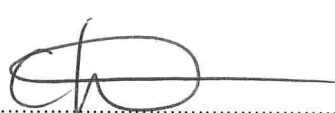




**MINUTES
FROM THE MEETING OF THE
OPS LOCAL GOVERNING BODY
HELD ON MONDAY 11 NOVEMBER 2019
AT 6.00PM AT THE SCHOOL**

Actions from OPS LGB on 11 November 2019

Item Reference	Action	Person Responsible	Date raised
1.4	CL to update Governors on reviewing the systems used for preschool and WAC clubs when the meeting with NM has taken place.	CL	11/11/2019
1.4	CW to update Governors when meeting to discuss concern over school dinners has taken place with PLE.	CW	11/11/2019
2.2	CL/CW to arrange a convenient time to discuss an Ofsted visit and what would be expected of Governors.	CL/CW	11/11/2019
3.6	CL to raise the figure of 108 extra curricular activities with BP.	CL	11/11/2019
5.0	FD to look into obtaining County email addresses for Governors who wished ones.	FD	11/11/2019
5.0	CL to arrange for Reception parents to sign the permission forms for changing children.	CL	11/11/2019
5.0	FD to ascertain whether there is an automatic system to send out an email when reports are loaded.	FD	11/11/2019

Signed.....



**MINUTES
FROM THE MEETING OF THE
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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

✓	Ken Rushton	(KR)	(Deputy Finance Officer)
✓	Fran Davis	(FD)	(Clerk)

✓ those present

1. Procedural Matters

The Chair welcomed everyone to the meeting.

1.1 Apologies for absence

Anne Constance - illness


1.2 Declarations of Interest

None

1.3 Minutes from the last meeting on 7 October 2019

Minutes were agreed as accurate

1.4 Matters arising not contained elsewhere on this agenda.

Signed.....


Actions outstanding:

CL to contact the finance department to ask for a review of the systems used for preschool and WAC clubs –**Ongoing** CL spoke to NM who advised they are trialling a new invoice system at BCA. They will complete this exercise and look at OPS afterwards however there is a cost implication due to size of the school. NM will come to OPS to discuss this with CL.

Action – CL to update Governors on reviewing the systems used for preschool and WAC clubs when the meeting with NM has taken place.

CL

CL and CW would take the concerns about school dinners to Brymore and have a discussion with them – **Ongoing** CW raised this at Trust board meeting and will be discussing this with PLE at a future meeting. CW to update Governors when meeting to discuss concern over school dinners has taken place with PLE.

CW

CL to supply figures on the take up of meals to pupils who pay for meals to Governors – **Completed** CL advised 28 children from the eligible years (R/yr1/yr2) take up free school meals. In years 3 and above 16 children have school dinners, four of those are PP pupils, who are entitled to free meals.

CL to email the Trust and ask if there was any available TA support – **Completed** but will give an update in this meeting.

CL will update Governors on the staffing situation at the next meeting – **Completed** staff update to be given at meeting.

2 CEO Reporting Requirements

2.1 Head Teacher's report

CL went through the report:

- One child has left year 6 and moved to Stogursey School.
- Preschool good numbers

It was asked if there are any measurement indicating where people have heard about the preschool

JS believes the advertising banner and word of mouth have been the most likely sources

- CL committed to 'Sounds Write' training; explaining recent Ofsted reports are showing a massive focus on phonics. CL also shared she was keen for JS to be trained on this as well as CL would like to introduce this to some preschool pupils, who are ready to learn. JS will not teach this but will help with misconceptions and guide learning. Also Sarah Addicott to be trained. CL added SA has been a fantastic addition to the school, already stepping in and helping with Bay class, in BM's absence. CL may also undertake the training. It is a 4 day course, costing £400.

Signed.....

Helen Moore has tested spelling and reading ages for all students

A Governor felt that given the history of phonics grades at the school this would be a bonus.

It was asked if this would be reported back to parents as it was not shared at the recent parents' evening.

Yes, we will, most likely in February

It was asked if the students were where they should be

Yes, Helen has highlighted some, who fall below the standardised score of 100, but most are on the SEN register.

It was asked what measures have been put in place for the children Interventions and SA has added to our capacity to do this.

