

LGB Minutes of Orchard Vale Community School held on Thursday 2nd February 2017

Date & Time	Thursday 2 nd February 2017 at 6:00pm	Location	Orchard Vale Community School
Attendees		Attendees	
Louise Miller-Marshall	Executive Head of School	Paul Cooper	Co-Opted
Fiona Pearce	Head of School	David Kay	Community
Alan Bosley	Chair/Co-opted	Paul Butler	Co-Opted
Louise Gordon	Staff		
Neil Rudd	Parent		

Apologies		Absent Without Apology	

In Attendance		Minutes to	
Louise Miller-Marshall		All members of the LGB	
Fiona Pearce		Company Secretary	
Alan Bosley			
Louise Gordon			
Neil Rudd			
Paul Cooper			
David Kay			

Minutes	
1.	<p>Welcome and Introduction</p> <p>I. AB welcomed everyone to the meeting and welcomed back PB after his sabbatical.</p>
2.	<p>Apologies</p> <p>I. No apologies were received before the meeting.</p>
3.	<p>Declaration of Business Interests</p> <p>I. PB completed his declaration of Business interests</p> <p style="padding-left: 20px;">a. Clerk to return this to the Company Secretary</p> <p style="padding-left: 20px;">b. Clerk to upload a copy to the school website.</p> <p>II. No other declaration of business interest were declared.</p>
ACTION	Clerk to return PB DOI to the Company Secretary and upload to school website.
4.	<p>Minutes of the previous meeting</p> <p>I. AB 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 Monday 14th November 2016.</p> <p style="padding-left: 20px;">a. All members present seconded this motion.</p> <p style="padding-left: 20px;">b. AB signed a copy of the minutes</p>

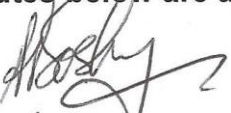

ACTION	Clerk to send signed copy of minutes to Company Secretary.
5.	<p>Matters arising from previous minutes</p> <p>I. No matters arose from the previous minutes.</p>
6.	<p>Update from Directors; Executive Team responses to Issues raised</p> <p>I. A copy of the Directors update and Executive team responses were sent out prior to the meeting.</p> <p>II. AB gave an overview of the Raise Online meeting he attended prior to the Chairs meeting.</p> <p>III. Regarding the social media policy, AB mentioned he did not feel prepared to speak about this at the Chairs meeting.</p>
7.	Standing Reports:
7.1.	<p>Health and Safety Report (to include legionella testing, asbestos register and any serious incidents)</p> <p>I. A copy of the Health and Safety reports were sent out prior to the meeting.</p> <p>II. These were completed by Clive Magson, Premises manager, and AB in the absence of PB.</p> <p>III. PB noted that the date was wrong on one of the reports.</p> <p>a. Clerk to check dates on Health and Safety reports.</p> <p>IV. A verbal report was given to the LGB.</p> <p>a. The outcome of the staff member who slipped on the stairs, they did not break their wrist but they have bruised the bone. HoS mentioned the main issue was the distance that this member of staff has to commute to work and that it was discussed that they would not be able to return to work until they were fit to drive. The staff member returned to work on the 2nd February 2017.</p> <p>b. Clive Magson will be speaking to all staff members about appropriate footwear and HoS will be completing a back to work interview with the staff member as per Ventrus policy.</p> <p>V. The Health and Safety report also mentioned the upstairs corridor and coatroom areas of the school.</p> <p>a. HoS explained that new boxes for bags have been purchased to the upstairs corridor so these could be safely stored. Also, a new initiative had been introduced to have a star class of the day which is decided by the School Council for the tidiest cloakroom area.</p> <p>VI. Space and storage in the school is still remains a problem.</p> <p>a. HoS looking at pre-planning for the future. The school are currently monitoring up-coming cohorts.</p> <p>b. Planning permission still remains for the classroom extensions.</p> <p>VII. PB reported back to the LGB about a recent incident that happened outside of school hours at the school.</p> <p>a. CCTV has been reviewed and police have been involved with appropriate action being taken.</p>
ACTION	Clerk to check dates on Safeguarding reports.
7.2	Safeguarding Report – to include SCR check

