

Minutes Local Advisory Board: Orchard & Shepherdswell
12th July 2023 18.00
Meeting held at Shepherdswell Academy
The seventh LAB meeting of the academic year 2022-2023

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) Hannah Auger (Deputy Headteacher Orchard Academy) Ellen Williams (Assistant Headteacher) Riyike Olateru (Co-opted Governor) Emma Mundy (Staff governor Orchard) Emma Drinkwater (Co-opted Governor) Chris Akpakwu (Co-opted Governor/Chair) Uday Nagaraju (Co-Opted governor) 📞 Josh Coleman (EMAT CEO) John Lawson (EMAT Head of Education) Paul Osborne (Clerk – Minutes)</p> <p>CA 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	Apologies received and accepted from Julie Stevens (Co-opted governor), Richard Pearson (Co-opted governor), Colbie Robinson (Staff Governor Shepherdswell), Femi Okeya (Co-opted governor)	
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 of the LAB meeting held on 22nd of June 2023 matters arising not appearing under actions	<p>PO advised that the minutes of the meeting held on the 22nd June were not ready to be presented and will be shared in the September meeting.</p> <p>PO noted that the actions from the 22nd June meeting are ready.</p>	

<p>6. Action Log from the meetings held on the 22nd of June 2023.</p>	<p>i. PO to take a set of minutes from the 16th March meeting for FO to sign. Done.</p> <p>ii. RR to Arrange a meet the governor's session in September 2023. Ongoing.</p> <p>iii. FO to complete school visit. Action closed. RR/CB confirmed that FO had not completed a school visit and visit will be start again in September.</p>	<p>ii. RR</p>
<p>7. Orchard Ofsted visit</p>	<p>CB advised that Orchard received a two day section 8 non graded inspection on the 3rd and 4th of July. CB/PO thanked the governors for making themselves available to meet the inspector and noted the report will be shared once confirmed. CB advised that at the end of the inspection the strengths and development areas of the school were discussed.</p> <p>A governor asked if there was any surprises in the feedback. CB/JC no and plans are already in place regarding the development areas. The governor followed up and asked when does the school expect the next visit. CB thought it will be within 1-2 years.</p> <p>PO asked the governors if the data document they received for the inspection was useful and were there any improvements that could be made. CA advised that the data document was useful and had no improvements to suggest.</p> <p>A discussion followed regarding the inspection and the governors understood the amount of feedback CB can share is limited until the report is confirmed and shared.</p>	
<p>8. School improvement priorities.</p> <p>A. Review 2022-2023 SIP.</p> <p>B. Draft SIP priorities update for 2023-2024.</p> <p>C. Governor lead areas for the 2023-2024 SIP. Discussion around what lead areas governors will be required from</p>	<p>A. Review 2022-2023 SIP.</p> <p><u>Orchard</u> CB highlighted that the current SIP has not changed from the previous version shared early in the Spring. The feedback from the Ofsted visit was reflected in the SIP.</p> <p><u>Shepherdswell</u> RR advised the SIP had been shared and asked if the governors had any questions. The governors had no questions at this time.</p> <p>RR gave an update on the latest data.</p>	

