

Minutes Local Advisory Board: Orchard & Shepherdswell
23rd November 2023 18.00
Meeting held at Shepherdswell Academy
The second 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	2/2
Chris Akpakwu. Left at 19.30	Vice Chair / Safeguarding	Parent	13/07/20 - 12/07/24	Yes	1/2
Uday Nagaraju	Community engagement and extra-Curricular activities	Co-opted	26.05.20 - 25/05/20	Yes*	2/2
Emma Drinkwater	SEND	Co-opted	22/06/23 - 21/06/27	No	0/2
Riyike Olateru 📞	Chair / Adapting the curriculum for SEND, DA and EAL pupils.	Co-opted	22/06/23 - 21/06/27	Yes	2/2
Vacancies	Staff - 2 / Parent Governor - 1 / Co-opted - 5				

Others present at the meeting

Agenda item	Discussion	Action
1. Present.	<p>Ellen Williams (Head of School Shepherdswell) Hannah Auger (Head of School Orchard) Joshua Coleman (EMAT CEO) John Lawson (EMAT Head of Education) Paul Osborne (Clerk – Minutes)</p> <p>RO 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 Drinkwater (Co-opted governor). PO noted that governor recruitment is a focus and advised the following had been used to recruit new governors.</p> <ul style="list-style-type: none"> • Local parish council magazines. • Social media. • Schools newsletters. 	

	<ul style="list-style-type: none"> National governor recruiting websites. Asking existing governors if they know of any suitable candidates. <p>PO to give an update at the next meeting.</p> <p>PO advised that FO had resigned from the board since the last meeting.</p>	PO
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 the 28th September and the matters arising not appearing under Actions	The minutes of the meeting held on 28 th of September 2023 were agreed to be an accurate representation.	
6. Action Log from the meetings held on the 28th of September 2023.	<p>i. RR to Arrange a meet the governor's session in September 2023. Done. Completed just prior to this at Shepherdswell. UN noted that during event he spent time with a Shepherdswell parent who was very complimentary of the school in particular.</p> <ul style="list-style-type: none"> Learning framework. Staffs passion and commitment. <p>They also were keen to find out of the role of governors.</p> <p>The governors asked for RR/HA to complete another session at Orchard in either meeting 4 or 5.</p> <p>ii. FO to complete the LAB Chair annual report and yearly review. Closed.</p>	RR/HA/PO
7. Orchard Ofsted, report 3 rd and 4 th July.	<p>RR noted that the report has been shared and asked if there were any questions.</p> <p>A governor asked when are we expecting Ofsted to return. HA replied within a year.</p> <p>A governor noted the comment in the report that stated "Expectations for pupils' behaviour are not enforced or enacted consistently. As a result, pupils do not always behave as well as they should in lessons and around the school. Leaders should ensure that recently introduced</p>	

	<p>behaviour rules and routines are followed consistently”. The governor asked for an update</p> <p>HA replied by advising improvements are continuing and strategies started towards the end of the 2022-2023 academic year continue and revised as required. Policies and procedures have been updated and the school has a holistic approach. If required suspensions and permanent exclusions are available. Families are always kept up to date at all times.</p> <p>A discussion followed regarding if teachers have different approaches to pupil behaviour.</p> <p>HA noted that consistency of teaching and improving certain pupils behaviour is key and this will continue to be a focus. JL added that central support has been utilised including supporting with the behaviour plan and this support will continue as long as it is required.</p>	
<p>8. A. Headteacher’s report.</p> <p>i. School Context and behaviour</p> <p>ii. Data headlines and Progress/barriers in relation to SIP</p> <p>iii. Curriculum development and enrichment</p> <p>iv. Safeguarding</p> <p>B. Performance report for information and questions only</p>	<p>A. Headteachers report.</p> <p>HA highlighted Orchard information. EW highlighted Shepherdswell information.</p> <p><u>School Context and behaviour</u></p> <p>Shepherdswell.</p> <ul style="list-style-type: none"> • Behaviour remains good, and we are refining positive behaviours for learning and our children having ownership of this • We are seeing increasing need in our EYFS new intake in relation to last year with 4 children with significant needs that county are aware of and 2 additional, currently with no additional funding. • The nursery provision has successfully opened, and we currently have 10 in the morning and 6 in the afternoon, with a waiting list for January for the next intake of children who are eligible. • Numbers in EYFS are lower this year, and we currently have 1 class instead of two. <p>Attendance.</p> <ul style="list-style-type: none"> • Attendance is 95.3% just above national at 95%, the school continues to push for higher attendance. • Persistent absence (PA) is 14.4% below the national of 16.5%. The persistent absences are due to families returning late from holidays in the summer and a child who are missing in education, that we are waiting to take off roll. Fixed term penalty notices have been issued. 	

