

LGB Minutes of Orchard Vale Community School held on 29th November 2013

Date & Time	Thursday 29 th November 2013 6:10pm	Location		Orchard Vale Community School
Attendees		Attendees		
Jan Baker	Executive Head of Schools		Janet Cowie	Co-opted
Caroline Harding	Head of School			
Lyn Brimson	Staff			
Paul Butler	Parent/ Co-opted			
Alan Bosley	Co-opted/Community			
Louise Gordon	Parent			

Apologies			Absent Without Apology	
Sue Manley				
Robert Barber				
Paul Cooper				
Neil Rudd				
Pastor David Kay				

In Attendance			Minutes to	
Jan Baker			All members of LGB	
Caroline Harding				
Lyn Brimson				
Paul Butler				
Alan Bosley				
Louise Gordon				
Janet Cowie				

Minutes	
	Welcome
1.	<p>Apologies</p> <p>Apologies were received from Sue Manley, Robert Barber, Paul Cooper, Neil Rudd and David Kay.</p> <p>The resignation of Robert Barber as a member of the LGB was accepted and the HOS gave thanks from the school for his support as a governor over the years. An appropriate gift will be sent to Robert on behalf of the school and LGB and Paul butler will organize this.</p>
2.	<p>Declaration of Business interests</p> <p>N/A</p>

<p>3.</p> <p>Decision</p>	<p>Appointment of a Chairperson JB proposed that LG to continue to be chair the LGB. Seconded and carried by all present.</p> <p>LG to remain chair to the LGB</p>
<p>4</p>	<p>The Vision of the Trust</p> <p>Hard copies of the Trust Vision given to those present. JC to take copies for DK.</p> <p>JB explained in more detail a breakdown of the document and explained about sponsored schools and converter schools.</p> <p>JB also explained that Duchy school is the latest school to join the PAT and joined in September 2013.</p>
<p>5</p>	<p>The Governance Structure</p> <p>JB explained the plans for the new Governance structure for the PAT and how the Governing body feeds into the Tier 3 sub-committee and integrates with the school.</p> <p>The tier 3 sub-committee are still able to feed into the LGB but will not be listed as Governors. The LGB will be about the school and the tier 3 sub-committee will be about all schools across the PAT.</p> <p>There shall be one budget and one finance committee across the PAT and the LGB will be able to look at the budget HOS has for Orchard Vale.</p> <p>JB said there needs to be 7 members of the LGB and asked if the decision could be made amongst the LGB of who would remain on the LGB and who would join tier 3 or do both.</p> <p>JB suggested that SM and LB work together to represent the staff viewpoint but LB to attend LGB meetings.</p> <p>AB asked the time scale that the new structure would come into effect. JB stated that the deadline is January 2014.</p> <p>JB asked if anyone would be interested in going into the Tier 3 sub-committee and explained how their meetings are once a term.</p> <p>PB suggested it's best to circulate around the LGB so other governors can decide.</p> <p>JB said that it's prudent that we have people on the Tier 3 sub-committee.</p> <p>LG nominated JC as she has a wealth of experience. JC nominated NR as he would be an excellent candidate.</p> <p>AG asked which 3 sub-committees would be beneficial to have someone on. JB proposed Audit, finance, property and HR & Personnel are all important.</p> <p>JC willing to step back from the LGB and possibly become part of the tier 3 sub-</p>

	committee if travel arrangements can be sorted.
Action	PB may consider becoming a part of the tier 3 sub-committee.
Action	Conversation to be had with SM in regards to working with LB and about LB attending meetings on both of their behalf.
Action	LG to talk to those not present in regards to the Tier 3 sub-committee.
Action	LGB to decide upon which 7 are to be listed as Governors.
6.	<p>The Leadership Structure</p> <p>Documents and appendices outlining the Leadership Structure handed out to those who were present.</p> <p><u>Appendix 2</u> CH has spoken to all staff team leaders and sent out emails of the documents and appendices to staff. The feedback has been positive and staff feel it is very straight forward.</p> <p>JB is to become Executive Head of schools for the North, whilst Helen Nicholls is to become Executive Head of schools for the South.</p> <p>CH is to become Head of School, with Fiona Pierce acting as Deputy Head of School pending recruitment.</p> <p>JB noted that only large schools, such as Orchard Vale and Woodwater, warrant a Deputy Head of School.</p> <p>JB stated that any vacancies would be advertised and those with suitable qualifications shall be considered.</p>
7.	<p>The Terms of Reference for LGBs (TORs)</p> <p>Given and explained to all present.</p>
8.	<p>The School Improvement Plan – Outlining the Priorities – HOS</p> <p>CH handed out a summary document to all those who were present.</p> <p>CH talked through the strategic areas and operational work. Action plans to be reviewed every term and will form basis of next SIP report to LGB.</p> <p>JB asked CH to provide a report on the outcome/evolution and impact from implementing plans outlined in the summary at next meeting of LGB.</p> <p>LG asked in regards to physical education funding. JB stated that each school receives £8,000 and a report has to be compiled as to what the money has been spent on.</p> <p>CH said that Orchard Vale have signed up to the sports coordinators service</p>