	<ul style="list-style-type: none"> I. A copy of the safeguarding report was sent out prior to the meeting, II. DK asked all Governors to complete the Disqualification by Association form and return to Emma Murdoch, Office Administrator. III. All Governors are to read 'Keeping children safe in education' and sign the form in the staff room to confirm they have read it. <ul style="list-style-type: none"> a. Clerk to send out 'Keeping children safe in education' to LGB. IV. HoS went on updated safeguarding training. 3 other members of staff have been given safeguarding training with a further 2 to undertake training. <ul style="list-style-type: none"> a. All LGB members undertook level 2 safeguarding training except for PB who has been on sabbatical. b. Instead of 1 safeguarding meeting a year, there will now be a Safeguarding meeting every term for all staff. c. 1 Inset day in September will be kept for Safeguarding training for all staff. V. A new policy on mobile phone use within the school has been implemented. <ul style="list-style-type: none"> a. Staff and visitors are not allowed to use mobile phones in open spaces where children are. Mobile phones are only to be used in the staff room, office, meeting hub or in the visitor's courtyard. b. If a phone is seen in a phone free area, then they will be confiscated until they leave the premises. c. Visitors will be advised on this on arrival. d. HoS wants this policy to be built on trust as a lot of other school's confiscate phones upon arrival. e. Suggestion of signs to be put up in phone free zones. VI. HoS reported on some PIPs (passive intervention and prevention) training 2 staff members attended. <ul style="list-style-type: none"> a. Looking at avoidance and distraction rather than physical restraint. b. The school currently has 5 personal development and welfare plans that are specific to a child with notes on triggers, expectations etc. <p>ACTION All Governors to fill out Disqualification by Association form and return to Emma Murdoch, Lead Administrator.</p> <p>ACTION Clerk to send out recent copy of 'Keeping Children Safe in Education'</p> <p>ACTION Governors to sign form in the yellow folder to confirm that they have read the document.</p>
7.3	<p>SEND Report</p> <ul style="list-style-type: none"> I. A copy of the SEND report was sent out prior to the meeting along with a copy of the SEN spend and interventions. II. PC drew attention to the Spend and Interventions document. <ul style="list-style-type: none"> a. 3 things were highlighted: <ul style="list-style-type: none"> i. The percentage of children on the SEND register varies. ii. Speech and Language therapy assessments have been efficient and the waiting list to assessments has been cleared. iii. Changes to the Maths and phonics tests meant that some pupils missed the national standards. <ul style="list-style-type: none"> 1. PC is going to monitor this and the measures put in place to support pupils. III. 2 of the exclusions mentioned in the Head of School report are on the SEN register.
7.4	<p>Website Report</p> <ul style="list-style-type: none"> I. A copy of the new Website report was sent out prior to the meeting. <ul style="list-style-type: none"> a. Form only includes what you must have on a schools website. II. Most areas are green with the exception of the SEN Policy that needs to be