	<p>RR added that information has gone out to parents advising the damage PA does to a pupils learning and the importance of pupils being in school. The school supports families as much as possible.</p> <ul style="list-style-type: none"> • Pupils who are late after register is 0.24%. • We continue with our processes to monitor, support and challenge attendance. And are introducing a weekly overview tracker. The first wave of letters have been issued. • Staff absence is increasing primarily due to general bugs and illness. <p>A governor noted the comment “pupils who are late after register is 0.24%” and asked for a gender split. EW replied it was 17 males and 7 females and will investigate the date further and report back at the next meeting.</p> <p>A governor asked for clarification on when a pupil becomes classed as missing in education. EW replied that within the first 20 days the school conducts regular home visits. The DFE provide schools and local authorities with guidelines (Children missing Education Statutory guidance for local authorities) which the school follows.</p> <p>The governor followed up and asked if staff safety is taking into account during home visit. EW confirmed it is and is one of the main priorities.</p> <p>A governor noted that the year to date figure for PP pupils attendance is higher than non PP and asked what the school has done to achieve this. EW replied the use of breakfast club is the primary reason.</p> <p>Staffing changes and HR concerns.</p> <ul style="list-style-type: none"> • Our teaching staff are 1 EYFS lead and experienced teacher, 2 experienced teachers (1 new in September), 2 ECTs (1 new in September) • Our SENCO appointed in September across both schools resigned, due to workload. We have appointed a full time SENCO to increase capacity from January 2023. The decision to do this was purely based on the amount of EHCPs and additional needs. • We have had a resignation from a TA. • We are recruiting for a TA, breakfast club assistant and lunch and play assistant. 	<p>PO/HA</p>
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A governor asked if the use of a SENCo across both schools historical.

RR yes and is the best option.

Orchard.

- We continue to work on the behaviour strategy for the school, with clear boundaries and expectations. We are working on changing the culture of the school and are seeing green shoots appear.
- We are working on updating behaviour plans and providing staff with CPD to implement effective strategies.
- We have set up a nurture curriculum provision in the afternoons for some of our pupils that need additional support to access learning, and this is a topic based focused approach. A HLTA is supporting with this.

Attendance.

- Attendance is 94.8% just below national at 95%. We continue to utilise best practices from Shepherdswell and the initial parental feedback is encouraging.
- Use of breakfast club is assisting PP pupils attendance remain strong.

Staffing changes and HR concerns.

- Our teaching staff are 4 year group leads and experienced teachers all existing staff. 1 department lead and experienced teacher, 5 ECTs, 3 Unqualified teachers and 1 supply teacher.
- Our SENCO appointed in September across both schools resigned, due to workload. We have appointed a full time SENCO to increase capacity from January 2023. The decision to do this was purely based on the amount of EHCPs and additional needs.
- We have appointed an Assistant Headteacher responsible for behaviour and Inclusion across both schools, to add leadership capacity.
- We have had a resignation from our Year 4 and Maths Lead, and a receptionist.
- We are recruiting for an additional Assistant Headteacher responsible for teaching and learning, a receptionist, and 2 permanent teachers and 2 maternity cover teachers. All vacancies have been agreed by HR and advertised with a goal of filling them as soon as possible.

A governor asked how many pupils are in the Rainforest.

HA advised that there are 5 per year group.

The governor followed up and asked if this was a mix of genders.

HA yes.

The governor asked where does learning take place.

HA replied the location is in a shared area indoors and outdoors and is self-contained.

A governor asked if tracking impact with this work will be easy.

HA confirmed it will be and would be partly seen in decreasing number of pupils requiring the provision.

The governors asked for an update on data for the Rainforest to be presented in the March meeting.

The governors noted the encouraging news that an assistant headteacher had been appointed.

Data headlines.

Overview. RR highlighted the following.

- All target setting pupil progress meetings have taken place and from this targeted teaching and interventions have been identified. This has included Aspen where their EHCP short term targets have been collated for all children and rag rated.
- What is working well in quality first teacher has been identified and areas of development.
- In addition to supporting pupils with additional needs, we have also focused these meetings and decisions on those children who are underperforming and with additional support should be able to get to ARE this term.
- Staff at both schools, were proactive in the meetings and knew their children well, including barriers to learning and were responsive to recommendations made.

