ventrus
Multi Academy Trust

LGB Minutes of Orchard Vale Community School held on Thursday 19th October 2017

Date & Time	Thursday 19th October 2017 at 6:00pm		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			
Samantha Clarke	Parent			

Apologies			Absent Without Apology	
Paul Butler	Co-Opted			

In Attendance			Minutes to	
Fiona Pearce	Headteacher		All members of the LGB	
Alan Bosley	Chair/Co-opted		Company Secretary	
Louise Gordon	Staff			
Tamsin Ross	Parent			
Samantha Clarke	Parent			
Paul Cooper	Co-opted			
David Kay	Community			

	Minutes
1.	**Welcome and introduction** I. Clerk welcomed everyone to the meeting and introduced SC and TR as the two new parent Governors.
2.	**Election of the Chair and Deputy Chair** I. No nominations were received by the Clerk prior to the meeting. a. PC nominated AB to continue as Chair. b. All members of the LGB present were in agreement. II. No nominations for Deputy Chair were received by the Clerk prior to the meeting. a. LG nominated PC to become Deputy Chair. b. All members of the LGB present were in agreement. **AB to continue as Chair of the LGB.** **PC to take on the role of Deputy Chair of the LGB.**
DECISION **DECISION**	
3.	**Apologies** I. Apologies were received from Paul Butler who due to health reasons shall be on sabbatical until further notice.

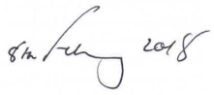
4. **ACTION** **ACTION**	**Declaration of Business Interests:** I. All Governors present signed the Declaration of Business Interests form and handed back to the Clerk. **Website Administrator to scan and upload DOI to the school website.** **Clerk to scan and send to Company Secretary.**
5.	**Terms of Reference and Scheme of Delegation** I. All Governors received and read the Terms of Reference. II. AB asked for clarification on the term of office. a. Clerk clarified that a term of office is 4 years. III. All Governors received and read the Scheme of Delegation.
6. **ACTION**	**Minutes of the previous meeting:** I. PC 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 4th May 2017. a. DK seconded this motion. b. AB signed a copy of the minutes. **Clerk to send signed copy of minutes to Company Secretary.**
7.	**Matters arising from previous minutes** I. There were no matters arising for the previous minutes.
8.	**Report from Directors** I. The report was not received in time for the meeting.
9.1	**Health and Safety Report** (to include legionella testing, asbestos register and any serious incidents) I. AB carried out the Health and Safety Audit along with Premises Manager, Clive Magson, in the absence of PB. II. The following items were discussed: a. The windows in the upstairs roof are leaking and can't be opened, b. There has been funding allocated to replace the boiler system. c. Clive Magson is currently investigating the warranty on the Adventure Playground as it has a 10-year warranty. d. Blinds and lighting across the school are gradually going to be replaced. e. Windows across the building need replacing. Teachers and staff have been advised not to open certain windows due to health and safety risks. f. The markings in the car park are to be re-done. g. Conditioning survey will take place soon to determine how much funding will be in next years budget for school maintenance. i. The current budget for 17/18 is £7,500. h. The woodwork on the outside needs treatment due to curving of the planks. III. PC asked in regards to the path for the new Forest School cabin. a. AB suggested using some woodchip for the path in the meantime due to

