

LGB Minutes of Orchard Vale Community School held on Thursday 4th July 2018

Date & Time	Thursday 4 th July 18 at 6:15pm	Location		Orchard Vale Community School
Attendees			Attendees	
Fiona Pearce	Head Teacher		Paul Cooper	Co-opted
Alan Bosley	Chair/Co-opted		David Kay	Community
Louise Gordon	Staff		Paul Butler	Co-opted
Tamsin Ross	Parent		Amy Moore	Clerk
Samantha Clarke	Parent			

Apologies		Absent Without Apology	
Tamsin Ross	Parent		
David Kay	Community		
Paul Butler	Co-opted		

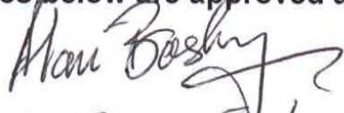

In Attendance		Minutes to	
Fiona Pearce	Headteacher	All members of the LGB	
Louise Gordon	Staff (Left at 7:30pm)	Company Secretary	
Alan Bosley	Chair/Co-opted		
Samantha Clarke	Parent		
Paul Cooper	Co-opted		

	Minutes
1.	Welcome <p>I. AB welcomed everyone to the Summer term meeting.</p>
2.	Apologies <p>I. Apologies were received from the following Governors:</p> <ul style="list-style-type: none"> a. TR due to childcare arrangements b. DK due to personal reasons c. PB still on sabbatical due to health reasons
3.	Declaration of Business interests <p>I. No declarations of business interests were made.</p>
4.	Minutes of the previous meeting <p>I. PC suggested that the minutes from the previous meeting were a true and accurate record of the meeting and that they be adopted as a record of the meeting held on Thursday 8th February 2018.</p> <ul style="list-style-type: none"> a. This motion was seconded by LG. <p>II. AB signed a copy of the minutes.</p>
ACTION	Clerk to send a signed copy of the minutes to the Company Secretary.

5.	Matters arising from previous meeting <ul style="list-style-type: none"> I. There were no matters arising from the previous minutes.
6.	Update from Directors/Executive team <ul style="list-style-type: none"> I. No written report was received in time for the meeting.
7. Standing Reports	
7.1	Health and Safety report <ul style="list-style-type: none"> I. The report was sent out prior to the meeting. II. SC worked with Clive Magson to complete the reports. III. Replacing the boiler will solve an outstanding Health and Safety issue for the gas valve. <ul style="list-style-type: none"> a. The Trust are currently in talks with contractors and suppliers to obtain the best quotes for the schools who need boiler replacements. b. Boiler is looking to be replaced in the next financial year. IV. The Velux windows are looking to be a longer-term project. This issue is to be raised during the conditioning survey due to take place on 7th July. Rose Budge is to support Clive Magson during the visit. V. The Friends of Orchard Vale (PTFA) purchased fans for the classrooms to help moderate the temperatures in the classrooms during the period of hot weather.
7.2	Safeguarding Report <ul style="list-style-type: none"> I. The report was sent out prior to the meeting. <ul style="list-style-type: none"> a. TS supported LG in completing the report and checks as part of the new Governor Induction programme. II. CPOMs works well alongside the Safeguarding procedures in place. III. The 3 red areas on the report that have not been completed are due to current workload constraints. These will be carried over into the next academic year and be noted as priority work. IV. Admin lead to undertaking safer recruitment course.
7.3	SEND Report <ul style="list-style-type: none"> I. Caroline Harding, SENDCo, is teaching in the Speech and Language centre due to staff absence. <ul style="list-style-type: none"> a. HT is monitoring workload to ensure a work/life balance is in place. II. AB noted that the school has a good reputation for working with SEN children. <ul style="list-style-type: none"> a. A recent visit from the Educational Psychologist endorsed this as no further recommendations were made as to what else could be put in place for these pupils. III. Current year 2, 3 and 6 are SEN heavy and are tracked throughout their journey in the school. IV. Current Reception class have a high level of SEN. This has been hard to identify due to the majority joining from other nurseries with no background information given. Due to staffing constraints, school has been unable to implement normal levels of interventions, but staff have done their best to support these pupils and they will continue to be tracked throughout their school journey.

