

FINAL Minutes Local Advisory Board: Orchard & Shepherdswell
26th April 2020 17.30
Meeting held virtually via Microsoft teams
The third LAB meeting of the academic year 2020-2021

These minutes reflect the order of the agenda and not necessarily the order of discussion

Agenda item	Discussion	Action / Information
1. Present.	<p> Callum Brown (Headteacher Orchard) Ruth Ryan (Headteacher Shepherdswell) Emma Mundy (Staff Governor Orchard) Colbie Robinson (Staff Governor Shepherdswell) Chris Akpakwu (Elected parent) Femi Okeya (TB appointed governor) Claudia Wade (Chair TB appointed member/ Chair) Chloe Nelson (Associate Member) Paul Wheeler (Finance and Operations Director & Chief Financial Officer) Giles Osborne (EMAT Lead AIP) Monica Juan (EMAT Compliance / Governance) Joshua Coleman (CEO: EMAT) Paul Osborne (Clerk – Minutes) </p> <p> Introductions were made. CW reminded the board that all items discussed at this meeting remain confidential until such time as the minutes are approved and signed off. </p>	
2. Apologies.	Not applicable.	
3. Quoracy.	The meeting was quorate.	
4. Declarations of interest.	There were no declarations of interest pertaining to this agenda that had not already been declared on the annual register of interests.	
5. Minutes from the last meeting.	The minutes of the meeting held on the 11 th January 2021 were agreed to be an accurate representation and	

	were electronically signed by the Chair.	
6. Action Log from the meeting held on the 11 th January 2021	<p>i. CW to electronically sign the 14th September minutes. Done.</p> <p>ii. CB/RR to supply an update on the work they are doing investigating if there's any possibility of children visiting care homes /sheltered housing where they can read to the residents and be read to. Due to CV-19, the Chair asked for this action to be closed down.</p> <p>iii. CB to give an update if there are any fundraising opportunities for St Marks meals the schools can offer. Due to CV-19 the Chair asked for this action to be closed down.</p> <p>iv. CB/RR to share the dates for the safeguarding audit with MJ/PO so the lead governor can be invited to support. Done.</p> <p>v. CW and FO to have a virtual meeting with the school PP leads before the end of January. Ongoing CW will re-arrange.</p> <p>vi. PO to add the planned strategy for the CV-19 funding to the next S&P agenda and the impact seen and who will monitor this to the next LAB agenda. Done.</p> <p>vii. SEND, PP and Safeguarding lead governors to conduct a virtual visit this term. SEND done, PP and Safeguarding ongoing.</p> <p>viii. PO to add to the next LAB meeting an agenda item regarding revisiting the SEF judgements and why the schools are where they are can be added. Done.</p> <p>ix. MJ/CW/PO to meet to discuss the schedule of governor visits by the end of January. Done.</p>	<p>v. CW</p> <p>vii. CA/FO</p>
7. Shepherdswell performance report	RR highlighted the following from the Spring 2 performance report;	Full report on GovernorHub

