

## Orchard and Shepherdswell Full Board Meeting

Minutes of the Full Board meeting held on the 2<sup>nd</sup> May 2019 at 16:00 meeting started 16.10

Orchard Academy, Springfield Boulevard, Milton Keynes, MK6 3HW

Agenda item	Discussion	Action / Information
1. Present.	<p><b>Present:</b>  <b>David Gayton</b> (Chair TB appointed member)  <b>Adam Webb</b> (TB appointed member)  <b>Colin Durrans</b> TB appointed member)  <b>Irfan Mohamed</b> ( Elected Parent )  <b>Jonathan Cursley</b> (Principal Shepherdswell Academy)  <b>Callum Brown</b> ( Orchard Principal )  <b>Luke Bartishel</b> ( Orchard Assistant Vice Principal )</p> <p><b>Joshua Coleman</b> (CEO: EMAT)  <b>Carole Kirby</b> (Head of Governance: EMAT)  <b>Paul Wheeler</b> (Finance and Operations Director &amp; Chief Financial Officer )</p> <p><b>Paul Osborne</b> ( Clerk ) - Minutes</p> <p>Introductions were made. DG 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.	Apologies received and accepted from <b>Lorna Beard, Elaine Noctor</b> . No apologies received from <b>Kate Carr</b> .	<i>Colin Durrans arrived 16.07</i>
3. Quoracy.	The meeting was quorate with at least three governors present.	<i>Irfan Mohamed arrived 16.15</i>
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.	

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5. Minutes from last meeting.	The minutes of the meeting held on the 13 <sup>th</sup> February 2019 were agreed to be an accurate representation and were signed.	
6. Action Log from the meeting held on the 13 <sup>th</sup> February 2019.	i. Amend locating of the meeting and spelling of IM on minutes. <b>Done.</b> ii. David Gayton sign minutes from Board Meeting on 13.09.18. <b>Done.</b> iii. Email SCR checklist to AW. <b>Done.</b> iv. Pull together list of priorities at each school and add to risk register. <b>Ongoing.</b> v. CK to add Land Application to next agenda. <b>On todays agenda.</b> vi. CK send reminders, where appropriate, to Governors regarding skills audit. <b>Ongoing CK to check.</b> vii. Send data report for S&P meeting through to CK by 13/05/19. <b>Ongoing.</b> viii. Zoe Keen confirm diary dates for CK to share with Governors. <b>Done.</b> ix. JC send monitoring cycle and indicate when governors can attend. <b>Done.</b> x. Email relevant contacts to the Lead Governors along with standard monitoring template. <b>Done.</b> xi. CK to send monitoring report template. <b>Done.</b> xii. Organise staff election for governors. <b>Done.</b> xiii. Put together figures for minibus options and costs of current arrangement. <b>Ongoing.</b> Please see agenda item 8 for more information	vi. CK to check
7. Land application Orchard: for discussion and decision.	A discussion took place looking at the pro's and cons of the option to purchase land adjacent to the school. All agreed that presently this is not a viable so CK will close this down. No further action required.	

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8. Mini -bus-feasibility report feedback: for discussion and decision.	PW will investigate the possibility of redeploying a mini bus from another EMAT school to be used at Orchard and will report back at the next meeting. All agreed this would be cost effective.	PW / to follow up / PO add to next agenda
9. Principal's report : brief overview as data will be discussed in detail at the S&P meeting.  i.Performance reports spring  ii.Staffing updates.  iii.Academy Development plans for info.  iv.School events.  v.Shepherdswell-refurbishment of department update.	<b>Orchard.</b> <b>i.Performance reports spring 1.</b>  CB pupil numbers are encouraging. In year 4 we are full in year 3 near capacity 89 out of 90. We would like to aim for 4 classes in each year group.  Absence. 95.8%. 340 days lost mainly to flu and viruses. 69 pupil's did not attend school when it snowed, despite us announcing we were open through; text messages to parents, tweets, website updates, MKC website and MKFM website.  Only 4 days were lost due to pupil's going on holidays.  <b>A governor asked if some of this absence during the cold weather could have been if siblings' schools were closed.</b> CB yes this is a possibility.  Exclusions. 1 the pupil education phycologist has been in to support. CB is confident this will help and may be rolled out to other applicable pupil's.  Personal Development, Behaviour and Welfare. 16 pupil's (12 families) with Early Help Assessments.	<i>Full report on governor hub</i>

