



**MINUTES  
FROM THE MEETING OF THE  
OPS LOCAL GOVERNING BODY  
HELD ON MONDAY 24 MAY 2021  
AT 6.00pm VIA MICROSOFT TEAMS**

**Actions from OPS LGB on 24 May 2021**

<b>Item Reference</b>	<b>Action</b>	<b>Person Responsible</b>	<b>Date raised</b>
<b>1.4</b>	CL to remind parents of the safety measures introduced when dropping off and collecting their children in the new academic year.	CL	24/05/21
<b>1.6</b>	FD to contact TG to ascertain if the Ofsted training could be delivered in early September.	FD	24/05/21
<b>1.8</b>	FD to arrange a meeting for the LGB to discuss evaluation of Governance.	FD	24/05/21
<b>1.9</b>	FD to forward DfE checklist of school's website to TW	FD	24/05/21
<b>2.1</b>	CL to update LGB at next meeting on training for Trauma Informed Schools	CL	24/05/21
<b>2.1</b>	CL to update LGB at next meeting on changes to EYFS framework	CL	24/05/21
<b>2.2</b>	CL to provide the LGB with a comparison of results with the Trust schools and nationally.	CL	24/05/21
<b>2.4</b>	CL to update SEF and ADP and feedback to Governors at the next meeting.	CL	24/05/21



**MINUTES  
FROM THE MEETING OF THE  
OPS LOCAL GOVERNING BODY  
HELD ON MONDAY 24 MAY 2021  
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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 and advised the meeting would again be recorded. There were no objections to this.

**1.1 Apologies for absence**

No apologies as all Governors present.

**1.2 Declarations of Interest**

None

**1.3 Minutes from last meeting dated 23 February 2021**

Minutes were agreed as accurate

**1.4 Matters arising not contained elsewhere on this agenda.**

Signed.....

## Actions outstanding

- CL to give update on planning application for additional housing at next meeting **Completed** – the planning application was rejected.
- CL to discuss with PLE clawing back training costs if staff members leave within a certain time frame **Completed** – A percentage would be clawed back from staff if they were undertaking a Master's degree for instance. There is usually a three year tie with this but not with training such as ELSA etc.
- FD to collate feedback on Governor Skills audit and identify if there is a common need of training required. FD will advise PLE and the governors of the outcomes – **Completed** document was available on Trust Governor for information
- CL and BM will run the RSE sessions, review and feedback to the LGB. Criteria will be discussed on how best for Governors to evaluate the success of the sessions – **Completed** this will be carried out during the last term.
- AC to submit report on SEN forum to FD for placing on Trust Governor – **Completed**
- CL to look into ways to make pupils and parking a safer environment – **Completed** CL has been using bollards to encourage safer parking which has been, on the whole, quite successful. A parent governor raised a concern regarding parents reversing down the road. CL noted this but did add the local PCSO and residents were very pleased with the initiative.

**Action** CL to remind parents of the safety measures introduced when dropping off and collecting their children in the new academic.

CL

## 1.5 Update on Governor Skills Audit

The document had been shared with Governors and the information was noted

## 1.6 Governor Training Requirements for 21/22

Governors asked if the Ofsted training could be carried out in early September.

**Action** – FD to contact TG to ascertain if the Ofsted training could be delivered in early September.

FD

The Chair advised she had attended some of the webinars on the Governors for Schools website and had found them very informative.

## 1.7 Review of Governor Forums

The link Governors have attended the forums and found them very useful as they give practical advice and ideas which enable them to understand their roles and responsibilities.

