



**MINUTES
FROM THE MEETING OF THE
OPS LOCAL GOVERNING BODY
HELD ON MONDAY 13 SEPTEMBER 2021
AT 6.00pm VIA MICROSOFT TEAMS**

Actions from OPS LGB on 13 September 2021

Item Reference	Action	Person Responsible	Date raised
1.2	Governors to confirm by email if there are any changes to their Declaration of Interest forms.	CL, AC & AP	13/09/21
1.3	Election of Vice Chair to be added to the November agenda	FD	13/09/21
1.4	Election of Officers to be added to the November agenda	FD	13/09/21
1.6	Governors to confirm by email if there are any changes to their Declaration of Interest forms.	CL, AC & AP	13/09/21
1.8	FD to arrange a meeting for the LGB to discuss evaluation of Governance before 8 November 2021	FD	13/09/21
1.8	CL to update LGB at next meeting on training for Trauma Informed Schools	CL	13/09/21
1.8	Governors to read PowerPoint on EYFS Framework and come to the next meeting with any questions.	LGB	13/09/21
1.8	CL to update SEF and ADP and feedback to Governors at the next meeting	CL	13/09/21



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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**
- 1.1 Apologies for absence
 TW sent apologies as unwell and not able to attend.
 AC unable to attend.
 With three Governors attending the meeting was quorate.

 - 1.2 Declarations of Interest
 Claire Winson, Nik Fairfax, Tina Webber and Bethan Mockridge have confirmed no changes. Awaiting on CL, AP and AC.
Action – Governors to confirm by email if there are any changes to their Declaration of Interest forms. **CL, AC & AP**

 - 1.3 Election of Vice Chair
 Item 1.3 and 1.4 to be dealt with at the November meeting. **FD**

- 1.4 Appointment of Officers
- 1.5 Governor Code of Conduct
Confirmed
- 1.6 Keeping Children Safe in Education (Part 2) - all Governors confirmed they had read and understood the KCSiE document.

Claire Winson, Nik Fairfax, Tina Webber and Bethan Mockridge have confirmed no changes. Awaiting on CL, AP and AC.
Action – Governors to confirm by email if there are any changes to their Declaration of Interest forms. **CL,
AC &
AP**
- 1.7 Minutes from the last meeting on 24 May 2021

Minutes were agreed as accurate
- 1.8 Matters arising not contained elsewhere on this agenda.

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

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

FD to arrange a meeting for the LGB to discuss evaluation of Governance – This will be arranged prior to the November meeting. **FD**

FD to forward DfE checklist of school’s website to TW – **Completed.** The chair summarised points from the website check.
 - Website is inviting and easy to navigate
 - policies for both trust and school need date checking
 - page for PE and sports premium has a dark background which makes it difficult to read.

It was felt this had been a worthwhile exercise.

CL to update LGB at next meeting on training for Trauma Informed Schools **Ongoing** - This will be covered more fully at the next meeting, however CL advised it was a two day online training course. The first day covered theory which was quite intense, but the second day was putting it into practice. It was reassuring to see we do implement some measures already however there were points we can learn from. The Trust will be rolling out cascade training for all staff. **CL**

CL to update LGB at next meeting on changes to EYFS framework **Ongoing** - PowerPoint was shared with Governors and it was asked for Governors to read this and come to the next meeting with any questions.
Action Governors to read PowerPoint on EYFS Framework and come to the next meeting with any questions. **LGB**

CL to provide the LGB with a comparison of results with the Trust schools and nationally - **Completed**. It had been decided not to share data between the Trust schools however we shared our data with parents to advise what expected level their child was working at.

CL to update SEF and ADP and feedback to Governors at the next meeting. **Ongoing** - The ADP has been forwarded to PLE and TG prior to sharing with the Chair and LGB. This will be covered at the next meeting in November.

CL

1.9 Feedback on Website

Covered in item 1.8

2.0 Feedback on Governance

Covered in item 1.8

2 Head Teacher Report

2.1 Head Teacher Update

CL gave a brief verbal update

- JS had resigned from the post of Preschool Leader during the summer holidays which had come as a complete shock. New preschool assistant had only just started and JS was due to mentor her.
- The post has been advertised twice with no responses. It had therefore been decided that the post of preschool teacher would be advertised. This will give parents confidence in our plans for the development of the preschool.
- At the beginning of term CR also resigned and SP gave notice she would be retiring shortly. Two staff members off with Covid, one has returned and the other due back this week.
- BM is level 3 trained and has taken on the role of leading the preschool.
- We are experiencing an interim period of transition and change which people find unsettling.
- The post for HLTA has been advertised and closes on Wednesday 15 Sept.
- Staff have been very supportive covering the gaps.

It was asked if 4 weeks was the normal period of notice
CL confirmed it was for support staff.

- TA appraisals have not happened consistently for the last couple of years but this will be a priority this year.
- Children have come back and settled well
- Maths is the focus now as we have spent considerable time on reading and this is being delivered well across the school.

- One family from the preschool has left us.
- A colleague from Brymore will be helping us with marketing the preschool.
- Growing Great Schools is continuing, and TG will be here at the end of the month.
- Swimming has started again, and our clubs will be recommencing.

The Chair offered to help support the school.
 It was felt having a new teacher delivering EYFS was an exciting opportunity.

- BM, staff Governor, advised transition had gone well.

2.2 Verbal Update on Training for Trauma Informed Schools

Covered in item 1.8

2.3 Verbal update on Changes to EYFS framework

Covered in item 1.8

3 Date of next Meeting – 8 November 2021