

LGB Minutes of Orchard Vale Community School held on Thursday 8th February 2018

| Date & Time | Thursday 8th February 2018 at 6:00pm | Location | Orchard Vale Community School |
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| 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 | | |
| Samantha Clarke | Parent | | |

| Apologies | | Absent Without Apology | |
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| Paul Butler | Co-Opted | | |
| Alan Bosley | Co-opted | | |

| In Attendance | | Minutes to | |
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| Fiona Pearce | Headteacher | All members of the LGB | |
| Louise Gordon | Staff | Company Secretary | |
| Tamsin Ross | Parent | | |
| Samantha Clarke | Parent | | |
| Paul Cooper | Co-opted | | |
| David Kay | Community | | |
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| | Minutes |
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| 1. | Welcome and Introductions <ol style="list-style-type: none"> I. PC welcomed everyone to the Spring Term meeting and introduced Adrian Gicquel, a Director from Ventrus Multi Academy Trust. II. PC explained the new agenda format, in which key agenda items had been highlighted as meeting focal areas. |
| 2. | Apologies <ol style="list-style-type: none"> I. Apologies were received from Alan Bosley, who was on holiday. II. PB is still on sabbatical due to health reasons. III. PK will be late attending due to attending a funeral but will be joining for the second half of the meeting. |
| 3. | Declaration of business interests <ol style="list-style-type: none"> I. There were not declaration of business interests made. |
| 4. | Minutes of the pervious meeting <ol style="list-style-type: none"> I. All members of the LGB that were present suggested that the minutes from the |

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| | <p>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 19th October 2017.</p> <p>a. PC signed a copy of the minutes.</p> |
| ACTION | Clerk to send a signed copy of the minutes to the Company Secretary. |
| 5. | <p>Matters arising from previous minutes</p> <p>I. There were no matters arising from the previous minutes.</p> |
| 6. | <p>Report from Directors</p> <p>I. No written report from Directors was received in time for the meeting.</p> <p>II. Adrian gave an update on behalf of Ventrus Directors:</p> <p>a. It was decided that the Directors would visit some of the schools. Adrian had spent the day with FP and Sarah Price (Deputy Head of Woodwater), looking around the school.</p> <p>b. Directors would also be attending a sample of LGB meetings across the Trust. This is due to the change in the leadership structure of the Trust. As Executive Heads no longer attend LGB meetings, Directors are able to introduce themselves and to continue the open dialogue between LGBs and Directors.</p> <p>c. All Directors have a portfolio they are responsible for and meet with the designated Ventrus leads so that they can feed it back at Directors meeting to triangulate what the Trust is saying/doing.</p> |
| 7.1 | <p>Health and Safety Report</p> <p>I. The reports were sent out prior to the meeting.</p> <p>II. The LGB were asked to send tabled questions prior to the meeting in regards to this agenda item (appendix 1).</p> <p>III. The LGB would like to give thanks to Clive Magson for the support he has given in completing the reports.</p> |
| 7.2 | <p>Safeguarding Report</p> <p>I. The Safeguarding report was sent out prior to the meeting.</p> <p>II. The LGB were asked to send tabled questions prior to the meeting in regards to this agenda item (appendix 1).</p> <p>III. LG noted that the date was incorrect and should be amended from '2017' to the correct date of '2018'.</p> |
| 7.3 | <p>SEND Report</p> <p>I. The SEND report was sent out prior to the meeting.</p> <p>II. The LGB were asked to send tabled questions prior to the meeting in regards to this agenda item (appendix 1).</p> |
| 8. | <p>Governor Challenge Tracker</p> <p>I. PC is still monitoring pupils with medical needs and how this affects their attendance. This has been fed back and tracked through the SEND report.</p> <p>a. Clerk to take data from the SEND report and input into the challenge tracker.</p> <p>II. LGB to monitor the deterioration of the school building, in particular the condition of the Velux windows.</p> |

