

LGB Minutes of Orchard Vale Community School held on Thursday 9th October 2014

Date & Time	Thursday 9 th October 2014 at 6:30pm	Location	Orchard Vale Community School
Attendees		Attendees	
Jan Baker	Executive Head Teacher	Neil Rudd	Tier 3 Business and Development
Caroline Harding	Head of School	Paul Butler	Parent
Sue Manley	Staff	Janet Cowie	Tier 3 Ethos and Community
Paul Cooper	Co-Opted		
Louise Gordon	Parent (Chair)		

Apologies		Absent Without Apology	
Alan Bosley	Co-Opted		
Pastor David Kay	Community		

In Attendance		Minutes to	
Jan Baker		All members of LGB	
Caroline Harding			
Sue Manley			
Paul Cooper			
Louise Gordon			
Neil Rudd			
Paul Butler			
Janet Cowie			

Minutes	
1.	<p>Welcome, Introduction and Apologies</p> <p>Apologies were received from Alan Bosley and Pastor David Kay.</p> <p>LG stated that Alan Bosley and Pastor David Kay will be on sabbatical from the LGB until further notice.</p> <p>PDK has said that he will still be able to do his safeguarding role. Janet Cowie will take his place as community Governor in the period he is not well. This was seconded by all.</p> <p>Decision JC to take PDK place as community Governor until his return to the LGB.</p>
2.	<p>Declaration of interest</p> <p>No interests were declared.</p>

<p>3.</p> <p>Decision</p>	<p>Election of chair</p> <p>JC nominates LG. This is seconded by all.</p> <p>LG to remain chair of the LGB.</p>
<p>4.</p> <p>Action</p>	<p>Minutes of the previous meeting</p> <p>Minutes of the last meeting were discussed and the following updates were given:</p> <ul style="list-style-type: none"> • LG has spoken to JC and PDK and they are happy to continue their roles in regards to safeguarding. • HoS reports that the school meal provisions for reception, year 1 and year 2 are going well with uptake going up. Lunchtimes have been staggered to allow the kitchen staff to serve more efficiently. <p>LG reported that the LGB had met, without teaching staff, in regards to the legacy money/management hub. They felt this was a prominent issue to resolve from the last meeting.</p> <p>The outcome of that meeting resulted in a letter* from the LGB to the Chair of Directors and CEO of PAT outlining their concerns and grievances and a plan of action was drawn up for directors to consider.</p> <p>LG stated they received a holding statement** from the CEO prior to a directors meeting with a second letter*** following after this meeting in September offering to set up a meeting with the LGB****.</p> <p>The LGB felt this was a positive meeting with ways of developing the management suit to be a Northern Hub to support PAT growth strategy in respond to local area plans and the probability of new schools becoming a part of the building plan of Barnstaple and surrounding area.</p> <p>LG stated that there was recognition for the Orchard Vale legacy money and the needs of the wider organization with the understanding being amicable from both sides.</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 3rd July 2014.</p> <p>This was seconded by everyone present.</p> <p>LG signed a copy of the minutes as chair of the LGB.</p> <p>Signed minutes to go to Emma Hunt – Company Secretary.</p> <p>Clerk to send signed minutes to Emma Hunt.</p>

5.

Feedback from Directors and LGB nominations for Director position

The following items were discussed:

- Premises Strategy
 - This will be shared with the LGB when the report is complete.
- Directors self review
- Central Administration

EHT explained how the posts for HR, Finance and Premises lead have been advertised and when appointed they will be located centrally at Woodwater.

AB posed the question (via email) as to how the senior administration team would develop, would it potentially mean the senior administrator having juniors to help with the work load.

EHT said this would be unlikely and that when a business manager is appointed he will oversee the work of the senior administration team.

EHT explained that a business manager had been appointed to the position in the PAT but they had declined the offer.

At present Ryan from Haynes Watts working for the PAT 2 days a week – increasing to three where possible for the Autumn term. The directors are currently exploring other options in regards to appointing a business manager and the EHT praised those who have stepped in to help.

- Budget 2014-2015
 - EHT explained this is a carry forward of ½%

AB (via LG) has scrutinised carry forward main PAT account within context of premises strategy would be looking that to be used to support premise work that would be needed from central reserved and would allow a greater flexibility with a core savings account for projects in the pipe line. Positive reinvestment in schools that have projects in the pipe line.

- Performance related pay
 - Directors will be meeting in the next few weeks to make a decision in regards to performance related pay awards for all teachers within the Trust.

