

**Minutes Local Advisory Board: Orchard & Shepherdswell**  
**18<sup>th</sup> July 2024 18.00**  
**Meeting held at Shepherdswell Academy**  
**The sixth LAB meeting of the academic year 2023-2024**

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

Name	Lead area	Type of governor	Term from-to	Present	No. of meetings attended
Ruth Ryan	Executive Headteacher	Headteacher	21/02/2020 – N/A	Yes	5/6
Chris Akpakwu	Vice Chair / Safeguarding	Co-opted	02/07/24 - 01/07/28	Yes	4/6
Bekky Salako	SEND	Co-opted	14/03/24 – 13/03/28	Yes	2/2
Riyike Olateru Arrived 18.12	Chair / Adapting the curriculum for SEND, DA and EAL pupils.	Co-opted	22/06/23 - 21/06/27	Yes	6/6
Kirsty Weatherspoon	Attendance	Staff Governor Shepherdswell	18/12/2023-17/12/2027	Yes	3/4
Deepika Prasad	SEND	Parent	23/05/2024 – 22/05/2028	Yes	1/1
Zaiba Rehman		Parent	Term date will commence upon receipt of a clear DBS	Yes	1/1
Vacancies	Staff - 1 / Co-opted - 5				

Others present at the meeting.

NAME	ROLE
Joshua Coleman	Chief Executive Officer - EMAT
John Lawson	Head of Education – EMAT
Paul Osborne	Governance Support Officer / Clerk
Hannah Auger	Head of School - Orchard
Ellen Williams	Head of School - Shepherdswell

Agenda item	Discussion	Action
1. Welcome and Introductions	<p>The Vice-Chair welcomed all to the meeting and reminded everyone that all discussions were confidential until the minutes of the meeting had been formally approved by the Board.</p> <p>CA advised that following board approval his tenure as a parent governor ended on the 2nd of July 2024 and on the same day his tenure as a co-opted governor started.</p> <p>The board welcomed DP and ZR to LAB.</p>	
2. Apologies	Not applicable.	
3. Quoracy.	The meeting was quorate.	
4. Declarations of interest.	<p><b>CA and BS advised they have roles/interests that although would not impact this meeting may affect future meetings.</b></p> <p>PO advised that before the 26<sup>th</sup> of September all governors will be requested to complete a new declarations of interest form.</p>	
5. Minutes of the Local Advisory Board meeting held on the 25th of April 2024	The minutes of the meeting held on 25 <sup>th</sup> April 2024 were agreed to be an accurate representation.	
6. Action Log from the meeting held on the 25th of April 2024.	<p>i. BW to send Word Version of Minutes of 14th March 2024 for corrections to formatting. <b>Done.</b></p> <p>ii. RR and HA to arrange a meet the staff/parents/Governor opportunity at Orchard on the evening of the first LAB meeting in September 2024. <b>Ongoing.</b></p> <p>iii. PO to add an item on the July LAB meeting for Orchard's Ofsted Update including advice for governors for their meeting with the Inspector. <b>Done, on the agenda.</b></p> <p>iv. PO to share information regarding the launch of Phase 2 on GovernorHub on the 18th of July 2024 LAB meeting. <b>Ongoing, will be shared in September.</b></p> <p>v. List of Abbreviations used in Data reports and reports from Headteachers to be provided for all Governors. <b>Done.</b></p> <p>vi. Governors to be provided information on dates of SAT exams and to contact the school if they wish to visit then to check on the management of these exams. <b>Done.</b></p> <p>vii. Mr C Akpakwu to complete his Governor Report on Safeguarding. <b>Done.</b></p> <p>viii. KW to complete her Governor Report on Attendance. <b>Done.</b></p> <p>ix. BS to decide area of Governor Oversight before next LAB meeting. <b>Done SEND.</b></p> <p>x. Nominations can be made by any Governors for an EMATers Celebration Award. <b>Done.</b></p>	<p><b>ii. RR/HA</b></p> <p><b>iv. PO</b></p>

