

LGB Minutes of Orchard Vale Community School

Date & Time	Thursday 4 th February 2016 at 6:10pm	Location		Orchard Vale Community School
Attendees			Attendees	
Jan Baker	Executive Head Teacher		Paul Cooper	Co-Opted
Alan Bosley	Chair/Co-Opted		Janet Cowie	Associate
Paul Butler	Co-Opted		David Kay	Community
Neil Rudd	Parent			
Louise Gordon	Staff			

Apologies		Absent Without Apology	

In Attendance		Minutes to	
Jan Baker		All members of the LGB	
Alan Bosley			
Paul Butler			
Neil Rudd			
Louise Gordon			
Paul Cooper			
Janet Cowie			
David Kay			

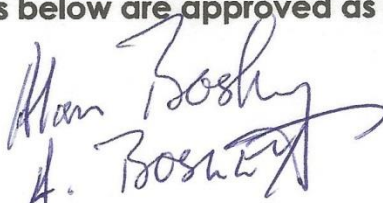
	Minutes
1.	Welcome and Introduction AB welcomed everyone to the meeting.
2.	Apologies No apologies were received.
3.	Declaration of business interests There were no declaration of Business Interests.
4.	Minutes of the previous meeting All next steps from the previous meeting have been completed. DK suggested that the minutes from the previous meeting are a true and accurate record of the meeting and that they be adopted as a record the meeting held on Thursday 15 th October 2015.

	<p>PC seconded this motion.</p> <p>AB signed a copy of the minutes.</p> <p>ACTION Clerk to send signed copy of minutes to Company Secretary.</p>
5.	<p>Matters arising from previous minutes</p> <p>No matters arose from the previous minutes.</p>
6.	<p>Feedback from Directors</p> <p>All Governors received a copy of the Directors feedback.</p>
7.	<p>Standing Reports</p>
7.1	<p>Health and Safety Report</p> <p>The Health and Safety Performance was circulated prior to the meeting.</p> <p>PB spoke about his maintenance update.</p> <ul style="list-style-type: none"> • All services went fine. • The boiler cost £1,600 last year to keep it running <ul style="list-style-type: none"> ○ This year it could cost between £2-3,000 to get it up and running. ○ PAT are aware of the boiler condition. ○ AB feels it is not good practice for it to break down as it will most likely do so when needed the most. • A copy of the CIF bids for PAT school were circulated prior to the meeting. <ul style="list-style-type: none"> ○ It was clarified that the school has a year to use the bid money once the bid has been successful. ○ Orchard Vale secured funding to fire-proof the roof, but due to quotes not coming through until May and due to the limited time window of opportunity for it to be completed during the Summer holidays, this did not proceed. ○ PB stated that the lighting throughout the whole school has been checked and has been deemed not up to standard. <ul style="list-style-type: none"> ▪ A CIF bid is to be put together to have lighting replaced throughout the whole school. ▪ The lighting in the office is being replaced during half-term. • The decking in the Nursery area has started to become a concern. <ul style="list-style-type: none"> ○ PB and Clive Magson to look into replacing it during the Easter Holidays. • Adventure trail passed its annual inspection in March 2015, however there is concern that the equipment is starting to deteriorate quickly as well as the flooring. <ul style="list-style-type: none"> ○ Forward planning as to if it does not pass it's inspection in March 2016. • Health and Safety Audit is to take place on Tuesday 9th February 2016. <ul style="list-style-type: none"> ○ PB talked through the preparation that has taken place for the Audit. ○ Looking to achieve 100%.