LGB Nominations for Director Position

EHT explained about the position and our current representatives are Phil Chambers from Duchy and Hugh Whittaker from Hemyock.

No-one at the meeting wished to be nominated for the position.

EHT said it may be beneficial to invite Phil Chambers to come and have a look at the school. This was agreed by all.

Action	LG to invite Phil Chambers to visit Orchard Vale.
<p data-bbox="134 271 165 300">6.</p> <p data-bbox="309 271 560 300">Policy Approval</p> <p data-bbox="309 349 531 378"><u>Lettings Policy</u></p> <p data-bbox="309 427 1536 499">A copy of the lettings policy and current terms and conditions and prices were given to the LGB.</p> <p data-bbox="309 548 1513 620">PB suggested that we wait until the outcome of the development of Orchard Vale and then configure all the prices then.</p> <p data-bbox="309 669 1246 698">A discussion took place and the following items were raised:</p> <ul data-bbox="363 703 1461 853" style="list-style-type: none"> <li data-bbox="363 703 1171 732">• Factoring in locking and unlocking price for staff. <li data-bbox="363 739 1426 768">• The hall is currently used 4 evenings a week with ongoing lettings. <li data-bbox="363 775 1461 804">• The LGB feel current prices are reasonable for a community school. <li data-bbox="363 810 1418 840">• The capacity needs to be clearly stated on booking information. <p data-bbox="309 898 608 927"><u>Attendance policy</u></p> <ul data-bbox="363 976 1513 1167" style="list-style-type: none"> <li data-bbox="363 976 1190 1005">• HoS meeting with EWO on Monday to set a target. <li data-bbox="363 1012 1445 1084">• Possibility to split expected attendance percentage between year groups or KS1 and KS2. <li data-bbox="363 1090 1513 1162">• What the overall impact of no holidays during term time was having on attendance across the PAT. <p data-bbox="309 1211 1481 1240">LG asked if the HoS felt that 97% was an achievable target for attendance.</p> <p data-bbox="309 1290 1406 1361">HoS thinks that it's a stretch target but there would be more impetus to achieve it.</p> <p data-bbox="309 1411 1442 1482">EHT said that the national average would go up due to new legislation in regards to term time holidays.</p> <p data-bbox="309 1532 1461 1603">EHT suggested that a member of the LGB to liaise with HoS once a term to discuss attendance.</p> <p data-bbox="134 1682 269 1753">Action Decision</p> <p data-bbox="309 1682 1254 1711">HoS to speak to EWO and set a target for school attendance.</p> <p data-bbox="309 1718 1254 1747">LG and HoS to liaise on a termly basis to discuss attendance.</p>	<p data-bbox="309 271 560 300">Policy Approval</p> <p data-bbox="309 349 531 378"><u>Lettings Policy</u></p> <p data-bbox="309 427 1536 499">A copy of the lettings policy and current terms and conditions and prices were given to the LGB.</p> <p data-bbox="309 548 1513 620">PB suggested that we wait until the outcome of the development of Orchard Vale and then configure all the prices then.</p> <p data-bbox="309 669 1246 698">A discussion took place and the following items were raised:</p> <ul data-bbox="363 703 1461 853" style="list-style-type: none"> <li data-bbox="363 703 1171 732">• Factoring in locking and unlocking price for staff. <li data-bbox="363 739 1426 768">• The hall is currently used 4 evenings a week with ongoing lettings. <li data-bbox="363 775 1461 804">• The LGB feel current prices are reasonable for a community school. <li data-bbox="363 810 1418 840">• The capacity needs to be clearly stated on booking information. <p data-bbox="309 898 608 927"><u>Attendance policy</u></p> <ul data-bbox="363 976 1513 1167" style="list-style-type: none"> <li data-bbox="363 976 1190 1005">• HoS meeting with EWO on Monday to set a target. <li data-bbox="363 1012 1445 1084">• Possibility to split expected attendance percentage between year groups or KS1 and KS2. <li data-bbox="363 1090 1513 1162">• What the overall impact of no holidays during term time was having on attendance across the PAT. <p data-bbox="309 1211 1481 1240">LG asked if the HoS felt that 97% was an achievable target for attendance.</p> <p data-bbox="309 1290 1406 1361">HoS thinks that it's a stretch target but there would be more impetus to achieve it.</p> <p data-bbox="309 1411 1442 1482">EHT said that the national average would go up due to new legislation in regards to term time holidays.</p> <p data-bbox="309 1532 1461 1603">EHT suggested that a member of the LGB to liaise with HoS once a term to discuss attendance.</p> <p data-bbox="309 1682 1254 1711">HoS to speak to EWO and set a target for school attendance.</p> <p data-bbox="309 1718 1254 1747">LG and HoS to liaise on a termly basis to discuss attendance.</p>
<p data-bbox="134 1760 165 1789">7.</p>	<p data-bbox="309 1760 488 1789">HOS Report</p> <p data-bbox="309 1839 858 1868">The following items were discussed:</p> <ul data-bbox="363 1874 1506 2065" style="list-style-type: none"> <li data-bbox="363 1874 692 1904">• Budget Statement <li data-bbox="363 1910 1235 1939">• School sports reports and spending plan and strategy <li data-bbox="363 1946 1506 2065">• School improvement summary <ul data-bbox="453 1995 1506 2065" style="list-style-type: none"> <li data-bbox="453 1995 1506 2065">○ The LGB would like greater clarity around areas for improvement in the SIP alongside next steps for each action.