	<p>xi. All Governors to complete NGA Equality training - link sent out 5 April 2024. <b>Ongoing.</b></p> <p>xii. All Governors encouraged to complete the Governance Survey. <b>Done.</b></p> <p>xiii. Governor Recruitment – ongoing work to find new Governor via contacts with local Milton Keynes businesses and organisations to continue and report back at the next meeting. <b>Ongoing.</b></p> <p>xiv. Mr Akpakwu to be contacted to ascertain his plans when his term of office as a Parent Governor ends in July 2024. <b>Done.</b></p> <p>xv. Data from Orchards Parent Survey to be by Year Group. <b>Ongoing.</b></p>	<p>xi. <b>CA/DP/ZR</b></p> <p>xiii. <b>PO</b></p> <p>xv. <b>PO</b></p>
<p>7. A. Headteacher's report.</p> <p>i. School Context and behaviour</p> <p>ii. Data headlines &amp; Progress</p> <p>iii. Safeguarding</p> <p>B. Performance report for information and questions only</p>	<p><b>7. A. Headteachers report.</b></p> <p>HA highlighted Orchard information. EW highlighted Shepherdswell information.</p> <p><b>SHEPHERDSWELL - School Context and behaviour.</b></p> <ul style="list-style-type: none"> <li>• Behaviour remains good, and most children are calm, and engaged with their learning. We have had a child in Nursery who has presented with behaviour that needs support and are working with the family. This child will be in reception in September and support has been put in place for additional transition sessions.</li> <li>• ELSA interventions have continued to run during the summer term to support with children's Social, Emotional and Mental health and class teachers are identifying children to join these who need support with these areas.</li> </ul> <p><b>ORCHARD - School Context and behaviour.</b></p> <ul style="list-style-type: none"> <li>• Behaviour continues to be a focus for Orchard Academy with the added support from the EMAT Behaviour Hub and implementation of an intensive Rapid Improvement Plan in place from July to October to ensure an increase in the pace of improvements around Behaviour across the school.</li> <li>• Senior Leaders have engaged with the Behaviour Hub process to address systematically integral elements underpinning the strategic plan to improve behaviour which has constituted of online modular learning, a detailed and forensic behaviour audit, a whole staff survey, review and evaluation of policies and procedures, and intensive staff training.</li> <li>• The school permanently excluded a pupil on the 16th of July because they brought a kitchen knife to school (the blade of which measured 10.5cm), concealed in the inner pocket of his coat.</li> </ul> <p><b>The governors thanked HA for the update regarding the permanent exclusion and asked if any other pupils effected by this incident had received the required support?</b></p>	

HA advised that the staff quickly spotted the incident, and no other pupil was involved. HA added that one of the recent weekly training scenarios the school conducted was what staff should do if a pupil brought a knife into school.

**Gov: In the past there have been comments that Milton Keynes Council do not like schools to permanently exclude a pupil and asked if Orchard can exclude a pupil?**

JC: All EMAT schools can exclude pupils and permanently excluding a pupil is always a final resort and a decision a Headteacher does not take lightly.

**Gov: What is the EMAT Behaviour Hub?**

JC: East Midlands Academy Trust has its very own in-house training hub to provide vital staff development opportunities and help build a pipeline of talent for the future in our schools. Our aim to be a high-performing trust relies on us having the very best people as part of our #EMATters family and we believe that requires a strong culture of learning and personal development for all.

The EMAT Training Hub provides a unique space where we can bring together staff from across our community of schools to learn together, collaborate and share ideas. We also bring in external training providers for areas including safeguarding, recruitment, SEND and behaviour to ensure our staff have the tools and expertise they need to ensure every learner can reach their full potential.

**Gov: Was Tom Bennet involved in this work?**

JC: Yes.

**Gov: Is there a theme/pattern to pupils' poor behaviour?**

HA: There is a significant number of physical behaviours many from pupils with significant needs and challenging home lives. The school supports these pupils and families as much as possible but there is always more that can be done and is one of the school's priorities into 2024-2025.

RR: She and HA are passionate about improving the quality of education and improvements in this area usually manifest into improvement in behaviour.

**Gov: Are staff supported with the focus on behaviour and the permanent exclusion?**

HA/EW noted that the Thompson Team (external safeguarding /mental health experts) have been used along with support from within EMAT and the local forums in school for example the mental health forum.

