



**MINUTES
FROM THE MEETING OF THE
OPS LOCAL GOVERNING BODY
HELD ON MONDAY 9 NOVEMBER 2020
AT 6.00pm VIA MICROSOFT TEAMS**

Actions from OPS LGB on 9 November 2020

Item Reference	Action	Person Responsible	Date raised
1.4	CL/CW to give an update to Governors on developments of planning application and the potential impact on parking	CL/CW	09/11/2020
2.0	CL to invite AP to a Teams meeting to check the SCR.	CL	09/11/2020
2.0	CL to discuss with PLE clawing back training costs if staff members leave within a certain time frame.	CL	09/11/2020



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Members

- | | | | |
|---|------------------|------|------------------|
| ✓ | Claire Winson | (CW) | (Chair) |
| ✓ | Nik Fairfax | (NF) | |
| ✓ | Ali Pugsley | (AP) | |
| ✓ | Anne Constance | (AC) | |
| ✓ | Tina Webber | (TW) | |
| ✓ | Claire Luce | (CL) | (Head Teacher) |
| ✓ | Bethan Mockridge | (BM) | (Staff Governor) |
| | | | |
| ✓ | In Attendance | | |
| | | | |
| ✓ | Fran Davis | (FD) | (Clerk) |

✓ those present

1. Procedural Matters

The Chair welcomed everyone to the meeting.

1.1 Apologies for absence

All Governors were present

1.2 Declarations of Interest

1.3 Minutes from last meeting dated 14 September 2020

Minutes were agreed as accurate

1.4 Matters arising not contained elsewhere on this agenda.

Outstanding Actions:

- FD to forward out a reminder email to Governors who have not yet completed the Declaration of Interest forms - **Completed**. All declaration forms have been returned.

Signed.....

- When the ADP has been signed off CL to share this with Governors – **Completed** the ADP is on the agenda tonight.
- CW to continue to follow up with tenants neighbouring land to ascertain whether they can offer any assistance with regard to the issue of accessing the school – **Ongoing** CW has not been able to contact the tenants due to Covid but as there is a planning application in on surrounding land, this may all change. Therefore CL/CW to give updates to Governors on developments of planning application and the potential impact on parking.
- AC to contact owner of neighbouring land to enquire whether they would be interesting in selling this – **Completed** – as above.
- BM to forward PLE details on planning permission for new housing in the village - **Completed**
- NF to look into company volunteer days and advise CL/LGB – **Completed** NK not able to follow this up as there has been a change in management.
- CL to share feedback from survey with Governors at next meeting – **Completed** this will be shared later in the evening.

CL/CW

2 CEO Reporting Requirements

2.1 Head teacher report – CL gave highlights from the report:

- Preschool numbers are good; which means admission numbers for new take will be healthy.
- Comparison of number of pupils at school since Nov 19 shows an increase of 9.
- Bethan is now trained in 'Sounds Write'. New TA Bethany Mason also undertaking course in November, Bethany is working in Brook class.
- Assessments are being completed. We have not shared the NRG T Reading test yet as we are doing these every term and at the moment have no comparative data. PiXL assessments are being carried out by all the Trust schools and we will be able to compare results which will be useful.
- We have seen from the assessments that the younger the pupil the more support they will need to catch up as they have been unable to retain information as much as the older pupils can.
- Pupils have made a really positive start to the academic year
- Remote learning is being offered to children self isolating and this is being picked up by the Trust via Tamsin Grainger. This is a huge help as it takes the pressure off the school and teachers.

It was asked what plans are in place should a class have to isolate, will it impact on other classes being a small school.
 CL advised she has given thought to this situation and tweaks have already been made to ensure a minimum of pupils would be affected. However there are 50% of pupils here who have siblings and after school clubs are a factor but we are doing everything possible to keep children in separate, smaller groups.

CL advised we will keep going with plan until Christmas and review it then. CL mentioned that staff have been so flexible and they understand the importance of having all children in school.

Governors were very pleased with the plans in place and offered support in any way to assist the school.

A Governor commented that OPS was doing far more than a lot of local schools and it was reassuring to have these preventive measures in place.

