

**LGB Minutes of Orchard Vale Community School held on Thursday 21<sup>st</sup> May 2015**

Date & Time	21/05/2015 at 6:00pm	Location		Orchard Vale Community School
Attendees		Attendees		
Jan Baker	Executive Head Teacher		Janet Cowie	Community
Caroline Harding	Head of School			
Alan Bosley	Co-opted			
Sue Manley	Staff			
Louise Gordon	Parent (Chair)			

Apologies	Absent Without Apology		
Paul Butler	Parent		
Pastor David Kay	Community / sabbatical		
Paul Cooper	Co-opted		
Neil Rudd	Temp replacement for Pastor Kay		

In Attendance	Minutes to		
Jan Baker			All members of LGB
Caroline Harding			
Alan Bosley			
Janet Cowie			
Louise Gordon			
Sue Manley			

Minutes	
1.	<p><b>Welcome and Introduction</b></p> <p>The meeting began at 6:10pm. LG welcomed everyone to the meeting.</p>
2.	<p><b>Apologies</b></p> <p>Apologies were received from Paul Butler due to other commitments, Paul Cooper due to conflicting times with another meeting and Neil Rudd due to a business trip to Ireland.</p> <p>These absences were sanctioned.</p> <p>LG Stated that PDK is still on sabbatical until further notice.</p>
3.	<p><b>Declaration of Interests</b></p> <p>No declarations of interests were given.</p>

<p><b>4</b></p>	<p><b>Minutes of the previous meeting</b></p> <p>Minutes of the last meeting were discussed and the following updates were given:</p> <ul style="list-style-type: none"> <li>• LG wrote a letter of thanks to Clive Magson for his dedication to the school. A copy has been put in his personnel file.</li> <li>• JC completed another Safeguarding audit which will be discussed further on in this meeting.</li> <li>• Clerk checked dates on admissions policy with Emma Hunt. A new copy has been sent over for approval by Kate Hamilton, PAT Company Secretary.</li> </ul> <p>JC 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 21st May 2015.</p> <p>This was seconded by SM.</p> <p>LG signed a copy of the minutes as chair of the LGB. Signed minutes to go to Kate Hamilton – Company Secretary.</p> <p><b>Action</b>      <b>Clerk to send signed copy of minutes to Company Secretary.</b></p>
<p><b>5.</b></p>	<p><b>Matters Arising from Previous minutes</b></p> <p>No matters arose from the previous minutes.</p>
<p><b>6.</b></p>	<p><b>Feedback from Directors</b></p> <p><u>Northern Hub</u></p> <ul style="list-style-type: none"> <li>• A copy of the Northern Hub Report that the EHT took to Directors was sent out prior to the meeting.</li> <li>• EHT explained what happened at the meeting. After a long discussion with the Directors, Orchard Vale was granted £140,000 to build phase one of the Northern Hub.</li> <li>• The Directors acknowledged the fact that the school has already raised the money twice.</li> <li>• All money in the central reserve is there for the 8 PAT schools.</li> <li>• EHT was clear to outline that this was a one off payment.</li> <li>• All new schools joining the PAT won't be legacy funds.</li> <li>• JC is very happy that we are able to proceed with the plans.</li> <li>• EHT will progress the project as soon as possible.</li> <li>• Daryl Gill is currently working on building regulations and the tender has been sent out to 3 contractors.</li> <li>• EHT stated that the building will have the bare essentials, such as carpets etc but it will need to be furnished by the school.</li> <li>• EHT mentioned that the tax office is closing down and looking to give away furniture. EHT is going down to see if there is anything that we could potentially use for furnishings.</li> <li>• EHT thanked the governing body for their support.</li> <li>• EHT assured the Directors that the LGB would be fully supportive of the PAT.</li> </ul>