**Gov: Is there a road map or similar in place for behaviour and if so, are improvements been seen and evidenced?**

HA: There is, and the school is moving in the right direction and the improvements seen are expected to continue.

**Gov: Will there be an update on the Rapid Improvement Plan at future meetings?**

RR/HA/JC: Yes, and the RIP consists of regular reviews with all stakeholders.  
PO to add RIP update to the September agenda.

PO

**Gov: Last summer there was also a RIP is this one different and are all staff onboard and understand the need for it?**

JC: The RIP from 2023 was not as successful as hoped partly because it was stopped to soon and some of the recommendations were not put in place as expected.

The learnings from the 2023 RIP have been put into the 2024 version and will continue as long as required, with more trust wide involvement and support. The current completion time is Christmas 2024, but this is reviewed regularly and the RIP will continue until no longer required.

HA/RR: The staff understand the need for the RIP and the continuation in the improvements in behaviour.

**The governors noted that they are rest assured the school has plans in place to improve behaviour and advances that have been seen in 2023-2024 should continue into 2024-2025.**

**SHEPHERDSWELL – Attendance or persistent absence concerns:**

- Whole School Attendance is 96.3% above national average of 94.2%. The Year-to-date Attendance for pupils with SEND is 97.9% and Pupil Premium is 95.7% These have all reduced over the summer term due to several term time holidays.
- Persistent Absence has Increased over Summer 1 to 2.82%. This again is due to increased families taken unauthorised holidays where possible fines will be issued. The parent contracts and robust attendance procedures have supported in this reduction.
- One Family is currently under court proceeding due to attendance and this case will be in court in September 2024. The engagement from parents has been low.

**Gov: Do parents know that the use of fines is an option?**

EW: Yes, and each case is reviewed on an individual basis.

**SHEPHERDSWELL – Staffing changes and HR concerns:**

- After completing her radiotherapy treatment our administrator returned to work for 2 weeks and then left us to relocate. Her role will not be replaced, and the hours of our Senior Administrator will be increased in September.
- After a very successful first year of ECT, both of our ECT's have passed their first year and will move on to the second year of the course. They will take on shadowing roles with subject leadership in September.

- No resignations received and there will be some in house staff movement.

**Gov: What are the pupil numbers for September 2024?**

EW: EYFS 28 / Year 1 30 / Year 2 36 with 4 applications.

**Gov: Has the introduction of the nursery provision helped with pupil numbers and is the number of pupils in EYFS as expected?**

EW: The numbers are in line with expectation and the nursery and Aspens has helped with pupil numbers. Low pupil numbers remain a challenge which is reflected nationally.

JC added that the schools work closely together to investigate ways of increasing pupil numbers.

**Gov: Could the nursery be expanded?**

EW: Investigations are ongoing including discussions and close collaboration with the local authority.

**Gov: Can you give us an update on the proposed new SEND department including staffing?**

EW: For a January opening staff recruitment would need have started and would need to be complete by early September.

**Gov: Is there a known opening date?**

EW: Hopefully, we will have an update by January, but this could be moved back until July.

**Gov: Would there need to a specialist curriculum?**

EW: There would, and the school would adapt the one currently in use for Aspens.

JC: The addition of a SEND department has been highly successful in other EMAT schools and would be a benefit to all involved including in increasing pupil numbers.

**ORCHARD – Staffing changes and HR concerns:**

- AHT has resigned and will not be returning to us in September. This has led to a teaching vacancy for the Year 6 team, which we are proactively recruiting for.
- 4 of our 5 ECTs have passed their first year and will move onto their second year of their Induction programme. All 4 of these colleagues will be remaining with us at Orchard next year.
- We have had significant concerns raised regarding our ECT in Year 6 (who is leaving in the summer), and concerns have met threshold for LADO investigation. Two internal investigations completed following formal complaints around conduct towards children. The member of



staff has been signed off for the remainder of the term. She has also raised a grievance against the HoS and EH in response.

**Gov: Are the comments regarding the ECT the same ECT as mentioned in a previous meeting?**

HA: Yes.

**Gov: Are pupils informed of their new class teachers and do they meet them before the start of term?**

EW/HA, they are informed and meet their new teachers during the transition day. There is also extensive work with the pupils moving from Shepherdswell and Orchard.

