

LGB Minutes of Orchard Vale Community School held on Monday 14h November 2016

Date & Time	Monday 14 th November 2016 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		
Louise Gordon	Staff		
Neil Rudd	Parent		

Apologies		Absent Without Apology	
Paul Butler	Co-Opted		

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. Clerk welcomed everyone to the meeting and introduced LMM as the new Executive Head.</p>
2.	<p>Election of the Chair and Deputy Chair</p> <p>I. No nominations were received by the Clerk prior to the meeting.</p> <ol style="list-style-type: none"> PC nominated AB to continue as Chair. LG seconded this motion. All members of the LGB present were in agreement. <p>II. No nominations for Deputy Chair were received by the Clerk prior to the meeting.</p> <ol style="list-style-type: none"> LG nominated PC to become Deputy Chair. DK seconded this motion. All members of the LGB present were in agreement.
DECISION	AB to continue as Chair of the LGB.
DECISION	PC to take on the role of Deputy Chair of the LGB.
3.	<p>Apologies</p> <p>I. Apologies were received from Paul Butler who due to health reasons shall be on sabbatical until further notice.</p>

<p>4.</p> <p>ACTION</p> <p>ACTION</p>	<p>Declaration of Business Interests:</p> <p>I. All Governors present signed the Declaration of Business Interests form and handed back to the Clerk.</p> <p>Website Administrator to scan and upload DOI to the school website. Clerk to scan and send to Company Secretary.</p>
<p>5.</p>	<p>Terms of Reference</p> <p>I. The Terms of Reference are currently being reviewed by Directors, however, the LGB members present all signed a copy of the code of conduct.</p>
<p>6.</p> <p>ACTION</p>	<p>Minutes of the previous meeting:</p> <p>I. DK 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 16th June 2016.</p> <p>a. LG seconded this motion. b. AB signed a copy of the minutes.</p> <p>Clerk to send signed copy of minutes to Company Secretary.</p>
<p>7.</p>	<p>Matters arising from previous minutes</p> <p>I. There were no mutterers arising for the previous minutes.</p>
<p>8.</p>	<p>Feedback from Directors</p> <p>I. All members received a copy of the Feedback from Directors prior to the meeting.</p> <p>a. PC wanted clarification around the feedback on SALT investment.</p> <p>i. HoS provided information on the software used. HoS then shared a case study at Orchard Vale in which the SALT programme helped to resolve the problem within 6 weeks.</p> <p>b. NR wishes for clarification over the Social Media Policy and if there is one for guidance on a school run social media account, as Orchard Vale have a school Twitter account.</p> <p>i. EHoS explained about a recent Social Media presentation. The main consensus was that schools would be unable to control certain aspects of social media and that it could post a significant risk. EHoS stated that no definitive answer had been given on the matter.</p> <p>c. PC asked in regards to a question Sampford Peverell had asked regarding the financial report the LGB received and felt that the answer given by the Directors was not substantial in answering their questions.</p> <p>i. HoS explained that Ryan Lewis, Finance Lead, was working on a new budget report for LGB's. EHoS stated that Ryan has been into schools to speak to Heads. A mock budget report was sent to ELT to review. The LGB budget report will be the same format across all PAT schools.</p>
<p>9.1</p>	<p>Health and Safety Report (to include legionella testing, asbestos register and any serious incidents)</p>

