



Meeting of the Local Governing Body

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| DATE, TIME AND VENUE | Wednesday 27 th November 2019, 5.30 pm Orchards C of E Academy |
| GOVERNORS | Betty Hasler (BH) – Chair Of Governors Maggie Barwell (MB) – Community Governor Christopher J Mackett (CJM) – Community Governor Julie Harrison (JH)- Staff Governor Toni Bird (TB) - Community Governor |
| ATTENDING | Clare Claxton (CC) – Head Teacher John Steeden (JS) - Deputy Head Elaine Fisher (EF) – Clerk to Governors |
| VISITING | Colleen Horlock, Tara Banks, Damien Homden. Informal meeting with new SLT 5.30 pm – 6 pm |

| Item | Action |
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| | <p>The Chair welcomed the new Senior Leadership Team to the meeting and they spoke of their specialisms in school:</p> <ul style="list-style-type: none"> • Colleen Horlock spoke about Vulnerable Groups • Tara Banks spoke about Pupil Premium students and Early Years • Imogen Newell (who was off school with sickness) was in charge of assessment and the Head spoke about that role • Damien Homden spoke of Quality of Education and, in particular, the curriculum, phonics, reading schemes and upskilling. <p>The Chair thanked them for their explanations and re-assured the team of the Governors' support.</p> <p>Governors introduced themselves by name, and also spoke of their interests and experience.</p> <p>The SLT then left the meeting and governors continued with the business in hand.</p> | |
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| 1 | <p><u>Welcome/Apologies/Declarations of Interest</u></p> <p>The Chair welcomed everyone to the new term, especially Mrs Gillett who was a new parent governor, having spent some time in this role previously.</p> <p>No governor had a personal or business interest in any matter on the agenda.</p> <p>The Chair thanked everyone for returning their pecuniary interest forms and asked for Mrs Gillett to complete one too.</p> <p>Governors were reminded to return their skills audit forms to the Clerk as they were required by Demat.</p> <p>Apologies were submitted from Kat Smith (KS). Janet Tanfield (JT) was absent.</p> | <p>MG/Clerk</p> <p>Governors</p> |
| 2 | <p><u>Minutes of Last Meeting</u></p> <p>The minutes of the last meeting were agreed as accurate with the alteration of Mr Bell to Mr Ball, the new CEO of Demat. They were signed by the Chair and a copy filed in the school office.</p> | |
| 3 | <p><u>Matters Arising</u></p> <p>New Governors There was some discussion about methods of securing a non-teaching staff governor, either by an email to staff or perhaps by a sideways move as KS is also a non-teaching member of staff. The Chair would take this forward.</p> <p>The question arose of whether there may be a Church Representative who could attend meetings?</p> <p>Governor Handbook (item 3)- The Chair was working on the Governor Handbook and would bring a draft to the next meeting.</p> <p>Breakfast Club Funding – The Head reported that an internal advert had been issued for staff, and three midday supervisors had been appointed. The new Finance Assistant was dealing with the intricacies of establishing an online payment system. Some parents may only want provision for two or three days but it was anticipated that this could work well as data indicated that all were willing to pay. The Breakfast Club would be financially viable for two terms and then further funding would need to be sought to ensure sustainability. The Head would report back.</p> <p>Changes to SEF - The Head reported that the proposed change from “Rural” to “Deprived” had been made. She had looked again at the issue of ‘Recruitment and Retention’ and decided that it was not appropriate to add information at this time.</p> | <p>Chair</p> <p>Chair</p> <p>Head</p> |

