

LGB Minutes of Orchard Vale Community School held on 3rd April 2014

Date & Time	Thursday 3 rd April 2014 6:10pm	Location	Orchard Vale Community School
Attendees		Attendees	
Jan Baker	Executive Head of Schools	Paul Cooper	Co-opted
Caroline Harding	Head of School	Neil Rudd	Tier 3 Business and Development
Lyn Brimson	Staff	Pastor David Kay	Community
Alan Bosley	Co-opted		
Louise Gordon	Parent		
Janet Cowie	Tier 3 Ethos and Community		

Apologies		Absent Without Apology	
Paul Butler	Parent		

In Attendance		Minutes to	
Jan Baker		All members of LGB	
Caroline Harding			
Lyn Brimson			
Alan Bosley			
Louise Gordon			
Janet Cowie			
Paul Cooper			
Neil Rudd			
Pastor David Kay			

	Minutes
1.	Welcome
2.	Apologies Apologies were received from Paul Butler.
3.	Declaration of Conflicts of Interest All Governors in attendance signed and presented their Declaration of Interest Form. These were returned to the Clerk to be kept on record.
Action	Clerk to get PB to sign and return his Declaration of Interest form.

3.	<p>Minutes of the previous meeting</p> <p>LG explained the restructure of the LGB. EHOS stated that the LGB Terms of Reference are currently being updated.</p> <p>LG said in regards to the termly focus for Governor school visits, as discussed at the last meeting, she had been unable to do as many class visits as she had hoped and suggested that the LGB look at the termly focus after Easter. HOS and LG to determine.</p> <p>LG suggested that the minutes from the previous meeting are a true and accurate and that they be adopted as a record of the meeting held on Thursday 29th November 2013.</p> <p>This was seconded by all that were present. Signed minutes to go to Emma Hunt – Company secretary</p>
Action	LG to discuss with HOS in regards to the termly Focus.
4.	<p>Feedback from Directors</p> <p>PC brought attention to question 7 of the LGB report regarding training. EHOS explained that some training which is ‘fit for purpose’ could be delivered by other LGB members and or Governors services in line with delegation planner to support LGB duties. More detail for LGB termly work schedule will be available for summer meeting LGB meeting schedule is to increase with additional joint meeting with the other PAT LGB’s in November; focus data sets/ Trust Raiseonline.</p>
5.	<p>Issues for Directors This item was moved to the end of the meeting; areas raised</p> <p><u>Accident book</u> HOS said that the school has PAT accident books and is willing to implement them. Just awaiting clarification from the PAT. However some members of staff have expressed that they find the new accident books time consuming to fill out, where as Orchard Vales current procedure works well in terms of recording the information to distribute to all parties in a timely manner.</p> <p>PDK brought attention that one meeting of the Tier 3 committee was to be scheduled during the day. He expressed that this could cause issues for those who worked during the day and that it would not be convenient for everyone.</p>
Decision	Meeting times for Tier 3 to be feedback to Company secretary by LGB members
6.	<p>Health and Safety Report (to include legionella testing, asbestos register and any serious incidents) Due to the apology from PB, the Health and Safety report shall be included in the minutes of the next meeting.</p> <p>HOS did state that there had only been one serious incident and that it had been reported by herself using the online instant reporting system. She also said that a full investigation was being carried out. PB had been fully involved and supportive. EH had also been informed for PAT</p>

<p>Action</p>	<p>JC suggested that a letter of thanks be sent to the Eco Club and Mr Robertson for getting the project underway.</p> <p>EHOS & HOS will meet with contractors in regards to health and safety of installation.</p> <p>LG to send a letter of thanks to the Eco club and Mr Robertson</p> <p>LG also to send a letter of thanks to Alan Goddard.</p>
<p>8 b.</p>	<p>School Improvement plan Items discussed Clarification of SIP reporting undertaken by HOS/EHOS over the next two terms</p> <p>HOS monitoring of lessons observations; process and outcomes.</p> <p>Maths support from HB and recent trip to Worcester to see outstanding practice and enthusiasm for ensuing ideas to implement in OV; especially use of 'numicon' as a resource. Maths lead across the school has been very successful and HOS are in current discussion about how to build on this next year. JC suggested that the LGB termly focus could be on Maths. Current IT room redesigned as a maths room – computers re-distributed around the school.</p> <p>IT hardware / curriculum– PAT support for OV to trail 'classroom of the future' and spread training for other PAT school. This will mean a considerable investment of PAT central finance resources to equip Dev Chopra's classroom to undertake this work. LGB members to visit and discuss with DC in the latter part of the summer term.</p> <p>Website revamp supported by 'e-schools' – blog / chat functions for pupils had been well received as a safe environment for pupils to communicate with each other.</p> <p>Sport funding report for website – very detailed and is this level of detail necessary – explore this with PAT CLT?</p> <p>Planning applications for OV now in process. Need to start one element of this for the securement of the whole planning indefinitely; probable extension to nursery / management extension being first areas of work to be considered.</p> <p>Coffee Corner development and opening to coincide with 5 anniversary.</p> <p>Junior savers club to move to CC as venue in September with re-launch.</p> <p>Good feedback from residents meeting with OV team and PCSO regarding parking issues/ speeding etc.</p> <p>Action</p> <p>HOS to discuss report format for sports funding for the website. HOS to offer LGB visit dates to IT classroom in second half of summer term</p> <p>Decision</p> <p>The focus for the LGB in the Summer term is to be Maths.</p>
<p>9.</p>	<p>Policies as per the Annual Cycle</p> <p>N/A</p>

10.	Premises and Capital Works Some areas e.g. Coffee corner, management suite, and building works discussed in HOS report.
Action	Full premises report will be presented at next LGB meeting by PB.
11.	Innovative practices across the Primary Academies Trust Eco Club initiative supported by Mr Robertson regarding the Solar Panels was outstanding in helping Orchard Vale to become more Eco friendly. Current work with Grandparents and how they can support learning. Coffee Corner community work / workshops / family initiatives
12.	Date and Time of Next meeting Thursday 3rd July at 6:00pm.
	SUMMARY OF DECISIONS <ul style="list-style-type: none"> • item 5 of the agenda to be discussed at the end of the meeting. Issues to be brought forward to Directors meetings to be included in item 5. • The Summer term focus for the LGB monitoring will be Maths. SUMMARY OF ACTIONS <ul style="list-style-type: none"> • Clerk to get PB to sign and return his Declaration of Interest form. • HOS check and update safeguarding report to ensure that it is a true and accurate record. • Emma Murdoch to book relevant Safeguarding training for staff • HOS check Children in Care policy • Copies of safeguarding poster made available to members of the LGB through the Clerk. • HOS to Present Socrates Tree results at next meeting. • School meal numbers for all children and FSM in next HOS report. • LG to send a letter of thanks to the Eco club and Mr Robertson. • LG also to send a letter of thanks to Alan Goddard. • HOS and EHOS to discuss report format for sports funding for the website. • Full premises report will be presented at next LGB meeting by PB.
	The minutes below are approved as a true and accurate record of the meeting <div style="display: flex; justify-content: space-between;"> <div> Signed Printed </div> <div> Date </div> </div>