	<ul style="list-style-type: none"> I. Thanks were given to Clive Magson, Premises Manager at Orchard Vale, for completing the Health and Safety reports in PB's absence. II. All Health and Safety reports were given out prior to the meeting. <ul style="list-style-type: none"> a. The LGB wish to draw attention to the adventure playground and its need for maintenance. b. HoS explained that the premises budget is for general maintenance around the school, bigger items such as the boiler will go to PAT central and Rose Budge is the broker between the school and the central team. <ul style="list-style-type: none"> i. HoS stated that Clive Magson is working on a schedule of work for the year for routine maintenance for the school. c. AB asked about the accidents noted on the report. <ul style="list-style-type: none"> i. HoS explained the incidents, which were all logged, followed up and recorded appropriately. Health and Safety processes were looked into at the end of the Summer term. The lunchtime supervision routine has been re-written. HoS explained about the 'zone' system that has now been put into place for lunchtimes. HoS also stated that Clive Magson does a routine walk around and that all staff have been briefed about being aware of implements around the school. This has been reported back to parents.
<p>9.2</p>	<p>Safeguarding Report – to include SCR check</p> <ul style="list-style-type: none"> I. The safeguarding action plan was sent out prior to the meeting. II. DK explained the new procedure that a person is unable to be on the premises until DBS clearance has come through. <ul style="list-style-type: none"> a. NR asked about the DBS passport, which allows you to move the location of your DBS via an online portal, and is this was available to the PAT? III. All staff members have read the updated 'Safeguarding Children in Education' chapter and signed to say they have read it. IV. DK stated that he looked at CPOMS with the SENDCo and thinks the system is working very well. V. All LGB members are to undergo level 2 Safeguarding training. <ul style="list-style-type: none"> a. HoS to attend level 3 refresher course.
<p>ACTION</p>	<p>Clerk to liaise with SENDCo to sort a date for LGB Safeguarding training.</p>
<p>9.3</p>	<p>SEND Report</p> <ul style="list-style-type: none"> I. The SEND report was sent out prior to the meeting. II. PC stated that the attendance in the SEND report is different to the HoS report as this changes on a day to day basis. <ul style="list-style-type: none"> a. A high number of SEND children have ongoing medical conditions and medical appointments and this can have an impact on the children's overall attendance. b. The development of the SENDCo and raising awareness of SEN throughout the school is part of the SIP. III. PC noted the financial constraint and asked if this is becoming more difficult to gain funding payments due to them being capped? <ul style="list-style-type: none"> a. EHoS explained about the overspend in Devon of 3 million and the different ways the Local Authority are looking into reducing this. b. PC has concerns for the pupils at Orchard Vale if this is this is to happen <ul style="list-style-type: none"> i. HoS stated that a case had just been turned down but they are looking at ways to work around it. ii. EHoS explained about the growing number of children that need support from a younger age. iii. PC asked that as a Devon wide MAT are the PAT working through the implications this could have on the children and if additional

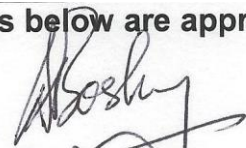
	<p>funding is not available will the children not be supported?</p> <ol style="list-style-type: none"> 1. EHoS hopes that it will not come down to this and that it is still open for consultation. As no plans have been announced the PAT are unable to devise a plan. 2. HoS stated the schools still have a duty of care to these children and that they are committed to all children being included and supported.
9.4	<p>Website Report</p> <ol style="list-style-type: none"> I. The website report was sent out prior to the meeting. II. NR took the LGB through report and stated that some red points were now green. III. Clarity is needed over PAT items such as the public sector policy document, the annual Governance statement and information about how to become a Governor. IV. Emma Emmerly has been appointed as the Compliance officer for the Trust and will be looking at compliance across all the PAT school websites.
10.	<p>Governor Challenge Tracker</p> <ol style="list-style-type: none"> I. An example of the Governor Challenge tracker was sent out prior to the meeting. II. The idea of the tracker sheet is so that Governors can track issues raised in meetings, the actions and the impact this has on the pupils.
ACTION	Clerk to send out blank Governor Challenge Tracker sheet to LGB.
11.	<p>Local Items led by Head of School</p> <ol style="list-style-type: none"> I. HoS took the LGB through the Head of School report. <ol style="list-style-type: none"> a. PC asked if the introduction of phonics was a disadvantage for children? <ol style="list-style-type: none"> i. HoS explained it increased Literacy skills, but it is a very particular test and is either a pass or fail. This can sometimes mean it is difficult for some children to access it but teachers are constantly looking at ways to support these children. b. HoS explained about the KS2 Maths results and that some middle ability children were only 1 or 2 marks off. HoS is tracking middle ability children for school improvement project. <ol style="list-style-type: none"> i. The profile of Maths is a focus area this year with practice being looked at across the school. ii. PC asked in regards to the report that was presented from visiting Heads of School about Literacy being a main feature across the school and not much of a Maths presence. <ol style="list-style-type: none"> 1. HoS explained that when the Heads went and looked for Maths they found it but also stated that it is a very Literacy enriched in the school. The senior leadership team are looking at how to address the balance and raise the profile and confidence of Maths across the school. 2. All class names this year have been based on Maths. 3. NR asked if there were specific areas in Maths or if it across the board that the pupils were struggling with? <ol style="list-style-type: none"> a. HoS stated it was more of a confidence issue on the day but all children still performed brilliantly. b. The new Maths team consists of Tamsin Johnson as the lead, Gary Quilter for KS1 support and Emily Gulliford will be working alongside for year 3 and 4. Also, new teaching assistant Dale Stevens-Borg, has a degree in Maths and is very enthusiastic about raising the profile of Maths. Dale will be sitting the previous SATs paper in order to see where the