Social Communication Department:

- All EHCP targets have been collated to share with staff, across the broad areas of need.
- For each child these have been ragged and next steps identified.
- Some targets that are historic are too broad, not fit for purpose or there are too many. The aim is that when all annual reviews have been completed, targets will be SMART (specific, measurable, achievable, relevant,

PO/HA

	<p>and timely), with between 3 and 5 short term parts for each broad area of need.</p> <p>A governor asked for an update regarding the teaching in year 6 which is a focus year.</p> <p>HA replied that year 6 has a strong teacher in place and there are plans in place to reduce the use of supply teachers. All pupils have stretch targets and are constantly pushed.</p> <p><u>SIP Update.</u> <u>Shepherdswell.</u></p> <ul style="list-style-type: none"> • School priorities have been identified and shared with staff. These have then fed into the subject leader action plans. • The subject leader action plans have been quality assured, and meetings are taking place to support with development and implementation of these. <p>Reviews and Visits – RWI development day – 25.09.23.</p> <p>Strengths included.</p> <ul style="list-style-type: none"> • Use of ‘make a strong start’ in EYFS. The Phonics journey started earlier and JL has confirmed the teaching of Phonics is strong. <p>Areas to develop.</p> <ul style="list-style-type: none"> • Development of staff for fast track tutoring due to new staff. • Delivery of the new story book green and red words. <p><u>Orchard.</u></p> <ul style="list-style-type: none"> • School priorities have been identified and shared with staff. These have then fed into the subject leader action plans. • The subject leader action plans have been quality assured, and meetings are taking place to support with development and implementation of these. The school continues to use Rosenshine. <p>RWI Development Day – 16.10.23</p> <p>Strengths</p> <ul style="list-style-type: none"> • Clearly identified the target cohorts for tutoring and additional phonics sessions. • Sessions seen are following the RWI process and the staff training has supported this. • 35-40 pupils were originally on the intervention programme this has reduced to 25-30 which demonstrates progress. Phonics remains a priority. 	
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A governor asked how do EAL pupils respond to Phonics.

HA advised that on the whole EAL pupils respond better than non EAL.

The governor followed up and asked if with all learning the parents and school need to work in harmony.

HA agreed and the school is careful not to flood parents with information and expectations. Advice is offered including the use of videos primarily for pupils on an intervention programme. HA added that regular reading is key including at home.

Whole School Review – 5/6.10.23

- This review was postponed after the morning due to the fact it wasn't telling us anything we didn't know.
- From this the focus has been on adding capacity, both short term from colleagues in other schools, and long term increasing the leadership capacity to implement and sustain improvements.
- In Autumn 2 we have a pastoral lead supporting with some identified children and providing CPD for the staff working with them. And 2 experienced teachers for 3 days a week, supporting our ECTs develop the behaviour management and aspects of teaching and learning.

A governor noted that there has been a recent two day review at Shepherdswell and asked if Orchard was involved in this.

RR advised it was just Shepherdswell.

B. Performance report.

Orchard.

A governor asked for an update on those pupils listed as being on a part time timetable.

HA advised that these pupils are now off a part time timetable.

A governor asked for an update on lockdown.

HA advised that this is being discussed by the SLT tomorrow and will have an update to share at the next meeting.

A governor asked for more information on how the child chipped their tooth.

HA advised that the child was running on the playground not looking where they were going fell and chipped their tooth.

The governor followed up and asked if HA was confident, it was a genuine accident and how did the parents react.

PO/HA

HA confirmed it was a genuine accident and the parents were fine once they had details of the incident.

A governor asked for an update regarding the parental complaint Conduct of staff (was opened in summer term 2 and closed in autumn term 1) including any concerns about the staff members conduct.

HA/RR advised that a disciplinary hearing was conducted and the staff members no longer works at the school.

EW added that she conducted the investigation and staff have been reminded of the code of conduct by HA and RR.

A governor noted there have been two incidents of uses of physical restraint and asked if the teachers involved in these are trained.

HA confirmed they are.

The governor followed up and asked how many pupils are team teach trained.

HA five.

Shepherdswell.

A governor noted the statement “staff incorrectly administered medicine to a child. Child was okay and management letter issues” and asked for an update.

EW advised the staff member quickly realised their mistake and the pupil received medical attention. The medicine was the pupils existing medicine the wrong dose was administered. The staff member received a warning and reminded of the code of conduct.

A governor asked if EW is concerned about the attendance figure.