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	<p>6 pupil's (5 families) on a CIN plan. 1 pupil Registered on Child Protection Plan. Number of pupil's Missing in Education 0. Number of Looked After pupil's 0 Number of pupil's with Private Fostering Arrangements 0. Number of formal complaints following procedure 0.</p> <p>Fire drills. There has been one false alarm 17.12.18.</p> <p><b>ii. Staff Updates.</b> Two year 6 teachers left at Christmas: 1 to work closer to home and another due to promotion. 1 of these teachers were only officially offered their new job on the last day of the notice period, so handed in their notice too late for us to be able to replace them for January. The year 6 team and SLT, all of whom have worked exceptionally hard. A new teacher has been appointed for the start of the summer term.</p> <p><b>Quality of teaching and learning.</b> 1 teacher 'able to support others' left at the end of the term. However, the teacher who replaced them is a very strong addition to the team and will eventually 'be able to support others' after a period of familiarisation. Following the last round of lesson observations and work with the AIP, we have been supporting one teacher in improving a discrete area of their pedagogy.</p>	

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	<p><b>A governor asked how often do you observe teachers.</b>            CB all teachers are formally observed at least once every term but there are also more opportunities through informal learning “blinks”. AIP visit once every half term.</p> <p><b>iii. Academy Development plans</b>            Information was shared.</p> <p><b>iv. School events.</b>            In the first half of the Spring term, there was a Year 4 Production of ‘Rumpus in the Rainforest.’ This was performed to the school and to parents the following day.            We have held workshops for parents on how to help their children with maths and English, with a particular focus on reading. This was very well attended, and the parents got to sit and work with their child with support from teachers. Just slightly fewer than three quarters of the parents from Year 6 came, which is extremely positive. Parents were really happy with this event and we felt it was a really productive use of time.</p> <p>Safer Internet Day on 5<sup>th</sup> February, with an assembly and whole range of activities taking place to further educate our children on E Safety.</p> <p>Mark Lancaster, local MP visited the school to do an assembly about democracy. He talked about our school council and met with them ahead of their visit to the Palace of Westminster on 4<sup>th</sup> March. He is hoping to meet the school council there to welcome them to the Houses of Parliament.</p>	

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	<p><b>A governor asked for the schools policy on mobile phones.</b> CB advised the school policy but highlighted this is not an issue.</p> <p>Following the last LAB meeting, we decided to encourage parents to complete the Ofsted Survey when they came to school for parents evening on 27<sup>th</sup> March. Ipad's were set up in the main entrance area and there was an offer of a raffle ticket for those who completed the survey. There were 25 responses added to the Ofsted website.</p> <p><b>A governor asked if the raffle was successful.</b> LB Yes but not as many responses as hoped for.</p> <p><b>A governor commented that language may be a barrier to completing the feedback.</b> A discussion followed on possible improvements to how future surveys are conducted to increase the number of feedback responses.</p> <ul style="list-style-type: none"> <li>▪ Investigate into whether we can alter the wording to some of the questions so it's easier to understand and complete.</li> <li>▪ General set up to make it as user friendly as possible.</li> <li>▪ Ideas on how we can ensure as many parents are aware of them and complete them.</li> </ul>	

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	<p><b>A governor asked for an update regarding developments on the schools social media platform.</b>            CB gave an update which included the possibility of starting an online bedtime story using Facebook. Currently staff volunteers are being sort. The story will be recorded then posted onto Facebook.</p> <p>A discussion took place about the benefits / potential risks of the story time idea including, sound only no images, danger of the school story time being used by parents instead of reading their own story, legal writes to use books on Facebook.</p> <p><b>Shepherdswell</b></p> <p><b>i. Performance reports spring 1.</b></p> <p>JC attendance 96.28%.            Pupil numbers;            Reception 54, Year one 49 ,Year two 51.</p> <p><b>A governor asked for an update for the intake numbers for 2019.</b>            JC the latest figures are in the high 40's but I'm expecting the number to increase.</p> <p>There has been several additional pupils arrive with EAL plans. This has lead to reviews of the current EAL plans which may lead to parental meetings.</p> <p><b>A governor asked if a pupil arrives with limited English what support do they receive.</b>            JC highlighted the support the school offers. From September an EAL lead will be in place.</p>	<p><i>Full report on governor hub</i></p>

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	<p>Year 2 – one pupil arrived from a local school parent requested our school.</p> <p>Year 2 – leaver moved out of area.</p> <p>Year 1 –two new pupil’s. Both have moved from local schools and have settled in well.</p> <p>We have been advised by the council we have a number of pupil’s waiting to come in and they are working through their applications. (information requested by school).</p> <p>Absence.</p> <p>2 families being referred to the school nursing team.</p> <p>7 families met with the school nursing drop-in clinic for further support on repeating illnesses/vulnerabilities to illnesses.</p> <p>Parent meeting held with low attendance families which is being monitored closely.</p> <p>Personal Development, Behaviour and Welfare.</p> <p>13 pupil’s with Early Help Assessments.</p> <p>4 pupil’s on a CIN plan.</p> <p>0 pupils Registered on Child Protection Plans.</p> <p>Number of pupil’s Missing in Education 0.</p> <p>Number of Looked After Children 1</p> <p>Number of Children with Private Fostering Arrangements 0.</p> <p>Number of formal complaints following procedure 0.</p> <p>Fire drills, <i>lock down</i>.</p> <p>One completed in SP2 no issues.</p> <p><i>Amber lock down w.c 29<sup>th</sup> April which went well.</i></p>	

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	<p><b>A governor commented during a recent safeguarding visit how impressed they were with the pupils and how positive the pupils were with the school.</b> JC thank you this is good to hear.</p> <p>Parental View. The new homework has been popular with the children and parents who are engaged in their child's topic learning as a result of more practical tasks. Information has been shared with parents regarding the schools bullying procedures with the tag line of point the finger. Signage has been installed around the school to help this message get through.</p> <p><b>A governor asked if you control your Facebook page.</b> JC not at present but we are looking to link this with twitter. We currently use twitter only.</p> <p><b>ii. Staff Updates.</b> Both NQTs are no longer with us, one has been covered by Intervention member of staff and our ITT student and both are being supported by KS1 Manager and Principal (supply teacher was used for a period of three weeks to help with the transition of the staff). The new number of teaching assistants is based on one being moved to non teaching staff, one resignation after a restructure in department, one on maternity leave in department one replacement fixed term for maternity cover in department. As well as a leaver in EYFS supporting a one to one child</p>	

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	<p>(replacement advertised and appointed). Non teaching staff number has dropped due to one leaving not yet replaced. Observations are as per Orchard once a term. In May there is an educational review governors were invited to attend.</p> <p>Quality of teaching and learning. MLT group now drive this and are already starting to move this area forward.</p> <p><b>iii. Academy Development plans</b> Information was shared.</p> <p><b>iv. School events.</b> These include;</p> <ul style="list-style-type: none"> <li>▪ Parental workshop writing and the feedback received highlighted that this was useful.</li> <li>▪ Ballroom Competition with parents in attendance to see their children dance. For the second year running we qualified for the Final.</li> <li>▪ Caldecott meeting all parents of Year 2 children attending this year's residential to Caldecott were in attendance.</li> <li>▪ Coffee afternoon good turnout with 1 governor in attendance.</li> <li>▪ Community stall –EYFS Cakes made for Chinese New Year.</li> <li>▪ Last day of term free fruit stall .</li> <li>▪ Celebration Assembly very good turnout awards were</li> </ul>	

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	<p>given for various achievements. New for this term was the local PCSO handing out the Citizenship Awards. This assembly is always a highlight of the term.</p> <p><b>v. Shepherdswell- refurbishment of department update.</b> The edging for the playground surface is due for completion in spring 2. Pupils continue to be closely monitored and areas of hazard are coned of. Pupils are being asked what markings they would like to be added.</p>	
10. Management accounts for information.	<p>PW shared the accounts for both schools. <b>Shepherdswell</b> is on budget with cost under control. <b>Orchard</b> has a small surplus. Staffing cost slightly over budget but overall the budget is balanced and well managed.</p> <p>The budgets for both schools are being worked on now. Curriculum based financial planning is being used for next year.</p>	
11. Safe Guarding update inc: i. Exclusions. ii. Behaviour. iii. Pupil attendance. iv. Safeguarding. v. Attendance.	<p><b>All information included in item 9 principals report.</b></p>	

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12. Governor monitoring cycle and allocation of governors to monitoring activities.	CK asked if any governors are available to come into school during SATS to complete a monitoring visit. <b>CD</b> will go to Orchard on the 13 <sup>th</sup> May. <b>DG</b> will go to Shepherdswell on the 15 <sup>th</sup> May. CK will upload all relevant documents onto governor hub.	
13. Policy ratification. Mental Health & well being.	CK asked if all governors have read this information, are there any queries, concerns and are all governors happy to ratify this. All were happy so these policies will be used in both schools.	
14. Any other business. Staff elections	Staff elections please see agenda item 6 point xii for an update.  No other AOB	
15. Date of next meeting	<b>Dates of meetings for the year</b> <b>20/05/19 at 17:00 – S&amp;P @ Shepherdswell</b> <b>15/07/19 at 14:00 – EOY full Board @ Shepherdswell</b>	All note dates Calendar appointments have been sent

The meeting closed at 18.05

## Actions from the meeting at Orchard Academy held 02/05/19

Action	Owner
1. CK to update regarding Governors skills audit. <b>Agenda item 6 point vi.</b>	CK
2. Add update on re-use of existing trust mini bus onto the next full board agenda. <b>Agenda item 8.</b>	PO
3. Paul Weller to supply an update of the re-use of existing trust mini bus. <b>Agenda item 8</b>	PW