8.	Headteacher Report and responses to Governor questions
	<ul style="list-style-type: none"> I. Staff have experienced a challenging year in terms of workload and behavior management of a few pupils across the school. This has taken up considerable time for all staff. II. HT wished to express her appreciation for all the staff in supporting the pupils this year and not compromising on the pupil's education. III. AB questioned, with the closure of certain specialist schools, what impact was had on the school? <ul style="list-style-type: none"> a. A new school is to open in September for 5-11 year old's. The new Headteacher of the school had reached out to HT regarding the EHCP process and how the process can be used to intervene prior to the child reaching exclusion. b. HT to report back on progress to LGB in Autumn term meeting. IV. HT summarised SIP in her HT report, which was sent out prior to the meeting. <ul style="list-style-type: none"> a. Data is due back Tuesday 10th July and will be shared during the Autumn term meeting. b. KS1 looked inline with the Nation average, whilst Early Years just below. c. Year 3,4 and 5 had been tested week commencing 2nd July. <ul style="list-style-type: none"> i. HT in process of marking papers but currently showing that all pupils have made progress. ii. Tests will be used to inform school improvement. Staff are now using data, not only as a way to measure progress, but to inform teaching. d. At the beginning of the year teachers have an overview sheet with a plan of what they will do for their pupils. At the end of the year they input the data and show what they have done. This is used as part of a critical analysis during performance management reviews. V. The staff engagement survey results were shared at the previous meeting and have since been shared with the staff. <ul style="list-style-type: none"> a. HT to look at re-developing professional development. b. 4 TA's completed first year of their Foundation Degree. c. HT looking to start a 'book club' for less descriptive dialogue, which leads to more meaningful conversations. d. Continue next academic year with the staff 'critical friend' initiative, as this has proven successful this year. e. Learning walks to be re-instated again in the next academic year. VI. SIP areas for next year are to be around Early Years, Professional Development, Reading and Maths. Curriculum will also be included as a whole Trust target area. VII. All trips have run this year despite budget and staffing constraints. <p>ACTION HT to report back to LGB on working relationship with new school in terms of early intervention to prevent exclusion.</p>
9.	Monitor the School budget <ul style="list-style-type: none"> I. At the end of the financial year, the school budget will be £0, which is less than the predicted deficit. II. HT and Finance lead worked closely together to monitor the budget and have had termly and monthly meetings with the central finance team throughout the academic year. III. 6 order windows were introduced throughout the year and this format will

	<p>continue for the next academic year.</p> <p>IV. The next academic year will still be essential spending only. The school have cut down on waste and have been more conservative and creative when it came to resources.</p> <p>V. Budget for 18/19 is healthier but this is due largely to the cost savings made in 17/18 budget.</p> <p>VI. Adventure trail will be taken down during the Summer and a bid has been written to aid its replacement. Finances from the Friends of Orchard Vale, a local councilor and Ventrus (awarded from the Sugar Tax funding given to the Trust) are to be used to financing the replacement of the equipment.</p> <p>VII. Current budgets across the Trust are part of a 2-year Trust financial plan.</p>
10.	<p>Policies and Statements as per the Annual cycle</p> <p>I. Home School Agreement was sent out prior to the meeting.</p> <p>a. TR emailed her thoughts.</p> <p>b. LGB to feedback any other changes.</p>
ACTION	HT to email Clerk updated HSA to email to LGB for any further changes.
11.	<p>Local items of business</p> <p>I. GDPR awareness video was watched by all present.</p> <p>II. AB feedback key points from the Chair of Governors meeting.</p> <p>a. Whole Trust LGB meeting to be scheduled for the first or second week of November 2018.</p> <p>b. An invitation has been extended to all Governors to register an expression of interest to become a Director for the Trust.</p> <p>i. AB to send Clerk information to send to Governors on how to apply.</p> <p>III. PB has given his resignation for his position as a co-opted Governor. Due to personal circumstances, PB feels it is time to step back from his Governor responsibilities.</p> <p>a. The LGB extended their thanks to PB for all the work he has done during his time as a Governor and wished him all the best for the future.</p> <p>b. A discussion was had around the number of Governors and it was decided to advertise for a new Co-Opted Governor.</p>
DECISION ACTION	<p>Advertise for a new co-opted Governor.</p> <p>Clerk to arrange advertisement for new co-opted Governor position.</p>
12.	<p>Governor Training</p> <p>I. SC undertaking Level 2 Safeguarding training on 6th July 2018.</p> <p>II. PC and AB to undertake Safeguarding refresher training in Autumn term.</p> <p>a. Clerk to arrange this with SENDCo.</p>
ACTION	Clerk to arrange Safeguarding refresher training for Autumn term.
13.	<p>Questions for Executive Team/Directors and Innovative practices</p> <p>I. The LGB would like to receive regular updates in regards to the Boiler Replacement.</p> <p>II. The Governors wish to highlight as an innovative practice, how even though the school have struggled this year, the staff have gone above and beyond and given a tremendous amount of goodwill so as not to compromise to pupils</p>

	<p>educational journey.</p> <p>III. The school have used innovative ways to save money and look outside the box, in terms of getting funding into the school. The Governors appreciate this has given schools freedoms to try different approaches and that they had been fully supported by Ashleigh Leeson and Claire Baillie.</p>
14.	<p>Governor Challenge tracker</p> <p>I. Track the condition of the school facilities.</p> <p>II. How the new intervention room will impact the use of the SEN budget, monitoring top up funding in particular.</p>
15.	<p>Date and Time of Next meetings:</p> <p>I. No meeting windows had been set in time for the Summer term meeting.</p> <p>II. The whole Trust LGB network evening to be scheduled for the first or second week of November.</p> <p>III. Clerk will contact LGB beginning of Autumn term to set meeting date.</p>
ACTION	<p>Clerk to contact LGB to arrange Autumn term meeting date.</p> <p><i>The meeting closed at 8:35pm.</i></p>
	<p>The minutes below are approved as a true and accurate record of the meeting</p> <p>Signed  Date <u>6.12.18</u></p> <p>Printed </p>