	<ul style="list-style-type: none"> ○ If the school scores less than 40% on the audit they are re-audited in 3 months. ○ EHT explained about an incident at another school which had flagged a few issues which have now been rectified. • Clive Magson is working on a Handbook for Premises staff. <ul style="list-style-type: none"> ○ PB feels this Handbook needs a Governor element as from the meeting at the Tiverton Hotel in November, this would be helpful for other Health and Safety Governors. • EHT stated that PB and Clive Magson have helped to move everything forward. <ul style="list-style-type: none"> ○ The Governors would like to thank PB and Clive Magson for all they do and to wish them good luck in the Audit.
7.2	<p>Safeguarding Report</p> <p>The safeguarding report was not ready in time for the meeting due to time constraints and the change of the meeting date.</p> <p>The report shall be circulated after the meeting.</p>
7.3	<p>SEND Report</p> <p>SEND information from Caroline Harding (SENDCo) was circulated prior to the meeting.</p> <p>PC received SEND Governor Role description prior to the meeting.</p> <p>PC spoke through his SEND report.</p> <p>ACTION PC to send the next SEND report to Clerk to be circulated prior to the next meeting.</p>
7.4	<p>Website Report</p> <p>The Website report and audit were circulated prior to the meeting.</p> <ul style="list-style-type: none"> • NR and PC to complete Governor Biographies. • Needs to be noted that PB is married to a member of staff. • Policies need to be checked to ensure they are the most up to date copies. <p>NR felt he struggled with some items on the Audit as he didn't know what he was looking for, e.g. if the Behavior policy was compliant with section 89 of the Education and Inspections Act 2006.</p> <p>ACTION NR to meet with Amy Moore prior to next report to look through website audit.</p>
8.	<p>Head of School Report</p> <p>EHT read out the questions and answers that were tabled prior to the meeting (appendix 1).</p> <ul style="list-style-type: none"> • The Governors would like to pass along their congratulations to all staff in regards to the letter from Sue Clarke on improving outcomes for

	<p>disadvantaged pupils.</p> <ul style="list-style-type: none"> ○ EHT feels it's important to have evidence of this as it's something that is embedded into Orchard Vale. ○ It's focused on in the SIP and SEF and is an area that is looked at carefully. <ul style="list-style-type: none"> • LG expressed how from a parent perspective how amazing the performance of The Tempest was. <ul style="list-style-type: none"> ○ EHT explained that they included all children who put their names down and there were a range of abilities. ○ Performing has really helped some of the children's confidence and self-esteem in class. • EHT explained about the new software Teachers use to monitor pupil progress now that levels have been abolished. <ul style="list-style-type: none"> ○ Utilise SPTO mark book which is a colour grading method. ○ LG stated she has seen the software and it is easy to understand and feedback progress. ○ EHT spoke about the new curriculum in which it focuses more on embedding the information. • EHT expanded more on the answer to LG's tabled question about mixed year groups (appendix 1). <ul style="list-style-type: none"> ○ EHT explained it is harder with mixed year groups due to the two sets of curriculum that the teacher has to teach. ○ This has already been brought up in conversation in regards to KS1. Evident that year 2's need more formal teaching. ○ Possibility at looking into a discreet year 1 group, a discreet year 2 group and one mixed class. ○ Due to increase of intake in Reception 15/16 class, mixed with current year 1's, this makes us 13 over the class limit of 30 pupils. <ul style="list-style-type: none"> ▪ Looking to increase area to accommodate pupils.
9.	<p>Monitor the Head of School budget</p> <p>Copies of the budget report were handed out at the meeting.</p> <ul style="list-style-type: none"> • AB wanted clarification on how the money raised by Orchard Vale, through events etc, if this would be allocated back to Orchard Vale or would it go into the central pot? <ul style="list-style-type: none"> ○ EHT clarified that any money raised by the school would go back into the restricted and unrestricted line. • EHT explained that the budget is not fully accurate and she shall be going through it with Maria Phillips so that she and the Governors are better able to monitor the budget. • AB mentioned he has written to Phil Chambers for clarity on cross-school funding. His concern is that in the minutes from the Chair of Governors meeting, it can come across as in excess of £500 per pupil. <ul style="list-style-type: none"> ○ EHT clarified that it would not be in excess of. ○ AB felt that morally it should stay with the allocated child but also agrees that we should support schools to give other pupils equal opportunities. ○ EHT explained that originally the schools had separate budgets but now we run on a central budget. Children would not suffer and they could not take more than £500 for a pupil.

