

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

Date & Time	Thursday 3 rd July 2014 at 18:20pm	Location		Orchard Vale Community School
Attendees			Attendees	
Jan Baker	Executive Head of School		Neil Rudd	Tier 3 Business and Development
Caroline Harding	Head of School		Paul Butler	Parent
Lyn Brimson	Staff			
Alan Bosley	Co-Opted			
Louise Gordon	Parent (Chair)			

Apologies		Absent Without Apology	
Janet Cowie	Tier 3 Ethos and Community		
Paul Cooper	Co-Opted		
Pastor David Kay	Community		

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

	Minutes
1.	Welcome
2.	Apologies Apologies were received from Janet Cowie, Paul Cooper and Pastor David Kay
3.	Minutes of the previous meeting Minutes of the last meeting were discussed and the following updates were given: <ul style="list-style-type: none"> • Relevant training has been booked for safeguarding • The free school meals letter for September has been sent out • Domestic violence course has been booked for CH and JB in Autumn • CH still unable to access Socrates tree <p>LG 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 3rd April 2014.</p> <p>This was seconded by everyone present.</p>

<p>Action</p>	<p>LG signed a copy of the minutes as chair of the LGB.</p> <p>Signed minutes to go to Emma Hunt – Company Secretary.</p> <p>Clerk to send signed minutes to Emma Hunt.</p>
<p>4.</p>	<p>Matters Arising</p> <p>N/A</p>
<p>5.</p>	<p>Feedback from Directors</p> <p>PB summarised about the meeting of the Tier 3 Audit, Finance and Property meeting.</p> <p>PB spoke about:</p> <ul style="list-style-type: none"> • GAG budget • Management hub and extension to Orchard Vale • Visits to other schools <p>EHOS said that quotes for the management hub and extension have come through and they were currently being passed to the Directors for further discussion.</p> <p>The LGB discussed the pressing needs to have the management hub and extension to Orchard Vale completed.</p> <p>HOS said it would be an advantage due to the school having no spare spaces for any larger meetings / training / quality leadership work due to them being in constant use.</p> <p>HOS also spoke about the work herself and LB were doing with Callington (Teaching and Learning Institute) in regards to Leader work and writing new material for middle leaders and that it would be expedient to have a professional place for people to do workshops and training courses. It would also generate income for the PAT.</p> <p>EHOS spoke about the following items:</p> <ul style="list-style-type: none"> • Free School Meal provisions – how the schools were preparing for the new legislation regarding school meals for KS1 and Reception • Sidbury school – a 5th classroom due to more children has been added and a thrive area <p>The LGB were concerned that a percentage of the money saved by Orchard Vale over the years in the unreserved account may not be spent on the school and would be seen as PAT savings which OV would have to bid for.</p> <p>AB said that as a community school we have saved through good management and specific fund raising schemes that he can appreciate that their needs to be improvements in other schools in PAT but that the project needs already planned for at OV should be addressed first.</p> <p>A discussion followed.</p> <p>LG stated that as a parent governor she was worried that the children at Orchard Vale would suffer as a consequence due to space in the school being tight.</p>

	<p>HOS stated that every child in the PAT has the right to a safe environment but she feels very strongly as the project plans have been in the pipe line since conversion to academy in 2011 when the budget sat with OV and well before September 2013 when PAT funding changes were made and hopes the plans will be explored properly in respect to generating extra income, supporting families and the local community.</p> <p>It was felt that Directors needed to address the 'legacy' financial position of OV.</p> <p>EHOS gave an update on the committee 2 meeting:</p> <ul style="list-style-type: none"> • Visits in regards to Maths • Impact of rising standards • IT provision across the PAT • Classroom of the future that Dev Chopra is trialing <ul style="list-style-type: none"> ○ 2 Governors from tier 3 committee visiting schools to track the impact • New curriculum for September <ul style="list-style-type: none"> ○ a session with Mick Waters Head of QCA for the leadership team <p>Committee 3 update is that they have passed the attendance and data protection policy.</p> <p>Committee 4 update is that all policies were agreed.</p> <p>NR gave an update on Tier 3 Business and Development committee.</p> <ul style="list-style-type: none"> • Promotional material was looked at • Levels of promotional material – top level, students, parents and a conference version • PAT Website • The PAT bid for new Cranbrook school
6.	<p>Standing Reports</p> <p><u>Health and Safety/Premises</u></p> <p>PB discussed the following items from his report:</p> <ul style="list-style-type: none"> • PB contacted the citizen that had rung the fire brigade in regards to the Kiln fire and thanked him on behalf of the school • Fire, Whole School, Curriculum and Security risk assessments have been updated • Smoke detectors for classrooms plan and cost was discussed • Anti-social behavior out of hours on school grounds <ul style="list-style-type: none"> ○ Cllr John Matters has done lots of work with the residents and school ○ Offer for residents to meet EHOS, HOS, PB and Cllr Matthews • Visits to other schools by PB <p><u>Safeguarding</u></p> <p>HOS stated that the safeguarding audit is updated each term and PDK comes in on a regular basis for updates.</p> <p>AB pointed out he felt that the report had underplayed the safety of entry to the</p>

