that some parents whose children are in receipt of PP do pay the costs.

It was asked if the school could advertise the fact it is in deficit for trips etc.

Not really contributions for trips have to be voluntary.

It was asked if there are any funds left

There is £20,000 which has been agreed with NM, CFO, to be ring fenced.

CL advised moving forward we will be applying for SEN for individual students.

4.2 Risk register

Not available

5 Policies

5.1 Medical Policy – for information only

CL advised that most of the policies have been updated. It feels better knowing the policies are up to date moving to September.

Section 4 of the policy was raised concerning a child refusing to take medicine, what about in an emergency like an Epipen. The best interest of the child has to prevail. However, CL would clarify the wording and advise the LGB at the next meeting.

Action CL to clarify wording on Medical Policy concerning a child refusing to take medicine in an emergency such as the use of an epipen.

CL

6 AOB

CL advised MD and BM will be swapping rooms in September and the process has started which is why the classes look a little bare.

7 Date of next meeting

16 September 2019 – Procedural meeting