



**MINUTES
FROM THE MEETING OF THE
OPS LOCAL GOVERNING BODY
HELD ON MONDAY 26 SEPTEMBER 2022
at 5.00pm at THE SCHOOL**

Actions from OPS LGB on 26 September 2022

Item Reference	Action	Person Responsible	Date raised
1.4	FD to send Governor safeguarding training link and Introduction to Governance to DH	FD	26/02/2022
1.7	CL to share English Hub report on Phonics with Governors at next meeting	CL	26/09/2022
1.7	CL to look into what support is available for this family during the holidays	CL	26/09/2022
3.2	FD to add pupils' views on safety in school to the agenda for next meeting. CL to forward out pupil survey from June 2022 to Governors.	FD CL	26/09/2022



**MINUTES
FROM THE MEETING OF THE
OPS LOCAL GOVERNING BODY
HELD ON MONDAY 26 SEPTEMBER 2022
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Members

✓	Claire Winson	(CW)	(Chair)
✓	Clare Wilson	(CXW)	
✓	Ali Pugsley	(AP)	
✓	Anne Constance	(AC)	
✓	Claire Luce	(CL)	(Head Teacher)
✓	Bethan Mockridge	(BM)	(Staff Governor)
✓	In Attendance		
✓	Fran Davis	(FD)	(Clerk)
✓	Dan Hunter	(DH)	(Guest)

✓ those present

1. Procedural Matters

The Chair welcomed everyone to the meeting and to DH who was observing the meeting with a view to joining the LGB.

1.1 Apologies for absence

No apologies as all Governors were present.

1.2 Declarations of Interest – new forms to be completed.

CW and AC have returned forms. CL, BM, AP, CXW to follow.

1.3 Election of Vice Chair

AP agreed to continue with the role. CW proposed and AC seconded the proposal.

1.4 Appointment of Officers

1.4.1 SEND – AC agreed to continue with the role. CW proposed and CXW seconded the proposal.

1.4.2 Safeguarding

Signed.....

AP agreed to continue with the role. CW proposed and AC seconded the proposal.

1.4.3 H&S

It was agreed as a temporary measure CW would undertake this role until someone else is able to take it on.

Curriculum and Well being Roles

CXW agreed to undertake the Well being Link Governor and CW would take the link role for Curriculum.

Action – FD to send Governor safeguarding training link and Introduction to Governance to DH

FD

1.5 Keeping Children Safe in Education (KCSiE)

Governors have attended the school safeguarding training. Agreement was given by everyone that the KCSiE document has been read and understood.

1.6 Training

Sessions requested

- Monitoring ADP
- Ofsted preparation
- Complaints
- New Governor introduction.

1.7 Minutes from the last meeting on 20 June 2022

Minutes were agreed as accurate

Actions outstanding

- CL to share English Hub report on Phonics with Governors at next meeting – **Outstanding** to be covered at next meeting
- CL to look into what support is available for this family during the holidays - **Outstanding** to be covered at next meeting

CL

CL

1.8 Matters arising not contained elsewhere on this agenda.

None

2 **CEO Reporting Requirements**

2.1 Head Teacher Report

CL gave a verbal update:

- Everyone has come back really well.
- Numbers were down at the beginning of term having lost 11 Yr 6 pupils with 9 reception pupils joining us. However we have since had a number of new enquiries and we are back to 77 pupils with 30 pupils, in Bay class, 8 of which are Yr 6.

- Two new children starting from the Ukraine – one in Yr 3 and one in Yr 5.
- Preschool is low on numbers at the moment and only require two staff. Therefore, KM is supporting in River class.
- We are fully staffed.
- Expecting an Ofsted visit very soon.

It was asked can the visit be deferred if you are away at camp This would be discussed in the original conversation but likely to be deferred as 44 children out of school Wed-Fri.

Are there any flags to indicate Ofsted are looking at you i.e website checks

Yes they will check website but would not monitor this activity as time consuming.

It was asked what happens from when Ofsted make the call.

CL outlined the timeline and procedure when Ofsted visits.

Although the pressure of waiting is overwhelming, we are carrying on as normal which builds up a picture of the school.

It was asked if they will want to meet all the Governors

CL advised as many as possible.

- Reception children are settling in well
- Parents evening, Sounds Write, Parents meetings Stay and Plays and After school clubs will all be planned for the autumn term.
- Attendance – CL is reminding parents that if holidays are taken in term time, fines are applicable.
- Changes to times - gates open at 8.40am, children in for 8.45am with teaching commencing at 8.50am.
- Noticed a big improvement with preschool children settling quicker after summer transition sessions.
- With lower numbers in preschool it is freeing CT up to cover MD and BM PPA time in the afternoons. This is proving good CPD for CT.
- Peer reviews to be held last week of half term as were cancelled due to state funeral.
- Assessments to be carried out.
- Focus is on 'Challenge for all'. We are asking "are pupils being challenged on their individual needs" as this area was highlighted in a previous visit.

3 **Policies**

3.1 Safeguarding and Child Protection Policy

The policy is a Trust one that has been adapted to our school. AP/SP has proofread to ensure accuracy.

Governors approved the policy

3.2 Anti Bullying Policy

CL advised there were not many changes to the policy.

It was asked how pupils views canvassed
 A pupil survey is carried once a year in June.
 It was asked if it was standard practice to ask that question just once a year
 That is the time we ask formally however we speak to pupils frequently and ask who is their trusted adult, how safe do they feel in school and it is regularly introduced into the curriculum. We check in with pupils all the time.

Action FD to add pupils' views on the agenda for next meeting.
Action – CL to forward out pupil views from the summer to Governors.

FD
CL

Policy was approved by all Governors

3.3 Attendance Policy

Morning marking attendance times have been changed.

It was asked with regard to follow up absence, how long do you leave it before pursuing the absence
 CL advised of the timeline for checking on pupils' whereabouts and what efforts to make to contact families, however if there was no response by lunchtime a house call would be carried out and if not resolved children's social care would be called.

3.4 Feedback and marking Policy

CL advised a couple of minor points had been amended/changed, i.e not listing all equipment used and removing pupils house points.

It was noted the term feed forward is not used at all
 CL advised we use next steps as more relevant to pupil's understanding.
 It was asked what the average time staff are spending on marking – roughly number of hours per day.
 BM advised it was difficult to give an average as it is dependent on subjects and day of the week. English is the most time consuming with Maths being the quickest.

Policy was approved by all Governors

AOB

CL advised the website was being updated with Governor details and their photo, in order for parents to know who the governors are. We will also highlight Governor's link roles in our newsletters.

4 **Date of Next meeting - 7 November 2022.**