<p>Action Action Action</p>	<p>school, i.e. entry via buzzer, visitor book and swipe card should be mentioned rather than just the buzzer. Clerk or HOS to adjust this.</p> <p><u>Head of School Report</u></p> <p>A table of questions had been passed along to HOS prior to the meeting.</p> <p>HOS went through the questions from the LGB and answered them.</p> <p>A copy of tabled questions is included with the minutes of this meeting.</p> <p>HOS or clerk to amend safeguarding audit. HOS to report impact of EYFS resources on learning on a termly basis. HOS to speak to Fiona Pearce in regards to results anomaly and the use of SPTO.</p>
<p>7.</p>	<p>Monitor the HOS Budget</p> <p>All members received a copy of the HOS Budget.</p> <p>HOS discussed this and answered tabled questions from the LGB in regards to this item.</p>
<p>8.</p> <p>Action Decision Action</p>	<p>Review Policies</p> <p>The following policies were reviewed and agreed:</p> <ul style="list-style-type: none"> • Behaviour Management <ul style="list-style-type: none"> ○ Update date ○ General tidy up of layout ○ Head teacher be changed to Head of School ○ Exclusion is now PAT • Education of Children in Care • Complaints policy • Anti-bullying policy <p>Clerk to update Behavior Management policy. A glossary is to be added to the Behavior Management policy for acronyms used by clerk and HOS. LG to speak to JC and PDK in regards to being named person on Child in Care policy.</p>
<p>9.</p>	<p>Review of Grounds maintenance service</p> <p>Orchard Vale used EPS Gardening Services for their grounds maintenance.</p> <p>A schedule of work and expenses was given to the LGB.</p> <p>HOS stated that Paul Slate, of EPS Gardening Services, has been maintaining the grounds for around 10 years and that he is local, flexible and understands the needs of the school.</p> <p>HOS recommended that we continue to use EPS Gardening Services.</p>

	<p>This was seconded by all present.</p>
Decision	EPS Gardening Services to continue with grounds maintenance.
10.	<p>Monitor/Review the SIP</p> <p>Everyone received a copy of the SIP update/review.</p> <p>Questions were tabled in advance.</p> <p>Please see tabled questions included in the minutes of this meeting.</p>
11.	<p>Agree/Review Home School Agreements</p> <p>It was agreed that certain areas of the Home school agreement should be re-worded and updated to reflect current practice and make it more of a working document.</p> <p>CH said this would be done on INSET days with staff and then the possibility of teachers going through it with parents and pupils during parent pupil interviews in October to get a copy signed.</p> <p>For the time being the date of the Home School Agreement is to be updated.</p>
Action	Clerk to update the date on Home School Agreement.
Action	HOS to work with staff to work on the home school agreement.
12.	<p>Items for Directors and Innovative Practices</p> <p>The following innovative practices were put forward by the LGB:</p> <ul style="list-style-type: none"> • Family link group • Grandparents group • Coffee Cabin 6 week business course for pupils in year 6 <p>LB commented about how much the children were enjoying having the responsibilities and learning all aspects of business during the Coffee Cabin business course.</p> <p>LG wanted to acknowledge that pupil attendance is 0.2% above target and praised the members of staff on their promotion of attendance this year.</p> <p>Attendance is now 0.3% above target at 96%.</p>
13.	<p>Date and Time of Next meetings</p> <p>The date of the next meeting has been set to Thursday 9th October 2014 at 6:30pm.</p>
	<p>SUMMARY OF DECISIONS</p> <ul style="list-style-type: none"> • A glossary is to be added to the Behavior Management policy for acronyms used by the clerk and HOS. • EPS Gardening Services to continue with grounds maintenance. <p>SUMMARY OF ACTIONS</p> <ul style="list-style-type: none"> • Clerk to send signed minutes to Emma Hunt. • HOS or clerk to amend safeguarding audit.

	<ul style="list-style-type: none">• HOS to report impact of EYFS resources on learning on a termly basis.• HOS to speak to Fiona Pearce in regards to results anomaly and use of SPTO.• Clerk to update Behavior Management policy.• LG to speak to JC and PDK in regards to being named person on Child in Care policy.• Clerk to update the date on Home School Agreement.• HOS to work with staff to work on the home school agreement.• Clerk to update the date on Home School Agreement.• HOS to work with staff to work on the home school agreement.
	<p>The minutes below are approved as a true and accurate record of the meeting</p> <p>Signed _____ Date _____</p> <p>Printed _____</p>