

Minutes Local Advisory Board: Orchard & Shepherdswell
24th November 2022 18.00
Meeting held virtually on Teams
The second 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) Colbie Robinson (Staff Governor Shepherdswell joined 18.06) Julie Stevens (Co-Opted governor) Femi Okeya (Co-Opted governor/ Chair) Uday Nagaraju (Co-Opted governor left 19.00) Chris Akpakwu (Co-Opted Governor joined 18.15).</p> <p>Josh Coleman (EMAT CEO) John Lawson (EMAT Head of Education) Paul Osborne (Clerk – Minutes)</p> <p>Introductions were made. 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.	<p>Apologies received and accepted from Emma Mundy (Staff Governor Orchard)</p> <p>PO advised that KS potential governor has withdrawn her interest due to personal reasons.</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 Academy Local Board meeting held on 29th of September matters arising not appearing under actions	The minutes of the meetings held on the 29th of September 2022 were agreed to be an accurate representation.	

<p>6. Action Log from the meetings held on the 29th of September 2022.</p>	<p>i. PO to add to meeting two agenda the need for Vice-Chair. Done.</p> <p>ii. CB/RR to give an update reference parent governor interest at meeting two. CB/RR advised that despite communication going to parents there has been no interest. The governors offered to come into schools during applicable events to try and drum up interest.</p> <p>iii. PO bring the governor lead areas to be filled to meeting two. Done.</p> <p>iv. PO to chase up those governors who are still to supply a headshot. Ongoing. JS left to complete.</p>	<p>ii. Governors</p> <p>iv. PO/JS</p>
<p>7. i. Headteacher report to include.</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 developments and enrichment</p> <p>v. Safeguarding.</p> <p>ii. Performance report for questions only.</p>	<p><u>Orchard.</u></p> <p>CB highlighted the following.</p> <p><u>School Context and behaviour.</u></p> <p>Safeguarding.</p> <ul style="list-style-type: none"> • Early Help Assessment x eight. • Child protection plan x three. Two pupils are siblings. The third pupil has left the school due to relocation. We have been in contact with the child's new school to offer support around transition. • Children in need x nine. Two children are with the Children With Disabilities Team. One child has been 'stepped down' from being on a Child Protection Plan. These are continuing to be supported by social services and school. • Children missing in education x zero. • Behaviour in mainstream has improved this half term, as evidenced by Developmental Review report, and visit from Tom Bennett (Government Behaviour Expert). There are still five pupils who are receiving behaviour support – one in Y4, three in Y5 and one in Y6. <p>Suspensions.</p> <ul style="list-style-type: none"> • Six (Five pupils). One child (suspended for assaulting another pupil in class) transferred to Orchard in the summer term from the Pupil Referral Unit (PRU). The PRU were invited to (and attended) the child's reintegration meeting following suspension. <p>A governor asked if any of these pupils from department. CB stated no.</p> <p>The governor followed up and asked how staff wellbeing was after these incidents. CB advised that the staff were shaken but fully supported.</p>	

Data Headlines.

Phonics (October 2022).

- Good progress was made in the first half term, with the number of pupils having completed the phonics programme rising from 46% to 68%.
- Pupils in Y1 below the expected target are not secure with set two founds and blending, again having the same interventions as the Y2 children.
- The latest set of assessments took place w.c 17th October and shows that progress is being made.

HA added that she has received superb training from the RWI programme and within EMAT. This has allowed the phonics team to take a more forensic and diagnosis approach to teaching the subject. For example, on Monday a bite size phonics teaching session is held focussing on an area that in the previous weeks needed fine tuning.

JL asked if cross collaboration work with Shepherdswell is planned.

HA advised it is.

Arithmetic Y3.

- At the beginning of the autumn term, EMAT Y3 pupils correctly answered 29% of questions on the end of Y3 objectives. Orchard's new Y3 intake correctly answered just 22% of questions. The results from these and other assessments are used to determine the priorities in Maths and the key lessons required.
- Parent workshop have been held and were well attended with a similar workshop held for reading.

