

LGB Minutes of Orchard Vale Community School held on Thursday 15th October 2015

Date & Time	Thursday 15 th October 2015 6:25pm	Location		Orchard Vale Community School
Attendees			Attendees	
Jan Baker	Executive Head Teacher		Pastor David Kay	Community /Safeguarding
Louise Gordon	Chair/Parent		Sue Manley	Staff
Alan Bosley	Co-Opted		Neil Rudd	Parent
Paul Butler	Parent		Janet Cowie	Associate
Paul Cooper	Co-Opted			

Apologies		Absent Without Apology	
Janet Cowie	Associate		

In Attendance		Minutes to	
Jan Baker		All members of the LGB	
Louise Gordon			
Alan Bosley			
Paul Butler			
Paul Cooper			
Pastor David Kay			
Sue Manley			
Neil Rudd			
Janet Cowie			

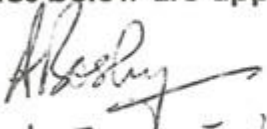
	Minutes
1.	<p>Welcome</p> <p>LG welcomed everyone to the meeting.</p> <p>LG expressed it was a pleasure to see PDK return to the meetings from a leave of absence.</p>
2.	<p>Apologies</p> <p>Apologies were received from Janet Cowie due to illness.</p>
3.	<p>Declaration of Business interests – all Governors completed and signed their forms</p> <p>All Governors signed the Declaration of Business interest and passed back to the Clerk.</p>
Action	Clerk to collate sheets and pass along to Company Secretary.
4.	Minutes of the previous meeting:

	<p>Minutes of the last meeting were discussed and the following points were given:</p> <ul style="list-style-type: none"> • NR mentioned one change of 'concession' to be changed to 'succession' on item 13. • LG stated that she had responded to the letter from Hugh Whittaker on behalf of the LGB. • LG also wrote letters to Little Seeds staff members and Dawn Crabb. • NR asked in regards to the CIF bid. <ul style="list-style-type: none"> ◦ EHT explained that the application had been resubmitted but did not meet the criteria for the DFE focus area this time round. ◦ The PAT are currently putting together 20 of the strongest bids to be submitted. ◦ The CIF bid in relation to the classroom extensions at Orchard Vale has been archived until it meets the correct focus area of the DFE. <p>SM Suggested that the minutes from the previous meeting are a true and accurate record of the meeting and that they be adopted as a record of the meeting held on Thursday 21st May 2015. EHT seconded this motion.</p>
Action	Clerk to make amendments to previous minutes.
Action	Clerk to send signed copy of minutes to Company Secretary.
5.	<p>Matters arising</p> <p>No matters arose from the previous minutes.</p>
6.	<p>Feedback from Directors</p> <p>NR asked in regards to item 4.1 on the Directors Feedback to Local Governing Bodies Autumn Term 2015 report, if there is an assurance that funds will not be diverted from education to fund building work?</p> <ul style="list-style-type: none"> • EHT explained that this would only happen if there was emergency work that warranted this. • AB asked in regards to the critical spend budget and if it would be used to things such as security and repair • EHT explained that this could happen if the need was great enough <ul style="list-style-type: none"> ◦ The roof at Orchard Vale has now been upgraded to a D category in terms of repair. <p>AB asked if the LGB had received a copy of the PAT Budget as noted in point 5.1. EHT circulated a paper copy - an electronic copy from the clerk would be circulated to the LGB.</p>
Action	Clerk to upload a copy of the PAT budget onto the Secure Governor site.

7.	Standing Reports:
7.1	<p>Health and Safety Report (to include legionella testing, asbestos register and any serious incidents)</p> <p>PB gave the following updates:</p> <ul style="list-style-type: none"> • The maintenance check has not been completed yet. But once it had been it would be passed along to the Clerk for distribution. • The PAT H&S Proforma has been completed. This was distributed to the LGB prior to the meeting. • The main hall roof has a leak. When it rains, the wind drives it underneath resulting in a substantial amount of water getting into the hall. This is beginning to affect the hall floor. The estate manager is aware and has visited OV site to assess this. NPS are also aware, hence the re-designation to a D condition category. • The boiler is aging and has reached its shelf life. Common recommendation during yearly surveys is that it needs to be replaced. This has been passed to the estate manager VJ in the central team <ul style="list-style-type: none"> ◦ EHT suggested this may come up in one of the CIF bids as we need a whole system replacement. • Orchard Vale is having its Health and Safety Audit in November which is done every 3 years. <ul style="list-style-type: none"> ◦ 2012 audit scored 98% and 97% in the 2009 audit. ◦ 2012 audit, 2% was lost due to visual display and the previous caretaker could not find the certificate for the boiler in time. ◦ Aiming for 100% this year. • All classrooms have smoke detectors; this is more aimed towards maintaining the property when it is vacant. This is a result of the small Kiln fire last year. • There were some concerns about the back area of the new build where the bins are stored. CM and PB have devised a plan of using a concrete side to put the bins in. • CM has put up new shelving in the garage to increase storage. <p><i>SM left at 7:15pm due to conflicting meeting schedules.</i></p> <ul style="list-style-type: none"> • An emergency evacuation for the whole school is to be planned after half term. <ul style="list-style-type: none"> ◦ PDK to give dates for evacuation.
7.2	<p>Safeguarding Report – to include SCR check</p> <p>The Safeguarding Report was sent out prior to the meeting.</p> <p>NR suggested that the commentary, in regards to the Safeguarding information action point on the Safeguarding Action Plan, should be changed to 'in the toilets' as this can be misconstrued.</p> <p>It was noted that the Safeguarding Report did not have a name or date written on it.</p>
Action	JC to change wording on Commentary point on Safeguarding Action Plan and put name and date on Safeguarding Report.

