

Minutes Local Advisory Board: Orchard & Shepherdswell
28th September 2023 18.00
Meeting held at Orchard Academy
The first 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	1/1
Emma Mundy		Staff	11/11/19 - 10/11/23	Yes	1/1
Chris Akpakwu	Vice Chair / Safeguarding	Parent	13/07/20 - 12/07/24	No.	0/1
Uday Nagaraju 📞	Community engagement and extra-Curricular activities	Co-opted	26.05.20 - 25/05/20	Yes*	1/1
Emma Drinkwater	SEND	Co-opted	22/06/23 - 21/06/27	No	0/1
Riyike Olateru	Chair / Adapting the curriculum for SEND, DA and EAL pupils.	Co-opted	22/06/23 - 21/06/27	Yes	1/1
Femi Okeya	None	Co-opted	14/09/20 - 13/09/24	No	0/1
Vacancies	Staff - 1 / Parent Governor - 1 / Co-opted - 3				

Others present at the meeting

Agenda item	Discussion	Action / Information
1. Present.	<p>Ellen Williams (Head of School Shepherdswell) John Lawson (EMAT Head of Education) Paul Osborne (Clerk – Minutes)</p> <p>PO reminded the board that all items discussed at this meeting remain confidential until such time as the minutes are approved and signed off.</p> <p>* UN joined via Teams but due to IT issues was unable to participate in the meeting as much as all would have liked.</p>	
2. Apologies	<p>Apologies received and accepted from Chris Akpakwu (parent governor), Emma Drinkwater (Co-opted governor), No apologies received from Femi Okeya (Co-opted governor)</p>	

	PO advised that Richard Pearson (Co-opted governor) had resigned.	
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. Appointment of Chair and Vice-Chair for the board.	RO was unanimously appointed Chair. CA was unanimously appointed Vice-Chair.	
6. Minutes of the Academy Local Board meeting held on 22nd June and the 12th July and the matters arising not appearing under Actions	The minutes of the meetings held on 22 nd June 2023 and 12 th of July 2023 were agreed to be an accurate representation.	
7. Action Log from the meetings held on the 12th of July 2023.	<p>i. RR to Arrange a meet the governor's session in September 2023. Ongoing. RR to review and if feasible action before the November meeting.</p> <p>ii. 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. Done. Action merged with no i.</p> <p>iii. 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. Closed. PO to liaise with the TT.</p> <p>iv. FO to complete the LAB Chair annual report and yearly review. Ongoing. PO to contact FO and manage.</p>	<p>i. RR/PO</p> <p>iv. PO</p>
8. A. Headteacher's report. B. Performance report for information and questions only	<p>A. Headteachers report. RR highlighted the following. <u>School Context and behaviour</u> Shepherdswell.</p> <ul style="list-style-type: none"> Behaviour remains good and the policy was updated. <p>Orchard.</p> <ul style="list-style-type: none"> Behaviour was a growing concern at the end of the academic year. 	

	<ul style="list-style-type: none"> • Behaviour policy was updated, with clear sanctions put in place to reduce staff always calling on SLT and increase accountabilities for all. • During September INSET days we reset and clarified expectations, including staff expectations. • At the beginning of the term, most pupils are following the expectations and most staff are being consistent and modelling. • Higher profile children and children with SEND with behavioural needs are still causing concern for some staff and the SENCO is supporting with this. • The SENCO is running 30 minute training sessions for the term with support. • CPD for pupils with higher needs. <p>A governor asked if behaviour at Orchard is consistently good. RR/EM noted that improvements continue with all staff engaged. A consistent approach to poor behaviour is key to ensure consistency and continued improvement.</p> <p>The governor followed up and asked who oversees this. EM advised that all staff leads are involved which includes monitoring year groups. RR and HA (Orchard Head of School) oversee this.</p> <p>EM added that following a review the systems in place are more concise and easier to understand and implement.</p> <p>A governor asked for an update on recruitment for Orchard. RR advised that</p> <ul style="list-style-type: none"> • 7 new teachers all ECTs or UQT and all have settled in well and receiving extensive support. • New SENCO and pastoral lead – being supported by Shepherdswell staff at the moment. • LADO referral completed and support plan in place for a member of staff. • 3 maternity covers need recruiting for. • Additional vacancies - an Assistant Principal to work across both schools, with Inclusion as the focus to add capacity and a HLTA to cover and do after school tutoring for Year 6 pupils. <p>The governor followed up and asked if the ECTs are receiving adequate support. RR noted that the support they are receiving is closely monitored and tailored to each ECT. There have been occasions in the past when despite all of the support given</p>	
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some ECT have left the professions citing that the education sector was not for them.