<p>Action</p>	<p>agreement, as well as this, the school has been able to enhance the existing programs and TA's can also run sports clubs.</p> <p>CH to prepare report on outcomes from implementing plans for school improvement.</p>
<p>8a</p>	<p>HOS report to LGB.</p> <p>CH handed out a summary document to all those who were present.</p> <p>Questions taken by CH on report.</p> <p>Areas covered:</p> <p><u>School profile</u></p> <p>CH explained about School Action and School Action plus and about students who are statement and how funding for these children goes into funding staff for extra curriculum activities, e.g. sports clubs.</p> <p>CH explained how School Action is updated regularly as it affects funding.</p> <p><u>SEN</u></p> <p>HOS explained the SEN register and who it includes.</p> <p>CH stated that she works with Chris Mason in regards to SENCO.</p> <p><u>Attendance</u></p> <p>CH stated that she is pleased that the schools attendance stands at 95.7% which is above target. No class is below 94% and all teachers are helping to clamp down on bad attendance.</p> <p>LB stated this has been good for parent/teacher relations.</p> <p>CH explained the procedure with pupils who have low attendance.</p> <p>JB stated that the new government legislation has made attendance a high priority.</p> <p>CH said that Mrs Allin and Mr Robertson's class shall be receiving a certificate for having the best attendance.</p> <p><u>Safeguarding and CP</u></p> <p>CH and FP are the schools Child Protection officers and have attended a few cases this term.</p> <p>CH explained how she has given training to teachers, supplied literature and implemented a file of contact information that staff can access for support and advice.</p> <p><u>Personnel and staffing</u></p> <p>JB suggested that HOS to prepare a part 2 document in regards to personnel.</p> <p>LG asked in regards to the new office arrangement and how it was working out.</p>

CH explained that the roles have been changed around and Chris Mason is now finance, Carolyn Standen is now attendance and managing SIMS and Emma Murdoch is personnel.

JB stated that Amy Moore, who has been taken on until Christmas and has been supporting the office staff, is to be taken on after Christmas with a half termly contract.

JB stated that a letter regarding JB, CH and Fiona Perace and their new roles has been sent out to parents as well as explaining about Chris Eales leaving to pursue a new career path.

CH explained about who will take over Chris Eales class and has spoken to Tamsin Johnson and have come to an agreement that she will have a phased return to work and shall be working in the morning, supported by Helen Batchelor who shall take over the afternoon session with Tamsin Johnson who return full time after half term.

Student voice

CH talked about a new online tool for children to use and how it talks about the values of the school and about how pupils feel about school.

The PAT are trialing it with staff and pupils in January, with pupils also being able to access a paper version as well as online.

Parent voice

LG asked about the results of the parent questionnaire.

CH told how she had 50 to 60 copies back.

JB suggested that the questionnaires to be sent out during the Summer term as children are more settled.

CH stated that some parents raised some concern about homework on the parent questionnaire and that she is going to meet with one parent who left their name in regards to trialing a new idea for homework.

JC raised the possibility of a homework club being set up.

CH suggested that homework planners may be a useful tool for pupils to manage their homework.

Website compliance

Compliant.

Buildings

An image of the new Coffee Corner cabin was shown to those who were present.

CH reported that Dawn Crabb has compiled a report and the cabin for Coffee Corner

	<p>has been ordered and paid for and installation shall be in February half term.</p> <p>CH explained a breakdown of the funding and where it has come from.</p> <p>Planning for the new cabin has been submitted and is awaiting confirmation.</p> <p>JC suggested that Councilor John Mathews could possibly open the new coffee corner cabin.</p> <p>JB asked if a member of the LGB could discuss this with Debbie Hyde and the possibility of involving Councilor Mathews in school events.</p> <p><u>Parking near the school</u></p> <p>The LGB discussed a report given by Dawn Crabb in regards to the implementation of zig-zag lines to be painted on the road by the school. This would make it easier for local police authority to deal with rather than people parking in the cycle lane.</p> <p>JB thinks it is an appropriate project and paramount to student safety.</p> <p>This was seconded by JC who feels it will be money worth spent.</p> <p>LG mentioned that current police presence has had a vast improvement on the road around the school.</p> <p>JC proposes that the implementation of the zig-zag's goes ahead This was carried unanimously</p>
Action	JC and LG to distribute extra copies of the summary document to those who were not in attendance.
Action	CH to email a copy of the HOS report to SM.
Action	CH to find out the number of pupil premium.
Action	LGB to have conversation with Debbie Hyde in regards to Councilor Mathews
Decision	Zig-zag lines to be implemented outside the school.
Action	CH to talk to Dawn Crabb in regards to getting the Zig-Zag lines implemented outside the school.
8b	<p>LGB lesson monitoring form</p> <p>HOS, NR and LG worked together on the development of the monitoring form.</p> <p>The document was then discussed amongst the LGB.</p> <p>EHOS expressed concern that teachers may feel intimidated by the length of the form.</p>