HoS mentioned how HB has worked with LY and she now works across year 5 and 6 alongside teachers. She observes the children and then reports back to HB so any misconceptions throughout the week can be addressed and a tailored class on Friday can be set up to address these areas.

PB asked 'was the percentage of children making 3 levels progress was a concern?'

HoS explained the prediction for year 6 making 3 levels progress are just below 28% but might tip over 30% by supporting specific children to make the leap.

EHT mentioned it was a case of going back to basics and mapping and gapping any basic skills that the child may not have understood

Maths will be a focus area for Ofsted.

**ACTION
CH**

The LGB would like to see greater clarity around the areas for improvement in the SIP report alongside next steps for each action.

LG asked in regards to clubs in KS1 due to the high number of male pupils.

HoS explained that the KS1 team are mindful that whilst catering for the large amount of male pupils they ensure that the female pupils do not become lost. KS is focusing on interest levels to make sure teaching material is gender suitable for all pupils.

An external training session for staff at South Brent proved to be a success with good feedback in regards to Babcock LDP who provided the training for grammar and spelling. Orchard Vale will be using this trainer to provide this training for OV staff.

PB expressed his concerns about the raised flower beds mentioned in the School Improvement Summary, due to the last beds being overturned.

Raised beds have been chosen due to the school being unable to commit to the allotment project this year. The HoS hopes that with the pupils maintaining the beds that it could potentially grow and develop into a larger allotment type area. SF and LY are still being used once a week to work with teams to encourage and support teachers and children.

SM is spearheading the project and has already approached various companies to ask for support and donations.

The hope is to work with the local college to involve some of the pupils in the landscaping department to help develop the beds and also work with the children with the idea to a next step career project.

JC suggested contacting the college to potentially get some brick layers to

lay some raised beds made of bricks, which would make them harder to damage and tip.

EHT also suggested contacting the educational department at Rosemoor garden to also come work with the children.

- Pupil premium review 2013/14
- Pupil premium plans for 2014/15

PB asked for clarification in regards to Pupil Premium funding and how it worked and its impact on raising standards for the specific children.

HoS explained that if a child moves school the funding travels with them. If they start mid-term and need support through the THRIVE program then they will start immediately.

Teachers complete a sheet each week which is given to Team Leaders to collate the data. CH can then tell how much support a child is getting each week. SLT track this achievement data.

Pupil premium pays for having a forest school specialist to come in and work with the children in reception and Speech and language centre. It also helps to develop the language and early literacy skills that children in receipt of pupil premium can have gaps in their learning, alongside collaborative learning tasks to engage children in their learning in EYFS.

This gives children the opportunity over the year to help bridge any gaps that they may have in the learning to enable them to reach the next level.

Pupil premium funds are used to enrich the children's lives. If a child has shown an aptitude for a particular skill, such as music, the school can use this funding to pay for lessons or rent an instrument to enrich the lives of a child who may not be able to have that opportunity.

PB asked if people were reluctant to take up free school meals.

It was explained that as always there needed to be more information and incentive for parents to take it up and effort in raising the profile that it isn't only free school meals that the child will benefit from once signed up.

AB asked if the THRIVE group and 1:1 support and the costs involved in this were value for money.

HoS said children were screened across the school with THRIVE at the beginning of September from those requiring immediate support, little support or no support. Children are then put into a group or given 1:1 support depending on their needs. Some start out in a group and then go to 1:1 support and visa versa. The funds to support this really help focus on individual needs.

HOS to bring specifics on impact for these children to the next meeting.

PB asked about the links between emotional literacy and the relationship to social skills.

