

**Minutes Local Advisory Board: Orchard & Shepherdswell**  
**22<sup>nd</sup> June 2023 18.00**  
**Meeting held at Orchard Academy**  
**The sixth 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><b>Callum Brown</b> (Headteacher Orchard)  <b>Ruth Ryan</b> (Headteacher Shepherdswell)  <b>Hannah Auger</b> (Deputy Headteacher Orchard Academy)  <b>Ellen Williams</b> (Assistant Headteacher)  <b>Colbie Robinson</b> (Staff Governor Shepherdswell)  <b>Emma Mundy</b> (Staff Governor Orchard)  <b>Riyike Olateru</b> (Observer / Potential Governor)  <b>Chris Akpakwu</b> (Co-Opted Governor) 📞 left at 19.00  <b>Femi Okeya</b> (Co-Opted governor/ Chair) 📞  <b>Uday Nagaraju</b> (Co-Opted governor) arrived 18.15  <b>Josh Coleman</b> (EMAT CEO)  <b>John Lawson</b> (EMAT Head of Education) 📞  <b>Paul Osborne</b> (Clerk – Minutes)</p> <p>FO 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 Richard Pearson update	<p>Apologies received and accepted from <b>Julie Stevens</b> (Co-Opted governor), <b>Richard Pearson</b> (Co-Opted governor). PO /FO advised the board that RP had asked for a break from his role until September when his work commitments should have settled down.</p>	
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 27th of April 2023 matters arising not appearing under actions	The minutes of the meetings held on the 27th of April 2023 were agreed to be an accurate representation and a hard copy will be signed by FO at the next meeting.	

<p>6. Action Log from the meetings held on the 27th of April 2023.</p>	<p>i. PO to take a set of minutes from the 16th March meeting for FO to sign. <b>Ongoing</b></p> <p>ii. RR to Arrange a meet the governor's session. <b>Ongoing.</b></p> <p>iii. FO, CA, to complete school visits. <b>CA done. FO, ongoing.</b></p> <p>iv. PO to share ICR review dates with LAB members so they can attend. <b>Done.</b></p> <p>v. HA to give an update on the English re-modelling work at the next LAB meeting. <b>Done.</b> On this meetings agenda.</p>	<p><b>i. PO</b></p> <p><b>ii. RR</b></p> <p><b>iii. FO</b></p>
<p>7. A. Headteacher's report</p> <p>i. School context and behaviour.</p> <p>ii. Data headlines</p> <p>iii. Progress/barriers in relation to SIP priorities</p> <p>iv. Curriculum development.</p> <p>v. Safeguarding. Orchard to give an update regarding the latest data update for the ongoing work in English</p> <p>B. Performance reports for questions.</p> <p>C. Update on Orchard's Rapid Improvement Plan</p>	<p><b>A. Headteacher report.</b> <b>Orchard.</b> CB highlighted the following.</p> <p><b>i. School Context and behaviour.</b></p> <ul style="list-style-type: none"> <li>• Further to the performance report, we issued a permanent exclusion to a child who had already had five suspensions this academic year. They came to us from the Pupil Referral Unit last academic year. The child had racially abused two unconnected pupils and assaulted them.</li> <li>• Following discussions with the Primary Inclusion Partnership, the permanent exclusion was rescinded, and the child has started a placement at a new school to support their transition to secondary school.</li> <li>• Attendance was 95.24% in Summer 1, an increase from Spring 2.</li> <li>• Persistent absence is 11.4% - this has improved and is half the national average of 22%. There are some pupils taking holidays in term time.</li> </ul> <p><b>The governors noted the improvement to the PA data.</b> <b>A governor asked what are the reasons why the data has improved.</b></p> <p>CB highlighted the primary reasons are reduction in pupils on holiday outside of term time and have gone below threshold. The school continue to work closely with certain parents to support them if a pupil is close to the PA threshold and their attendance is of a concern.</p> <ul style="list-style-type: none"> <li>• 7 teachers have resigned for September, as have the Safeguarding Lead and Lead HLTA for Aspen.</li> <li>• We have appointed a joint SENCO for September and a HLTA.</li> <li>• We have so far appointed 3 teachers for September. Interviews are continuing.</li> </ul>	

**A governor asked if there have been any changes to improve the recruitment success at Orchard.**

CB advised that there has been no major changes and the end of May was the final date for staff to hand their notice periods in for September.

**The governor followed up and asked if 7 staff leaving is normal.**

CB advised no and is higher than in previous years.

**The governor asked why the staff are leaving.**

CB highlighted that three of the leavers are ECT and they want a new challenge. The reasons why the other staff are leaving is varied and there is no single reason.

