

**LGB Minutes of Orchard Vale Community School held on Thursday 4<sup>th</sup> May 2017 2017**

Date & Time	Thursday 4 <sup>th</sup> May 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	
Paul Butler	Late due to work commitments		
Louise Miller-Marshall	Late due to work commitments		

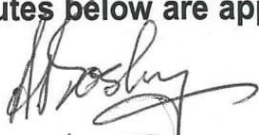
In Attendance		Minutes to	
Louise Miller-Marshall		All members of the LGB	
Fiona Pearce		Company Secretary	
Alan Bosley			
Louise Gordon			
Neil Rudd			
Paul Cooper			
David Kay			

Minutes	
1.	<p><b>Welcome and Introduction</b></p> <p>AB welcomed everyone to the meeting including the three parent candidates, Mr Milton, Mrs Clarke and Dr Ross, who were invited to the first half of the Summer term meeting.</p>
2.	<p><b>Apologies</b></p> <p>Apologies were received from LMM and PB who were running late due to work commitments.</p>
3.	<p><b>Declaration of Business Interests</b></p> <p>No declaration of Business Interests were made.</p>
4.	<p><b>Minutes of the previous meeting</b></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 Thursday 2<sup>nd</sup> February 2017.</p> <ul style="list-style-type: none"> <li>a. DK seconded this motion.</li> <li>b. AB signed a copy of the minutes</li> </ul>

<b>ACTION</b>	<b>Clerk to send signed copy of minutes to Company Secretary.</b>
<b>5.</b>	<p><b>Matters arising from previous minutes</b></p> <p>Minute reference 7.1 - All Governors have signed to say they have read the Keeping Children Safe in Education document as of 4<sup>th</sup> May 2017.</p> <p>AB emailed Company Secretary with offer of PowerPoint training from NR.</p> <p>NR to work with Rhiannon Squire, ICT lead, to offer training to staff on inset days.</p> <p>All next steps have been completed.</p>
<b>6.</b>	<p><b>Update from Directors; Executive Team responses to Issues raised</b></p> <ol style="list-style-type: none"> <li>I. A copy of the Directors update and Executive team responses were sent out prior to the meeting.</li> <li>II. AB gave a verbal report from his Chair of Governor meeting. <ol style="list-style-type: none"> <li>a. Orchard Vale Ofsted report now in the public domain.</li> <li>b. The Trust are carrying out a maintenance audit across the schools. <ol style="list-style-type: none"> <li>i. Rose Budge, Premises manager, will be doing site audits to identify work that needs to be carried out and to create a schedule of work with category D items being a priority.</li> </ol> </li> <li>c. The Ventrus networking evening shall be held on 14<sup>th</sup> November 2017. <ol style="list-style-type: none"> <li>i. AB feels this would be a perfect opportunity for Lyn Hyland, Head of Finance, to present her policy and new Governor Report and explain how Governing bodies can help to oversee the finance of their school.</li> </ol> </li> </ol> </li> </ol> <p><i>PB joined the meeting at 6:25pm.</i>  <i>The Three parent candidates, Mr Milton, Mrs Clarke and Dr Ross, left at 7:00pm.</i>  <i>LMM joined at 7:10pm.</i></p>
<b>7.</b>	<b>Standing Reports:</b>
<b>7.1.</b>	<p><b>Health and Safety Report</b> (to include legionella testing, asbestos register and any serious incidents)</p> <ol style="list-style-type: none"> <li>I. A copy of the Health and Safety reports were sent out prior to the meeting. These have been completed by Clive Magson, Premises Manager at Orchard Vale.</li> <li>II. PB gave an update on the following items: <ol style="list-style-type: none"> <li>a. Two pupil incidents which resulted in hospital visits, one to have a ring removed from the finger and another student sustained a head injury from playing in the boat. Both have been logged in accordance with school procedure.</li> <li>b. The adventure playground MUGA is separating around the border. This will be an issue raised during the site audit with Rose Budge. Also, the monkey bars are currently out of action due to the frame being loose.</li> <li>c. Windows will also be an area of focus on the audit visit, due to a previous incident.</li> <li>d. Quotes have been sought for the replacement of the school boiler. Currently awaiting a schedule of work. PB said it looks like it will be replaced during the summer.</li> </ol> </li> </ol>