	<p>reviewed by Ventrus Central.</p> <ul style="list-style-type: none"> a. Clerk has already brought this to the Company Secretary's attention. b. Policies are currently being looked at by Ventrus Central. <p>III. EHoS and HoS need to complete Governor biography.</p> <ul style="list-style-type: none"> a. NR feels this should be a compulsory requirement as it gives more depth to the Governing body. <p>IV. Orchard Vale is currently 1 of 4 schools in the Trust that are fully compliant after a December 16 website audit by the Compliance Officer.</p>
ACTION	LMM and FP to complete biographies for the website.
8.	<p>Head of School Report and responses to Governor Challenge Tracker</p> <ul style="list-style-type: none"> I. HoS handed out updated copy of the School Improvement plans 6 core areas. <ul style="list-style-type: none"> a. Everything is on track and going well. 2 areas have been completed. b. HoS received comprehensive training on School Pupil Tracker Online. <ul style="list-style-type: none"> i. Utilising it to track different groups of pupils such as middle ability pupils, year groups, SEND, pupil premium, high ability, blue box and persistent absentees. ii. EHoS commented that the data is used diagnostically on an ongoing basis in the school. Areas that are not making progress are highlighted with targeted actions and these are tracked through. c. SENDCo works 4 days a week. <ul style="list-style-type: none"> i. Currently working on funding forms and getting funding in. ii. Has taken on management of the Speech and Language center and the 1 to 1 Teaching Assistants. iii. Currently looking at the RAISE data to see which pupils did not meet the National Standards and tracking these pupils individually. <ul style="list-style-type: none"> 1. Tracking a group in year 2 who are not expected to meet age related expectations by the end of the year. 2. Identifying the needs of these pupils and helping to develop plans to support them throughout the school. d. The Senior leadership team are currently tracking the impact of having two year 1 classes and two year 2 classes as opposed to the mixed groups. <ul style="list-style-type: none"> i. This seems to be more challenging for the teachers as the range of ability is larger compared to the mixed classes, although the teaching of Maths and Phonics is easier due to content delivery being aimed at one age group. ii. Projections for the Summer look promising. e. Current trial of Singapore and Shanghai Maths is being conducted by Tamsin Johnson, year 5 and 6 teacher. <ul style="list-style-type: none"> i. Was being trailed by all pupils in January but it was identified that it worked best for middle and lower ability pupils. ii. Pupils have now been split across the key stage and the team have seen a rapid improvement. iii. Trial is also being done at Pilton Community College is also getting positive results for pupils retaining the information. iv. Tamsin Johnson will be tracking the impact of this as a project and will be looking at how it can be shared across the school. v. DK mentioned he would like to visit to see a session. vi. LG asked if this was something that could be used in year 3 and 4? HoS mentioned that it can be used across the school but need to be mindful as to which bits work and don't work and take a measured approach to it.

	<ul style="list-style-type: none"> f. Inset screening was completed and INSET timetable has been organised to hit these areas, such as safeguarding, SEND and Maths. <ul style="list-style-type: none"> i. The school has brought into various resources and anyone who goes out on training feeds this back at staff meetings. II. The LGB spoke about Governor visits to the school and how they all used to have a year group to look at. <ul style="list-style-type: none"> a. It was decided that it would be best if every Governor was in charge of 1 area of the SIP to look at throughout the school and monitor. <ul style="list-style-type: none"> i. Tracking and Data – NR ii. Single Year Groups – AB iii. SEND – PC iv. Maths – DK v. Phonics – PB vi. INSET – LG b. Each Governor will feedback to the LGB at each meeting on their area of SIP. III. Recent Early Years audit was really positive. HoS shared the feedback that there is a clear transition from Nursery to Reception, resources are used effectively and the needs of the children are listened too. Learning journeys show a great range of development and the Teaching Assistants are well trained. School Pupil Track data was also deemed excellent. <ul style="list-style-type: none"> a. One comment was that the outside area of Reception could be expanded. IV. This term the school has offered lots of different sports which have been well received and the first INSET for PE was completed on the 1st February 2017. V. HoS explained the Ofsted data dashboard <ul style="list-style-type: none"> a. HoS can talk through this during school improvement visits and how it is all linked. b. AB noted there is considerable progress from KS1 to KS2. This is expected as interventions typically happen after year 2. VI. The whole school production in December was a big success and the LGB noted how hard all the staff and children had worked. VII. A discussion around pricing structure for the Management hub was had. <ul style="list-style-type: none"> a. So far 23 events have been held in the hub from Music training, Norse meeting and first aid training. b. Currently charging the same price as the hall but after looking into local businesses that have similar facilities it was seen to be of value to be in line with these companies. <ul style="list-style-type: none"> i. 3 hour let including tea and coffee £45 and a whole day let including tea and coffee £90. ii. £5 for 100 copies <ul style="list-style-type: none"> 1. Look into pricing for copies. Would be more beneficial to do per copy and a price for colour and a price for black and white. <p>ACTION DECISION Clerk to send out 6 SIP areas to LGB. Each Governor will take an area of the SIP to look at during school visits.</p>
9.	<p>EHT Report</p> <ul style="list-style-type: none"> I. AB and EHoS met prior to the meeting where AB received the full EHoS report. II. EHoS gave a verbal report. <ul style="list-style-type: none"> a. EHoS is extremely happy with how the school is being managed by the HoS and Senior leadership team and complimented the HoS on the fantastic job she is doing. b. HoS and EHoS have regular meetings. c. The development of the leadership team has been really positive and