<p>i. SEF judgements</p> <p>ii. AIP priorities</p> <p>iii. Governor lead areas to be reviewed so they match the school's current priorities</p> <p>iv. Staff survey</p>	<ul style="list-style-type: none"> • The primary focus areas are teaching and learning, building leadership capacity, reflective practitioners, and Reading. All of these fit into the AIP. • Chris Merrick has completed a visit focusing on EYFS with suggestions for improvements that closely align with the schools' findings. • Reading and Phonics review completed with next steps finalised. Progress has been made this year. • Mobility has been low. • Attendance is good and above national with procedures working well for any PA pupils. • One TA left at the end of the term the post has been filled with a HLTA and TA posts that were available and these will start at the beginning of the summer term. Some of the catch-up has funding has been used to employ the HLTA as part of her responsibilities will be working with the pupils who need additional support to catch up, with a focus on reading initially. • One member of staff has had their probation extended and have received additional support and this is helping them with their development. This will be reviewed at the beginning of the summer term • The pastoral team are identifying and supporting relevant pupils. • Lockdown drill is planned but due to the length of time since the last drill, several practices will be done first. 	
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	<p>CW reminded governors of the importance of them having a positive but realistic view of the school. The governors asked if the most up to date SEF can be sent to PO for uploading onto GovernorHub.</p> <p>GO highlighted the supportive work EMAT are doing which includes;</p> <ul style="list-style-type: none"> • Regular rapid improvement meetings with RR. • AIP working with RR on the SEF and the SIP ensuring it's fit for purpose and it can be used by governors during their visits if required. <p>JC pointed out that an EMAT school is using silent modelling which EAL pupils respond very well too and asked if this is something Orchard and Shepherdswell pupils could benefit from.</p> <p>RR thanked JC for the suggestion reference silent modelling and will investigate further.</p> <p>RR highlighted the following from the section 6 KPI tracker:</p> <ul style="list-style-type: none"> • All amber areas have been actioned but it is too early to gather any data to show they can move to green. • The recent safeguarding review reiterated that all of the points raised are being worked upon. The single central record was the priority and this is almost completed along with staff training. <p>CA safeguarding lead governor confirmed that he was involved in this review.</p>	<p>RR/PO</p>
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	<p>GO advised that due to CV-19 the KPI is not as tightly matched to the SIP as it normally is.</p> <p>The governors went through the key priorities and organised who will lead these.</p> <ol style="list-style-type: none"> 1. Teaching and Learning, Staffing and leadership, Reading. Governor lead CW 2. EYFS governor lead. CN 3. PP, EAL, vulnerable groups and CV-19 catch up. Governor lead FO. 4. Safeguarding. Governor lead CA 5. SEND governor lead EM <p>GO offered to add a selection of questions for governors before any visit to help them gather evidence for each area.</p> <p>The governors thanked GO for the offer.</p> <p>MJ will add these questions to the EMAT governor visit form.</p> <p>The governors agreed to complete a visit either in person or virtual and complete a feedback report by the next LAB meeting for both schools.</p> <p>RR highlighted for the staff survey she will complete one using Ofsted guidance with a completion date around May half term.</p>	<p>GO</p> <p>MJ</p> <p>All Governors</p>
<p>8. Orchard</p> <p>i. Update on AIP priorities</p> <p>ii. Performance report</p>	<p>CB advised that the data for Spring 2 had only just been updated and wasn't done in time to share with the board prior to the meeting.</p> <p>The board thanked CB for the update and were happy for the Spring 2 update to be discussed.</p> <p>CB highlighted the following:</p> <ul style="list-style-type: none"> • Limited pupil mobility. 	<p>Full report on GovernorHub</p>

	<ul style="list-style-type: none"> • Pupil attendance 96% just below the national average. • Persistent absence is low. • Staffing update. Department lead left and will be filled in September. Limited movement elsewhere. • Teaching staff and TA absence low. The non-teaching absence figure was explained and is of no concern. • For exclusions, there was a total of 5 days although some of these the pupil were in school for part of the day before being sent home. Supportive measures have been put into place for these pupils. <p>A governor asked if there is a possibility of any of these pupils going over the 5-day term a term boundary.</p> <p>CB advised that with all of the measures in place he doesn't so, but will keep the board updated if it does.</p> <ul style="list-style-type: none"> • The single central record will be checked on the 26th of May during the next AIP visit. <p>CW confirmed that if she is available she will attend at some point on the 26th.</p> <ul style="list-style-type: none"> • An update was given regarding the latest behaviour incidents including a racist incident. Both incidents were investigated by the SLT and for both incidents, all parents were informed, and the parents of the perpetrators were called to a meeting. Both children were given internal isolations following restorative 	
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	<p>meetings and educational talks about the damage caused by the use of racist language.</p> <p>A governor asked if there is an underlying culture of racism in this year group. CB doesn't think there is but it is being kept under constant review.</p> <ul style="list-style-type: none"> • Fire drill completed on the 19th of March. • KPI's are the same as shared at the last S&P meeting. There has been improvement's in SEND following a recent review meeting. • Rose sand Shrine refresher training took place. • All SLT have completed coaching qualifications. <p>The governors went through the key priorities for Orchard and organised who will lead these.</p> <ol style="list-style-type: none"> 1. Teaching and Learning, Subject leaderships primarily for non-core subjects Governor lead. CW. 2. SEND governor lead. CN. 3. PP, EAL, vulnerable groups and CV-19 catch up. Governor lead. FO. 4. Safeguarding. Governor lead. CA. <p>MJ advised that moving forward a lead governor for SEND across both schools will be appointed.</p>	
9. Covid-19 Catch up funding Governor monitoring of spend/impact update	<p>The lead governor noted that they are in the process of arranging a visit.</p> <p>RR highlighted the following; <u>Promoting high quality-teaching and assessment for all.</u></p>	Full report on GovernorHub