	<ul style="list-style-type: none"> ○ NR feels their needs to be full transparency so that Governors can see what is going on.
10.	<p>Local Items</p> <p>10.a</p> <ul style="list-style-type: none"> • N/A <p>10.b</p> <ul style="list-style-type: none"> • AB felt the PowerPoint from Pilton was very positive. • EHT went to the parent consultation at Pilton. • EHT met with CEO of Whitehorse Federation who have about 16/17 schools in its federation which included 2-3 secondary schools. <ul style="list-style-type: none"> ○ EHT felt there is greater dialogue between the schools and better subject knowledge. ○ Feels it would make our year 6 pupils more dynamic and motivated when moving onto secondary school. ○ There is a national dip in transitioning. ○ Lots of positive things to come out of this. • Parent concern is that OV is a feeder school for Park and not Pilton. Feel as though pupils transitioning to Park will still feel the dip between transition. <ul style="list-style-type: none"> ○ EHT has spoken to the head of Park School and Orchard Vale shall continue to develop their relationship with Park through activities etc. • PC wants more clarity in regards to becoming a mixed academy with the argument being we are a specialist Primary Trust, if we were to mix we would lose this. <ul style="list-style-type: none"> ○ EHT explained that as a strong primary trust we'd become an all through but with this local understanding. • NR feels the need for personal assurance that no child at Orchard Vale will not be worse off as a result of this. <ul style="list-style-type: none"> ○ EHT feels there are more negatives than positives. <p>10.c</p> <ul style="list-style-type: none"> • AB gave a brief overview of the Chair meeting. • AB was asked for a score of 0-10 on how effective he felt the LGB was. He scored the Orchard Vale LGB as an 8 due to the fact that he feels they are a functioning LGB with specific Governors in place with a mix of skill sets. <p>10.d</p> <ul style="list-style-type: none"> • DK overdue his safeguarding refresher course. <ul style="list-style-type: none"> ○ Clerk to pass along dates to DK of next available courses. <p>10.e</p> <ul style="list-style-type: none"> • No correspondence were received.
11.	<p>Policies and Statements as per the Annual Cycle</p> <ul style="list-style-type: none"> • AB feels the volunteers in School policy is very sensible as well as the Charging and Remissions. • EHT explained of the new lanyard procedure being put into place at Orchard Vale to make it clear who people are.

12.	<p>Issues for Directors and Innovative Practices</p> <p>Issues</p> <ul style="list-style-type: none"> • Governors would like clarification that the Primary element would not be affected by bringing in a secondary school. • They also wish for clarification that it would not pose as a disadvantage for Orchard Vale pupils, either through resources or organisational means, but that it would add value to the PAT. • The concern in regards to the boiler and the ongoing cost to keep it running. • Cross funding – would like to ensure that pupil premium money remains with the pupil where it should be and greater transparency in terms of where money is shared. • CIF bids <ul style="list-style-type: none"> ○ Concern over the growth of the school could mean that KS1 classes need to be reorganised in order to accommodate classes over 30 pupils. ○ How would this be addressed? A need for forward planning for future years. <p>Innovative Practices</p> <ul style="list-style-type: none"> • The Performance of The Tempest in this year's Shakespeare in Schools festival. • This terms Head of School report,
13.	<p>Date and Time of Next Meeting</p> <p>The date of the next meeting has been moved from Thursday 5th May 2016 and will now take place on Wednesday 4th May 2016 at 6:00pm.</p> <p>The change is due to AB being away on holiday.</p> <p>Meeting closed at 8:55.</p>
	<p>SUMMARY OF DECISIONS</p> <p>SUMMARY OF ACTIONS See Next Steps.</p>
	<p>The minutes below are approved as a true and accurate record of the meeting</p> <p>Signed  Date 16.5.16</p> <p>Printed _____</p>