**A governor asked if they are staying in education.**

CB advised that some are some are not.

**The governor followed up and asked if there are two vacancies left to fill.**

CB yes.

ii. Data Headlines various year groups and subjects.

HA gave an update on the improvements in the writing strategy and highlighted the following.

- The new strategy focusses on two trends with a plan to push all pupils and is very proactive.
- Year 4 (Spring 1-Summer 1) working at Below, change from previous -17% which is positive.
- Year 5 (Spring 1 – Spring 2) working at Below, change from previous -19% which is positive.

**A governor asked if the progression for the expected pupils is as hoped for.**

HA advised that a lot of work has gone into these pupils to ensure the fundamentals of writing are embedded for long term learning. Improvements can take time but the data will be closely analysed to check on progress and adjust the support if required. The marking and feedback policy is being reviewed to ensure it is fit for purpose.

**The governor followed up and asked if the staff are engaged with the strategy.**

HA advised they are and can see the progress pupils are making. The data shows a review in this area was required hence the new strategy will be adjusted as required.

**A detailed discussion followed regarding the data and the expectation for pupils across the year.**

HA advised that the data is not where the school want it to be but the introduction of the strategy is a great step in highlighting areas for development and improving them.

**The governors were glad that the school was willing to complete the review and implement the new strategy and look forward to future updates.**

iii. Progress/barriers in relation to SIP priorities.

- We are working on staffing for September. RR has offered one-to-one meetings with staff to talk about plans for next academic year which will inform the SIP.

Reviews and Visits – Monitoring and English Support Visit – RBL 24.04.23.

Strengths:

- Some year 5 writers are writing well structured, longer stories.

Areas to develop.

- The biggest area for development in year 5 is securing sentence structure. Many of the children are writing at length, showing an understanding of Y5 English knowledge, but tenses, word order and appropriate vocab. are still an issue.

iv. Curriculum developments and enrichment.

- We have continued our programme of deep-dives with weekly subject foci.
- With a staff training day, two bank holidays, SATs and another round of teacher industrial action, this half term felt very ‘condensed.’
- We welcomed Paralympic Gold Medallist and Author Ellie Robinson to school in April. She talked to the children about her book, “The Gold Medal Mystery” and about her sporting background along with the transition to becoming an author.
- We held our Coronation Celebration events – these had to be modified due to the bad weather, but we still had a brilliant time, and each child got a commemorative bookmark and badge.
- We hosted M&M Theatre productions who performed Oliver Twist for the children in the hall. This was a great experience for them.
- EMAT Olympic day was well received by the pupils.