### **SHEPHERDSWELL – Data Headlines.**

EYFS Data observations:

- Pupils in EYFS achieving a GLD was above national by 10%.
- Boys outperformed Girls.
- Pupils with EAL achieved less well than non EAL pupils by 8%.
- Pupils eligible for PP achieved less well than those with PP by 11%, however this was just one pupil.
- The data is very encouraging.

JL: the data is very good and something all should be proud of.

Actions.

- Continue to develop the continuous provision, to ensure it is well planned to facilitate purposeful learning both inside and out.

**Gov: is there any sharing of best practice with other Trust schools whose EAL data may be better than Shepherdswell's?**

EW: Yes, this includes other Trust schools, local providers and there is bespoke staff training planned for September.

JL: The majority of EAL pupils pick up language quickly, reading is a focus for these pupils which allows them to access the curriculum which is crucial.

RR: There are four non-verbal EAL pupils.

**Gov: Can you expand on what is meant by continuous provision?**

EW: This includes simple phonics, help with transition, and use of a fully planned curriculum.

**Gov: For the SEND pupils who may struggle to access the phonics screening and the full curriculum what support is in place to support them?**

EW: The support includes bespoke interventions and bespoke Read Write Inc software to support pupils.

**Gov: Do pupils stay in Aspens until year 6?**

EW: Each case is reviewed individually and a pupil could stay until the end of year 6 or leave if Aspen's is no longer appropriate.

### ORCHARD – Data headlines

KS2 data observations.

- The average score for our year 4 pupils is below national by 2.7
- Boys and girls performed broadly in line.
- Pupils with EAL and Non EAL pupils performed broadly in line.
- Pupils eligible for PP underperformed by 4.3.
- The average score was 17.5 out of 25.

Actions.

- In Year 3 and 4 there will be a focus on the recall of multiplication facts.
- In year 3 retrieval activities will focus on the multiplication facts, twice a week.
- In year 4 retrieval activities and early morning work will focus on multiplication facts 4 daily.
- Multiplication fact assessments will take place every short term, to inform gaps in learning and plan interventions to close these gaps.
- Multiplication homework will be set weekly on TT Rock Stars that will be monitored by the class teacher weekly, if children re not accessing this at home, time will be given in school. This will support pupils to get used to how the assessment will be carried out on a laptop.
- A new Maths curriculum from September.

Year 6 Data Overview, initial calculations:

	All pupils (86)	Pupils not including SEN department (83)	Pupils who were not here or disapplied (80)
Writing	67%	69%	70%
Reading	58%	60%	63%
SPAG	56%	58%	60%
Maths	52%	54%	57%

**Gov: How does this data compare to national?**

HA: Lower and to summarise the SATs results in one word is disappointing.

**Gov: Is there a pattern in the areas the pupils got incorrect?**

HA: The school do not see the detailed results but from January pre-assessment checks were started and the findings allowed staff to focus on the areas of need and this data was incorporated into the intervention groups.

**Gov: What are some of the reasons pupils could not access TT Rockstars.**

HA: This could be lack of IT equipment, lack of support from family at home, the school fully supports any pupil who cannot access TT Rockstars at home.

JL: The quality of teaching is inconsistent and improving this is crucial to the success of the pupils. RR and HA are aware of this and are working hard to develop it.



Actions.

- AHT to oversee Year 6 and support with targeted support and intervention.
- Rigorous monitoring process, including measuring the impact of actions on pupil's progress and attainment.
- HLTA in year group to support with targeted teaching and support.
- Tutoring to start in September afterschool for identified pupils.
- Interventions to take place from September for identified pupils.
- All Mock SATs assessments to take place as they would in the final assessment.
- Pupils to be taught exam skills and how to interrupt questions.
- Bi-weekly meetings with the SLT to ensure we are on track.
- Staff to know their data and use the results to identify gaps in learning and plan to address these.
- Head of School to support with improving the quality of teaching and learning through modelling, team teaching and coaching.

**Gov: During the year, the SAT's expectations shared with the board was more positive than the results achieved and asked if the reasons for the final results are known?**

HA: It is too early to give a detailed reason as the data is still be worked through, the expectation and mock results through the year indicated a higher SATs result would be expected than achieved.