EW advised that at the moment she is not, all new starters are aware of the schools expectations and if required parent phone calls take place.

A discussion followed regarding pupil mobility and pupil numbers for the coming years in EYFS.

EW noted that she has information from Milton Keynes Council regarding predicted numbers and will share this with PO and the governors.

EW added that due to low pupil numbers one staff member has left and currently there has not been the need for redundancies.

PO/EW

<p>9. Governor lead areas and visits expectations.</p> <p>i. Review of lead areas following on from FO resignation.</p> <p>ii. Any barriers that will stop governors completing at least one visit before Christmas to be raised.</p>	<p>i. RO agreed to be the PP lead.</p> <p>ii. The governors confirmed they have all of the information they need to complete at least one visit before Christmas.</p>	
<p>10. ICR & External Reports.</p> <p>i. ICR.</p> <p>ii. Ofsted Inspection Data Summary Report 2023-24</p>	<p>i The governors had no questions regarding the ICR and external visit reports.</p> <p>ii. The governors asked for clarification on the purpose of these reports.</p> <p>JL advised that the IDSR is a web-based page for Ofsted inspectors to use when preparing for and during inspection. It is intended as a tool for inspectors, which summarises and analyses available data about that school to support the inspection. The IDSR is also designed to align with our school inspection handbook, to inform inspection conversations. It is not intended to be an exhaustive profile of the school or to, in itself, provide any judgement or assessment of a school.</p> <p>A governor asked if the IDSR available for public to view.</p> <p>JL no for Ofsted and schools only.</p> <p>The governor followed up and asked what happens to the data.</p> <p>JL advised that the Headteacher will use it to form part of the SIP and goes into the performance report. The data in these reports was known to the schools and was already being actioned if required.</p> <p>JL added that as per discussed earlier in the meeting the primary focus is quality of teaching and behaviour especially for Orchard.</p>	
<p>11. October survey results.</p> <p>i. Pupil. Orchards to follow.</p> <p>ii. Parent/Carer.</p> <p>iii. Staff. To follow</p>	<p>The governors noted the results and were pleased the response rates have increased.</p> <p>HA/RR/EW thanked the governors for the feedback but are keen to increase still further participation rates in future surveys including for the parents/carers survey the option to complete it during parent evenings.</p> <p>A governor asked for Shepherdsweil how were the surveys conducted.</p>	

	<p>EW advised that KA (Children and Family Welfare Worker) completed a sample survey verbally asking pupils the questions and gathering the responses.</p> <p>A governor asked for question a question regarding bullying if the reply is yes or they know someone who has a follow up question is added to gather more information. PO to investigate with AR (EMAT Head of Governance and Compliance).</p> <p>A governor asked how are the results communicated to parents. RR advised that communication is sent out including a you said we did section.</p> <p>RR advised that although the number of staff who completed the survey was low the responses provided useful feedback and post engagement is planned.</p>	PO/AR
<p>12. Policies. Schools personalised additions to be viewed.</p> <p>i. Admissions ii. Safeguarding and Child Protection iii. Mental Health policy. iv. Trustee approved policies sent via email on the 14th November. For information only.</p>	<p>The governors unanimously approved the policies.</p> <p>The governors asked for future policies if track changes can be shared for them to have site of.</p>	PO/AR
<p>13. Any other business.</p> <p>i. Inset day changes. RR to give a brief overview of the changes and reasons for them for Orchard.</p>	<p>i. RR gave an update on the planned changes to inset days and will manage carefully bearing in mind many parents have children in both schools.</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. 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 18th July 2024 18.00hrs meeting 7 in school</p>	Calendar appointments sent

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

The meeting closed at 19.52

Actions from the meeting for O&S held 23/11/2023

Action	Owner
1. PO to give an update on governor recruitment at the next meeting. Page 2.	PO
2. RR/HA to arrange a meet the staff/parents opportunity during the March or April meeting at Orchard. Page 3.	RR/HA
3. EW to investigate the pupils who are late after register to see if there are any patterns including gender. Page 4.	EW/PO
4. HA to give an update on the Rainforest provision at the March meeting. Page 6.	HA/PO
5. HA to give an update at the next meeting on school lockdown. Page 8.	HA/PO
6. EW to pass onto the governors via PO the predicted number data from Milton Keynes Council. Page 9.	EW/PO
7. PO and AR to investigate the requirements for a follow up question regarding bullying if the reply is yes or they know someone who has to gather more information. Page 11.	AR/PO
8. Policy track changes to be available for governors to view. Page 11.	AR/PO