A governor asked how this data compares to last year i.e., are they getting the same areas wrong.

CB thanked the governor for the suggestion and advised that this is done for Y6 and will investigate for earlier years.

The governor followed up and added if this were introduced it would show progression.

CB agreed.

Y6 Mock SATs.

- GPS higher than previous years.
- Maths has improved from last year.

A governor asked what has been done differently to achieve the improvement in Maths.

CB

CB noted that there have been no staff changes. The improvement is due to less CV-19 disruption a new cohort and the improvement was expected.

The governor followed up and asked if any negative educational effects caused by CV-19 could be minimised.

CB advised he thinks they can be, but it will take time and will be on an individual basis.

A governor asked if any extracurricular activities were missed due to CV-19 and will not be caught up.

CB advised that Y4 swimming was missed and will be difficult catch up.

- Reading is a focus.

Action plan.

- Afterschool intervention to be set up to start after half term. LA to send letters home during Week seven of Autumn Term 1.
- Order CGP books for Maths, Reading and Grammar to be used in class once per week to help with familiarity techniques.

Progress/barriers in relation to SIP priorities.

Reviews and visits

CB/HA highlighted the following.

- 11.10.22 Two-day Developmental Review which was particularly useful to show progress and development areas which include planning and sequencing of lessons in foundation subjects i.e. Art, History. HA added that during recent book looks progress can be seen. There is more evidence of pedagogy being part of the culture of the school and in professional dialogues. All training links to Orchard's core five and staff training has been adapted where required to help achieve the best outcome.
- HA gave an update on the marking strip she introduced and how successful it has been with pupils and staff.

Curriculum developments and enrichment.

CB highlighted the following.

- Subject Leaders are working with the AIP to develop themselves as subject leads
- Our focus in November will be on improving planning and sequencing of lessons in the foundation subjects and improving the quality of pupils' writing.

- The focus in November will also be on ensuring consistency of retrieval practice across the curriculum.
- Additional to the Performance report, HA raised over £2300 for the charity MIND, having trekked to Everest Base Camp over half term!
- We raised just over £300 for Macmillan Cancer Support after a fantastic turnout at our Macmillan Coffee Morning

Shepherdswell

RR highlighted the following.

School Context and behaviour.

Safeguarding.

- Early Help Assessment x two. Both children and families are receiving support from the CFP (children and family practice)
- Child protection plan x zero.
- Children in need x six. These children continue to be supported by social services and the school.
- Children missing in education x five. One child left school to move to Y3 but had no school place. Three children should have started in reception but have not. Once child is in the SEND department – MK county council are aware, and we are chasing them regularly.
- We have had JOGO support come in to assess a child in department with behaviour needs and provide us with strategies.

A governor asked if it is known how long it will be before this child is assessed by JOGO.

RR advised that an exact timeframe is not known but there are approximately 95 pupils ahead of them on the waiting list within Milton Keynes which is high.

Attendance.

- All 94.8% which is below average due to CME (children missing from education) still on roll, children arriving after school started due to being out of country and illness. Illness has been particularly high in the social communication department, due to a sickness outbreak and COVID 19.
- There are 29 persistent absences, and this is high due to the same as above.
- Attendance has been monitored and all children falling below 95% have been issued their first letter.

Staffing overview.