JL: From March the expectation was the results would be better than achieved. The writing results improved and were just below national and had been externally moderated.

HA: The school has used all the resources available to it through the year.

**Gov: Is there a correlation with the poor behaviour and SATs results?**

JL: Not necessarily.

JC: Stability of quality staff and early interventions is one of the keys and is a focus area.

**Gov: Is a reward chart used?**

RR: Yes, which is being re-launched so it includes more rewards than the previous version which was more sanctioned based. The rewards and sanctions will be shared with parents via Arbour.

**Gov: Have other trust schools achieved better results than Orchard and if yes is best practice shared?**

JL: At the start of the year the two schools of focus for SAT's were Orchard and Northampton International Academy. NIA's results are good and show and improvement. There will be extensive resources going into Orchard in 2024-2025, as always there is a balancing act to ensure all pupils receive the correct level of support.

RR: there is a good level of school collaboration between all trust schools.

**Gov: Is the teacher currently planned to be in year 6 from September strong and expected to stay until at least July 2025?**

HA: The teacher in year 6 from September 2024 is very strong and has a dedicated team supporting them. Quality interventions are planned from September which is early than in previous years. There has been careful planning to match staff to pupils to help the pupils achieve the best results.

**Gov: Are the plans to replace staff that are leaving?**

HA: Yes, plans are in place to replace staff. The number of staff leaving is lower than in previous years which shows stability.

## B. PERFORMANCE REPORT

The Board received a Performance Report on both schools which provided detailed information on the following areas:

- Pupil Numbers
- Pupil Attendance
- Staffing – numbers and attendance
- Effectiveness of Leadership and Management
- Quality of Teaching and Learning
- Exclusions
- Personal Development, Behaviour and Welfare.
- Health and safety.
- Governance
- Parental Complaints
- Community and Parental Engagement

**Gov: Noted the reports but due to focussing on agenda item 07A did not cover this item in detail.**

8. School improvement priorities.

A. Review 2023-2024 SIP (School Improvement Priorities).

B. Draft SIP priorities update for 2024-2025 & End of year reviews

C. Ofsted prep for Orchard and

**A. Orchard / Shepherdswell.**

**Gov: Can you give a summary of the 2023-2024 SIP?**

HA/EW: Most of the items moved to green or amber. Those not achieved and still relevant will be part of the 2024-2025 SIP.

**A discussion followed around the close working of the two schools and the help that consistency would offer with transition for example if the uniforms for both schools could be the same.**

EW/HA: It is clear to see the difference in behaviour, attitude to learning the current year 3 and 4 have who have had RR as Executive Headteacher for several years compared to some of the pupils in year 5 and 6.

**B. Orchard / Shepherdswell.**

EW/RR/HA: The SIP shared will be added to over the summer and re-shared in September, but the priorities will not change.

<p>Governor involvement inc monitoring visits</p> <p>&amp;</p> <p>Potential am/pm school visit to Orchard early September for all governors</p>	<p>PO: At the September meeting governors will review the priorities and governors will allocate themselves to an area and plan visits.</p> <p><b>C. Orchard Ofsted.</b>          JL: Orchard is expected to receive a graded Ofsted visit in 2024-2025.          PO: Once a visit has been announced the governors will be informed without delay and asked to be available to meet the inspector at some point during the inspection. The governors will also be sent a key headlines document that they can use when they meet the inspectors.          JL: To arrange an Ofsted briefing training session for all EMAT governors with assistance from PO.</p> <p><b>Gov: If Ofsted came tomorrow, what grade do you think the school would achieve?</b>          HA/RR: It would probably be graded as requires improvement which would predominantly be down to some pupil's behaviour.</p> <p><b>A discussion followed regarding governors being invited into Orchard and all agreed it was an innovative idea to come into school on a Friday morning early into the new term.</b>          HA: Will send a date to PO. <i>Post-meeting note actioned with dates offered of the 20<sup>th</sup>, 27<sup>th</sup> September and the 4<sup>th</sup> October from 09.00-12.30.</i></p> <p><b>Gov: Does Orchard run a careers week?</b>          HA: There where plans to complete one this half term but unfortunately did not happen. The plan is to run one in the summer term and invite the governors to assist where possible.</p>	<p>JL/PO</p> <p>HA/PO/All governors</p>
<p>9. Governor updates / information.</p> <p>i. Governor visits.</p> <p>ii. Any governor training clerk to be aware of.</p> <p>iii. Governor survey</p> <p>iv. LAB Chair annual report and yearly review</p> <p>v. summer housekeeping items including</p>	<p><b>i. GOVERNOR VISIT.</b></p> <ul style="list-style-type: none"> <li>• Attendance 3<sup>rd</sup> June both schools.  <b>KW: The schools are both making progress and average attendance is above the national and in a future visit discussion will take place regarding having the SEN departments attendance included in Orchard's overall figure.</b></li> <li>• Adapting the curriculum for SEND, EAL, &amp; DA pupils.  <b>RO: The visit was extremely useful and increased my understanding of how the needs of the pupils are assessed and adapted according to their individual requirements.</b>  <b>RO: It is important the pupils, parents and staff see governors in school and completing visits is one way to achieve this and thanked the staff for the hard work they are doing.</b></li> <li>• Safeguarding.  <b>CA: Visit completed awaiting checking from HA/EW. Once done to be shared at the next governors meeting.</b></li> </ul>	<p>CA/PO</p>

