

LGB Minutes of Orchard Vale Community School held on Thursday 5th February 2015

Date & Time	5/02/2015 at 6:30pm	Location	Orchard Vale Community School
Attendees		Attendees	
Jan Baker	Executive Head Teacher	Neil Rudd	Additional rep
Caroline Harding	Head of School	Paul Butler	Parent – H&S rep
Alan Bosley	Co-Opted (Vice Chair)	Janet Cowie	Community - Safeguarding Rep
Paul Cooper	Co-Opted		
Louise Gordon	Parent (Chair)		

Apologies	Sanctioned	Absent Without Apology
Sue Manley	Staff	
Pastor David Kay	Community (sanctioned sabbatical – J Cowie replacement)	

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

Minutes	
1.	<p>Welcome and Introduction</p> <p>The meeting began at 6:30pm. LG welcomed everyone to the meeting.</p>
2.	<p>Apologies</p> <p>Apologies were received from Sue Manley. LG Stated that PDK is still on sabbatical until further notice.</p>
3.	<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 met with Phil Chambers as agreed at the last LGB meeting. • HOS stated that attendance target has been set at 96.5% • Performance related pay decision was made and all staff have been contacted and it has been moderated by the Pay Committee.

	<p>PB 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 9th October 2014. This was seconded by PC. LG signed a copy of the minutes as chair of the LGB. Signed minutes to go to Emma Hunt – Company Secretary.</p> <p>Clerk to send signed minutes to Emma Hunt.</p>
<p>Action</p> <p>4</p>	<p>Feedback from Directors</p> <p><u>Northern Hub Update</u></p> <p>EHT gave a current update on the Northern Hub plans:</p> <ul style="list-style-type: none"> • EHT stated that the directors felt that for the amount of money the proposed plans were small and felt it would benefit Orchard Vale more than it would the PAT. • The new plans show a bigger training room. • EHT is in the process of collating information to show there is a need for the Northern Hub and how it would benefit the PAT. <ul style="list-style-type: none"> ○ EHT met with Andrew Austen, Senior Planning Policy Officer for North Devon, who informed her that there could be 7 new primary schools being built within 15 years in North Devon. <ul style="list-style-type: none"> ▪ New schools to be built in: South Molton, Illfracombe and Bideford. ○ Infrastructure plans have been passed to Ryan Lewis, PAT Head of Finance and Operations. • EHT felt the current paper on the Northern Hub was not detailed enough for directors and is currently working on putting together a more informative plan, outlining the need of the Northern Hub alongside up the date plans and costings. • Costings at present are high and other quotes are being sought • EHT is happy for any of the LGB to attend meetings with Daryl Gill the architect. • Report to the directors on 26th March <ul style="list-style-type: none"> ○ New director, Lyndon Bent who will tak on the premise portfolio who works in property, is very keen to review the project. JB to arrange a meeting • JC feels that the Northern Hub is needed if the PAT is to grow in North Devon as other schools join. • PB and AB to be LGB representatives during meetings regarding the Northern Hub. <p><u>Chair and Clerk meeting</u></p> <p>AB attended the meeting on behalf of LG. AB sent a copy of his notes to LG. AB relayed the following information:</p> <ul style="list-style-type: none"> ▪ The remit money has been spent effectively. ▪ The SIP is working but results should be included. ▪ Gary Chown feels LGB's are too small and there may be a possibility to expand them, making them 4 parent Governors and 3 Non-executive.

	<ul style="list-style-type: none"> ▪ TOR are being finalised. ▪ One current chair is retiring, leaving a directors place open. <ul style="list-style-type: none"> ○ Gary Chown is to let LG know what they are looking for in a director as they are looking for a nomination. ▪ Chairs were asked to write down 3 achievements and 2 challenges about their school. <ul style="list-style-type: none"> ○ AB stated the 3 achievements he listed are: <ul style="list-style-type: none"> • Our SEN children do well • Our absence protocol • The work our Community Manager does ○ Challenges listed were: <ul style="list-style-type: none"> • Maths at KS2 • Filling vacant staff positions <p>Decision PB and AB to be LGB representatives in regards to the Northern Hub.</p>
<p>5.</p>	<p>Health and Safety Report</p> <p>PB compiled a report which was distributed at the meeting.</p> <p>The following points were discussed:</p> <ul style="list-style-type: none"> • Anti-Social behavior • Window incident <ul style="list-style-type: none"> ○ Morgan Sindall rectified the faults with the windows. ○ Clive Magson and PB to replace last window during half term. • Parking <ul style="list-style-type: none"> ○ Local PCSO acquired signs to use. ○ A meeting between local NBM, PCSO and PB took place on January 29th to discuss local parking issues. • Fire drill <ul style="list-style-type: none"> ○ Unannounced Fire Drill was carried out on 9th January ○ Whole instruction took 5 minutes and 20 seconds ○ The evacuation took 2 minutes and 25 seconds ○ Relevant points brought out from the drill reported to Clive Magson ○ Year 5 and year 2 due a fire talk from DSFRS in March 2015 • Legionella <ul style="list-style-type: none"> ○ NPS carried out full check on 22nd October 2014 • Storage <ul style="list-style-type: none"> ○ PB and Clive Magson looking into shelving for the garage ○ Alleviate the issue of more old school work being kept in classrooms ○ Will also be used to store Wild Night Out equipment • Willow <ul style="list-style-type: none"> ○ Work to tidy up the willow area underway ○ Ideas are being discussed with the staff for use of this area • Services <p>EHT commented on the fantastic work Clive, Nick, Dawn and Sarah have done on tidying up the willow area.</p> <p>It was suggested that LG, as chair, should write a letter to Clive thanking him for his current hard work and to welcome him to the school officially.</p>