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| | <p>III. To monitor the outcomes of the current testing strategy and how this impacts upon the year 6 SATs results in the Summer term.</p> |
| ACTION | Clerk to input the SEND data onto the challenge tracker. |
| 9. | <p>Headteacher Report</p> <p>I. The Headteachers report was sent out prior to the meeting.</p> <p>II. A copy of the pre-tabled questions and the HT's answers were presented at the meeting.</p> <p style="padding-left: 40px;">a. The LGB discussed that it would be useful to have the answers prior to the meeting.</p> <p style="padding-left: 40px;">b. Clerk to send out HT replies prior to the meeting.</p> <p>III. A discussion was had around Governor visits to school.</p> <p style="padding-left: 40px;">a. HT suggested that Governors visit could be done in the morning or afternoon of the day of the LGB meeting. HT would be willing to book our diary for the day to accommodate this.</p> <p style="padding-left: 40px;">b. LGB members present were in agreement.</p> |
| DECISION DECISION | <p>Clerk to send out future answers to tabled questions prior to the meeting.</p> <p>LGB to do Governor visits on the day of the LGB meeting. HT to book out diary for the day to accommodate this.</p> |
| 10. | <p>Monitor the School budget</p> <p>I. A copy of the budget report was received on the day of the meeting. A paper copy was distributed at the meeting.</p> <p>II. Central team are setting up a finance report package so that Finance Admin are able to run this report for future LGB meetings.</p> <p>III. A discussion was had around the financial processes that are now in place.</p> <p style="padding-left: 40px;">a. HT and Finance Admin working closely with the central team, with termly meetings, to monitor expenditure with Headteachers being held to account for the spending.</p> <p>IV. HT stated that the Trust are anticipating the cuts to education and are putting in a plan for this year which will put schools in a healthier financial position.</p> <p>V. Schools are looking at where money is spent and where it can be saved, such as looking at existing resources within schools and not re-ordering them if there are a substantial amount.</p> <p>VI. Ventrus supply budget has been high. Schools have been looking at ways to internally cover PPA and teacher absence by utilising HLTA's and Senior Leadership staff.</p> <p style="padding-left: 40px;">a. HT, Caroline Harding and Robinne Lowrey have all been teaching in the classroom. Although this has taken away from their work, it has had a positive impact in driving school improvement from leading by example.</p> <p>VII. Adrian explained that from a Directors view it has been learning curve in terms of the new systems in place and that the current financial climate should be monitored and seeing this year through will put schools in a better financial position and they can continue to monitor spending in a meaningful way.</p> <p>VIII. The idea is for schools to have a clear budget with a carry forward. 6% of the budget is to be anticipated by the Government cuts. Any money raised by the schools will stay within the school's budget and be carried forward if not spent at the end of the academic year.</p> <p>IX. The Executive team are looking at staffing across the Trust and determining a formula so that sufficient staffing levels are consistent across the Trust and no schools are understaffed. This will be in place for the budget meetings due to</p> |

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| | <p>take place in March 2018.</p> <p>X. AB is currently writing a letter on behalf of the LGB, to the local MP, in regards to the funding formula.</p> |
| 11. | <p>Local Items of business</p> <ul style="list-style-type: none"> I. PC fed back to the LGB on the Chairs meeting he attended. II. The LGB note receipt of the Marking and Feedback policy. III. The LGB note receipt of the Calculation Policy. IV. A copy of the Raise Online was sent out prior to the meeting. HT presented the new 'ASP' document to the LGB at the meeting. <ul style="list-style-type: none"> a. EY GLD has risen over the last 5 years and is above the national average. b. KS1 are in-line with the national average and normally above. However, they dipped below the NA last year along with the phonics. This was due to a high number of disadvantaged pupils within the cohort who could not access the test in any form. Ofsted visited and looking at this and said that the practice is good. This is something to consider as the cohort moves through the school. c. KS2 did well in reading but were below in Maths. <ul style="list-style-type: none"> i. HT explained about the background of the current year 6 cohort and also the background of the 2016/17 cohort. d. A new testing strategy has been implemented this academic year. <ul style="list-style-type: none"> i. Cohort will be tested in the classrooms as opposed to the school hall. ii. Cohort are tested every Friday morning in the classroom with the teacher and TA's who will be assisting them on the day they take their SATs. iii. Testing outcomes help to inform planning for future weeks. iv. Teachers already seeing an increase in test results. v. Antonia Lavictoire, year 5/6 team leaders, is going to write a rational around the research that is being done on this strategy which will be available for Governors in the Summer term meeting. e. Work around looking at the standards in KS2 and tracking this back. HT explained the educational journey of the current year 6 cohort. <ul style="list-style-type: none"> i. High data are year 1 due to additional teachers in KS1 at the time with TA's doing high interventions to get the results. At KS2 no more investment was put into the cohort. f. HT has applied for the SATs timetable to put into place. Able children will be tested at 9:00am, later testing children who find testing atmosphere difficult and the last group will be SEN children. g. HT explained about the year 4 testing and using a new testing strategy from the Trust. Putting into place the testing strategy earlier in the education journey so that children will be better prepared to cope with the pressure and build resilience to sit the test. HT explained that teachers had also sat the tests to see what the children needed to know, which has also aided school improvement. h. SC feels this is a good move allowing children to be familiar with staff. i. LG asked when this is being introduced into year 5? <ul style="list-style-type: none"> i. HT stated that children are already eagerly asking and this is a positive sign the current strategy is having a knock-on effect. j. Pupils are given feedback as a whole and not individually. k. PC noted that the key issues identified by the LGB have been picked up and included in the School Improvement Plan. PC feels the SATs |

timetable is realistic.