	<ul style="list-style-type: none"> <li>• LG stated she has had a letter from Hugh Whittaker outlining conditions. <ul style="list-style-type: none"> <li>◦ LG is happy with proceed and wants the LGB to confirm if they are also happy to proceed with the conditions mentioned in the letter.</li> <li>◦ LG to speak to other LGB members who are not present.</li> </ul> </li> <li>• AB is very happy with the outcome and expressed his gratitude for EHT and all her work.</li> <li>• CH is grateful to EHT and the LGB for securing the space the school needs.</li> <li>• EHT explained that if any changes occurred in the planning that these would be discussed to ensure the project stays on budget.</li> </ul> <p><u>CIF Bid</u></p> <ul style="list-style-type: none"> <li>• CIF Bid for Fire lighting system has been successful. <ul style="list-style-type: none"> <li>◦ Work will be done over the summer holidays.</li> </ul> </li> <li>• The second extension for Orchard Vale classrooms scored 44 out of 54 in the CIF bid. This was close to being accredited. Some work will be undertaken to understand the shortfall for a possible resubmission in the next round of bids November 2015.</li> <li>• AB asked in regards to the classroom extensions <ul style="list-style-type: none"> <li>◦ EHT stated the plans are secured. The number of pupils on role is rising and we have 58 children currently listed as attending Reception in September. This will help show needs and choice of parents to send their children to OV.</li> </ul> </li> </ul>
<b>Action</b>	<b>LG to correspond with the LGB in regards to Hugh Whittaker's letter.</b>
<b>7.</b>	<b>Standing Reports</b>
<b>7.1</b>	<p><b>Health and Safety and Premises</b></p> <p>PB sent his apologies for the Summer Term meeting and sent copies of his reports prior to the meeting.</p> <p>LG stated that the willow area is starting to look amazing and that a special thanks should be given to Dawn Crabb for all her hard work.</p> <p>EHT suggest that a letter should be written to the Dawn Crabb from the LGB.</p>
<b>Action</b>	<b>LG to write letter of thanks to Dawn Crabb for her work in regards to the willow area.</b>
<b>8.1</b>	<p><b>Safeguarding</b></p> <p>A copy of the Safeguarding report was sent out prior to the meeting.</p> <p>JC is continuing with the safeguarding role in the absence of PDK.</p> <p>JC stated she dropped in without notice to check the Single Central Record and reported that it was up to date.</p>

JC also mentioned that there are various Safeguarding information points around the school, especially in Coffee Cabin for parents.

8.2

## Head of School Reports

### Head of School Report Summary

- Number on roll has risen and is back within the normal range for OV.
- September Reception class has 58 pupils as confirmed this is 13 over PAN as there is a considerable rise in numbers in Barnstaple. Admissions have asked all schools to extend capacity.
  - This will require more staffing in reception to support numbers.
  - There will need to be two full time TA's alongside two teachers.
  - There will also need to be some adaptations to the layout of the area to accommodate larger numbers and a child in a wheelchair.

### Parent Questionnaire

- Similar things mentioned on the parent feedback
  - Parents don't know how to help children
  - More meetings on how to help
- CH said it is important as SENCo to be visible out in the playground.
  - LG thinks it's nice for a member of staff to be out in the playground in the morning.
  - CH says it benefits as it sets the tone. Not so many difficulties in getting children into school as they are less likely to do something they wouldn't normally do with a staff member present.
- Some parents noted it was hard to find navy uniform.
  - LG suggested Next, Marks and Spencer or Sainsbury's to purchase navy uniform.
- Home school link books, KS2 teachers being out at the end of the day with daily feedback all came back as strengths.
- LG feels that as a parent she can struggle to help her children with homework as they are taught a different technique to her own skills.
  - LG would possibly like a teacher to show them personally the technique used in school so she is able to help at home more.
  - Suggestion of tutorial videos to be filmed and put on the website giving instruction to parents so they are able to help at home - Could Amy help- with this?
  - SM to look into making a healthy lunchbox video.

### Breakfast Club

- A steady start to breakfast club but numbers are now building up a set of children who regularly attend. This has been helpful in the interim set up time. When the staff feel fully comfortable and confident to expand we will publicise more widely.
- AB asked if the children worked better after having a breakfast compared to not having one.
  - CH stated that it did improve the children's performance in class.
  - CH also stated that it helps with attendance monitoring.

- A Pupil Premium child attends and it ensures he is fed in the morning and attends on time. As a result his % attendance has improved.
- The club supports children and working parents and is a positive new addition to the services the school offers families.

