

Date & Time	Monday 16 th June 2016 6:00pm	Location		Orchard Vale Community School
Attendees			Attendees	
Jan Baker	Executive Head Teacher		David Kay	Community
Louise Gordon	Staff Governor		Janet Cowie	Associate
Alan Bosley	Chair/ Co-Opted			
Paul Butler	Co-Opted			
Neil Rudd	Parent			

Apologies		Absent Without Apology	
Paul Cooper	Co-Opted		

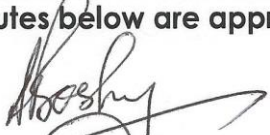
In Attendance		Minutes to	
Jan Baker		All members of the LGB	
Alan Bosley			
Paul Butler			
Neil Rudd			
Louise Gordon			
David Kay			
Janet Cowie			

Minutes	
1.	<p>Welcome</p> <p>AB welcomed everyone to the meeting.</p>
2.	<p>Apologies</p> <p>Apologies were received from Paul Cooper, who due to the re-arranged LGB meeting date was unable to make it due to a holiday.</p>
3.	<p>Declaration of business interests</p> <p>There were no declarations made.</p>
4.	<p>Minutes of the previous meeting:</p> <p>LG 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 4th February 2016.</p> <p>PB seconded this motion.</p> <p>AB signed a copy of the minutes.</p>
ACTION	Clerk to send signed copy of minutes to Company Secretary.

5.	<p>Review of next steps</p> <p>All next steps from the meeting held on Thursday February 4th 2016 have been completed.</p>
6.	<p>Feedback from Directors</p> <p>A copy of the Feedback from Directors was sent out prior to the meeting.</p> <p>AB gave feedback from the Chair of Governors meeting he attended.</p> <ul style="list-style-type: none"> • The PAT have appointed an executive chef. • The idea is that PAT schools will eventually become self-performing schools. • Allows the PAT to make menu choices and where schools source food from. • Schools are able to make decisions on how food is used throughout the school, such as break times, catering, staff meals etc. • Orchard Vale will continue with Norse until further notice. • EHT feels this will be a good move towards changing children's' attitudes and way of thinking towards food. Schools would be able to grow and use own produce. • EHT explained about the variation of what children liked most across the PAT. <p>EHT informed that Simon Levi has now been appointed to HR.</p> <ul style="list-style-type: none"> • EHT met with Simon Levi in regards to recruitment. • Each stream has been given to a different EHT to advise/ support. <p>EHT explained about the Teaching School Status.</p> <ul style="list-style-type: none"> • Only a school with outstanding Ofsted results can apply. • This can be done within the PAT. • The Teaching School is not PAT as Duchy are the national support school but PAT is a 'partner'. • Teaching schools get funding of: <ul style="list-style-type: none"> ○ £60,000 in the first year ○ £50,000 in the second year and ○ £40,000 in the following years • Teaching School Status was granted in March. Looking to try and establish as soon as possible.
7.	<p>Standing Reports:</p>
7.1	<p>Health and Safety Report (to include legionella testing, asbestos register and any serious incidents)</p> <p>PB sent out all Health and Safety reports prior to the meeting.</p> <p>PB gave the following report:</p> <ul style="list-style-type: none"> • Adventure Trail <ul style="list-style-type: none"> ○ Uprights on the Adventure Trail are weak.

	<ul style="list-style-type: none"> ○ A check is to be carried out soon on the annual inspection. ○ One of the apparatus is out of action due to a pole needing to be replaced at the cost of £300. ○ It is a well used piece of equipment with children playing on it during and after school. ○ The LGB propose that the adventure playground be completely re-done with added drainage as it has been in operation since 2004. ● PB and Clive Magson looking into drainage for the Forest School Pathway due to pooling water. ● Insurance claim for the Hall Flooring to be done went to ELT on the 17th May. ● EHT noted that the PAT received no successful CIF bids this time around. ● PB and Clive Magson reviewed the Fire Maintenance and have moved the planner around so that it flows better and nothing is missed. ● Health and Safety audit on the 9th February received 95% originally. ● Orchard Vale were marked down on 4 things: <ul style="list-style-type: none"> ○ This was due to the inspector not being able to find the Fire Risk assessment paperwork. The template used was not the most current template issued, but the necessary information was on the form just under different headings, except for one page. ○ The ladder inspection checklist – which is covered by Zurick. Also scaffolding in the boiler room has to be checked and Clive is not allowed to use this by himself. ○ The First Aid policy – Devon County introduced another policy in December 2015 at the same time the PAT policy was written making it out of date. ○ Building work did not have H and S risk assessment, even though Lodgico had been asked to produce this. ● After following conversations between Clive Magson, PB and the inspector, Orchard Vales mark increased to 96%. ● PB has met with Emma Emmerly and Clive Magson on how to improve Health and Safety across the PAT and unify it across all the schools. ● 3 other PAT schools are due H and S inspections before the end of term. ● EHT mentioned that it is a good score that has been achieved and Clive Magson did a lot of the work by himself, setting up files and making sure the correct paperwork was in place. ● It was agreed that a letter should be written, from the LGB to Clive Magson, thanking him for all his work. ● PB mentioned that the delegation planner that has been produced for the PAT had had input from Clive.
ACTION	<p>AB to write letter to Clive Magson congratulating and thanking him for his work on the Health and Safety audit on behalf of the LGB.</p>
7.2	<p>Safeguarding Report – to include SCR check</p> <p>A copy of the Safeguarding report was sent out prior to the meeting.</p> <ul style="list-style-type: none"> ● DK explained about CPOMS (Child Protection Online Management System). <ul style="list-style-type: none"> ○ This is monitored daily by SLT who are the only ones able to access the information. ○ Teachers input information that helps produce an overall picture for SLT.