	<ul style="list-style-type: none"> • A new TA start this term in Y2. • A lunch and play assistant left, and we have recruited. • Vacancies – One more lunch and play assistant, part time TA and after school club lead, an afterschool club assistant, TA in department, teacher in department. • A TA wants to reduce hours, which we can facilitate, if we fill the vacancies above. <p>A governor asked if recruitment still a challenge. RR/CB confirmed it is and the school and EMAT's HR department have/are trying all avenues to fill the vacancies. The governor followed up and asked if EMAT offers flu jobs to staff. RR/CB confirmed they do supported by the trust.</p> <p>A governor asked if certain staff for example those who work on a one-to-one basis should wear masks. RR to investigate.</p> <p><u>Data Headlines.</u> EYFS Milestone one (Baseline Oct 2022).</p> <ul style="list-style-type: none"> • Pupil progress meetings have taken place and those children not at milestone one has been identified and additional strategies and support have been put in place. • All children have completed WELLCOMM, a speech and language screening, targets, and interventions for identified children are in place. • In the provision, language modelling and fine motor skill, and pencil grip development are a focus. <p>Phonics October 2022.</p> <ul style="list-style-type: none"> • Pupils in Y2 who are below the expected target are not secure with set three sounds under the new assessment, this gap is being addressed with daily speed sounds in class and 1:1 fast track phonics intervention in addition to phonics daily. • Pupils in Y1 below the expected target are not secure with set two sounds and blending, again having the same interventions as the Y2 children. • Most new to country pupils are in Y2. • Bottom 20% readers are receiving 1:1 daily reading support. <p><u>Progress barriers in relation to SIP priorities.</u> Reviews and visits.</p>	RR
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	<p>AIP 28.09.2022 Science and Maths.</p> <ul style="list-style-type: none"> • Within Maths lessons the SEND pupils who cannot follow the same learning pathway are supported with their next steps in learning the same concept. • The two-day review finished today and will be shared at the next meeting. JL noted that the initial findings show the school is moving forward. <p><u>Curriculum developments and enrichment.</u></p> <p>Curriculum development.</p> <ul style="list-style-type: none"> • Subject Leaders are working with the AIP to develop themselves as subject leads. • We have identified that a mapping exercise is needed to develop teaches understanding that the planned activities should support the curriculum goals more closely – this is planned for January inset day. <p>Enrichment and events.</p> <ul style="list-style-type: none"> • We held a reading and phonics workshop where 40% of parents attended and then watched a phonics speed sound and reading session in classes. • Our cake sale for a charity MK MIND was very successful with a parent making and donating a cake to raffle, we raised over £400. • Parents evening was also well attended, with most families attending on the night and those that did not have now been spoken to by staff. <p><u>Safeguarding.</u></p> <ul style="list-style-type: none"> • SCR review and compliant on 03.11.22. • Safe have read all relevant polices and completed annual safeguarding training. • All staff have read KCSIE. <p>ii. Performance report.</p> <p>CB highlighted the following.</p> <p><u>Pupil numbers.</u></p> <ul style="list-style-type: none"> • One pupil in Y6 attended school for just 9 days before getting a place at a school closer to home. • Three children in Y3 left on 14th October having been given a place at a school closer to home (two already have siblings at the other school). • One pupil moved abroad. • Three pupils moved to different parts of the country. <p><u>Absence.</u></p>	<p>PO</p>
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- Autumn 1 whole school absence 4.57%. Persistent absence 14.3% (national 8.2% 2018-2019). Persistent absence often high in the first half term.
- Three children moved out of county. Total loss of school days before being reported CME or a new school was found: 41 days.
- One child awaiting new school and not attending 34 days absence.
- Two days lost due to funerals (2 children) • 17 days lost due to Exclusions (5 children).
- 66 days lost due to G Code (14 children) (11 no FPN due to under 5 days or proof) (3 FPN).
- 15 days lost to Covid (3 children).
- One child on a part-time timetable following exclusions for five out of six weeks – mornings only.
- One child on a part-time timetable following exclusion for one out of six weeks – afternoons only.
- One child who has home to school transport had transport issues. 14 days lost.

A governor asked if there is an escalation process regarding FPN code.

CB advised that FPN are rare and at the discretion of the school and are managed on an individual basis. There is regular consultation with Milton Keynes local authority.

