

**LGB Minutes of Orchard Vale Community School held on Thursday 6<sup>th</sup> December 2018**

Date & Time	6 <sup>th</sup> December 2018 at 6:15pm	Location	Orchard Vale Community School
<b>Attendees</b>		<b>Attendees</b>	
Fiona Pearce	Head Teacher	Paul Cooper	Co-opted
Alan Bosley	Chair/Co-opted	David Kay	Community
Louise Gordon	Staff	Amy Moore	Clerk
Tamsin Ross	Parent		
Samantha Clarke	Parent		

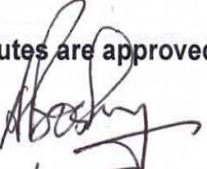
Apologies	Absent Without Apology

In Attendance	Minutes to
Fiona Pearce	Headteacher
Louise Gordon	Staff (Left at 7:30pm)
Alan Bosley	Chair/Co-opted
Samantha Clarke	Parent
Paul Cooper	Co-opted

Minutes	
<b>1.</b>	<b>Welcome and Introduction</b>  I. AB welcomed everyone to the Summer term meeting.
<b>2.</b>	<b>Election of Chair and Deputy Chair</b>  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.
<b>Decision</b> <b>Decision</b>	AB to continue as Chair of the LGB, subject to approval by Ventrus Board. PC to take on the role of Deputy Chair of the LG
<b>3.</b>	<b>Apologies</b>  I. No apologies were received for the meeting.
<b>4.</b>	<b>Declaration of Business interests</b>  I. All Governors present signed the Declaration of Business Interests form and handed back to the Clerk.
<b>Action</b> <b>Action</b>	Website Administrator to scan and upload DOI to the school website. Clerk to scan and send to Company Secretary.

<p><b>5.</b></p> <p><b>ACTION</b></p>	<p><b>Minutes of the previous meeting</b></p> <ul style="list-style-type: none"> <li>I. PC suggested that the minutes from the previous meeting were a true and accurate record of the meeting and that they be adopted as a record of the meeting held on Thursday 8<sup>th</sup> February 2018. <ul style="list-style-type: none"> <li>a. This motion was seconded by LG.</li> </ul> </li> <li>II. AB signed a copy of the minutes.</li> </ul> <p>Clerk to send a signed copy of the minutes to the Company Secretary.</p>
<p><b>6.</b></p>	<p><b>Matters arising from previous meeting</b></p> <ul style="list-style-type: none"> <li>I. There were no matters arising from the previous minutes.</li> </ul>
<p><b>7.</b></p>	<p><b>Report from Chairs Group</b></p> <ul style="list-style-type: none"> <li>I. AB gave a summary of the Autumn term Chair of Governors meeting.</li> </ul>
<p><b>8. Standing Reports</b></p>	
<p><b>8.1</b></p>	<p><b>Health and Safety report</b></p> <ul style="list-style-type: none"> <li>I. A copy of the report was circulated prior to the meeting.</li> <li>II. SC lead a discussion on the Health and Safety report and relayed the following information: <ul style="list-style-type: none"> <li>a. A new boiler has been fitted. <ul style="list-style-type: none"> <li>i. A new alve is to be fitted for thermostat control as boiler fitted with on/off switch at time of installation.</li> </ul> </li> <li>b. Adventure trail and boat have been replaced.</li> <li>c. Further improvements to be done by February half term include: <ul style="list-style-type: none"> <li>i. Exterior lighting</li> <li>ii. Ceilings to be re-plastered and painted</li> <li>iii. 6 Velux windows are to be fixed</li> <li>iv. Parent/pupil entrance floor to be replaced</li> <li>v. Gate repair</li> <li>vi. CCTV repairs</li> <li>vii. Release mechanism on Kitchen door to be replaced</li> <li>viii. Boiler in KS1 toilets to be replaced</li> </ul> </li> </ul> </li> </ul>
<p><b>8.2</b></p> <p><b>DECISION ACTION</b></p>	<p><b>Safeguarding Report</b></p> <ul style="list-style-type: none"> <li>I. A copy of the report was circulated prior to the meeting.</li> <li>II. LG confirmed that the following: <ul style="list-style-type: none"> <li>a. CPOMs case histories were checked.</li> <li>b. Single central record was checked and is up to date.</li> </ul> </li> <li>III. A discussion was had around new policy for obtaining references for parent helpers. <ul style="list-style-type: none"> <li>a. A decision was made that references for new parent helpers will be required going forward.</li> <li>b. LGB also suggested a checklist for parent helpers, that includes a code of conduct which a member of staff can take parent helpers through.</li> </ul> </li> </ul> <p>New parent helpers to provided references as part of Safeguarding procedure. HT to create a code of conduct for parent helper and bring to Spring term meeting.</p>
<p><b>8.3</b></p>	<p><b>SEND Report</b></p> <ul style="list-style-type: none"> <li>I. A copy of the report was circulated prior to the meeting.</li> <li>II. PC gave a brief overview of the report.</li> <li>III. Work has been done to re-define the Teaching Assistants role supporting pupils and to use finances to support pupils not just through staffing.</li> </ul>