Some ECTs have deliberately chosen EMAT to work for due to the training and support offered.

HA conducts regular drop in sessions which receives positive feedback.

A governor asked what year groups the ECTs are in.

RR advised there is at least one ECT in each year group. In addition to the in school support they also receive support from RBL (external education specialist) and KR (Lead for Curriculum, Performance and Standards).

A governor asked if the non-qualified staff have achievement goalposts to achieve.

RR confirmed they do and this is a two year programme with extensive support.

EW added that there is a great deal of cross collaboration work between both schools including sharing of best practice along with regular meetings with non O&S ECTs.

JL added that he is confident the ECTs are getting the required support.

Data headlines and Progress / Barriers related to the SIP.

- The target is the seven areas of learning reach GD.

EYFS GLD Data Headlines.

A governor asked if the data showing girls outperforming boys similar to national.

JL yes.

The governor followed up and asked for more detail regarding the Maths data.

RR advised that it is vital pupils have a good level of understanding and the curriculum is very strong to ensure they do.

Phonics Screening Data Headlines Year 1 and Year 2.

- Data observations.
 - i. In both Y1 and Y2 pupils achieving the phonics screening is above national.

A governor asked if it is normal for SEND pupils data to improve as they go through the school.

RR advised this often happens as they have had time to close any gaps with the bespoke support they receive. JL added the SEND data is in line with national.

The governor followed up and asked for an update on the number of EAL pupils.

RR advised it is currently low with some new to country.

KS1 SATS Data Headlines.

- Data observations.
 - i. In all subject pupils achieving EXP+ is about national.
 - ii. Girls and pupils with EAL achieve well.

A governor asked why did boys perform poorly compared to girls.

RR advised there are several reasons. Deep dives into the data is ongoing and once completed an action plan will be instigated.

The governor followed up and asked if the department pupils will be included in this work.

RR yes.

JL noted that the overall data is positive and shows good progress.

Year 4 Multiplication Tables Check.

- Data observations.
 - i. Pupils achieved in line with national.
 - ii. Boys outperformed girls.
 - iii. SEND underperformed against non-SEND.

A governor noted the positive results achieved by EAL pupils who outperformed non EAL.

JL agreed and added that some Maths learning is language based and the results reflect the national picture. EAL pupils tend to take longer to close the gap in other subjects for example English.

KS2 SATS Data Headlines.

- Data observations.
 - i. Pupils achieving EXP+ is below national in all subjects HLTA is supporting where required.

A governor noted the high level of pupil turnover last years and asked if this is a focus for this year.

RR/JL confirmed it is.

The governor followed up and asked for an update on the current year 6 cohort.