	<ul style="list-style-type: none"> <li>We held family consultation evenings with parents which were well attended and very positive. Those not able to attend were offered an appointment.</li> </ul> <p><b><u>v. Safeguarding.</u></b></p> <ul style="list-style-type: none"> <li>A father of three children at our school took his own life just over three weeks ago. This has very much affected the children and we are supporting them – the children were already on a child protection plan.</li> </ul> <p><b>A governor noted one of these pupils was in year 6 and asked if their exams were affected.</b> CB advised that the incident took place after their exams took place. The staff have been amazing helping the children.</p> <ul style="list-style-type: none"> <li>MASH referral x five. 2 referrals for Domestic Abuse, 1 for bruising, 1 for drugs and 1 for exposure to a convicted paedophile.</li> </ul> <p><b>A governor asked how did the school find out about the exposure to a convicted paedophile.</b> CB confirmed it was mum who advised the school. <b>The governor followed up and asked what action did the school take regarding the drugs.</b> CB advised that a meeting was arranged with the parents and close monitoring is taking place with guidelines followed at all times.</p> <p><b><u>Shepherdswell</u></b> RR highlighted the following.</p> <p><b><u>i. School Context and behaviour.</u></b></p> <ul style="list-style-type: none"> <li>Behaviour remains good, and we have created a checklist of expectations to share with staff and monitor for consistency.</li> <li>We have heard from the DfE regarding the significant change application, and it is going to panel this month.</li> <li>Attendance is at 93.8%, so a slight increase since Spring 2</li> <li>Persistent absences are 17.7% and systems are being applied consistently, to support families, this has reduced slightly from last term.</li> <li>We have 1 CME this is a child who lives in Woburn Sands and dad says it is too far. County are saying they are not missing as they have a school place they can travel to. We are supporting dad to get another school</li> </ul>	
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	<p>place nearer to home. A request for home schooling has been instigated.</p> <ul style="list-style-type: none"> <li>• We have appointed a Head of School for September.</li> <li>• We have appointed a joint SENCO and all teaching vacancies have been filled.</li> <li>• We have a vacancy for a HLTA, Breakfast Club and Lunch and Play Assistant.</li> <li>• In the Autumn term we will be looking at the leadership structure across both schools.</li> </ul> <p><u>ii. Data Headlines.</u></p> <ul style="list-style-type: none"> <li>• EYFS 63% including department data.</li> <li>• Year 1. 78% with department data 88% without.</li> <li>• 59% of Year 1 know 74 sounds. (Summer 1's target) This is an increase from 31% of children at the end of Spring 2.</li> <li>• Overall, the data is positive and the school continues to use stretch targets.</li> </ul> <p><u>iii. Progress barriers in relation to SIP priorities.</u></p> <ul style="list-style-type: none"> <li>• We continue to work on the identified school improvements for the year, and all staff are on board with this.</li> <li>• We have one ECT on a support plan and is being supported by the SLT, she has been signed off for 3 weeks, so will not be on track to pass. We are working closely with her providers, as she will be leaving teaching in July.</li> <li>• We are beginning to think about the SIP for next year, in particularly with new leaders in post, or no leaders, so will have a new leadership structure in place from January.</li> </ul> <p><u>Reviews and Visits – Monitoring and English Support Visit – RBL 9.05.23</u></p> <p>Strengths:</p> <ul style="list-style-type: none"> <li>• The environments have improved, and the library is well-resourced and well organised.</li> <li>• The books across the school are considerably better, than this time last year.</li> <li>• EYFS writing showed great progress across the year.</li> <li>• In experienced teacher's classes, there was pace, varied teaching approaches and children were engaged.</li> </ul> <p>Areas to develop:</p>	
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- Remind teachers of the range of strategies they can use to ensure there is an adequate amount of modelling during shared reading and writing:  
Echo reading  
Choral reading  
Thinking aloud  
Slow reading  
Application of phonics for reading and writing  
Modelling spelling and handwriting
- Remind those teachers not marking basic errors, that they need to be correcting them.
- Ensure teachers include positive comments about the composition of text and sentences, as well as grammar.
- Ensure books take centre stage in the book corners.

#### iv. Curriculum developments and enrichment.

- Medium term planning for Subjects and EYFS in place for Summer 2 and this is working well.
- Some subject leaders are working on medium term plans with KR, across the trust.
- We held a parent catch-up, where parents could come and meet each other, and some connections were made.
- Sex and relationships parent workshop, to inform parents of the curriculum content, this was well attended, and we dealt with concerns parents had.
- We had a successful Coronation Family Picnic, even with the rain, and it was enjoyed by all.
- We had a mental health awareness week, to promote this with a BLMK Mind tea and cake event, which the parents enjoyed.
- We held the walk to school week, and children collected stickers across the week.

**A discussion followed regarding the RSE lessons and the rights parents have/do not have to withdraw their children from these lessons.**

CB/RR noted that DFE is followed at all times and communication with parents is strong and one-to-one meetings are conducted if appropriate to go through any concerns and the options available.

RR added that age appropriate language is used i.e., chicks and caterpillars.

**A governor asked for more information regarding the mental awareness week.**

RR advised that there were different themes for each day examples being.

Taking deep breath.

Calm thoughts.

The idea was to raise mental health in staff, pupils, and parents.

**The governor followed up and asked if there were any particular parents prioritised who would benefit more than others.**

EW advised there were and they were encouraged to attend.

The week was a chance for parents to come into school and was applicable for all years.

**A governor asked if RR/EW think the week was a success.**

EW stated it was and money was raised for the schools chosen charity BLMK.

#### v. Safeguarding.

- Two siblings left in car outside of school – did not met threshold
- A child was being given unprescribed Melatonin to get her child to sleep – met threshold, but mum refused any further support, has stopped using this now, and has been referred to the paediatrician.

**A governor asked how did you know about this.**

RR advised that mum informed the school.

- Number of Child-on-child Abuse Incidents (Total) x 33. There has been a change of reporting system (SIMS -> Arbor) this half term, as well as a change in behaviour policy, so we are monitoring the behaviour data and comparing to previous half terms to check for accuracy.

B. performance report.

**A governor noted the comment “One pupil was suspended for assaulting adults. This is a repeat suspension, but the child now has an EHCP and discussions are advanced regarding a change of placement”. The governor asked for more information.**

CB advised that the pupil is struggling at Orchard and expert advice is that they should be in a specialist school more suited to their needs. The local authority are aware and are trying to find a place as soon as possible.