	<ul style="list-style-type: none"> ○ DK is very impressed with the system and thinks it works very well to help manage CP. ● DK completed his Safeguarding refresher course. ● He recommended that the LGB read a document on Keeping Children Safe in Education <ul style="list-style-type: none"> ○ Clerk to circulate this to LGB. <p>ACTION Clerk to circulate the link to the 'Keeping Children Safe in Education' document from DK.</p>
7.3	<p>SEND Report</p> <p>PC was not present at the meeting but sent through a written report and SEND report prior to the meeting.</p> <ul style="list-style-type: none"> ● PC suggested that the PAT look into purchasing dedicated SALT input following the success that the Education Psychologist direct employment with PAT has been.
7.4	<p>Website Report</p> <p>The website report was distributed at the meeting.</p> <ul style="list-style-type: none"> ● PC still needs to complete his bio for the website. ● Some policies need correct date being added. <ul style="list-style-type: none"> ○ Website administrator to check all policies and ensure they are updated. ● Inclusion and SEN policies are dated 2009 – these need to be updated. ● NR suggested that due to such success on the Twitter account Orchard Vale could potentially set up a Facebook page to reach more parents. <ul style="list-style-type: none"> ○ A discussion followed, with both pros and cons discussed. ○ It was decided that this would be too time consuming to manage due to the popularity of Facebook. ○ A discussion then followed about if there was a policy on the use of Social Media use and how this is managed. <ul style="list-style-type: none"> ▪ This was highlighted as an issue for Directors. <p>ACTION Website Administrator to check all policies to ensure they are up to date copies.</p>
8.	<p>Head of School Report</p> <p>All EHT reports were circulated prior to the meeting.</p> <p>EHT went through all questions that had been tabled prior to the meeting (appendix 1).</p> <ul style="list-style-type: none"> ● EHT explained about the plans to create another classroom to accommodate the 2 year 1 classes and 2 year 2 classes in September. ● LG wished to express how well the SATs went from a parent prospective. LG explained that it was a lovely environment without the pressure and that the breakfast that was provided really helped to keep the stress to a minimum. ● The homework provided to year 6's on the weekend after SATs was really well thought-out, with activities such as reading a book, riding a bike and

	baking a cake included. Pupils were asked to cross as many of these activities off the list as possible.
9.	Monitor Localised funds A copy of the budget report was circulated to the LGB prior to the meeting.
10.	Policies and Statements as per the Annual Cycle Copies of the Home School Agreement, Behaviour, Lettings, Expense and Complaints Policies were sent out prior to the meeting. <ul style="list-style-type: none">• LGB agreed that all policies were acceptable.• The local annex for the letting policy was agreed that the rates should stay the same currently until September when more research into the other lettings costs in the area have been researched.<ul style="list-style-type: none">○ Clerk to look into lettings costs in Barnstaple area.
ACTION	Clerk to look into letting costs in the Barnstaple area for next LGB meeting.
11.	Issues for Directors and Innovative Practices The following items were highlighted as issues/feedback for Directors: <ul style="list-style-type: none">• AB wished for greater clarification over the CoG minutes from January 2016 regarding the sharing of monies between schools. AB feels it should be proportionate to each school.• The LGB hope that the next PAT meeting in November will have more training and networking opportunities with topics covered in-depth in groups.• The LGB proposed that the adventure playground be completely replaced with added drainage as it has been in operation since 2004. OV would be happy to match fund this expense.• PC suggested that the PAT look into purchasing dedicated SALT input following the success of similar contracts with Education Psychologist team• Do PAT have a policy on the use of school Social Media accounts and how these should be managed by schools?
12.	Date and Time of Next meetings: The date of the next LGB meeting at Orchard Vale School will be held on Monday 14 th November 2016 at 6:00pm.
	The minutes below are approved as a true and accurate record of the meeting Signed  Date 14 th Nov. 2016 Printed A. BOSLEY