Homework Club

- Now about 20-25 regular pupils turning up to homework club across years 1 to 6.
- CH stated that year 1 and 2 and year 5 and 6 pupils who attend homework club are regulars and well organized. Year 3 and 4 not so good at remembering homework, CH has devised a homework book to help these pupils.

SATs

- LG asked how this year's year 6 SATs went
  - EHT said the results weren't due until second week of July onwards.
  - CH stated all pupils attended with no pupils on holiday absent with illness.
  - All children were offered breakfast before they went into the exams, with some children targeted specifically. This was helpful.
- LG asked how it was determined which pupils would sit the level 6 paper.
  - CH explained it was down to data outputs, the child's resilience and mental strength as the papers are on the same day as the level 3-5 which means it is a significant load for the children.
- CH said she was pleased to see the children gave 100%.
- Phonics screening will begin after half term with year 2 beginning their SATs tests as well.

British Values – paper produced

- CH spoke about how interested her class were in the General Elections.
- LG said it was a great paper showing how much interest the children were showing right across the school.
- CH's class enjoyed their visit from the Magistrates.

Website

- Website is up to date, with only 1 amber and 1 red area in the essentials criteria of the website audit. Amy was commended for all she has done to improve this.
- Good to use the website secure login to access governor papers and minutes this time round.

**8.3**

**Tabled Questions**

See attached document.

<p><b>9.</b></p>	<p><b>Monitor the Head of School budget</b></p> <p>Ryan Lewis, Head of Finance and operations for the PAT, is still working on making the budget report more informative. This will be greatly improved for September and the new financial / academic year. Governors were pleased that this was happening so that the LGB can be more engaged in the budget monitoring.</p>
<p><b>10.</b></p>	<p><b>Local Items of Business</b></p> <p><u>Mick Walters Curriculum Development update and next steps</u></p> <p>The LGB were asked to come up with a list of 101 things children should do before they are 11 and three quarters:</p> <ol style="list-style-type: none"> <li>1. Build a den</li> <li>2. Have a sleepover</li> <li>3. Find and read a book you really love</li> <li>4. Find a hobby you're passionate about</li> <li>5. Explore the place you live</li> <li>6. Do something that scares you</li> <li>7. Perform on stage</li> <li>8. Learn to swim</li> <li>9. Visit another country</li> <li>10. Try to speak another language</li> <li>11. Learn to cook</li> <li>12. Grow vegetables</li> <li>13. Save money</li> <li>14. Have a pen pal</li> <li>15. Write a letter once a month</li> <li>16. Learn about our Government</li> <li>17. Visit the Houses of Parliament</li> <li>18. Learn to play tennis</li> <li>19. Milk a cow</li> <li>20. Learn about farming and food production</li> <li>21. Hatch chickens</li> <li>22. See dolphins</li> <li>23. Make a card</li> <li>24. Manage a day without shoes</li> <li>25. Help someone give up smoking</li> <li>26. Visit a bakery</li> <li>27. Watch The Boy in the Striped Pyjamas</li> <li>28. Sleep away from home</li> <li>29. Make a cake</li> <li>30. Birthday party with traditional games</li> <li>31. Climb a tree</li> <li>32. Visit the theatre</li> <li>33. Watch The Book Thief</li> <li>34. Visit a city</li> <li>35. Visit the national gallery</li> <li>36. Visit the big sheep for lambing</li> <li>37. Change a babies nappy</li> </ol>

38. Take a trip on a steam train
39. Watch flights come and go at an airport
40. Learn to read a bus timetable
41. Take part in a sporting activity
42. Learn to tell the time
43. Learn to tie shoelaces
44. Learn to surf or body board
45. Learn to ride a bike
46. Join a club
47. Fly in an airplane
48. Sing songs around a bonfire
49. Go on a rollercoaster
50. Sit in long grass
51. Try new food
52. Go to a pop concert
53. Read or Watch Beatrix Potter and Wind in the Willows
54. Go on a camping trip
55. Visit Exmoor or Dartmoor
56. Go puddle jumping
57. Catch a fish with a new
58. Go on a treasure hunt
59. Build a snowman
60. Interview an elderly person about their childhood
61. Learn to read a map
62. Go rock pooling
63. Learn to sew
64. Teach someone else to do something
65. Take a leap of faith
66. Decorate a Christmas Tree
67. Learn about different religions
68. Learn to read music
69. Write a story
70. Paint with your feet
71. Create a journey book
72. Research your family tree
73. Make and fly your own kite
74. Make a sand sculpture
75. Go strawberry/Blackberry picking
76. Learn to make a cup of tea
77. Learn some sign language
78. Learn basic first aid
79. Write a bucket list
80. Give a speech
81. Invent a board game
82. Make a daisy chain
83. Learn to do a forward roll
84. Build a bird house
85. Go a day without technology
86. Donate some toys to charity
87. Speak/write to a war veteran