	<ul style="list-style-type: none"> • <i>Desired outcome.</i> Embed a culture of continuous learning and sustained improvement to ensure all children make good or better progress. <i>Chosen action/approach.</i> SLT to complete Power of Coaching Programme, to implement and create an effective coaching culture. <i>Intended impact.</i> Implement a coaching culture, where staff strive to adapt and improve practice based on the pupils' needs. <i>Desired outcome.</i> Good quality of teaching and learning for all pupils including those belonging to identified vulnerable groups. <i>Desired outcome.</i> Pupils consolidate basic skills in English and Maths to enable successful learning. <i>Desired outcomes.</i> Ensure high- quality marking and feedback, so pupils know what they are doing well and what they need to do next. <i>Desired outcome.</i> Improve pupil's learning skills and attitudes to promote independence, self-motivation, stamina and resilience <i>Desired outcome.</i> Continue to implement and embed the new curriculum to ensure pupils know more and remember more in all subjects. <p><u>Targeted support.</u></p> <ul style="list-style-type: none"> • Staff have received training within targeted support and 	
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	<p>this is now being used in the classroom.</p> <ul style="list-style-type: none"> Practices used are researched and the staff understand the impact on the pupils. The use of NTP has been stopped due to inconsistent, progress of this work has been brought back in house. <p><u>Other approaches.</u></p> <ul style="list-style-type: none"> <i>Desired outcome.</i> Improve the emotional wellbeing of pupils across the school. <i>Desired outcome.</i> Improve the engagement in reading at home. Investigations ongoing to see if purchasing the Welcome Pack would be beneficial for pupils with social communication difficulties and early phase language acquisition. This pack identifies pupils' area of need and provides structured interventions. <p>RR offered to support FO to report the impact observed for the CV-19 catch-up funding at future meetings.</p>	<p>RR/FO</p>
<p>10. Management Accounts for information.</p>	<p>PW highlighted the following;</p> <p>Orchard.</p> <ul style="list-style-type: none"> Orchard is well managed and is currently showing a small surplus. The forecast is to break even by years' end. <p>A governor asked if the CV-19 catch-up fund is a one-off and will any funds leftover be carried into next year.</p> <p>PW advised it is a one-off and covers this academic year. There is no</p>	<p>Full report on GovernorHub</p>

	<p>update from the DFE regarding similar funds for 2021-2022. The funds are for this year and are not carried over.</p> <p>A governor asked if this year's PP fund has all been allocated. PW advised that it will have been allocated although not necessarily all spent. EMAT's practices are to ring-fence the fund so it is spent in the academic year and not carried over.</p> <p>A governor asked if schools have discretion on how the fund is spent. PW advised that this is up to the school who should use the funding for specific activities to support their pupils' education recovery in line with the curriculum expectations in the actions for schools during the coronavirus outbreak guidance. While schools can use their funding in a way that suits their cohort and circumstances, they are expected to use this funding for specific activities which will help pupils catch up on missed learning. Schools should particularly focus on disadvantaged and vulnerable pupils as we know they have been most affected. To support schools to make the best use of this funding, the Education Endowment Foundation (EEF) has published a CV-19 support guide for schools with evidence-based approaches to catch up for all students. To support schools to implement their catch-up plans effectively, EEF has published the school planning guide: 2020 to 2021. This will provide further guidance on how schools should implement catch-up strategies and</p>	
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	<p>supporting case studies to highlight effective practice.</p> <p>A governor asked if there are financial implications for Orchard with the ongoing work with MK Council.</p> <p>PW advised that there isn't for the school.</p> <p>Shepherdswell.</p> <ul style="list-style-type: none"> • Improving position. Last year EMAT budgeted for a deficit due to falling school role and the previous organisational structure. RR has reviewed the structure and this has helped reduce costs. • The expected YTD deficit for year-end is projected to be 50% less than budgeted. This has allowed investment to be made in the school. <p>A governor asked if the deficit has any impact on the investment highlighted in the action plan.</p> <p>PW/RR advised it doesn't and some of the estate budgets has been invested at Shepherdswell.</p> <p>A governor asked if the potential relocating of the department to Orchard will free up space at Shepherdswell.</p> <p>RR advised that it is too early to tell a working party has been set up to manage this.</p> <p>PW highlighted that the budget for 2021-22 is being worked on at the moment and will be shared with the board at the July meeting.</p> <p>A governor asked if the budget is fluid due to uncertainty around pupil</p>	
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	<p>numbers, especially for Shepherdswell.</p> <p>PW advised that it is until the final numbers are confirmed. Due to EMAT's use of LAG funding, any impact is lessened.</p> <p>CB noted that Orchard is one over on pupil numbers and the good reputation of both schools is a positive.</p>	
<p>11.. Governors to update the board regarding school visits and their lead areas.</p> <p>i. PP ii. RSE iii. Safeguarding iv. SEND</p>	<p>The governors agreed this area had been covered earlier in the meeting.</p> <p>PO reminded governors to send him any completed visit forms so they can be uploaded onto GovernorHub</p>	
<p>12. Policies for review, Governors to read prior to the meeting for Shepherdswell.</p> <p>i. Behaviour in schools' policy</p> <p>ii. Feedback & Marking Policy</p> <p>iii. Learning & Teaching Policy</p> <p>iv. Physical Intervention/Positive handling Policy</p>	<p>MJ highlighted that all of the policy have/are being updated and when the renewal cycle comes around they are added to the LAB agenda for governors to review.</p> <p>A governor asked how are these policies implemented.</p> <p>RR advised that the SLT conduct regular monitoring visits along with constant staff communication which forms part of the review process ascertaining how the policies are being implemented.</p> <p>A governor noted that several policies for example Positive Handling Policy is separate from the Behaviour in schools although they seem very similar along with Feedback & Marking Policy and the Learning & Teaching Policy</p> <p>RR and the governor agreed to discuss this in more detail during their next governor visit meeting.</p> <p>A governor asked if all of the policies are personalised for each school as</p>	<p>Policies on GovernorHub</p>

