



Minutes

Simmons Hub Local Stakeholder Board

18th October 2021

Online Teams meeting

Meeting Start: 18:00

Governors in Attendance							
Attendees	Initials	Attendees	Initials	Attendees	Initials	Attendees	Initials
Beverley Johnson	BJ	Michaela Myerscough (joined at 18:07)	MM	Alex Fillingham	AF	Jenna Price	JP
Suzie Stevens (left at 18:58)	SS	Rebecca Tooms (Left at 18:58)	RT	Jo Arnold (left at 19:10)	JA	Vikki Bendle	VB
Lisa Cann	LC	Richard Parsons (left at 18:58)	RP				

Also in Attendance			Apologies		
Attendees	Initials		Attendees	Initials	
Ann-Marie Bowles	AMB	Clerk to Governors	Karen Sachon	KS	
Sally Huxen (left at 18:50)	SH				
Martin Evely (Left at 18:58)	ME				

1. Welcome and Introductions

VB welcomed everyone to the meeting. Alex Fillingham (AF) was welcomed to his first meeting. SH and ME were thanked for their attendance. SG currently poorly, best wishes were expressed to her.

2. Attendance and Apologies

The Clerk advised that apologies had been received from KS. The meeting was happy to accept her apologies. The meeting was quorate.

3. Declarations of Interest

All those present at the meeting confirmed that they had no pecuniary interests to declare that would affect the discussion at the meeting.

4. Policies

Policies to be reviewed:

Child Protection – OPS and St James

Exclusion - OPS

RSE – OPS

SEND Policy – OPS

RSHE – St James

Accessibility Plan 21-24 OPS

Curriculum Statement – OPS

Equality Policy Statement and Plan – OPS

Positive pupil behaviour Policy – OPS

MM joined at 18:07

Child Protection Policy – OPS and St James Document control to be completed. ME advised that unique school data had been added. **Action: Governors to sign declaration. Mandatory child protection training to be completed in Educare. Clerk to follow up outstanding Governor training.**

JA identified that the on-line training takes considerable time to complete. Five modules to be completed. VB suggested undertaking the training consecutively if possible. BJ advised that the policy references exclusions, should this be Trustees rather than LSB. **Action: SH/ME to check.**
Decision: CP Policy for OPS and St James agreed.

SEND - St James SEND policy previously agreed. OPS – BP-J refreshed the policy.

Action: SS/SH/ME to amend the HT/Principal reference throughout the document.

Decision: SEND policy for OPS agreed.

RSE/RHSE - SS advised that St James is a RHSE policy due to being a church school, OPS looks different due to not being a church school. Designated named governor not required.

Action: SH/ME/SS Review dates to be added, amend the HT/Principal reference. Emma Goodwin to be removed from OPS policy.

Decision RSE/RHSE policy for OPS and St James agreed.

Exclusion – OPS ME advised that policy identified as required from the website review. SS advised that for St James exclusion is part of the positive behaviour policy.

BJ asked: Bullying – should that include on-line/cyber bullying? Action: ME to add. Reference to HT to be amended to Principals and review date added.

Discussion was held in relation to wording of 'ensure that no child is ever excluded' **ME to amend wording.** VB identified that exclusion are made by DMAT not Governors.

Decision: OPS Exclusion policy agreed.

Accessibility Plan

St James Accessibility Plan already on website.

OPS Accessibility plan reviewed March 21. VB advised that she has asked DMAT to check school policies and advise which are required.

Action: Accessibility plan to be aligned across both schools. SENDCO – JD and BP-J to review with input from LC by end of November 21, for ratification via GH.

Discussion held in relation to review cycle, could be cycled over a 3-year period.

Curriculum Statement OPS ME/SH advised that this was identified as part of the website review. School to review.

Decision: Curriculum statement removed from LSB responsibilities

Equality Policy – OPS VB identified that OPS and St James policies are very different. SS confirmed that SS and SG had previously discussed. Geraldine Carter (Assistant Principal) reviewed the St James policy. St James is complete. SS not sure where SG is with OPS. VB stated that she would like the policies to be consistent, some areas may not be the same. SS identified her reluctance to significantly change policy and take up more of Geraldine's time. Policies can align but there will be some differences due to Church school. SS advised that Geraldine had spent time looking at other school websites and had reviewed the policy. **Action: SS to send the policy to SH/ME. SH/ME to have conversations with Geraldine.**

SH left at 18:50

Positive Behaviour Policy – OPS. SS advised that St James policy was updated May 21 and reviewed by Emma Goodwin.