	<p>JC agreed with EHOS and thinks the length may intimidate the teachers.</p> <p>JB feels it's too long and needs to be re-worded and needs to have more open ended questions.</p> <p>The LGB discussed about what they wanted to get from their observations and how the information would be beneficial to the LGB.</p> <p>JB suggested that a set of guideline questions be set for each visit so that the LGB can collate evidence for comparison.</p> <p>It was then agreed that the HOS shall set a termly focus and the LGB to pick 6 questions in regards to the set focus area.</p> <p>LG expressed that she has nothing but praise for the teachers and has seen nothing but positives on her visits.</p> <p>Action HOS to set a termly focus.</p> <p>Action LGB to collate with HOS to outline 6 questions for LGB class observations that revolve around the termly focus.</p>
<p>9.</p> <p>Decision</p> <p>Action</p>	<p>Discuss potential co-options and a process for securing a full complement at LGB</p> <p>JB deemed section 9 of the agenda not appropriate for the LGB of Orchard vale to discuss.</p> <p>Section 9 of the agenda not discussed.</p>
11.	<p>Director's Sub-Committees (Delegation Planner and TORs)</p> <p><u>TOR's</u> The documents were handed out to all those who were present.</p> <p>JB drew attention to .10 of the document and thinks it should be in accordance with .9.</p> <p>JB also mentioned that there is no safeguarding mentioned and suggested it be added as .25 to the document as well as a statement in regards to the ethos and community which JB is to word.</p> <p>JB drew .2 of the document to the LGB's attention and explained that it would be JB's responsibility to which she will then take it to the directors.</p> <p><u>Delegation Planner</u></p> <p>This was discussed amongst the LGB.</p> <p>AB stated that a critical incident plan needs to be implemented.</p> <p>PB suggested that a generic document should be used and we adapt it. PB also suggested that Emma Hunt may want to be part of it being it is a health and safety</p>

	matter.
Action	JB to word a statement about ethos and community.
12.	<p>Nominate a Health and Safety Governor</p> <p>JC nominated PB. Seconded and carried by everyone present.</p>
Decision	PB to be Health and Safety Governor
13.	<p>Nominate a Safeguarding Governor</p> <p>LG nominated PDK and this will be conformed when LG has checked that PDK would wish to continue this role. LGB would like PDK to continue this role.</p>
Action	LG to talk to PDK in regards to remaining as Safeguarding Governor
11.	<p>Date and Time of Next meetings:</p> <p>Spring term meeting to be held on Thursday 27th March at 6:00pm. The LGB also decided that the Summer term meeting shall be on Thursday 3rd July at 6:00pm.</p>
	<p>SUMMARY OF DECISIONS</p> <ul style="list-style-type: none"> • LG to remain chair to the LGB • Zig-zag lines to be implemented outside the school. • JB deemed section 9 of the agenda not appropriate for the LGB of Orchard vale to discuss. • PB to be Health and Safety Governor <p>SUMMARY OF ACTIONS</p> <ul style="list-style-type: none"> • PB may consider becoming a part of the tier 3 sub-committee. • Conversation to be had with SM in regards to working with LB and about LB attending meetings on both of their behalf. • LG to talk to those not present in regards to the Tier 3 sub-committee. • LGB to decide upon which 7 are to be listed as Governors. • CH to prepare report on outcomes from implementing plans for school improvement. • JC and LG to distribute extra copies of the summary document to those who were not in attendance. • CH to email a copy of the HOS report to SM. • CH to find out the number of pupil premium. • HOS to set a termly focus. • LGB to collate with HOS to outline 6 questions for LGB class observations that revolve around the termly focus. • LGB to have conversation with Debbie Hyde in regards to Councilor Mathews • CH to talk to Dawn Crabb in regards to getting the Zig-Zag lines implemented outside the school. • HOS to set a termly focus. • LGB to collate with HOS to outline 6 questions for LGB class observations that revolve around the termly focus. • Section 9 of the agenda not discussed.

	<ul style="list-style-type: none">• JB to word a statement about ethos and community.• LG to talk to PDK in regards to remaining as Safeguarding Governor
	<p>The minutes below are approved as a true and accurate record of the meeting</p> <p>Signed _____ Date _____</p> <p>Printed _____</p>