position of Chair and Vice-Chair	<p>ii. There was no training the governors had completed that PO was not aware of.</p> <p>iii. PO: Thanked governors for completing the survey and noted the top three request were SEND / PP and Data. Data training was run in June and July and there are plans to conduct SEND and PP training in the Autumn term.</p> <p><b>iv. RO: Invited comments. The governors thanked RO for completing the end of year review and had no comments/questions.</b></p>	<b>PO</b>
10. Pupil Parliament update on their 2023-24 priorities.	A video was shown of the PP representatives for both schools giving an update on their priorities for 2023-2024.	
11. Financial updates	<p>JC: Both schools are in a good financial situation with a target of break even at years end and the budgets are managed well.</p> <p><b>Gov: Thanked JC for the update and had no questions.</b></p>	
12. Annual reports. Safeguarding report. Questions only.	<p><b>Gov: The governors noted the report and had no questions to ask.</b></p> <p><b>CA: As Safeguarding lead governor my visits reflect the data in the reports.</b></p>	
13. Accessibility policy. For information only	<b>Gov: Noted the policy and had no questions.</b>	
14. Any Other Business	There was not any other business raised.	
15. Dates of meetings	<p>Dates of meetings for the year: 2024-2025.</p> <p>26th September 2024 18.00hrs Orchard (Invite for parents to meet the governors).</p> <p>28th November 2024 18.00hrs Shepherdswell.</p> <p>30th January 2025 18.00hrs Orchard.</p> <p>3rd April 2025 18.00hrs Shepherdswell.</p> <p>22nd May 2025 18.00hrs Orchard.</p> <p>10th July 2025 18.00hrs Shepherdswell.</p>	

The meeting closed at 20.06

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

### Actions from the meeting for O&S held on the 18/07/2024

Action	Owner
1. RR and HA to arrange a meet the staff/parents/Governor opportunity at Orchard on the evening of the first LAB meeting in September 2024. Page 2.	RR/HA
2. PO to share information regarding the launch of Phase 2 on GovernorHub on the 18th of July 2024 LAB meeting. Page 2.	PO
3. All Governors to complete NGA Equality training - link sent out 5 April 2024. Page 3.	CA/DP/ZR
4. Governor Recruitment – ongoing work to find new Governor via contacts with local Milton Keynes businesses and organisations to continue. Page 3.	PO
5. Data from Orchards Parent Survey to be by Year Group.	PO
6. An update on Orchard’s Rapid Improvement Plan to be included on the September 2024 agenda. Page 5.	PO
7. JL to run an Ofsted briefing session for governors. Page 11.	JL/PO
8. Orchard’s career week date to be shared once known and governors to be invited to support. Page 11.	HA/PO/ Governors
9. CA safeguarding visit to be shared with the governors once complete. Page 11.	CA/PO
10. PO to invite governors to the SEND and PP training sessions to be held in the Autumn term. Page 13.	PO