OPS – ME reviewed February 21, want to review again. SS advised that the principals meeting talked about alignment across the Trust. **Action: Reference to HT to be amended to Principals and trauma to be added.**

Decision: Positive behaviour policy for OPS agreed.

RP, SS, RT and ME left at 18:58

Actions:

Governors to sign declaration. Mandatory child protection training to be completed in Educare. Clerk to follow up outstanding Governor training.

SH/ME to check reference to exclusion.

SS/SH/ME to amend the HT/Principal reference throughout the SEND policy.

SH/ME/SS Review dates to be added, amend the HT/Principal reference. Emma Goodwin to be removed from OPS RSE policy.

ME to add. Reference to HT to be amended to Principals and review date added to the Exclusion policy and amend some wording.

Accessibility plan to be aligned across both schools. SENDCO – JD and BP-J to review with input from LC by end of November 21, for ratification via GH.

SS to send the policy to SH/ME. SH/ME to have conversations with Geraldine.

Reference to HT to be amended to Principals and trauma to be added to OPS positive behaviour policy.

5. Ofsted

Ofsted readiness pack - Document located within GH.

VB advised that we are likely to get an Ofsted inspection soon. No concerns St James, OPS is a fully populated school, challenges are greater. DMAT have put together a guide. BJ and VB are likely to be invited by Ofsted, could also call LC due to SEND.

Key Points:

Point 7 – SS is DMAT lead for EYFS.

Sarah Jones - leads on schools.

Derrick Brett - leads on community

Suzanne Kiff – leads on other areas.

Page 2 – SS and SG will need to complete - school responsibility. **Action: VB to ask for copy of Page 2. Clerk to add SEF and Action plans to Governor Hub. Awaiting OPS documents.**

Diamond rank – thinking skills tool designed to facilitate talk and encourage people to consider their values on a given topic. **Action: VB to find out about diamond rank.**

Getting the call - VB advised that staff need to be calm. VB planning to undertake safeguarding trips. OPS was well managed when she visited last week. Ofsted will be looking at safeguarding within schools.

Action: All Governors to read document.

Governance structure – Page 10. High risk areas are identified to trustees via the LSB minutes.

Action: The Clerk to request SIP's from OPS.

VB advised that she will share data in relation to pupil numbers, attendance and pupil premium. Arbor should supply data and will break down for all DMAT schools.

Actions:

VB to ask for copy of Page 2. Clerk to add SEF and Action plans to Governor Hub. Awaiting OPS documents

VB to find out about diamond rank.

All Governors to read document.

The Clerk to request SIP's from OPS.

5. Next meeting

Next meeting 11th November at 6pm.

Other business

Reflection – VB asked Governors if they are happy for there to be a moment of reflection at the start of the meeting, doesn't need to be religious. Please let the Clerk know if you don't like this aspect. VB asked BJ if she would be happy to lead if people are in agreement. BJ agreed.

Thanks were expressed to everyone.

Meeting closed:19:20

Decisions 18th October 2021

CP Policy for OPS and St James agreed.

SEND policy for OPS agreed.

RSE/RHSE policy for OPS and St James agreed.

OPS Exclusion policy agreed.

Curriculum statement removed from LSB responsibilities

Positive behaviour policy for OPS agreed.

Action Table 18th October 2021

No.	Lead	Action	Deadline
4	ALL Clerk SH/ME	Governors to sign declaration. Mandatory child protection training to be completed in Educare. Clerk to follow up outstanding Governor training.	

		SH/ME to check reference to exclusion.	
	SS/SH/ ME	SS/SH/ME to amend the HT/Principal reference throughout the SEND policy.	
	SS/SH/ ME	SH/ME/SS Review dates to be added, amend the HT/Principal reference. Emma Goodwin to be removed from OPS RSE policy.	
	ME	ME to add. Reference to HT to be amended to Principals and review date added to the Exclusion policy and amend some wording.	
	JD/BP-J	Accessibility plan to be aligned across both schools. SENDCO – JD and BP-J to review with input from LC by end of November 21, for ratification via GH.	
	SS SH/ME	SS to send the policy to SH/ME. SH/ME to have conversations with Geraldine.	
	ME/SH	Reference to HT to be amended to Principals and trauma to be added to OPS positive behaviour policy.	

Trustee Summary 18th October 2021
Achievements
Ratification of policies.
Concerns
Risks (Categories: Safeguarding; Education quality; Admissions; Covid recovery; Sustainability)

Signature of Chair:

Date: