

### Full Governing Board: Orchard and Shepherdswell Academy

**Minutes of the Full Governing Board meeting held on the 13<sup>th</sup> February 2019, 16:00 at  
Shepherdswell Academy, Billingwell Place, Milton Keynes, MK6 3NP**

Agenda item	Discussion	Action
1. Present and introductions	<p><b>Present:</b>  <b>Steve Hartley – Acting Chair – (Co-opted governor)</b>  <b>Colin Durras – (TB appointed governor)</b>  <b>Irfan Mohamed – (TB appointed governor)</b>  <b>Elaine Noctor - (Co-opted governor)</b></p> <p><b>Callum Brown</b> – Principal at Orchard Academy  <b>Jonathan Cursley</b> – Principal at Shepherdswell Academy</p> <p><b>Joshua Coleman</b> – (CEO: EMAT)  <b>Carole Kirby</b> – (Head of Governance: EMAT)  <b>Paul Wheeler</b> – (Chief Finance Officer: EMAT)  <b>Lorna Beard</b> – (Lead AIP: EMAT)  <b>Chloe Nelson</b> – minutes (Executive Assistant: EMAT)</p> <p>As the Chair of the LAB was unable to attend this meeting, SH agreed to chair in his absence.            The Acting Chair welcomed everyone to the meeting and introductions were made.            CK and SH reminded the board that items discussed at this meeting remain confidential until such time as the minutes are approved and signed off.</p>	
2. Apologies	<p>Apologies had been received and were accepted from:  <b>David Gayton – chair- (TB appointed governor)</b>  <b>Dr Adam Webb – (TB appointed governor)</b></p>	
3. Quorum	The meeting was confirmed quorate with at least three governors present.	
4. Declarations of Interest	There were no declarations of interest pertaining to this agenda in addition to those already recorded on the annual Register of Interests.	
5. Minutes of local board meeting	<p>The minutes of the last meeting held on the 13<sup>th</sup> of November 2018 were checked for accuracy:            Two changes CK to make and ask DG to sign at next meeting</p> <ul style="list-style-type: none"> <li>- Correction – Meeting took place at Shepherdswell not Orchard</li> <li>- Correction – Spelling of IM name</li> </ul>	<p>CK change location of meeting and amend spelling of IM name</p>



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	<ul style="list-style-type: none"> <li>• Staff attendance is also low due to illness and bereavement. Maternity cover required for one teacher.</li> <li>• Safeguarding – There have been no changes from the previous report. School are using MyConcern and Lydia Burton will be coming in on the 28<sup>th</sup> February to help with training. (Lydia is a Social Worker secured by the Trust). 2-3 members of staff are completing their Safeguarding training on 26<sup>th</sup> February. JCu has refresher on the 22<sup>nd</sup> March.</li> <li>• Resources – Working within a tight budget and additional costs have been incurred through the use of agency staff due to staff absence. Going forward non-essential maintenance will not be carried out, however all high priority work will still continue as planned.</li> <li>• H&amp;S Autumn 1 – We held a fire drill and there is another one coming up in Spring 1. A full lockdown took place in Autumn 2 and all doors were locked with codes. JCu feels the school is very safe and full lockdown was carried out in under 1 minute.</li> <li>• Parent view feedback was healthy, slightly low for school bullying and JCu has now put visual signs on playground so everyone knows the procedure: ‘NO we don’t like it’. Parents understand and this is also explained in parental inductions. There was a slight drop on the response to homework in Autumn 2. JCu looked at this and has re-vamped homework so it is more topic based. KS1 homework had enriched feedback with a variety of activities pupils could choose from which were all linked to learning.</li> </ul> <p><b>A governor asked if the results on Parent view are broken down by year group.</b> No this is an Ofsted portal so it is all worked out overall and is updated every year. We have to push the parent view feedback every year to encourage them to fill in the surveys – 21 responses this year.</p> <ul style="list-style-type: none"> <li>• Autumn 2 overall was very busy, all religions were covered by assemblies and feedback from the Christmas performance was extremely positive. We are assisting with English and Maths and helping parents continue this at home. A Science workshop for parents is planned and a governor to support this will be very welcome.</li> </ul> <p>PW updated the board on the building works for the Department. There are two proposed options to</p>	

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	<p>enhance the facility. One option is a refurbishment to the existing building and the second is to build a custom built annex.</p> <p>This was discussed with the Trust Board and the preferred option of the school staff and MKC is to refurbish the area due to better accessibility to the main school. MKC have underwritten costs so there is no risk to the Trust or school. MKC are now working on designs, they aim to complete the work during the summer holidays 2019 (Approx. an eight-week programme) although it may be extended to November 2019.</p> <p><b>A governor asked whether the money was ring-fenced?</b> Yes, it has been allocated and there is a contingency plan for additional costs.</p> <p><b>A governor asked about the expectations of the refurbishment.</b> The Trust have an agreement with the Council. There is a programme of work which the Council will update with the Trust in the next few weeks to confirm work is as expected.</p> <p>Governors Data Report – Spring Term 1 was distributed to the board. JCurs explained that this document will be discussed in detail at the next S&amp;P meeting. JCurs explained that in the first two terms of school pupils are focusing on personal development before other academic learning can commence. A lot of children make accelerated progress in Spring term 2 and Summer 1.</p> <p>Katy Russell the Head of School Development for the Trust put together a heat map for governors so they can see clearly see the shift from assessment point 1 to 2. Data shows expected grades plus further analysis with SATs testing in KS1. The heat map of current attainment comes in line with the national average and there is an explanation below to where the data may be red or there are gaps.</p> <p>On track date to look at progress – pattern with Yr2 disadvantaged quite a few reds, aspirational targets for PP extra interventions in place. Pushing them to do the best they can do. SPAG big push in both ORCH and SHEP. Target for reading same as target for SPAG.</p>	

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	<p>In Spring 1 Standards and Performance meeting will be looking at the Data Report. JCu send this through to CK 7 days in advance to meeting on 20<sup>th</sup> May (13<sup>th</sup> May).</p> <p><b>CB – ORCHARD Update</b> Performance Report for Orchard Academy Autumn 2 distributed.</p> <ul style="list-style-type: none"> <li>• Mobility has been positive at Orchard throughout Autumn. A few children have left for geographical reasons. More transfer requests and coming from local schools and a lot of the time children transferring in need additional support. School is nearing capacity. Spring 1 so far has shown positive mobility but this can put a strain on DSLs if taking in more pupils with additional needs.</li> <li>• Absence – General pupil attendance is good, two children have significant health needs have been in hospital or attending hospital for appointments. Eight children up to Christmas took an extended break – FPN have been issued. One child is experiencing separation anxiety however this is showing improvement this year. One child who has been persistently late improved this in Autumn 2.</li> <li>• Staffing – Difficult as two teachers handed in notice very last minute. One we have recruited for and have made an excellent appointment. SLT are currently covering for the other post. A HR issue with a staff member has meant an additional staff absence. It has been a challenging term which we will be through in next data set. Staff absence has been significant recently although a significant number of staff have been poorly and have still attended work.</li> <li>• Leadership &amp; Management – No change in structure or staffing. Quality of teaching and learning was discussed at the Principals meeting so clear what is meant by ‘teachers were able to support others’.</li> <li>• SCR will be checked by AIP on the next visit taking place on 14<sup>th</sup> Feb. JC explained that the Trust plans to hold a Trust wide SCR but schools will still hold a local SCR.</li> <li>• LADO – 1 Referral (parental complaint). CB met with parent, children and other staff members and it was clear that the accusation was unfounded and the parent withdrew the complaint.</li> </ul>	<p>JCu send material by 13/05/19 for meeting</p>

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	<p>Both Orchard and Shepherdswell would like to flag with the group an issue with a particular parent who has children in both schools. Parent is not co-operative but they will keep working to build the relationship however this could be an ongoing concern.</p> <p><b>A governor asked where's the next step if this continues?</b> A complaint may be issued to the Chair of the Governing Body.</p> <p><b>A governor asked whether schools are keeping CCTV or evidence from conversations?</b> Yes, we are keeping all of this and have suggested no contact is made with the parent unless a witness is present.</p> <ul style="list-style-type: none"> <li>• CIN – 10 – expanded capacity to 4 DSL's</li> <li>• EHA – 16 ongoing</li> <li>• Resources – Management accounts have possibly changed since report however it all appears healthy following the finance meeting. Looking to improve the front reception for Safeguarding purposes.</li> <li>• Fire Drills – None have taken place in Autumn 2 however we had a false alarm and children were out within 3 minutes</li> <li>• Lock Down Drill – Discussed and staff practice has taken place</li> <li>• Parent Feedback - it is hard to get parents to fill in Parentview. There was a discussion about how governors can support the promotion of Parentview engagement at events such as parents evening. CB stated that there had been a very low turn- out at a recent open evening for parents. The school then offered open mornings across a week with tours facilitated by year 5 pupils. This resulted in a much better turn-out and the school will repeat this. Last week staff facilitated an information evening based on the SATs papers and there was a high turn-out of parents (approx. 75%).</li> </ul> <p><b>Zoe Keen (Business Manager: Shepherdswell) joined the meeting at 17:15</b></p> <p><b>A governor asked whether they can do anything to support the school at events?</b></p>	