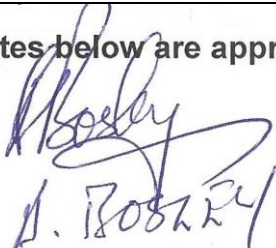
- l. TR visited the school to look at Math's and was impressed by how the school has thought through the difficulty of how each child learns. She felt that the energy was positive within the groups that she observed.
- m. SC asked if the children understood how they have been grouped?
 - i. HT answered that pupils are aware but it is not grouped by ability, it is grouped according to what the pupil needs to learn next and who is best placed to teach them this. The pupils have a say in this and are conferenced on a regular basis if they are not improving or engaging. Children will shift groups for this reason.
- n. The staff are perceptive the behavior changes with regular pupil conferencing. An example is the reception class. Behavior was causing disruption but this was due to the environment. Changes were made to the grouping, the level of challenge and support for the pupils. Pupils are happier when learning and succeeding and they need to be engaged in order for this to happen. More able children tend to lose engagement quickly due to not being challenged. This is being changed and the principles being applied right down to Nursery.
 - i. PC stated that he had picked up on the reception cohort during his SEND review and noticed that it was a challenge for the school to get prior knowledge of the children if they had not attended the schools' nursery.
- V. HT shared a copy of the staff engagement survey that was sent out to all Ventrus staff in October 2017.
 - a. This feedback has yet to be shared with staff within the school.
 - b. Marking and feedback has been looked at and ways to change the marking to help teachers struggling with book marking. This has been looked at across the school.
 - c. HT will be sending out commentary of what staff have said.

The LGB had a brief break at 7:30pm.

DK arrived at 7:30pm

The meeting continued at 7:50pm and Robinne Lowrey, Deputy Head, joined the meeting as part of her aspirant leader's work.

- VI. The LGB discussed the condition of the building.
 - a. Velux windows in the classrooms are leaking during rainfall.
 - b. Boiler needs to be replaced soon.
 - c. One of the disabled toilets does not have hot water.
- VII. DK visited year 5/6 looking at Maths as a focus area. He was pleased to see cohesion with children in a group that matched their abilities and that smaller groups were in place to support the needs of these pupils.
 - a. SC asked from a parent perspective if there were aids for parents in terms of supporting their children with their learning.
 - i. HT explained that the homework has been changed and a new system is being trailed in year 5 and 6 with an online portal with videos of the teachers demonstrating the methods that the children have been taught. Worksheets in year 3 and 5 are also being looked at with an example and explanation given at the top of the sheet.
 - ii. Looking to shift the culture of learning, giving the parents the technical vocabulary to use at home.
 - b. LG expressed the use of the app is beneficial as it prepares pupils for

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| | their transition to secondary school as this is something utilised by secondary schools. |
| 12. | Governor Training <ol style="list-style-type: none"> I. SC to undertake level 2 Safeguarding training. <ol style="list-style-type: none"> a. Clerk to organise this with SENDCo, Caroline Harding. |
| ACTION | Clerk to organise level 2 Safeguard training for SC. |
| 13. | Issues for Directors <ol style="list-style-type: none"> I. Orchard Vale is experiencing deterioration of the building, with Velux windows in some of the classrooms leaking during periods of heavy rain. The LGB wish to know at what point would this become a bigger issue? As they have concerns that if it continues it could cause damage to the roof which could potentially lead to bigger issues in the future. II. The LGB would like an update as to when the boiler is likely to be replaced. III. Members of the LGB have requested an update as to the current plans for the Bideford free school. IV. The LGB would also like to note that the SEND policy has yet to be reviewed and ask that policies are updated in a timely manner due to the compliance aspect that schools need to maintain. |
| 14. | Date and time of next meeting <ol style="list-style-type: none"> I. The following date has been confirmed for the Summer LGB meeting: <ol style="list-style-type: none"> a. Thursday 5th July 2018 6:00pm at Orchard Vale Community School. <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 5-7-18</p> <p>Printed D. Bostley</p> |