The governor followed up and asked what the amount is for an FPN

CB advised that the local council could give each parent a fine of £60, which rises to £120 each if they do not pay within 21 days. If they do not pay the fine after 28 days they may be prosecuted for their child's absence from school.

Staff numbers.

- Autumn 1. Teaching Staff (ECT's) 16.4 (3).
- Two SLT currently / Three ECTs / 13 class teachers (two part-time) / one languages teacher (part-time) / one SENCO (works between Orchard and Shepherdswell) / one UQT (sports coach).

Staff absence.

- Teaching Staff absences fell from 7.18% in the summer term, to 2% in Autumn 1.
- Support staff absences remained at similar levels from the previous half term. Overall staff absence was 3.46%.

8. Curriculum Offer Update the curriculum including development areas and our strengths	The governors were happy this item had been covered in the Headteachers report and had no questions.	
9. i. Remaining SIP priorities to be covered at this meeting. Shepherdswell. SIP no 2. SIP no 3. SIP no 5. SIP no 6. Orchard SIP no 2 SIP no 4. SIP no 5. ii. AIP visits for questions only.	i. Allocation of remaining lead areas. Shepherdswell. SIP no 2. UN SIP no 3. UN SIP no 5. CA SIP no 6. CA Orchard SIP no 2. UN SIP no 4. CA SIP no 5. UN ii. The governors thanked JL and his team for the reports and had no questions.	
10. Governor housekeeping i. Pen Portraits / KCSiE / CoC / DOI ii. Governor's newsletter article Draft Version.	i. PO to contact those governors still outstanding. ii. The governors liked the idea of adding an article into the newsletter and will arrange for it to go into the school's newsletter. <i>Post-meeting note actioned.</i>	PO
11. EMAT Updates (for information only) to include. i. Financial overview ii. H&S overview.	i. JC highlighted the following. <ul style="list-style-type: none"> • Both schools showing a slight deficit which have been caused primarily by <ul style="list-style-type: none"> A. The unfunded pay reward. B. Increase in supplier staff costs in the Aspen unit due to the challenges recruiting staff. ii. JC highlighted the following. <ul style="list-style-type: none"> • KH Estates manager has completed visits to both schools focusing on any items left in wrong locations and a general health and safety overview. <p>A governor asked if legionella and fire test are completed weekly. JC advised they are and done on different days.</p>	

12. Role of Vice-Chair to be filled.	CA/UN advised they would like to review their work commitments and will update at the next meeting.	UN/CA
13. Any other business	The governors had no questions at this time.	
14. Dates of meetings for the year:	2022-2023 meeting dates. 26/01/2023 Orchard & Shepherdswell 3 Shepherdswell 16/03/2023 Orchard & Shepherdswell 4 Teams or school TBC 27/04/2023 Orchard & Shepherdswell 5 In school 22/06/2023 Orchard & Shepherdswell 6 Teams or school TBC 12/07/2023 Orchard & Shepherdswell 7 In school	Calendar appointments have been sent

The meeting closed at 19.42

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

Actions from the virtual meeting for PWS held 24/11/2022

Action	Owner
1. Co-Opted governors to go into school during parental events to try and encourage parents to apply to be governor. Page 2.	All Co-Opted governors
2. JS to complete her pen portrait. Page 2.	PO/JS
3. CB to investigate if there is a benefit in comparing the Arithmetic data from Ys3, 4 and 5 to ascertain if they are getting the same areas wrong. If there is action can be taken. Page 3.	CB
4. RR to investigate if certain staff who spend a lot of time with pupils on a 1.1 basis would benefit from wearing masks. Page 6.	RR
5. PO to add Shepherdswell 2-day review onto meeting three agenda. Page 7.	PO

6. PO to chase up those governors still complete their KCSiE / CoC / DOI. Page 9.	PO
7. UN/CA to let PO know if they would like to be Vice-Chair at the next meeting if not before. Page 10.	UN/CA

FINAL