	<p>NR asked if Wild Night Out resources are to be stored in the garage, is the CCTV currently in that area and is the garage a secure area.</p> <p>EHT mentioned that Clive Magson is looking into upgrading the CCTV.</p> <p>Action LG to write a letter of welcome and thank Clive Magson for his dedication to the school so far.</p>
<p>6.</p> <p>Action</p>	<p>Safeguarding Report – to include SCR check</p> <p>Please see Safeguarding Action Plan report – using PAT template with rag rating</p> <p>JC to carry out another report after half term.</p> <p>JC is to do another Safeguarding audit after half term.</p>
<p>7.</p> <p>Action</p>	<p>Local Items led by Head of School</p> <p>LGB member tabled questions for the EHT and HOS to answer prior to the meeting. These are attached as a document to accompany the minutes.</p> <p>HOS stated that each class's attendance is above 95% except for the Speech and Language class. She explained that there has been a lot of illness in the school which has hit attendance.</p> <p><u>Maths</u></p> <ul style="list-style-type: none"> • Attainment is good. • Have commissioned leadership team at PAT to review Maths in Orchard Vale. <ul style="list-style-type: none"> ○ HoS from Hemyock and staff from South Brent will be coming in to do a deep Maths review. ○ Hemyock school had a similar problem and managed to turn it around. ○ Be good to have an outside perspective/another view. • The introduction of Mathletics has been successful <ul style="list-style-type: none"> ○ Top 5 scoring pupils are awarded a certificate at the end of the week in assembly. • HoS explained they were taking children back and mapping and gapping. • Not a big profile on Maths in school. • EHT said teachers tend to focus on Literacy more readily, History etc. • EHT explained that KS1 are being tested on the old curriculum but also learning the new one at the same time and the year 6 are learning the old curriculum as opposed to the new. • Due to a change in assessment it's is harder for Teachers to use previous assessment measures to record what the child is achieving. • PAT are trailing age standardised testing this year to give consistent bench marking or all cohorts <ul style="list-style-type: none"> ○ This will happen 3 times a year

	<p><u>Pupil Premium</u></p> <ul style="list-style-type: none"> • EHT explained the Pupil Premium Spend and Interventions Audit sheet. • Fiona Pearce (DHoS) and DHoS from Woodwater are looking at Pupil Premium across the PAT. • AB asked if there were any cases where interventions had failed? <ul style="list-style-type: none"> ◦ HoS explained that they don't fail outright however it's more they don't fully suit or completely work for the pupil so intervention programmes are monitored carefully and are adapted and added to suit the child's needs. • PB asked if this is something Ofsted would track with the leadership of the school. <ul style="list-style-type: none"> ◦ EHT stated that it would be. <p><u>SEND</u></p> <ul style="list-style-type: none"> • EHT stated there was no in year progress data at this time but the next report will have this for cohorts and classes as another standardised test will have been carried out so point to point progress would be more robust a measure to report on <p><u>Budget</u></p> <ul style="list-style-type: none"> • EHT stated that Ryan Lewis, Head of Finance and Operations for the PAT, is working on making the budget report more informative and relevant • HOS said there were a lot of anomalies in the budget report. • EHT explained about other income lines and that what the school earns we keep and can carry forward to support planned work. <ul style="list-style-type: none"> ◦ School production ticket sales, photo sale etc stay with Orchard Vale.
<p>8.</p>	<p>Policies and Statements as per the Annual Cycle</p> <p>Copies of the Anti-Bullying, Collective Worship and Sex and Relationship education policies were sent out prior to the meeting.</p> <p>PDK was sent these and emailed back his approval for the collective worship, and sex and relationship policy and Anti-bullying.</p> <p>AB proposed that all these policies should be passed.</p> <p>This was seconded by PB and JC.</p> <p>The LGB noted that the dates in the admissions policy are wrong and needed to be changed</p> <p>Action Clerk to check dates in admissions policy with Emma Hunt.</p>
<p>9.</p>	<p>Review Local Service Contracts</p> <p>LGB discussed this.</p> <p>All contracts outside DMP are logged and checked.</p>
<p>10.</p>	<p>Issues for Directors</p> <ul style="list-style-type: none"> • The LGB recognise the work around the Northern Hub. • Pleased for adding valued support in the view of Maths work.

11.	<p>Date and Time of Next Meeting The date of the next meeting is the 21st May 2015 at 6:30pm and will be held at Orchard Vale Community School.</p>
	<p>Decisions</p> <ul style="list-style-type: none"> • PB and AB to be LGB representatives in regards to the Northern Hub. <p>Actions</p> <ul style="list-style-type: none"> • Clerk to send signed minutes to Emma Hunt. • LG to write a letter of welcome and thank Clive Magson for his dedication to the school so far. • JC is to do another Safeguarding audit after half term. • Clerk to check dates in admissions policy with Emma Hunt.
	<p>The minutes below are approved as a true and accurate record of the meeting</p> <p>Signed Date</p> <p>Printed</p>