	the pathway becoming muddy. b. Clerk to inform Sue Manley. IV. Two incidents at school which have resulted in hospital visits: a. One staff member trapped a finger in a window. b. One staff member sprained their knee playing football with a year 6. Resulted in knee surgery but the staff member should be back to work on a phased return near Christmas.
ACTION	**Clerk to inform Sue Manley of wood chipping for the Forest School pathway.**
9.2	**Safeguarding Report – to include SCR check** I. LG undertook the Safeguarding Report as Deputy Safeguarding Governor. II. CPOMs is being used effectively throughout the school. III. LG went through a couple of cases with Caroline Harding, SENDCo. Staff are excellent at feeding information into the system. IV. HT explained that CPOMS is used by all staff in the school but only Caroline Harding, HT and Robinne Lowrey have overall administrator rights to see all information/history on a child. Other staff members can not see any information but can log any incidents/information. V. The Single Central Record is up to date with one outstanding DBS check awaiting a certificate. VI. SC needs level 2 Safeguarding training. VII. DK asked if staff have had a Safeguarding inset? a. This was done for all staff on the first day back in September and will now become a termly meeting. VIII. PC asked what level of reporting was used across the Trust and how is it measured as to if it is sufficient enough? a. Ventrus has a Safeguarding network who meet once a term to set a benchmark. b. Ashlee Leeson, School Improvement Officer, monitors CPOMS across all Trust schools. IX. AB noted that considering the size of the school and taking into consideration the Pupil Premium numbers, the number of Safeguarding incidents are relatively low. a. HT stated that the staff work with families before a situation escalates and refer them to other agencies if alerts on CPOMS become a cause for concern.
9.3	**SEND Report** I. The new Reception cohort has a high percentage of need that could follow through as they move through the school. a. Caroline Harding, SENDCo, is monitoring the cohort. b. Difficulty in getting information regarding children that have arrived from outside nurseries due to lack of pre-knowledge. II. PC to meet with SENDCo to look at what plans are in place for children with complex medical needs which may be affecting their schooling. III. SEND numbers vary cohort to cohort. a. Reception cohort has grown and has 17 pupils with complex speech and language needs. b. The current year 5 cohort has a high percentage of male pupils and high number of pupil premium students and 39% SEND. c. Looking at the current data for the year 3 cohort, 35% are on the SEND

	register and this has impacted upon the KS1 results. SEN and pupil premium children with cognitive and learning difficulties were unable to access the tests, though the cohort did really well to achieve the overall results at the end of KS1. d. There is less 1:1 support in school due to lack of funding. 2 children that have started are at risk of exclusion and arrived with no paperwork or funding. IV. At the end of the academic year, the Speech and Language Centre will have 2 pupils left. Both pupils are making good progress and potentially could move into mainstream school a year early. V. A discussion was had around current cohort numbers. There is a possibility that next academic year there will be the need for two year 1 classes and two year 2 classes.
9.4 **Decision**	**Website Report** I. Due to the Trust having a compliance officer who regularly monitors website compliance, it was deemed that the role of website governor would no longer be needed. **The LGB decided not to adopt a website governor due to the Trust having a compliance officer.**
10.	**Governor Challenge Tracker** I. A copy of the new challenge tracker was presented at the meeting. II. AB explained the new tracker to the Governors present. III. Each Governor is to raise an initial challenge and then follow it through the year. IV. PC to follow initial challenge of children with medical needs and the impact on overall attendance and what has been put in place to help their learning.
11.	**Headteacher Report** I. A copy of the Headteacher report was sent out prior to the meeting. II. All tabled questions were answered and a paper copy was shared at the meeting. III. Funding has been received for the project 'books for boys'. a. £800 grant, some of which has been spent on books for the library. b. Boys find it harder to access library books when they reach year 3. Project is looking at more current literature for boys which is still challenging and can help engage boys in reading. c. Stephen Cole, author of the 'Astrosaurs' and 'Cows in Action' books, came in and gave an engaging hour-long assembly. d. The project is to look at engaging boys in reading and giving them the resources to do this. *PC left at 7:35pm due to other meeting commitments.* IV. 2016/17 results were discussed. a. Ofsted observed phonics teaching and said that it was good but also understood that some of the cohort could not access the testing due to additional needs. b. The maths results were unexpected as the teacher assessment came out at 71% whilst the results were 50%.