<p><b>7.2</b></p>	<p><b>Safeguarding Report – to include SCR check</b></p> <ol style="list-style-type: none"> <li>I. LG carried out the Safeguarding report this term as Deputy Safeguarding officer. <ol style="list-style-type: none"> <li>a. LG and DK feel that the new template is easy to fill out.</li> </ol> </li> <li>II. LG spent time with Caroline Harding, SENDco. <ol style="list-style-type: none"> <li>a. Safeguarding files were selected at random and checked.</li> <li>b. Single Central Record is up to date. <ol style="list-style-type: none"> <li>i. PC asked about the high number of new staff noted on page 3 of the report.</li> <li>ii. FP explained that the staff number includes students and is based upon how many DBS checks have been carried out.</li> <li>iii. AB noted that the internet safety RAG rating was amber and asked if it would be green by July? <ol style="list-style-type: none"> <li>1. LG stated she asked Caroline Harding this but as it is an ongoing assessment it won't be green as it is always changing and moving forward. <ol style="list-style-type: none"> <li>a. The LGB suggested that instead of it being amber, using a light green to suggest it is in effect but is an ongoing piece of work.</li> </ol> </li> </ol> </li> </ol> </li> </ol> </li> <li>III. LG and DK noted receipt of the Safeguarding Governor role description.</li> <li>IV. The LGB noted receipt of the new Safeguarding policy. <ol style="list-style-type: none"> <li>a. A copy will be filed in the policy folder for staff to access and a copy will be uploaded onto the school website.</li> </ol> </li> </ol> <p><b>ACTION</b> <b>ACTION</b></p> <p>Website Administrator to upload Safeguarding Policy to the website. Clerk to file a copy of the Safeguarding Policy in school.</p>
<p><b>7.3</b></p>	<p><b>SEND Report</b></p> <ol style="list-style-type: none"> <li>I. A copy of the SEND report was sent out prior to the meeting.</li> <li>II. The Speech and Language Centre will close by August 2019. No new pupils shall be enrolled in the Centre. <ol style="list-style-type: none"> <li>a. Staff working in the Centre shall be re-deployed within the Trust upon closure of the Centre.</li> </ol> </li> <li>III. There is a change in terminology from 'DAF' (Dedicated Action Framework) to 'TAF' (Team Around the Family).</li> <li>IV. A new checklist is being implemented for new pupils joining the school so that SEN needs can be identified before the child joins the school. <ol style="list-style-type: none"> <li>a. September Reception intake pupils have all been given a checklist in addition to their application form.</li> </ol> </li> </ol>
<p><b>7.4</b></p>	<p><b>Website Report</b></p> <ol style="list-style-type: none"> <li>I. A copy of the website report was sent out prior to the meeting.</li> <li>II. The website is green in all areas except for the SEN Policy. <ol style="list-style-type: none"> <li>a. SEN Policy is awaiting update from Ventrus Central.</li> </ol> </li> <li>III. LMM and FP need to complete their biographies for the website.</li> <li>IV. A discussion was had around computer safety for pupils and parents. <ol style="list-style-type: none"> <li>a. Staff have had an inset training session on Internet safety. This will be a regular inset.</li> <li>b. The local PCSO has done work within the school with pupils and a leaflet has been sent home to parents.</li> <li>c. Staff are aware of pupils who use the internet and who have social media accounts.</li> <li>d. The school has a filter to stop pupils accessing certain sites whilst in school.</li> </ol> </li> </ol>