	<p>the behaviour policy seems to be a generic non-Shepherdswell specific version</p> <p>RR/JC confirmed that all policies are personalised. RR will investigate what has happened to the Shepherdswell specific version.</p> <p><i>Post-meeting note RR confirmed that In MK they want schools to base their behaviour systems etc. around zones of regulation, which will change the behaviour policy. PO to add the behaviour policy to the September agenda.</i></p> <p>JC highlighted that only the mandatory 28 policies are loaded onto each schools' website. The remainder is available for anyone that asks for them.</p> <p>The governors unanimously ratified all of the policies.</p>	PO
13. GDPR committee additional members required.	<p>CN asked if any governors/members of staff would like to attend the 3 times a year GDPR committee meetings with the next one planned for the 30th of June.</p> <p>FO offered to attend these meetings. GO thanked FO for the offer and will speak to him outside of the meeting.</p>	
14. Governance Handbook and New Scheme of Delegation	<p>MJ advised the board that there will be new versions of the Governance Handbook and New Scheme of Delegation and these will be sent to the governors.</p> <p>MJ asked the board to review them and would welcome any feedback by the end of this term.</p>	
15. Any other business	The governors had no AOB to raise at this time.	
16. Date of the next meetings.	21/06/21 Orchard S&P 17:30*	All note date

	05/07/21 Shepherdswell LAB 17:30 * Due to uncertainty around the dates for the data drops the last S&P meeting may be subject to change.	calendar appointment has been sent.
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The meeting closed at 19.21

Minutes agreed as a true representation and signed
Signature
Print Name
Date

Actions from the virtual meeting for Orchard & Shepherdswell Academies held 26/04/21

Action	Owner
1. CW and FO to have a virtual meeting with the school PP leads ASAP. Page 2.	CW/FO
2. PP and Safeguarding lead governors to conduct a virtual visit this term. Page 2.	EM/ FO/CA
3. CB/RR to send PO the latest versions of the SEF to PO for uploading onto GovernorHub. Page 4.	CB/RR/PO
4. GO to send MJ a selection of questions for governors to ask and MJ to add these onto the EMAT governor visit form. Page 5.	GO/MJ
5. The governors to complete a visit either in person or virtual and have completed a feedback report to present at the next LAB meeting for both schools. Page 5.	All Governors
6. RR to support FO in reporting the impact observed for the CV-19 catch up funding at future meetings Page 9.	RR/FO
7. PO to add the behaviour policy to Septembers LAB meeting agenda. Page 13.	PO