	<p>RR noted that the baseline is higher than last years cohort and Orchard is receiving extensive support from EMAT and KS2 is a focus. To this extent the following improvements/actions have been implemented.</p> <ul style="list-style-type: none"> • Implement a rigorous monitoring schedule. • Implement pupil progress meetings and analyse data effectively to inform teaching and learning. • Improve behaviour so all pupils access the learning. • Staff CPD and implementation of a coaching strategy to improve teaching and learning. • Raise expectations for the pupils to achieve well. <p><u>B. Performance report.</u></p> <p>A governor asked for an overview of the current suspensions and exclusions.</p> <p>RR advised that the pupils have settled in well, there are some pupils attending alternative provisions and the school works closely with the families.</p> <p>A discussion followed regarding whether O&S are the right school for some pupils with SEND who may be more suitable to a more specialist provision.</p> <p>RR added that all pupils receive as much support as possible.</p> <p>A governor asked for an update on the lockdown drill.</p> <p>RR advised there is a review of the procedures with support from an external specialist company ongoing. Once all of the systems are in place a drill will be conducted.</p> <p>The governor followed up and asked if the pupils are made aware of an imminent drill.</p> <p>RR no, but staff are.</p> <p>A governor asked for an update on the staff member who was on formal capabilities.</p> <p>RR advised the staff member is no longer working for EMAT.</p>	
<p>9. SIP priorities update for 2023-2024 & confirmation of Governor lead areas for 2023-2024 and visit dates for the rest of the year to be finalised.</p>	<p>PO advised that the majority of lead areas had been clarified in July and are as follows.</p> <ul style="list-style-type: none"> • Safeguarding. CA • Pupil Premium. FO • SEND. ED • Adapting the curriculum for SEND, DA and EAL pupils. RO <p>The area remaining to be allocated was</p> <ul style="list-style-type: none"> • Community engagement and extra-curricular activities. UN offered to lead and was appointed. 	

<p>10. School annual reports.</p> <p>i. Sports premium report.</p> <p>ii. Pupil premium strategy statement.</p> <p>iii. SEND report</p>	<p>10. i Orchard.</p> <p>RR highlighted the following.</p> <ul style="list-style-type: none"> • Parental engagement is key and is a focus. • There are strict guidance on how this funding can be allocated and where it can be spent. • Active play is a focus. <p>A governor asked if there has been an increase in engagement at Shepherdswell.</p> <p>RR advised there has been and the trim trail has helped with this and plans are in place to increased engagement even further.</p> <p>A governor asked if both schools have a PTA.</p> <p>EW confirmed there is for both schools which includes staff involvement and engagement is good</p> <p>ii. Orchard.</p> <p>RR highlighted the following challenges.</p> <ul style="list-style-type: none"> • Higher Levels of child protection workload and SEMH issues amongst pupils and parents. • Lower Levels of parental engagement. • Lower Levels of attainment. • Pupils have limited life experience's beyond their home and Immediate community. • Lower attendance and higher rates of persistent absences and lateness. <p>A governor asked how is the money distributed.</p> <p>RR advised that there is extensive work carried out to ascertain the impact and an example of where the money is spent is the pastoral lead who works tirelessly for the pupils.</p> <p>JL re-iterated the importance of impact .</p> <p>RR noted that staff are fully aware of any pupils barriers to learning and adapt the teaching accordingly.</p> <p>A discussion followed regarding what initial involvements parents have regarding the funding being obtained and what communication follows.</p> <p>ii. RR advised that EHCP are funded individually and support plans are assessed three times a year. External support is used if appropriate for example Jogo.</p>	
<p>11. Summer housekeeping</p> <p>i. KCSiE.</p>	<p>PO to manage outside of the meeting.</p>	<p>PO</p>

ii. Declaration of Interest. iii. Code of Conduct.		
12. Policies. i. Behaviour ii. Teaching and learning and assessment	i. PO advised that the majority of the policy is trust wide and approved by the trustees. O&S has the option to add some school specific details and the governors need to approve these. The governors unanimously approved the policies.	
13. Any other business. i. 23rd November meeting. 3:00-4:00 Parent Drop in (from both schools) to meet the governors. 4:00-5:00 Governors to meet relevant staff for lead areas. ii. Local authority training opportunities.	i. PO advised that following action i agenda item 7 there is an option to have a meet the governor session and a tour of one of the schools. More information will be shared as soon as possible. ii. PO went through the training opportunities offered by the local authority and encouraged governors to attend any they think would be of benefit.	
14. Dates of meetings for the year:	Dates of meetings for the year: 2023-2024. Please note one meeting to be removed. 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 18th July 2024 18.00hrs meeting 7 in school	Calendar appointments sent

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

The meeting closed at 19.35

Actions from the meeting for O&S held 28/09/2023

Action	Owner
1. RR /PO to Arrange a meet the governor's session and a tour of the school. Page 2.	RR/PO
2. FO to complete the LAB Chair annual report and yearly review. Page 2.	FO/PO