HoS explained that some children have disruptive development at a young age. This gives them the chance to go back and address these missing developmental blocks and address and learn how to control the situation. It's about building the blocks to help a child develop and remove the barriers to learning and develop positive social skills

The HoS invites the LGB members to attend a THRIVE sessions to get a full idea of how it is benefitting the children.

The school uses the Sutton Trust research on the impact of Pupil Premium funding on learning. This tracks many types activities and the trust has given an impact level on how beneficial each activity is to a child's development.

The school looks at high impact activities and their costing. Some low impact activities are more expensive than those with a high impact. An example is the forest school. This can add up to 5 months impact on a child's development. It's about spending money carefully to get the best impact for the children.

PB asked if the Sutton Trust's guide can be interpreted in different ways depending on settings

HoS said it was a very general document and that it doesn't cover everything but is a very good starting point

PB asked for clarification in regards to target 4 and SPLD.

HoS stated that children with specific learning difficulties, such as dyslexia, have specific needs. School action children or a school action plus child have more complex needs and a different teaching strategy to fill the gap to get the child where they need to be.

JC asked what the auditory memory group was and how this benefitted a child?

HoS explained that it was to support children who struggle to retain facts which affect their learning ability. It works on developing their memory through sequencing games, such as covering a tray and memorizing what items were in the tray. It is there to help increase the capacity and work on strategies to help bridge this gap.

Action

SM to liaise with local college in regards to the raised flower beds.

Action

HoS to work on SIP document to give more clarity on areas for improvement alongside next steps for each action.

Action

HOS to report to the next meeting about the impact on achievement for pupils involved in THRIVE programme.

<p>8.</p>	<p>Standing reports from Governor Leads</p> <p><u>Premises report</u></p> <p>This was lead by PB and the LGB received an overview document.</p> <p>The following items were discussed:</p> <ul style="list-style-type: none"> • Maintenance tasks completed over the Summer holidays • Anti-Social Behavior in the school grounds <ul style="list-style-type: none"> ○ Local PCSO has spoken to residents. No significant updates. All patrols at the school are logged for D&C. • Window incident <ul style="list-style-type: none"> ○ Signs have been placed on all windows to tell people not to open them and PB has spoken to all classes in regards to it. ○ Camel Glass have boarded up the open window area. ○ Mike Newcome from Morgan Sindall came the following day and carried out a site inspection. Some windows need repairing. • Parking <ul style="list-style-type: none"> ○ Posters have been put up throughout the school to reinforce the parking matter. ○ Both HoS and DHoS have been talking to parents in regards to this matter. • Further Fire Protection <ul style="list-style-type: none"> ○ Ross Phillips the Fire Protection officer came to visit the school on June 4th. ○ A report was received on June 9th. ○ In regards to this report Steve Thomas from M&E alarms came and looked at the recommendations for smoke detectors to be placed in certain areas. A quote was received for £2190.00. • Plans <ul style="list-style-type: none"> ○ A meeting was held with the architect in regards to the hub development.
<p>9.</p>	<p>LGB Items for directors</p> <p>The LGB would like to see included in the PAT performance data the impact of no holidays during school term on attendance in all schools.</p> <p>The LGB would also like to highlight a high priority for the work to the windows to be carried out as soon as possible in the light of health and safety concerns.</p>
<p>10.</p>	<p>Date and Time of Next meetings</p> <p>The date of the next meeting is the 18th November 2014 at the Tiverton Hotel.</p>

	<p>SUMMARY OF DECISIONS</p> <ul style="list-style-type: none"> • JC to take PDK place as community Governor until his return to the LGB. • LG to remain chair of the LGB. • LG and HoS to liaise on a termly basis to discuss attendance. <p>SUMMARY OF ACTIONS</p> <ul style="list-style-type: none"> • Clerk to send signed minutes to Emma Hunt. • LG to invite Phil Chambers to visit Orchard Vale. • HoS to speak to EWO and set a target for school attendance. • SM to liaise with local college in regards to the raised flower beds. • HoS to work on SIP document to give more clarity on areas for improvement alongside next steps for each action. • HOS to report to the next meeting about the impact on achievement for pupils involved in THRIVE programme.
	<p>The minutes below are approved as a true and accurate record of the meeting</p> <p>Signed _____ Date _____</p> <p>Printed _____</p>

* Appendix 1 – Letter from LGB to CEO and CoD.

** Appendix 2 – Holding statement from CEO.

*** Appendix 3 – Letter from CEO to the LGB setting up meeting.

**** Appendix 4 – Summary of meeting with LGB and CEO.