7.3	<p>SEND Report</p> <p>PC noted that Caroline Harding, SENDco, had devised a RAG Rated report for PC to complete.</p> <p>PC noted that he would send to Clerk prior to next meeting to be distributed with other documents.</p>
Action	PC to send Clerk SEND report prior to next meeting to be sent out with other meeting documents.
7.4	<p>Website Report</p> <p>EHT motioned for NR to become Website Governor due to his technical knowledge.</p> <p>Motion approved by all present. Clerk to pass along Website report templates.</p>
Decision Action	NR is to be designated Website Governor. Clerk to pass along Website Report templates to NR.
8.	<p>EHT Report</p> <p>Questions were sent to the Clerk prior to the meeting. EHT shared the questions and answers. These shall be attached as an appendix to the minutes.</p>
9.	<p>Monitor the Head of School Budget</p> <p>This report was not available for the meeting. Ryan Lewis is currently working on a new version for use with LGB. This will be available for the next meeting</p>
10.	<p>Local Items led by EHT</p> <p>10.a</p> <ul style="list-style-type: none"> • PB noted that reviewing the Critical Incident plan had highlighted the need for additional Health and Safety training. <p>10.b</p> <ul style="list-style-type: none"> • PC has asked for any SEND training courses that are available and will liaise with Caroline Harding to see if it would be useful for his role. • AB asked for training in regards to his role as Chair. • PDK may need a Safeguarding update course. <ul style="list-style-type: none"> ◦ Clerk to check Safeguarding training records. <p>10.c</p> <ul style="list-style-type: none"> • No correspondence was received by the Chair or the Clerk.
11.	<p>Policies as per the Annual Cycle</p> <p>Admissions Policy for 2017/18</p> <ul style="list-style-type: none"> • Consideration needs to be given to what the part time offer would be for placements. <ul style="list-style-type: none"> ◦ Orchard Vale has always been flexible in terms of our pupils but this needs to be outlined in the policy. ◦ Normal offer is consistent of a few part time weeks during the first half of term in Reception to allow the child to become used to the

	routine and setting.
Action	Part time offer needs to be confirmed and outlined in the draft Admissions policy.
12.	<p>Local Items of Business</p> <p>12.a LG stated she is no longer able to stand as Chair to the Local Governing body due to her becoming a staff member.</p> <p>LG proposed that AB become the new Chair of the Local Governing Body.</p> <p>No other nominations were received at the meeting or to the Clerk.</p> <p>Full motion was passed by the Local Governing Body by way of unanimous vote.</p> <p>LG proposed that PB to become Deputy Chair of the Local Governing Body.</p> <p>PC seconded this motion.</p> <p>Decision Decision AB elected Chair to the LGB. PB elected Deputy Chair to the LGB.</p> <p>12.b</p> <p>Role descriptions were sent to the designated Safeguarding and Health and Safety Representatives. They were also uploaded onto the secure Governor login area of the Orchard Vale website.</p> <p>12i. Health and Safety Representative: Paul Butler 12ii. Safeguarding Representative: Pastor David Kay 12iii. SEND Representative: Paul Cooper 12iv. Website Compliance Representative: Neil Rudd</p>
13.	<p>Issues for Directors and Innovative Practices</p> <ul style="list-style-type: none"> • The LGB wish to know if an Annual Governors statement needs to be published on a school website as a local item or a PAT central item; or is not relevant as a MAT? • What training is on offer for Chair and Clerk roles which is specific to the PAT as an organization. • The LGB have significant concerns in relation to the leak in the hall roof and the ageing boiler system. They wish to highlight this in relation that as the Winter months are approaching the possible cost of repair could be significant. The water ingress in the hall does create a H&S risk and considerable disruption to the school day curriculum and lunchtime use.
14.	<p>Date and Time of Next Meetings</p> <p>The next meetings for the 2015/16 academic year are:</p> <ul style="list-style-type: none"> • PAT Networking Meeting Tuesday 17th November 2015, 6-9pm at the Tiverton Hotel. <ul style="list-style-type: none"> ○ Clerk to book minibus, departing at 4:30pm.

	<ul style="list-style-type: none"> • Thursday 11th February 2016 at 6:00pm at Orchard Vale Community School. • Thursday 5th May 2016 at 6:00pm at Orchard Vale Community School. <p><i>The meeting concluded at 8:50pm.</i></p>
	<p>SUMMARY OF DECISIONS</p> <ul style="list-style-type: none"> • NR is to be designated Website Governor. • AB elected Chair to the LGB. • PB elected Deputy Chair to the LGB. <p>SUMMARY OF ACTIONS</p> <ul style="list-style-type: none"> • Clerk to collate sheets and pass along to Company Secretary. • Clerk to make amendments to previous minutes. • Clerk to send signed copy of minutes to Company Secretary. • Clerk to upload a copy of the PAT budget onto the Secure Governor site. • JC to changed wording on Commentary point on Safeguarding Action Plan and put name and date on Safeguarding Report. • PC to send Clerk SEND report prior to next meeting to be sent out with other meeting documents. • Clerk to pass along Website Report templates to NR. • Part time offer needs to be confirmed and outlined in the Admissions policy by EHT with clerk and returned for Director approval.
	<p>The minutes below are approved as a true and accurate record of the meeting</p> <p>Signed  Date <i>4th February 2016</i></p> <p>Printed <i>A. BOSHELY</i></p>