	IV. A discussion was had around media coverage of exclusions
9.	<p><b>Governor Challenge Tracker</b></p> <p>I. Previous challenges raised were:</p> <ol style="list-style-type: none"> <li>a. Track the condition of the school facilities <ol style="list-style-type: none"> <li>i. Maintenance has been carried out and a new boiler fitted.</li> <li>ii. Several outstanding jobs are being considered by Ventrus.</li> </ol> </li> <li>b. How the new intervention room will impact the use of the SEN budget, monitoring top up funding in particular. <ol style="list-style-type: none"> <li>i. 9 children currently supported with 20-minute sessions.</li> <li>ii. Since the beginning of term only one day which there was disruption which was due to factors outside the classroom environment.</li> <li>iii. Pupils are engaged in learning and improvements can be seen compared to the beginning of term.</li> <li>iv. 3 TA's supporting pupils and this had led to pupils engaging more in lessons.</li> <li>v. Classroom provides an environment to meet the needs of all the children.</li> <li>vi. Reciprocal staff visits to Willcombe to be arranged for staff at both schools to see each of the two provisions at each school.</li> </ol> </li> </ol> <p>II. The following challenges were raised:</p> <ol style="list-style-type: none"> <li>a. Track the half termly outcomes for Maths and Reading. <ol style="list-style-type: none"> <li>i. LG and SC to focus on Reading.</li> <li>ii. TR and DK to focus on Maths.</li> </ol> </li> <li>b. Track the impact knowledge sheets have had on pupil's homework.</li> </ol>
10.	<p><b>Headteacher Report and responses to Governor questions</b></p> <p>I. A copy of the report was sent prior to the meeting.</p> <p>II. Headteacher gave a verbal update on the following:</p> <ol style="list-style-type: none"> <li>a. School had two visits from the Director of School Improvement which were very positive.</li> <li>b. Looking at Teaching and Learning, taking it back to basics with a continual approach across the year groups.</li> <li>c. Maths still remains a focal point and work is in progress to look at the curriculum from Early Years to year 6.</li> <li>d. School working on a schedule with a focus on reading for 4 weeks and math's for 6 weeks. This is then repeated.</li> <li>e. Adopting the 4-step process for simplifying teaching.</li> <li>f. A whole staff approach has been adopted, engaging staff so they understand the part they are playing in pupils' education.</li> <li>g. Last year's work around the general curriculum was positive. Looking to use this information to inform planning and teaching. Accountability across all staff for what children are learning at different ages and stages across the school with a whole school overview to track learning through the school.</li> <li>h. PPA has continued to be covered by HLTA's. Staffing reduction has not had a major impact upon the school as experienced staff in place who are able to adapt.</li> <li>i. Knowledge sheets have been introduced for pupil's homework to assist parents in helping with homework.</li> <li>j. The school have continued to manage trip experiences and staff have worked hard to make sure these continue to run.</li> </ol> <p>PC Left at 8:00pm.</p>
11.	<p><b>EYFS Audit Report</b></p> <ol style="list-style-type: none"> <li>I. HT mentioned there has been no further feedback from visits.</li> <li>II. The action plan points have been followed up.</li> <li>III. There has been no further audit.</li> </ol>

12.	<p><b>Monitor the School budget</b></p> <p>I. A copy of this report was not available at the meeting.  II. HT noted there is a budget review due in January 2019.</p>
13.	<p><b>Admissions</b></p> <p>I. It was decided that HT (Headteacher), AB (Chair) and LG (Staff) would continue as the panel members with DK stepping in should LG or AB are unable to be contacted.</p> <p><b>DECISION</b> HT, AB and LG to continue as admissions panel members.</p>
14.	<p><b>Local items of business</b></p> <p>I. Governor responsibilities</p> <ol style="list-style-type: none"> <li>a. Safeguarding Governor is DK and Deputy Safeguarding Governors are LG and TR.</li> <li>b. PC to continue role of SEND Governor</li> <li>c. SC to adopt the role of health and Safety Governor.</li> <li>d. TR to adopt the role of Website Governor.</li> </ol>
15.	<p><b>Governor Training</b></p> <p>I. PC and AB require a level 2 Safeguarding refresher.</p> <p><b>ACTION</b> Clerk to liaise with Emma Murdoch regarding DK level 3 Safeguarding refresher.</p>
16.	<p><b>Issues for Directors</b></p> <p>I. No issues for directors were raised.</p>
17.	<p><b>Date and Time of Next meetings:</b></p> <p>I. The following dates have been confirmed for future LGB meetings:</p> <ol style="list-style-type: none"> <li>a. Spring LGB Meeting: Thursday 28<sup>th</sup> March 2019 6:00pm at Orchard Vale Community School.</li> <li>b. Summer LGB Meeting: Thursday 4<sup>th</sup> July 2019 6:00pm at Orchard Vale Community School.</li> </ol>
	<p>The minutes are approved as a true and accurate record of the meeting</p> <p>Signed  Date 28<sup>th</sup> March 2019</p> <p>Printed A. Boskely</p>