<p>September 2023-July 2024.</p>	<ul style="list-style-type: none"> • Overall data results were good and in line or above national. • EYFS 63% including department, national 65%. If the department data was removed EYFS would have been above national. • Year 1 Phonics 76% including department, national 75%. • Year 2 Phonics 91% national 87%. 83% of SEND pupils passed their Phonics screening which shows the hard work the school and pupils have done is having an impact. • KS1 SATs Reading expected or above 70%, national 67%. • KS1 SATs Writing expected or above 66%, national 58%. • KS1 SATs Maths expected or above 75%, national 68%. • Greater depth results lower and will be a focus area in 2023-2024. <p>JL noted the results are very strong.</p> <p>B. Draft SIP priorities update for 2023-2024. Orchard/ Shepherdswell RR highlighted the proposed 2023-2024 priorities shared with the governors will be reviewed post Ofsted and data results. Once finalised they will be shared with the governors.</p> <p>RR noted for Shepherdswell among the priorities will be.</p> <ul style="list-style-type: none"> • EYFS. • Adapting the curriculum for SEND, DA and EAL pupils. • Supporting higher attainer pupils. • Leadership to utilise the strengths across both schools. • Teaching and learning. <p>RR noted for Orchard some of priorities will be the same as Shepherdswell but will also include.</p> <ul style="list-style-type: none"> • Behaviour. <p>Governor lead areas for the 2023-2024 SIP. A discussion followed regarding the lead areas that could be assigned and the following was agreed.</p> <ul style="list-style-type: none"> • Safeguarding. CA • Pupil Premium. FO • SEND. ED • Adapting the curriculum for SEND, DA and EAL pupils. <p>RO</p>	<p>RR</p>
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	<p>The areas not covered will be assigned in September.</p> <p>A discussion followed regarding the governors coming into the school before the first meeting of 2023-2024 on the 28th September. It was agreed that the governors and the schools will try to tie in the governors coming earlier to complete their first visit of the year, invite the parents to a meet the governors catch up and then the LAB meeting.</p>	<p>PO</p> <p>PO/RR/FO</p>
<p>9. Annual Safeguarding report.</p>	<p>Orchard.</p> <p>CB highlighted the following.</p> <ul style="list-style-type: none"> • There are no surprises in the data and the performance reports contained all of the data shared. <p>A governor asked if CB has seen any changes in context of the incidents being reported.</p> <p>CB highlighted that domestic violence; knife crime have increased along with the overall incidents of safeguarding.</p> <p>The governor followed up and asked if some incidents of poor behaviour are linked to family break ups.</p> <p>CB confirmed there have been a few and are being supported as much as possible.</p> <p>A governor asked if CB expects the increases to continue and what support are they offered.</p> <p>CB advised he does expects the increases to continue. The school uses an educational phycologist paid for by EMAT which allows a shorter waiting time than using the normal route which is a great asset. The school offers before and after care which is used by pupils who were previously school refuses. The school is proactive and the PA rate has decreased is below national average.</p> <p>The external services the school uses are under pressure which is seen by the slower reply times to communication.</p> <p>HA added that PHSE is a focus area and identifying those pupils who or may require assistance is key and then supporting them appropriately.</p> <p>A governor asked if the safeguarding lead staff from both schools meet regularly.</p> <p>CB confirmed they do and they meet other safeguarding leads from local schools. The trust arrange for all safeguarding leads to meet three times a year to which the lead safeguarding governors are invited.</p> <p>JL added that the safeguarding policy will be updated taking into account updated guidance from the DFE.</p>	

	<p>A governor noted the 26 MASH referrals and asked if this is high. CB confirmed it is. 2020-2021 19 cases / 2021-2022 20 cases and doesn't think this number will reduce in the short term. RR noted that for 2023-2024 report or for the performance report she will investigate if there is a benefit in adding previous years comparison and if a MASH report has been made more than once.</p> <p>The governor followed up and asked if the exclusions data is an increase on 2022-2023. CB confirmed it is and information regarding the reasons for them is included in the performance reports shared over the year. RR added that staff training is planned to help staff assist pupils who struggle to regulate and the best time to introduce a behaviour contract if that would help.</p> <p>The governor followed up and asked what support do staff receive if they are verbally/physically abused. CB noted that staff are supported by attending a de-brief sessions where any learnings are discussed, acknowledging the incident, and letting them know the incident will be taken seriously. JC added that the Thompson Team (external safeguarding experts) are on hand to support, employers support programme is available to all staff, risk assessments always being reviewed and regular best practice is shared across the trust.</p> <p>A governor asked if CV-19 has had an effect. CB/RR noted it may have done.</p> <p>The governor followed up and asked if the previously mentioned educational psychologist (EP) works across both schools. CB confirmed they do.</p> <p>A governor asked if the EP support staff. RR advised yes and the support is tailored to the specific needs.</p> <p>Shepherdswell RR shared the report. The governors noted the report and had no questions at this time.</p>	PO/ RR
10. LAB Chair annual report and yearly review	FO apologised prior to the meeting for the lack of Chairs report and will complete and share over the coming weeks.	FO