- CL met with a PiXL associate to discuss Year 6 cohort, our PiXL partner is a CEO in another Trust.
- LW has returned to work but resigned immediately. The disciplinary action has been removed. AM has expressed an interest in covering 3 full days and 2 mornings. This does leave us with 6.25 hrs at lunchtime but we will advertise this as a separate vacancy
- Disappointing that the Sounds Write workshop was not well supported by reception parents.
- Sports mark gold – so pleased to get this as was aiming for silver. There is another level above gold, platinum which we will aim for next time. The logo can go on our letterhead.
- Pupil survey was very interesting and given me some things to consider especially pupils understanding of bullying. However, have to say we were really pleased with the outcomes. There was a discussion on the benefits on having Mr Robinson who is paid from our Sports premium funding. He is a good role model as only male teacher at school.

It was asked how do the younger children participate in the survey
The survey was carried out from reception to year 6, not preschool children and anyone who could not read was given a scribe.

CL advised that the next survey will be for staff as it is important to ensure their well being.

There was a discussion regarding the year 6 who left the school. Governors were supportive of CL, who was upset by the situation and outcome of the meeting with the parents. CL pointed out the other children from the family have remained.

CL wanted to share some information that was not contained on the report about behaviour. On Class Dojo since 3 Sept 2019 there had been 1431 positive incidents for Bay, 1416 for Brook and 1606 for River. Only 69 negatives for River, 112 negatives for Brook and 12 for Bay. However, CL advised she could not expect staff to put this number onto SIMS. Therefore, with Governor approval, just C3 and C4 will be put on Sims. Revisit behaviour policy.

Signed.....

8 safeguarding concerns since Sept 2019, 2 concerns same child. CL commented that although more than usual would never complain about number of pink forms completed.

It was asked if that figure was high
 No, it shows a pro-active response to safeguarding training. We have not had any referrals to Social care and only 1 EHA referred to PSFA. It is good to know staff are being vigilant and ensuring things are not missed.
 Governors were pleased as this shows a change in culture at the school.

It was asked if a figure has been set for the Priorities
 CL advised not yet but by the next meeting I will have those.

2.2 ADP

CL asked if there were any questions. None were raised.

CL shared the new inspection framework is in the forefront of her mind and having looked at schools newly joined to Trust's the format appeared to be 3 years before inspections were carried out unless it was flagged in some way. This would be good as we do not have enough evidence to show we are good enough yet. It was asked what would trigger an early Ofsted visit
 If results are poor or a complaint.

CW advised that GJ, Company Secretary for the Trust had arranged Ofsted training for governors.

It was asked what was expected of Governors during an Ofsted visit
 CW advised this would be part of the training.

Some governors were concerned they may not be able to attend an Ofsted visit during the day as they work.
 CL advised the Chair of Governors would be expected to attend but I can show evidence of your commitment to the school through minutes of meetings and Governor reports.

CL gave out some questions which might be asked during an inspection.

CW thought these were really useful and it was agreed to take these away and plan a meeting to discuss this more fully.

Action CL/CW to arrange a convenient time to discuss an Ofsted visit and what would be expected of Governors.


CL/CW

3 Statutory Reports

3.1 Attendance Report

CL was pleased to report that at the end of last year we ended up at 96.2% which we put down to having good procedures in place.

It was asked what was the most common reason for absence
 Mostly holidays.

Signed.....


Letters will be going out tomorrow to the pupils causing the most concern.

It was asked has there been a noticeable impact on the 5 pupils' learning

CL advised 2 have joined us from other schools and part of the conversation I will have tomorrow, when giving out the letters, will be the impact on learning.

It was asked would you look to giving work to children when at home ill

It would depend on the circumstances, but we have found asking for medical evidence, in the past at BCA, is quite powerful.

The two week holiday at October was discussed and it was thought this was a positive step for attendance and it was good for pupils, staff and parents having this additional week off.

It was asked if the dates for the next academic year had been confirmed yet and what the start date would be for Sept 2020.

CL advised the dates will be confirmed at the next Trust Heads meeting.

3.2 Behaviour Report

Included in HT report

3.3 Exclusions Report

Included in HT report

3.4 Safeguarding Report

CL advised updating will be done at the end of the term but most areas are on the ADP.

CL thanked the governing body for being so supportive and felt lucky to have this as other academies are not as fortunate.

