



MINUTES
FROM THE MEETING OF THE
OPS LOCAL GOVERNING BODY
HELD ON MONDAY 7 OCTOBER 2019
AT 6.00PM AT THE SCHOOL

Actions from OPS LGB on 7 October 2019

Item Reference	Action	Person Responsible	Date raised
1.8	CL to contact the finance department to ask for a review of the systems used for preschool and WAC clubs.	CL	07/10/2019
1.8	CL and CW would take the concerns about school dinners to Brymore and have a discussion with them.	CL	07/10/2019
1.8	CL to supply figures on the take up of meals to pupils who pay for meals to Governors	CL	07/10/2019
1.9.1	CL to email the Trust and ask if there was any available TA support.	CL	07/10/2019
1.9.1	CL will update Governors on the staffing situation at the next meeting 07/10/2019	CL	07/10/2019



**MINUTES
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Members

- ✓ 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

The Chair welcomed everyone to the meeting and thanked those who had attended the Trust safeguarding training.

This will largely be a procedural meeting.

1.1 Apologies for absence

Peter Elliott (Work)
James Brereton has resigned from his role as Governor due to work commitments increasing. We will therefore be looking to recruit more Governors to join the LGB.

1.2 Declarations of Interest

None

1.3 Confirmation/election of:**1.3.1 Vice Chair**

It was decided to leave the election of this role until new Governors have joined the LGB.

1.3.2 Appointment of special roles for Governors*

The HT wished to thank Governors for undertaking these roles and giving their time to them as in other academies there are some who do not get that level of support.

The following governors were elected:

SEND Governor – Anne Constance
H&S Governor – Nicola Fairfax
Safeguarding Governor – Ali Pugsley

The HT asked if a governor would be prepared to take on the role of Lead on curriculum. Charlotte Powell was happy to undertake this role.

1.4 Code of Conduct for LGBs*—form for completion

Form was signed by all Governors present at the meeting.

1.5 Register of Business and Personal Interest*—form for completion

Existing forms were reviewed by Governors and signed accordingly.

1.6 Keeping Children Safe in Education 2019 (Part 2)

Form signed by all Governors

1.7 Dates of meetings*—for information

Dates were circulated

1.8 Minutes and matters arising from the last meeting on 15 July 2019*

Minutes were agreed as accurate

- CL to look into accuracy of preschool/breakfast and after school clubs billing and ensure any additional hours are notified to the office. The HT advised that immediately after the LGB meeting, it was arranged for NF and AC to meet with AH to go through systems in place. AC confirmed they were happy everything is being done correctly. However, it was noticed that paper copies were still being used when it might be more efficient to have everything online. The HT would contact the finance department and ask them to

come out and review the system and see if any changes are needed to be more efficient. **Action** CL to contact finance department to ask for a review of the systems used for preschool and WAC clubs.

CL

- 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 – **Completed** - Pupils and parents have been asked about the lunch time menu and no complaints have been received.

Governors felt the menu was limited compared to the one Brymore used to offer. HT advised they had changed the system whereby pupils are offered the opportunity to go back for seconds or thirds rather than any leftover meals being offered to staff.

It was suggested that if there was food left over perhaps this should be relayed back to Brymore. It also raised the questions are the portions sufficient and do the children eat enough or are they rushing to get out to play. HT advised reception pupils have to remain in the hall for 20 minutes whether they have finished or not.

It was asked if there was a good take up of meals. Only 3 pupils out of the years that receive free meals do not take it up. What about the ones that have to pay. HT was unsure and would supply figures to Governors.

Action – CL and CW would take these concerns to Brymore and have a discussion with them. **Action** - CL to supply figures on the take up of meals by paying pupils to Governors.

CL/CW

- 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 – **Completed** there is a 60 page fire report on Trust Governor.

CL

It was asked what happens to the outstanding actions raised. CL advised the report would have been seen by BP Trust Lead for H&S and any actions identified will be undertaken. Some items have already been completed

- CL to forward out details to Governors on the forthcoming changes to the Ofsted framework – **Completed**.
- CL to update on outcome of marking reviews of KS2 at next meeting. **Completed** – We put in three to be reviewed, one for reading, one for maths and one for SPaG. The SPaG was changed and this went from 56% to 67%. We will have to pay for the two that were not upheld.
- CL to contact BP concerning points raised on H&S report and clarify who is responsible for the solutions. **Completed** CL has spoken to BP and AS will add points raised to his

job list. CL also advised the Brymore premises team will come out and help out when needed.

- CL to clarify wording on Medical Policy concerning a child refusing to take medicine in an emergency such as the use of an epipen. **Completed** – the policy has been adapted and placed onto the website. CL advised there will be more policies for Governors to see at the next LGB meeting in November.

1.9 RAMIS report for information

Already covered in actions outstanding

AOB

CL shared a member of staff is subject to a disciplinary matter as they took holiday in term time. Having consulted HR they advised if the time was taken it was a breach of contract. The member of staff took the holiday which left the school in a predicament as they were a TA down and no spare support.

The incident has now made its way onto social media and comments have been made.

A disciplinary meeting was due to take place but the member of staff is now away sick. A doctor's note has listed 'stress at home'

It was asked who has been filling the role.
AM has been covering but it is incurring additional costs to us.

It was asked if there had been any complaints
No none.

CL advised we have appointed a new TA but does not start until after the half term.

It was asked what is the procedure
It is a warning not sackable offence. However, it has come to light this has happened before with this member of staff.

It was asked if there was any support that could be given by the Trust. Unfortunately no. we may look at agency staff but it will cost us.
Governors felt an approach to the Trust should be made for support as they understood this would be available when OPS joined the Trust.

Action CL to email PLE and ask if there was any available support.

CL advised an email has been sent out to all staff informing them that holidays in term time is only available in exceptional circumstances.

Action – CL will update Governors on the staffing situation at the next meeting.

CL

CL gave a brief overview of the new staff member joining after the half term.

CL

CL also shared that BM has had some family issues and has had some time off at the end of the summer term.

The Chair reminded everyone of the sensitivity of these items and asked everyone to remember matters raised at meetings are of a highly confidential nature.

2 Date of next Meeting - 11 November 2019