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| | <p>Policies - had been reviewed and 'Data Protection and Privacy' had been added to the list. However it appeared that Charging and Complaints were missing from the website. The Head would look further into this and report back.</p> <p>Letter to Demat CEO – The Chair circulated a copy of a letter she had written to Adrian Ball, the new CEO of Demat to make him aware of the school and its circumstances.</p> <p>Safeguarding Policy – the Appendices had been checked and amended.</p> <p>Behaviour Protocol - The Head reported that two children had gone through the Behaviour Protocol and parents had also been involved. Because several children in the school were failing to respond to sanctions it had been decided to begin an “Academic Nurture Unit” in the school. This would entail the use of two rooms and adjacent toilets where staff would be able to supply a curriculum which would more suit these students using the “Thrive” program. A maximum of 8 children would be able to take advantage of these facilities, chosen through the behavior and support system. The aim would be to re-integrate these students into the mainstream school system.</p> <p>There was a member of staff who had experience in a Pupil Referral Unit and an additional member of staff had been recruited from the “Private” PRU sector. After questioning, the Head clarified that this unit would work alongside the “Well-being Team”. Funding had been approved by DEMAT from “carry-over funding” for two terms, but further funding would be needed. The “Academic Nurture Unit” would start after Christmas and the head would report back to the next meeting.</p> <p>Pupil Numbers - Pupil Admission Numbers had fallen in Reception with long term consequences for the school. The potential financial loss could be £125,000. The Head was considering how to respond to this as it would affect our budget in 2020/2021. Governors asked questions to ascertain the sustainability of pupil numbers.</p> <p>Q Would be possible to increase pupil numbers in Reception? A There was no planned additional housing in the area.</p> <p>Q Should we reduce the Pupil Admission numbers? A This would lower the income of the school and make it more difficult to function.</p> <p>Q We need to consider strategic planning for the next five years to see if the decline in numbers will continue. Who can help with this research? A We need to consult with DEMAT. Governors and SLT need to interrogate the data.</p> | <p>Head</p> <p>Head</p> <p>Head/Chair</p> |
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| 4 | <p><u>Headteacher's Report</u></p> <p>Governors thanked the Head for her Report and asked questions:</p> <p><u>Parental Engagement</u></p> <p>Q In what ways are parents being involved in the life of the school? A The PTA is going well</p> <p>Q How can we monitor parental involvement in statistical terms? A This is not clear at present.</p> <p>Governors would be interested in the results of a parent questionnaire?</p> <p>Q Parents need to know how English and maths is taught in the school – how can this be achieved? A We will continue with Community Liaison; the “Working Together Wednesday” needed to be refreshed; and there may be other courses made available eg through the PTA.</p> <p>In “Early Years” the Orchards Facebook page seemed to be working well; nursery could provide evidence of “In the moment” planning. Links with the “Tapestry” project had been successful in Early Years, with evidence of 35% engagement. This online learning journal allows parents to add comments and share learning from home.</p> <p>Q Would it be possible to develop this, or something similar, into subsequent school years? A This would be considered by the SLT.</p> <p>Regular time was needed at the Senior Leadership Team meetings to consider the options. The Head would report back.</p> <p>2 Quality of Teaching</p> <p>Q Three teachers had been judged as not consistently good – are they capable of reaching the standard? Can you report further on these at our next meeting? A Support plans are in place with feedback meetings. They should be improved by February half term, or there may be difficult conversations to be had.</p> <p>Age Related Expectations at the beginning of Reception year are 0% so we have engaged a speech and language therapist who will make a difference to this. A new teaching package called “Wel Com” contains support and assessment materials. Many parents do not realise that there is a problem so do not seek solutions. The ‘Age 2’ children are now starting to use sentences.</p> | <p>Head</p> <p>Head</p> <p>Head</p> <p>Head</p> <p>Head</p> <p>Head</p> |
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| 5 | <p>Q Can we use Pupil Premium monies in the Nursery? A Perhaps we can have a “vulnerable groups” fund.</p> <p><u>Outcomes Data</u></p> <p>The Head reported verbally on “Outcomes and Tracking”. Pixl analysis would be undertaken next week and tracked against other schools. Governors were looking forward to Pixl training in the New Year. (Pixl = Partners in Excellence)</p> <p>Reading had risen from 31 to 42 SPG had risen from 28 to 36 Maths had risen from 9 to 20</p> <p>These are encouraging statistics but cannot yet be compared with other schools. Governors looked forward to further progress reports next term and understood that the school was not yet “Good”.</p> | Head |
| 6 | <p><u>School Development Plan</u></p> <p>Governors had received copies of the school development plan and thanked the Head for all the work undertaken.</p> <p>The Chair had negotiated different areas of SDP monitoring responsibility with governors.</p> | |
| 7 | <p><u>SIAMS Report</u></p> <p>The report was circulated from the recent SIAMS Inspection which recorded the school as “Requires Improvement”. Areas for the Governors included “liaising with pupils so that pupil voice is strengthened and the impact on improvement is more clearly evident”. The Governors would discuss this further at the next meeting when Mr Steeden would present an Action Plan. The local clergy were working to include “The Trinity” in the curriculum.</p> <p>Further work to involve pupils in leading assemblies was suggested, as well as global issues.</p> <p>The Head highlighted that members of staff were of different faiths and no faith and they need to be comfortable in the school.</p> | JS |
| 8 | <p><u>Governor Terms of Reference, Responsibilities and Monitoring</u></p> <p>Terms of Reference were presented by the Chair who confirmed that, although the minutes of the meetings were made public, the meetings themselves were only open to governors.</p> <p>Responsibilities were agreed as:</p> <p>Finance</p> | Mrs Tanfield |