The Safeguarding governor raised meeting again and reviewing the SCR.

3.5 SEN report

CL advised there was a need to do one for SEN – Ellie Webber to complete.

3.6 H&S Report

There was a query about the number of extra curricula activities showing a figure of 108 which seemed high.

Action CL to raise the figure of 108 extra curricula activities with BP.

CL

It was asked what was happening about the areas identified

Signed.....

CL confirmed they are in hand and Brymore will be attending to them.

4 OPS Items

4.1 Financial reporting – month 1

A tabled report was given by KR, new Deputy Chief Finance Officer, on the new system of reporting together with a facilities report from the new Operations Manager who had started today.

In the process of closing the 2018/19 accounts and making final adjustments as advised by our external auditors. The outturn position will be published shortly.

Month 1 financial report (new format, KPI's - traffic lights are being reviewed and will be provided for the next financial report).

The income received to date is £14,291 more than budget for month 1, but is as expected as the income is not always received in equal twelfths, for example PPG funding was received for a quarter in arrears therefore 2 months were credited to 2018/19 as part of the end of year adjustments.

Nursery Education Funding (NEF) has been received for the whole of the Autumn term £9,823 compared to a budgeted income of £2,349 per month.

Other income includes £8,585 HPC Community funding for replacement laptops which was included in the budget, £278 private nursery payments from parents, £233 breakfast club income and £70 music tuition fees.

Going forward the intention is to adjust the monthly financial report to reflect the period that the income and expenditure relate to rather than when it was received or payments made.

On Premises, Maintenance and other Premises there are credits shown, this is because we have outstanding invoices relating to 2018/19 for grounds maintenance, electricity and cleaning materials. We debit the 2018/19 accounts so the expenditure shows against the correct financial year and a corresponding credit is shown in the new year, which offsets the cost of the outstanding expenditure (although to date these invoices have not been received).

Supplies and Services – Educational is minimal now as the majority of subscriptions are now funded centrally by the Trust. However, Charanga Music school licence for 1 year at £120 is just for OPS. CL confirmed this was the case.

Supplies and Services – Non Educational minimal as well, covers reprographic costs and admin supplies – as of month 1 the expenditure includes photocopier lease charges for the 1st quarter.

Signed.....

4.2 Risk Register

This was not available for this meeting but would be for the next meeting.

4.3 Facilities Report

Steve Redman started in post today as Operations Manager and will be responsible for the Trust wide premises and operations, reporting to the CFO.

The head of Estates and Premises manager has provided the following information:

The school is currently experiencing issues with the boiler which has resulted in some parts of the school with temporary heating. Each time there is a problem Somerset Gas have been alerted and attended the site and recently changed the pump and carried out other minor repairs.

On resetting of the system the heating does work and Claire has been shown how to carry out a reset.

The nursery fence has been rebuilt recently

The shed beyond the nursery is in poor condition but a useable covered space. AS is going to raise with PLE whether it is cost effective to replace it.

5 Policies

Safeguarding and Child Protection

CL advised the policies were for information only and the safeguarding one had only been adapted due to the recent changes brought in.

The Safeguarding Governor raised the use of her personal email address on public documents.

It was mentioned that Governors can have a County email address for their Governor work.

Action FD to look into obtaining County email addresses for Governors who wished ones.

FD

Personal and Intimate Care

It was noted that consent forms had all been signed by preschool parents but there was a need for reception parents to do as well.

Action CL to arrange for Reception parents to sign the permission forms for changing children.

CL

Signed.....

Anti bullying

This is quite a generic one and it will be good to have it on the website.

CL advised there would be more policies to come at the next meeting:

Online safety and EYFS

AOB

CW suggested we trial submitting questions prior to the meeting to give CL sufficient time to respond, this would help with the flow of the meeting and you would get the answers straight away.

Questions to be received by Wednesday prior to the meeting as this should give ample time for Governors to read the reports

Governors felt that reports are late being uploaded. It was explained that with the two week break it had made reports late being loaded onto Trust Governor.

It was asked whether automatic emails could be sent from Trust Governor advising when reports are uploaded as it would be impracticable to do this manually.

Action FD to ascertain whether there is an automatic system to send out an email when reports are loaded.

FD

6 **Date of next Meeting – 2 March 2020**

Signed.....