	i. Orchard Vale has a no testing ethos. This is a decision that the school staff stand by, however, the testing strategy is being looked at this year. ii. Advice has been taken from Wilcombe and Woodwater and this year the school will be looking at testing in the classroom. iii. SC asked if this has an impact at a secondary level. 1. Feedback from the main two feeder schools are that it doesn't have a massive impact but when children at put into the hall it puts their guard up as they have been used to being tested in the classroom environment. 2. AB asked if the teacher assessment results when the pupils are tested in the classroom is reflective in the results? a. HT stated there was a 20% drop from the teaching assessment compared to results of testing in the hall. c. HT reported back the cohorts' data from when they started in Foundation. i. Reception 35%, 35% in reading at Year 1, 76% in year 2 (additional support that year until funding was withdrawn), 47% at year 3, 72% at year 4 and 61% at year 5. End of year 6 they left at 67%. ii. The funding at year 2 had an impact on the cohort throughout the rest of their school journey. V. Last year's School Improvement plan has been completed. HT explained the School Improvement Plan for this academic year.
12.	**EYFS Audit Report** I. HT reported on the EYFS Audit. II. Only advice was to create additional vocabulary cards for staff to use. This has been implemented.
13.	**Monitor the School Budget** I. A copy of the budget monitoring report was sent out prior to the meeting. II. New Finance Director has worked closely with HT on creating the 2017/18 budget. III. A discussion was had around the current school budget.
14. **Decision**	**Admissions** I. HT explained the changes to the admissions policy. II. It was decided that HT (Headteacher), AB (Chair) and LG (Staff) will be the panel members with DK stepping in should LG or AB are unable to be contacted. **AB and LG to be LGB nominated admission panel members with DK being an alternative should AB or LB are unable to be contacted.**

15.	**Local Items of Business** **I. Named Governors** a. Safeguarding Governor is DK and Deputy Safeguarding Governor is LG. b. SEND Governor is PC. c. Health and Safety Governor is PB but due to sabbatical AB will take over in his absence. SC to support the Spring term report and TR to support the Summer term report. d. As part of new Governor Induction, SC will work with PC on SEND reports and TR to assist DK and LG in Safeguarding reports. **II. Nursery Pricing Structure** a. Little Seeds prices have increased from £4.00 to £4.50 per hour. b. Additional hours in Nursery have increased from £3.60 to £4.00. **III. Lettings review** a. Jo Slate, Finance Assistant, put together a lettings review, which was sent out prior to the meeting. b. It was proposed by the LGB that as of January 2018 letting prices shall be as follows: i. £30 for up to 3 hours on a weekday. ii. £40 for up to 3 hours on a weekend and bank holidays. iii. A charge of £15 per hour for any additional time. 1. LG proposed that these prices should be adopted by the school. 2. Motion was seconded by DK. 3. All present members of the LGB were in agreement. **IV. Educational Trips and Visits** a. A review of procedures has been done and are now in line with the DCC updates. b. HT explained the new policy and documents that support these trips. c. DK proposed that the LGB adopts this new policy, SC seconded this and all present were in agreement. d. AB signed the policy on behalf of the LGB.
Decision **Decision** **Action**	**Prices for lettings to increase as of January 2018.** **The new Education trips and visits procedure and policy were adopted by the LGB.** **Clerk to add Educational Trips and Visits policy to local policy cycle.**
16.	**Governor Training** I. SC needs level 2 Safeguard training. a. Clerk to arrange this with Caroline Harding, SENDCo. II. New Governor training for TR and SC. **a.** Clerk to look into any guidance or training that may be applicable.
Action **Action**	**Clerk to organize Safeguarding training for SC.** **Clerk to look into guidance/training for new Governors.**

17.	**Issues for Directors** I. The LGB would like an update on the following: a. The new Free School in Bideford. b. New Barnstaple based schools joining the Trust. II. The LGB would like to know if there is a contingency fund, within Ventrus, that could be used to support children who are arriving at schools with no funding but with significant challenges and risk of exclusion? III. The LGB would like to feedback that Tuesdays are hard for most members to gather for whole Trust meetings. Could this be reviewed next year so that more Governors are able to attend?
18.	**Date and time of next meeting** I. The following dates have been confirmed for LGB meetings: a. Whole Ventrus Trust meeting 6:00pm Tuesday 14th November 2017 at Woodwater Academy. b. Spring LGB Meeting: Thursday 8th February 2018 6:00pm at Orchard Vale Community School. **c.** Summer LGB Meeting: Thursday 5th July 2018 6:00pm at Orchard Vale Community School.
	The minutes below are approved as a true and accurate record of the meeting **Signed**  **Date**  **Printed**