	<p>CB noted that while the pupil remains at Orchard they will be supported.</p> <p>RR highlighted the following.</p> <ul style="list-style-type: none"> <li>• Accidents at Work (Adults) x2. One teacher cut her fingernail on a guillotine and the other was hit on the cheek by a child, there was no visible mark.</li> <li>• Accidents at Work (Children) x1. A child had a wooden block fall on his finger, it was swelled and bruised, it was recommended that, it be seen. It was confirmed with parents that it was bruised.</li> </ul> <p><u>C. Update on Orchard's Rapid Improvement Plan.</u></p> <p>CB advised that all actions from the RIP have been actioned and the RIP is now closed.</p>	
<p>8. Governor visit / AIP visits</p> <p>i. Governor visit reports and visits completed to date.</p> <p>ii. AIP/Whole school review reports.</p> <p>iii. ICR end of year meetings governors invited.</p> <p>iv. Next year's LAB visits ideas.</p> <p>Option A. On SIP as visit windows.</p> <p>Option B. Governors diary dates in Sept for the rest of the year</p>	<p>i. CA Advised that he had visited the schools and his visit report is to follow.</p> <p>i. RP report from the 12<sup>th</sup> May at Orchard was discussed including his feedback regarding a teacher whose interaction with some pupils showed areas for improvements. CB advised that this teacher received support/training while in school but has subsequently left the school.</p> <p>ii. <b>A discussion followed regarding the information included in the visit reports and the fact that the audience for these is the school not the governors.</b></p> <p>iii. PO reminded the board that the end of year review dates have been shared and FO and CA have agreed to attend.</p> <p>iv. The governors agreed to go with option B.</p>	
<p>9. EMAT update.</p> <p>i. H&amp;S report</p> <p>ii. Finance report.</p> <p>iii. Survey updates inc Parent/Carer, Pupil, Staff and LAB.</p>	<p>i. PO advised that the Estates team had no concerns regarding the H&amp;S at either school. Orchard.</p> <ul style="list-style-type: none"> <li>• Lockdown alarm is now installed. Draft procedure has been shared with SLT.</li> </ul> <p><b>The governors noted the reports and had no questions.</b></p> <p>ii. JS highlighted the following.</p> <ul style="list-style-type: none"> <li>• The agency costs at Orchard were high but a great deal of work has been done and they are improving.</li> </ul>	

	<ul style="list-style-type: none"> <li>Both schools budget are in a good place and there are no concerns.</li> </ul> <p><b>A governor asked what the deficit is when compared to the total budget.</b> JC advised it is negligible and well within expectations.</p> <p>iii. PO advised that the LAB survey has finished and there was some good suggestions received and these will be reviewed. Overall, the survey was very positive and shows the governance/compliance team and LAB are moving together in the right direction. PO highlighted the Parent/Carer, Pupil and Staff surveys will be shared in more detail in the July LAB meeting. PO added that the winner of the £25 Amazon gift voucher for Shepherdswell had decided to donate this to BLMK.</p>	
<p>10. Policies for governors information. Shepherdswell. i. Teaching, Learning and Assessment Policy 2022 – 2023. Date change only</p>	<p>RR advised that this policy originally went to the LAB in May and was postponed until this meeting. As the end date is September RR noted that a review will take place and if the policy is still required an updated version will come to the board in September.</p>	<b>RR/PO</b>
<p>11. Any other business</p>	<p><b>UN offered his expertise in AI to work with both schools.</b> RR/CB/PO thanked UN for the offer and CB/RR will liaise with UN outside of the meeting.</p> <p>PO asked RO if she wanted to continue with being considered for a Co-opted governor. RO confirmed she does. <b>RO left the room and the governors unanimously appointed RO onto the board.</b></p> <p>PO advised the board that ED (Potential governor) attended the previous meeting and had interviewed by CB and RR and wished to be considered for the role of Co-opted governor in her absence. <b>The board noted ED wish and unanimously appointed ED onto the board.</b></p>	
<p>12. Dates of meetings for the year:</p>	<p><b>2022-2023 meeting dates.</b> 12/07/2023 Orchard &amp; Shepherdswell 7 In school</p>	<p>Calendar appointments sent</p>

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

The meeting closed at 19.59

#### Actions from the meeting for O&S held 22/06/2023

Action	Owner
1. PO to take a set of minutes from the 16 <sup>th</sup> March meeting for FO to sign. Page 2.	PO
2. RR to Arrange a meet the governor's session in September 2023. Page 2.	RR
3. FO to complete school visit. Page 2.	FO
4. Reviewed Shepherdswell Teaching, Learning and Assessment Policy 2022 – 2023 to come to the September LAB meeting if still required. Page 10.	RR/PO