- We have three new members of staff, which makes us fully staffed now.
- Debbie, new cleaner is doing a tremendous job and it is very reassuring having her here.
- Parental engagement has been difficult as we rely a lot on face to face meetings and events but class Dojo is keeping parents updated. Parents evening was overwhelming positive and parent survey had some good comments.
- There will be a survey sent out to reception parents but feedback so far has indicated parents are pleased with transition. We are using Tapestry, an online resource, to capture and share lots of learning opportunities and link to the EYFS Profile.
- Although we pay into County for access to a Parent Family Support Worker, we do have to share this resource with other schools. However we now have Adrian Darby, from the Trust, working with us. We have referred three families and he has picked them up and seeing them once a week. We have had good positive feedback from this arrangement.
- Pupil survey completed
- Windows replaced in River class.
- Behaviour – no FTE

Safeguarding

- We have had a family join us with complex needs who are now on a plan. They have a social worker.
- We had 7 concerns raised since Sept 2020 and most of these are from this family. This is in comparison to 8 last year.
- SP has been in to help review the files.
- LS has reviewed SCR. CL would like AP to join a Teams meeting and check SCR as well.

Action CL to invite AP to a Teams meeting to check the SCR.

SEN

- One child has an EHCP but by Jan 21 we could have 5 as we have three children and 2 joined us. This is a high number for us. However if we are awarded the higher banding the more funding we receive. We will need to consider how we will manage this funding.
- 10 pupils on SEN register

CL wished to thank Ellie Webber for her all hard work and support.

CL

ADP

This has been agreed by PLE and TG. The Chair noted there had been a vigorous process and discussion around each strand. CL noted OPS have similar priorities to those across the Trust.

CL advised at the moment EW's action plan is incorporated into the ADP as this makes it easier to track where we are.

A Governor asked about clawing training costs back when a member of staff leaves as the recent ELSA training had been expensive. CL would take this up with PLE

It was asked if there was anyone else suitable to undertake ELSA training. CL advised face to face training is not being offered at the moment and not sure if there is an option to do this online. We have TA's doing 1:1 with pupils. We also have a new member of staff, Caroline, who has a psychology degree and currently teaching Emotional Literacy at Spaxton school. CS may be prepared to increase her hours as currently doing 3hrs per day.

Action CL to discuss with PLE clawing back training costs if staff members leave within a certain time frame.

CL

Pupil Premium strategy

- Most of the funding will be directed at having an additional member of staff deliver focussed interventions.
- Small amount on trips when these are able to resume. Part of this funding has also been used to give violin lessons to PP pupils.

Catch up Funding

- This plan has been agreed by PLE.
- We will look to use a TA for 15/20hrs per week to implement interventions for Year 1's who have not reached all their ELG's. we will also support pupils in Year 1/2 who are not secure in the initial code (SoundsWrite phonics programme).
- When interviewing for the vacant staffing posts we were fortunate with the standard of applicants and out of 5 applications 4 received job offers here and at the Trust.
- SP is currently doing an extra day a week to support interventions.

Governors felt it was useful to understand what the £5,200 means to the school and it will be interesting to see the impact of this funding.

3. **Statutory Reports**

3.1 Attendance

- National data not released yet.
- Some families will be receiving letters concerning their child's attendance.

- There is some anxiety from parents about sending their child to school with symptoms, however some are using the situation as an excuse.
- We have one year 5 pupil on a reduced timetable and one year 6 on long term medical absence. Work is being given to year 6 pupil when well enough to undertake it.
- Term dates for 21/22 are on the website.

It was asked if attendance had to be reported centrally
CL advised there are a few forms to complete for the DfE. The Trust ask for half termly data .

3.6 H&S Report

- BP sent this report through for information.
- We had a visit from an external H&S Inspector at the end of last term who was looking at measures in place for Covid. Areas covered were the risk assessment, ventilation in classrooms, how staff manage to isolate when at school in particular in the staff room. No major concerns were raised but it was mentioned in the staff room chairs needed to be an appropriate distance apart.

It was asked how staff are feeling and coping.
BM advised staff are happy and we work as a team. We are mindful of social distancing and few of us are able to use the staff room so numbers are small in there.

4. Staff survey

- Good responses but there is a member of the lunchtime team that does feel overlooked. This is a reminder to check in with them more regularly. Unfortunately we have not had time to do support staff appraisals.

Safeguarding Policy and Admissions Policy were both approved by Governors.

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Date of next Meeting – Tuesday 23 February 2021