	<p>children need to be. Tamsin Johnson will also be using Babcock courses to support her Maths lead role.</p> <ul style="list-style-type: none"> c. HoS stated Maths is a rising trend and the teachers are taking smaller steps to bridge the gaps and raising the profile of Maths. <p>4. HoS handed out an updated number on roll overview sheet.</p> <ul style="list-style-type: none"> a. NR asked if the gender difference affected the outcomes for girls? <ul style="list-style-type: none"> i. Emily Gulliford, year 3 and 4 teacher team leader, is looking into this but as of yet there are no different outcomes for either gender. b. LG asked if the class numbers reflect that balance? <ul style="list-style-type: none"> i. HoS explained the specific cohort is still boy heavy and the curriculum is balanced around that by doing topics such as the stone age, but it is still balanced for girls. ii. LG explained her concern as her child is based in a cohort that has a high percentage of boys but feels reassured as a parent that the curriculum topics are challenging and engaging for girls. <p>5. The discussion turned to retaining teachers in the teaching profession and the impact this can have on a school.</p> <ul style="list-style-type: none"> a. PC asked how difficult is it to find a new Head of School? <ul style="list-style-type: none"> i. HoS and EHoS both explained as of late it has been difficult to recruit new Heads and its very much dependent on the school. The Trust is already talent spotting and putting into place strategies and training to support these professionals. ii. HoS mentioned about recent recruitment at Orchard Vale and that the new additions to the team are working really well. iii. The gap of Deputy Head of School is currently being sustained between HoS and Caroline Harding. The senior leadership team are also taking on extra duties to help fill the gap.
12.	<p>Monitor the Head of School Budget</p> <ul style="list-style-type: none"> I. The LGB were unable to monitor the Head of School budget due to the report not being ready in time.
13.	<p>Policies as per the Annual Cycle (yet to be determined)</p> <ul style="list-style-type: none"> I. The admissions policy was sent out prior to the meeting. <ul style="list-style-type: none"> a. All information was correct and in-line with school procedures. b. LG proposed that the LGB adopt the Admissions policy. c. All members present seconded this motion. II. The lettings policy was sent out prior to the meeting. <ul style="list-style-type: none"> a. HoS stated that a price has been decided for the hire of the new Management Hub and one price includes tea and coffee and another one is just for the use of the room.

	<ul style="list-style-type: none"> b. Current prices are: <ul style="list-style-type: none"> i. Weekday let: £20 for a 3-hour let ii. Weekend let: £25 for a 3 hour let or £40 for a 4-6 hour let up until 10:30pm. iii. Deposits are £50 and given back after the let if the premises are deemed to be in the condition in which they were let. c. Discussion was had around the current pricing of lettings. <ul style="list-style-type: none"> i. HoS wishes to keep the prices as they are currently. She feels as the school is a community school, keeping the current costs makes it more affordable for the community and parents who let the hall for birthday parties and other events. ii. AB proposes that the LGB review the prices at the end of the year. iii. All LGB members present agreed that the prices should remain as they are for the next academic year. d. A copy of the Safeguarding policy was sent out prior to the meeting. <ul style="list-style-type: none"> i. DK proposes that we adopt this policy. ii. This was seconded by all members present.
<p>14.</p>	<p>Local Items of Business</p> <ul style="list-style-type: none"> 1. The following Governors have been appointed as the following: <ul style="list-style-type: none"> a. DK will continue as Safeguarding Governor <ul style="list-style-type: none"> i. HoS nominates LG to become deputy Safeguarding Governor. ii. This was seconded by DK. iii. HoS to check that LG has been on a level 2 safeguarding course. iv. LGB to do some Safeguarding training with Caroline Harding. <ul style="list-style-type: none"> a. Clerk to circulate dates. b. PC will continue as SEND Governor c. NR will continue as Website Governor d. PB will continue as Health and Safety Governor. <ul style="list-style-type: none"> i. In PB's absence, Clive Magson Premises Manager for Orchard Vale, shall complete all health and safety forms for the LGB. ii. AB would like to invite Clive Magson to the next LGB meeting if PB is still on sabbatical. 2. Due to time constraints the LGB did not get to take part in the book review activity that was tabled. <ul style="list-style-type: none"> a. Books will be left in the meeting hub should the LGB members want to look at. b. LGB to meet in the next few weeks for half an hour to review the books.
<p>15.</p>	<p>Issues for Directors and Innovative Practices</p> <ul style="list-style-type: none"> 1. The LGB wish for clarification on the social media policy. They wish to know if there are any guidelines for school social media accounts, as Orchard Vale currently have a school Twitter account which they use to update parents on trips, events and current events.
<p>16.</p>	<p>Date and Time of Next meetings:</p> <ul style="list-style-type: none"> 1. The following dates were set for the Spring and Summer meetings: <ul style="list-style-type: none"> a. The Spring meeting will be held on Thursday 2nd February 2017 at 6:00pm at Orchard Vale. b. The Summer meeting will be held on Thursday 4th May 2017 at 6:00pm at Orchard Vale.

The minutes below are approved as a true and accurate record of the meeting

Signed



Date 2/2/17

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