<p><b>8.</b></p>	<p><b>Head of School Report and responses to Governor Challenge Tracker</b></p> <ul style="list-style-type: none"> <li>I. The Head of School report was sent out prior to the meeting.</li> <li>II. Ofsted validated all the 6 areas of the SIP. <ul style="list-style-type: none"> <li>a. The current SIP shall be completed by the end of the year and FP is currently working on the SIP for 2017/18.</li> <li>b. Potential areas for next year: <ul style="list-style-type: none"> <li>i. Maths</li> <li>ii. EY Outdoor provision</li> <li>iii. Making and feedback</li> <li>iv. Impact initiative from the NPQSL course</li> <li>v. Any areas that come out of the data</li> </ul> </li> </ul> </li> <li>III. A copy of the Ofsted report was sent out and the school continues to be judged as 'Good' by Ofsted inspectors.</li> <li>IV. The Sports audit was not sent out in time for the meeting. <ul style="list-style-type: none"> <li>a. FP said that the range of sports available this year has been great. Children have been asked what they want so that all children can engage in sports.</li> <li>b. Callum Ovey, Sports TA, has been working with children who are not confident during PE sessions. He has been taking them out once a week to teach them the skills they will need for their PE sessions in the following week. This seems to be working well to boost pupil's confidence with physical activities.</li> </ul> </li> <li>V. FP reported to the LGB about the exclusions and gave an overview about each pupil and the plan put in to support them. <ul style="list-style-type: none"> <li>a. EHCP's have been put in for all 3 children for additional support.</li> <li>b. LMM feels that the school goes the extra mile to accommodate the children's needs and is inclusive but protects the learning experience of other pupils.</li> </ul> </li> <li>VI. Orchard Vale's Exmoor Challenge teams came in 3<sup>rd</sup>, 11<sup>th</sup> and 46<sup>th</sup>.</li> </ul>
<p><b>9.</b></p>	<p><b>EHT Report</b></p> <ul style="list-style-type: none"> <li>I. LMM gave her report which encompassed how pleased she was at the Ofsted result given. She feels it endorses the work being done at the school.</li> </ul>
<p><b>10.</b></p>	<p><b>Monitor the Head of School budget</b></p> <ul style="list-style-type: none"> <li>I. The following statement was sent from Ventrus Central: "Further to the Chairs of LGB meeting on 25<sup>th</sup> April 2017, a decision has been taken by the Executive Team not to provide your financial statement for this meeting. As explained at the Chairs meeting, the focus is on bringing reliable and timely information to you in due course. To achieve this the finance team is currently undertaking a systematic review. As part of this, Executive Head teachers will work with Heads of Schools on essential spending only for the remainder of this financial year." <ul style="list-style-type: none"> <li>a. The LGB noted receipt of the statement and look forward to receiving a budget monitor in the Autumn Term.</li> </ul> </li> </ul>
<p><b>11.</b></p>	<p><b>Policies and Statements as per the Annual Cycle</b></p> <ul style="list-style-type: none"> <li>I. A copy of the Home School Agreement was sent out prior to the meeting. <ul style="list-style-type: none"> <li>a. Several changes were suggested. FP has noted these to be changed.</li> <li>b. All present agreed to the changes suggested.</li> </ul> </li> </ul>
<p><b>12.</b></p>	<p><b>Local Items of business</b></p> <ul style="list-style-type: none"> <li>I. The LGB received a copy of the Ofsted report. <ul style="list-style-type: none"> <li>a. AB to write a letter to staff on behalf of the Governing body, thanking</li> </ul> </li> </ul>

	<p>them for their work and creating a great atmosphere and making it such a positive day.</p> <p>II. A discussion was had around current pricing structure for Nursery and Little Seeds.</p> <ol style="list-style-type: none"> <li>a. Nursery currently charge £3.60 for additional hours and Little Seeds charge £4.00 per hour.</li> <li>b. FP explained about the change in funding for 3 and 4 year olds with the 30 hour criteria due to come into practice.</li> <li>c. The school currently gets funded £3.98 per hour for 3 and 4 year old's and £4.90 per hour for 2 year old's.</li> <li>d. FP would like to look into current charges in the area and increase prices for Nursery and Little Seeds by September 2017. <ol style="list-style-type: none"> <li>i. Parents would need to be notified soon to allow families to adjust finances.</li> <li>ii. NR suggested that FP put prices to the LGB before the end of term ready for September.</li> <li>iii. All present seconded this motion.</li> </ol> </li> </ol>
<b>DECISION ACTION</b>	<b>FP to look at pricing structure for the Nursery and Little seeds. FP to put new prices to the LGB to consider.</b>
13.	<b>Governor Training</b>
	<ol style="list-style-type: none"> <li>I. PB, PC, NR and DK to do online prevent training and let Clerk have a copy of their certificate to be kept on file. This shall also be noted on the SCR.</li> </ol>
<b>ACTION ACTION</b>	<b>PB, PC, NR and DK to do online prevent training Clerk to keep a copy on file and notify Emma Murdoch so it can be noted on the SCR.</b>
14.	<b>Issues for Executive Team and Innovative Practices</b>
	<p><b>Innovative Practices</b></p> <ol style="list-style-type: none"> <li>I. The current development of the Forest School area.</li> <li>II. Single year groups are working well.</li> </ol> <p><b>Issues of Executive Team</b></p> <ol style="list-style-type: none"> <li>I. No issues were noted for the Executive Team.</li> </ol>
15.	<b>Governor Challenge Tracker</b>
	<ol style="list-style-type: none"> <li>I. A discussion was had around the Governor challenge tracker and how it should be used. <ol style="list-style-type: none"> <li>a. AB and Clerk to work on updating with discussed changes.</li> </ol> </li> </ol>
16.	<b>Date and Time of Next meeting</b>
	<ol style="list-style-type: none"> <li>I. The LGB windows for 2017/18 have not yet been set.</li> <li>II. Clerk will circulate dates when they have been set.</li> </ol>
<b>ACTION</b>	<b>Clerk to circulate dates for 2017/18 meeting windows.</b>
	<p>The minutes below are approved as a true and accurate record of the meeting</p> <p>Signed  Date 19. October 2017</p> <p>Printed A. BOSLEY</p>