**Chair of Governors position**

LG stated she is no longer able to continue with the role of Chair of Governors due to now becoming a member of staff at Orchard Vale.

LG is staying in the role until September to see out her term and is hoping to stay on as a staff Governor with SM supporting.

AB said that at the Chair of Governors meeting Gary Chown said he would like to see more Governors on the Local bodies.

EHT stated that there would be vacancy for a parent Governors in September.

Ofsted

A copy of the Ofsted report for the Little Seeds Baby Unit was sent out prior to the meeting.

EHT said it is a testament to the hard work and commitment of the staff for its 'Outstanding' judgment.

AB asked if other schools in the PAT have the same concept of a baby unit?

EHT stated no other schools in the PAT and we may be one of the only ones in Devon.

EHT said Little Seeds has supported a lot of staff being able to back to work.

A tea party to celebrate will be organised with all children that have passed through the Little Seeds being involved.

**Action**

**LG to write individual letters to Little Seeds Staff thanking them for their hard work.**

**11.**

**Annual Calendar of LGB Business**

TOR's

A copy of the TOR's were sent out prior to the meeting.

SM approved of the TOR's and this motion was seconded by JC.

Security Arrangements

EHT stated that security arrangements are fine with no major changes.

The windows have been fixed by Morgan Sindall.

Grounds Maintenance

Ground maintenance is going well and the recommendation is to continue as this year.

<b>Decision</b>	<b>The TOR were approved by those present at the LGB meeting.</b>
12.	<p><b>Policies and Statements as per the Annual Cycle</b></p> <p><u>Exclusions Policy</u></p> <p>EHT thinks this is a good policy.</p> <p>AB asked in regards to the exclusion panel.</p> <p>EHT stated that if it got to that point the LGB would be asked to form a panel.</p> <p>Those present at the LGB meeting approved the Exclusions Policy, Admissions policy and the Home School Agreement.</p>
<b>Decision</b>	<b>LGB approve the Exclusions Policy, Admissions Policy and Home School Agreement.</b>
13.	<p><b>Issues for Directors and Innovative Practices</b></p> <p>The LGB would like to pass along their thanks for the grant for phase one of the Northern Hub.</p> <p>AB wishes to know if the LGB's are going to expand.</p> <p>The LGB also wish to know the protocol for electing an LGB representative onto the Directors as of September and ask for a personal specification for LGB Directors representative.</p> <p>The LGB are pleased that the EHT is returning to Orchard Vale.</p> <p>They wish to know how the succession planning is going to be managed as this is a concern.</p>
	<p><b>Decisions</b></p> <ul style="list-style-type: none"> <li>• <b>The TOR were approved by those present at the LGB meeting.</b></li> <li>• <b>LGB approve the Exclusions Policy, Admissions Policy and Home School Agreement.</b></li> </ul> <p><b>Actions</b></p> <ul style="list-style-type: none"> <li>• <b>Clerk to send signed copy of minutes to Company Secretary.</b></li> <li>• <b>LG to correspond with the LGB in regards to Hugh Whittaker's letter.</b></li> <li>• <b>LG to write letter of thanks to Dawn Crabb for her work in regards to the willow area.</b></li> <li>• <b>LG to write individual letters to Little Seeds Staff thanking them for their hard work.</b></li> </ul>
14.	<p><b>Date and Time of Next Meetings</b></p> <p>A date and time shall be decided in the near future due to not all members of the LGB being present.</p>

**The minutes below are approved as a true and accurate record of the meeting**

**Signed**

**Date**

**Printed**