<p>11. Survey updates including initial actions from the</p> <ul style="list-style-type: none"> i. Parent/Carer ii. Pupil iii. Staff 	<p>Shepherdswell. RR highlighted the following. Parents/carers survey.</p> <ul style="list-style-type: none"> • Parent/carer responses slightly down on November survey. • Feedback sent to the parents/carers including you said we will do section. • Encouraging parents/carers to come into school as much as possible including a recent open day. • Homework is closely monitored. <p>Pupil survey. Following the survey, the school will.</p> <ul style="list-style-type: none"> • Continue to invest in the outside space and use the fund raising money to support with this. • Provide additional opportunities with cooking and the relaunch of our forest school space. <p>Staff survey.</p> <ul style="list-style-type: none"> • Five responses all of which were positive. <p>Orchard. CB highlighted the following. Parents/carers survey.</p> <ul style="list-style-type: none"> • Three responses which is very disappointing, may do another survey in the autumn. There were 14 parents complete the Ofsted parent view at the last inspection it was 11. • The parent who won the £25 gift voucher has donated that to school. PO asked for this to be shared in a newsletter. CB to action. <p>A governor asked for an overview of parental engagement at Orchard. CB advised that it varies, for parents evening the turnout is usually around 70%, for the workshops is roughly 30 parents. The governor followed up and asked if there is a PTA. CB confirmed there is not. Communication has gone to parents to encourage them to register their interest. JC added that in the future Arbor/Sway may be used to assist with engagement in the future including with the survey.</p> <p>CA highlighted an issue he is having with Arbor system Post-meeting note actioned and feedback given to the CA.</p> <p>CB advised that he would send communication to parents to ensure they fully understand Arbor along with ensuring all guidance has been sent out.</p>	<p style="text-align: center;">CB/RR</p> <p style="text-align: center;">CB/RR</p>
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	<p>A governor asked if the Ofsted parent feedback has to be done on a lap top. CB confirmed yes.</p> <p>A discussion followed about how to increase engagement for surveys and the governors were happy to assist as much as they can.</p> <p>Pupil survey. A governor noted that for the question “have you experienced bullying” 27 out of 52 replied yes and asked for more information. CB noted that in the Ofsted survey and from the inspectors discussion with pupils there were very little concerns raised about bullying. It will be kept under review and he does not see bullying as a major problem at Orchard. JC advised the pupil results may be due to the behaviour of some pupils and the school is working on pupil behaviour. The governor followed up and asked if there is any national data for bullying if so, how does Orchard compare. JL confirmed there is no national data. CB confirmed that the bullying incidents in the performance reports are founded.</p> <p>Staff survey. CB highlighted the following.</p> <ul style="list-style-type: none"> • Feedback was not as positive as in previous years. RR advised that she has site of the results and will be reviewing them and managing next steps. 	
<p>12. Summer housekeeping items to include.</p> <p>i. KCSiE update ii. Chair/Vice Chair elections iii. Declaration of interest</p>	<p>PO advised that over the summer he will mail governors with several housekeeping items and asked them to reply/action as soon as possible.</p>	
<p>13. Any other business</p>	<p>All thanked CB for the work he has done at Orchard and wished him all of the best for the future.</p> <p>PO advised that governors will be invited to the first review for O&S and will send more information over the summer. <i>Post- meeting note done.</i></p>	
<p>14. Dates of meetings for the year:</p>	<p>Dates of meetings for the year: 2023-2024. Please note one meeting to be removed. 28th September 2023 18.00hrs meeting 1 in school</p>	<p>Calendar appointments sent</p>

	23rd November 2023 18.00hrs meeting 2 in school 25th January 2024 18.00hrs meeting 3 in school 14th March 2024 18.00hrs meeting 4 in school 25th April 2024 18.00hrs meeting 5 in school 20th June 2024 18.00hrs meeting 6 in school 18th July 2024 18.00hrs meeting 7 in school	
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Minutes agreed as a true representation and signed
Signature
Print Name
Date

The meeting closed at 19.25

Actions from the meeting for O&S held 12/07/2023

Action	Owner
1. RR to Arrange a meet the governor's session in September 2023. Page 2.	RR
2. RR to share with PO the SIP front pages for both schools. Page 3.	PO
3. PO to add to Septembers agenda governor lead areas. Page 4.	PO
4. PO to work with RR/FO to arrange a whole board visit to the schools to include visiting their lead areas, meeting their lead staff members, and meeting some of the parents. Page 4.	PO/RR/FO
5. PO/RR to investigate if there is a benefit in adding previous years comparison (MASH) and if a MASH report has been made more than once to the annual safeguarding report and/or the performance report. Page 5.	PO/RR
6. FO to complete the LAB Chair annual report and yearly review. Page 5.	FO
7. CB/RR to inform parents that parent who won the £25 gift voucher has donated it to the school. Page 6.	CB/RR
8. CB/RR to complete a push to improve parents understanding of Arbor and ensure all guidance has been sent out. Page 6.	CB/RR