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| 9 | <p>Safeguarding Mrs Hasler (with Mrs Bird) Vulnerable Groups Mr Mackett Learning Environment (plus Health and Safety) Miss Smith Christian Ethos Mrs Gillett Early Years Foundation Stage Mrs Barwell</p> <p>The Governor Action Plan was accepted and monitoring discussed.</p> <ul style="list-style-type: none"> • Mrs Barwell and Mrs Gillett would attend the Nativity and complete a monitoring form. • Mrs Hasler has inspected the Single Central Record since the last meeting. • Mr Mackett queried the number of children in care and it was explained that there were four. (One was achieving higher than expectation; one as expected; one a little lower than expectation and one at an early stage of development). <p>Questions regarding monitoring were asked and answered, and one or two minor amendments made to the draft Action Plan.</p> <p>Governors should send copies of completed monitoring forms to the Chair and the Head.</p> <p>The Head gave dates of future school events to which governors would be welcomed. The Christmas Season gave many opportunities for meeting staff and parents, including Christmas lunch on 11 December and “Coffee and Carols” at 9.30 on 18 December. She recommended governors to go onto the website and see the Newsletters which went out.</p> <p>Governor lanyards would be arranged for visiting governors.</p> <p><u>Statutory Policies</u></p> <p>The following DEMAT policies were adopted by governors:</p> <p>A Personal Data Breach Procedure B Use of Photos, videos and Display Boards Policy C Privacy Policy for Parents/Carers D Privacy Notice for Pupils E Privacy Notice for Staff F Retention Guidelines G Pay Policy H Bullying and Harassment Policy I Equality and Diversity Policy J Adoption leave Policy K Modern Slavery and Human Trafficking Policy L Acceptable Use Policy (IT/Social Media etc) Policy M CCTV Use Policy</p> | <p>ALL</p> <p>ALL</p> <p>Head</p> |
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| 10 | <p><u>Internal Policies – SEND</u></p> <p>This Policy was accepted subject to the removal of the question mark (?) on P3 relating to the responsible person.</p> | Head |
| 11 | <p><u>Governor Training</u></p> <p>The next training session, to be held on 15 January, would be dedicated to Pixl training along with an up to date list of abbreviations and confirmation of the skills audit.</p> <p>Training to help governors with monitoring would be made available during the year.</p> | Head/Chair |
| 12 | <p><u>Current Issues</u></p> <p>Mr Steeden reported that a communication received that afternoon from DEMAT needed information to be uploaded to the Hub. Governors would consider this at the next meeting.</p> | Chair |
| 13 | <p><u>Date of next Meeting</u></p> <p>There being no other business the next meeting was agreed for 29 January at 6 pm.</p> | |

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Date