	<p>noted that the leadership team are a pleasure to work with due to their positive attitudes.</p> <ul style="list-style-type: none"> d. Data is being used effectively across the school. <ul style="list-style-type: none"> i. Data has now been re-organised in-line with the other Trust schools. e. EHoS noted that Orchard Vale is a lovely school with a positive learning environment and enthusiastic and committed staff members.
10.	<p>Monitor the Head of School budget</p> <ul style="list-style-type: none"> I. A copy of the budget was sent out prior to the meeting. II. Some budget issues which are being looked into. <ul style="list-style-type: none"> a. Full cost of staffing in the last budget was incorrect as it was not pro rata. III. Possible incoming funding from Ventrus for staffing budget to backfill Clive Magson when he does his Trust work. <ul style="list-style-type: none"> a. Another person has been appointed to support the school 2 days a week whilst Clive is doing work for the Trust. IV. Educational support staff spend is high due to the school not using agency cover but has its own stock of supply teachers who claim on a casual basis. V. Jo Slate, Finance Assistant, is tracking the budget through from last year and this year.
11.	<p>Policies and Statements as per the Annual Cycle</p> <ul style="list-style-type: none"> I. The Anti-bullying, collective worship and sex and relationship policies were sent out prior to the meeting. <ul style="list-style-type: none"> a. All those present agreed that these policies should be adopted as they are. b. It was noted that the sex and relationships policy may need to be adapted to include transgender pupils. II. A discussion around how the school would adapt its facilities to accommodate transgender pupils. <ul style="list-style-type: none"> a. LMM mentioned a primary school that had a really positive transition programme for a transgender pupil from Primary to Secondary. b. The school currently has 3 types of toilets, female, male and disabled. Pupils can request to use the disabled toilet if they do not wish to use either the female or male toilets.
ACTION	Clerk to update date on policies to be reviewed in 2019 and upload onto the school website.
12.	<p>Local Items of business</p> <ul style="list-style-type: none"> I. Governor recruitment was discussed. Clerk has received an induction pack for new Governors. <ul style="list-style-type: none"> a. NR wishes to give his terms notice to resign as his post as parent governor. b. Clerk talked the LGB through the procedure for a parent election. <ul style="list-style-type: none"> i. All members present are happy for Clerk and HoS to proceed with organising a parent election so a new Governor is appointed by the Autumn term. II. All Governors received a copy of the key questions. Clerk requested these be filled out and returned by Friday 24th February.
ACTION	Clerk and HoS to organise parent election.
ACTION	Clerk to send out copy of the key questions form completed at the PAT network

ACTION	evening. Governors to complete key questions form and send to the Clerk by Friday 24th February 2017.
13.	Governor Training <ul style="list-style-type: none"> I. No Governor training is required. II. AB noted that Babcock has a SEND course on but it is quite costly. <ul style="list-style-type: none"> a. EHoS stated that this is a good course and is of high quality. III. NR offered his PowerPoint and presentation skills training to any staff or Governor who would find it useful. <ul style="list-style-type: none"> a. AB noted that this should be offered across Ventrus as it is an opportunity not to be missed.
14.	Ventrus email addresses <ul style="list-style-type: none"> I. A FAQ sheet on the email address changeover was sent out prior the meeting.
ACTION	Clerk to send reminder email day before switch over to remind LGB of new email address.
15.	Issues for Executive Team and Innovative Practices <ul style="list-style-type: none"> I. The LGB wish to know how transgender pupils will be incorporated into future policies and the facilities available to them across the Trust schools. II. Innovative practices noted are: <ul style="list-style-type: none"> a. The Christmas performance raising £1,689 and the success of the meeting hub training facility to date.
16.	Governor Challenge Tracker <ul style="list-style-type: none"> I. Clerk to complete this from meeting notes and send to AB for approval before sending out to LGB.
17.	Date and Time of Next meeting <ul style="list-style-type: none"> I. The Summer term meeting will be held on Thursday 4th May 2017 at 6:00pm <p>The meeting closed at 9:15pm.</p>
	<p>The minutes below are approved as a true and accurate record of the meeting</p> <p>Signed  Date 4.5.17</p> <p>Printed </p> <hr style="width: 50%; margin-left: auto; margin-right: 0;"/>