1.8	Governor Self Evaluation forms	
	Governors felt it would be useful to hold a meeting to jointly discuss the questions raised in the Governance evaluation form. <b>Action</b> – FD to arrange a meeting for the LGB to discuss evaluation of Governance.	FD
1.9	Governor to undertake yearly check of website.	
	TW offered to undertake the yearly check of the school's website. <b>Action</b> – FD to forward DfE checklist of school's website to TW	FD
2	CEO Reporting Requirements	
2.1	Head Teacher report: CL gave highlights from the report:	
	<ul style="list-style-type: none"> <li>Productive term with staff working incredibly hard to support children's learning.</li> <li>Attendance has been good but an increase in holidays being taken in term time has been noticed.</li> <li>Quality teaching is being undertaken and pupils are being evaluated to ascertain where they are.</li> <li>The timing of parents evening has been fortuitous as it has given us 6 weeks of solid teaching to be able to report on.</li> <li>Families are being monitored and support given to those who need it.</li> <li>Pupils numbers have risen to 83. This includes 3 new pupils starting after half term. However, this is making space limited in classrooms and there are regular discussions with PLE on the likely need for a fourth classroom</li> <li>Some pupils have missed 23 weeks of education and will need substantial support to catch up.</li> <li>PSHE and mental health has been a school focus</li> <li>Working towards achieving the award for the Somerset School Coastal Champion</li> <li>Residential and local trips are going ahead</li> <li>Undertaking training for Trauma Informed Schools</li> </ul>	
	<b>Action</b> CL to update LGB at next meeting on training for Trauma Informed Schools	CL
	<ul style="list-style-type: none"> <li>Changes to EYFS framework which will feed into ADP</li> </ul>	
	<b>Action</b> CL to update LGB at next meeting on changes to EYFS framework	CL
	<ul style="list-style-type: none"> <li>Staffing – we are now fully staffed.</li> <li>Parental engagement</li> <li>H&amp;S update</li> <li>No exclusions this half term</li> <li>Behaviour acceptable. Although there is concern with gang behaviour in Bridgwater. The local PCSO is forging links with young people in the village.</li> <li>Safeguarding - 17 concerns</li> </ul>	
	It was asked if there were 17 children with safeguarding concerns or 17 concerns	

CL advised it was difficult to share the exact details due to the confidential nature of the cases but it was not 17 children. A Governor raised concern for the head teacher, staff and pupils about an incident involving a parent. There was a discussion on what actions had been implemented and the next steps to be taken should another incident arise.

- SEND – 5 pupils with EHCP and 11 on the register. One pupil joining us after the half term will also be added to the register making 12 in total.
- There will be a staggered start for reception pupils in September.
- Classes in September will be mixed and some pupils will remain in their current classes and others will move to the next one

## 2.2 Data Results

- Focussing on reading but pleased with the results
- Writing and Maths have taken a dip
- Considering offering Maths training for parents

It was noted Year 4 reading data showed pupils appear to have gone backwards.  
CL advised the results are affected when new pupils join.

It was asked if the results were expected or more concerning than anticipated  
CL advised they are more concerning but this gives a clear focus on what is needed.

It was asked how the results data compares to other Trust schools.  
TG is organising data collection and CL will offer to share OPS results with others.  
Governors would find it useful to see results comparison with national as well as Trust.

**Action** – CL to provide the LGB with a comparison of results with the Trust schools and nationally.

CL

## 2.3 ADP

CL advised the ADP has been completed but does show some red areas which have had to be postponed due to impact of Covid. The proforma for next year and areas of focus has been given out by PLE to head teachers.

It was felt that CL had done extremely well in completing the majority of the plan in light of the circumstances.  
CL advised that the SEN audit and assessment and tracking across the Trust had not happened. However, CL would add this area to the ADP next year.  
It was asked for more information on tracking procedures

CL advised tracking of small steps are entered on the Trust Assess, Plan, Do Review forms.
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## 2.4 SEF

CL advised the SEF needs more updating but will feed into the ADP.

**Action** CL to update SEF and ADP and feedback to Governors at the next meeting.

**CL**

## 3 **H&S Report**

Governors noted the contents of report

## 4 **Behaviour Policy**

CL advised on the advice of SP (safeguarding Lead for the Trust, peer on peer abuse had been added.

Governors approved the policy amendments.

## 5 Early Career Teacher

Governors noted the contents of the report

## 6 **Date of next Meeting – tbc**

The Chair and Governors extended their thanks to the Head teacher for all the hard work and dedication in making sure pupils and parents have been well looked after. It was asked for their thanks to be passed on to the staff team as well.

CL advised it was a team effort and wished it to be acknowledged the commitment and hard work of the staff has been fantastic.