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	School events governors can attend: ORCH - Parents evenings 15:30 – 18:00 27 <sup>th</sup> – 28 <sup>th</sup> March SHEP - Parents evening 15:30 – 18:00 6 <sup>th</sup> -7 <sup>th</sup> March - Easter Bonnet parade - Zoe confirm diary dates to CK and confirm for governors	ZK – send dates of school events
8. Management Accounts	PW updated the group  Both Orchard and Shepherdsweil have had their management accounts meetings.  <i>Update from Orchard</i> Returning surplus as expected. Finance have looked at the reforecast and Orchard are ahead in year to date this is due to the MUGA being completed in last year's budget. Teacher pay rises and NCC funding for SEN children are all on track and so Orchard is better than originally forecasted.	
9. Safeguarding Matters	Covered in Principals Reports.	
10. Governor monitoring cycle and allocation of governors monitoring activities	Before Governors come into the school it is recommended they have a clear focus to their visit and the expectations are clear before attending a learning walk. Governors will then report back to the Head of the Department or the Head Teacher and clear their visit report with the Principal before sending it to CK.  JCu will send through dates and times when governors could visit the school aligned with the SLT monitoring cycle. It would be useful to have governor involvement for the Education Audit which will take place in this term. It is also useful for them to attend AIP review for the feedback session.	JCu send monitoring cycle & indicate when governors can attend
11. AOB	Elections for Governor Roles Vice-Chair – Steve Hartley volunteered to become Vice-chair and was duly elected. Safeguarding Lead Governor – Adam Webb and Irfan Mohamed to shadow/vice-lead. Pupil Premium Lead Governor – Colin Durrans Website Monitoring Lead Governor – Irfan Mohamed SEND Lead Governor – Steve Hartley	CB/JCu send school contacts to Lead governors

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	<p>Principals to email relevant school contacts to the governors and CK to email the standard monitoring report template.</p> <p>CK, JCu, CB met with Katie Carr to discuss becoming a Governor. IM agreed to be appointed as an elected parent (there had been no nominations from the election process) so that can open a place for Katie to become a Trust Board approved Governor. The board unanimously agreed to this.</p> <p>There is still one parent governor vacancy. A discussion took place on how to approach parents. Two governors to attend parents evening to try and engage with them in the school. Table set up in the welcome area. The vacancies went out for election however the board did not recruit. Principals to run staff election; as it is a federated board, there is one staff vacancy and it does not matter which school that staff member comes from.</p> <p>A discussion took place about the Mini-bus for the schools.  <b>CB explained the current use of the mini-bus and asked the board whether this is a sustainable model or do they need to look at alternatives?</b>  <b>A Governor asked would the school struggle without it?</b>          Yes, some children could not come in without this. CB explained the school have looked at a rental company however the daily rate is expensive.</p> <p><b>A governor asked whether families contribute to the service?</b>          Yes, however no more than £4per day for a return journey.</p> <p><b>A governor asked how the mini bus was initiated?</b>          Originally MKC asked us to bring in pupils outside of the catchment area and the min-bus provided transport to the schools.</p> <p>The Board asked CB and PW to get together a set of hard figures for the next meeting to see whether it is sustainable and what impact it has on the children and the school.</p> <p>LB suggested looking into a mini bus exchange with a local school.</p>	<p>CK to send monitoring report template</p> <p>CB/JCu to organise staff election</p> <p>PW/CB put together figures for mini bus options and costs of current arrangement</p>

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	Breakfast Club did not need to be discussed – Magic Breakfast has been rolled out and is available to all children.	
12. Date of next meeting	<p>Proposed to cancel the next Standards and Performance meeting on 12<sup>th</sup> March as the board has already had a S&amp;P meeting. New dates discussed – it was agreed to have a S&amp;P meeting on the 20<sup>th</sup> of May at Shepherdswell Academy.</p> <p>All Governors are invited to a feedback meeting at 4.00 p.m. with the S&amp;P Meeting following at 5.00 p.m.</p>	

Meeting end 17:50