

**Orchard and Shepherdswell Academies**

**Minutes of the Local Advisory Board meeting held on the 13<sup>th</sup> of September 2018, 16:00 at Orchard Academy, Springfield Boulevard, Springfield, Milton Keynes, MK6 3HW**

Agenda item	Discussion	Action
1. Present and introductions	<p><b>Present:</b>  <b>Keith Marshall OBE</b> (TB appointed member; Chair)  <b>Callum Brown</b> (Principal of Orchard Academy)  <b>Jonathan Cursley</b> (Principal of Shepherdswell Academy)  <b>David Gayton</b> (Elected parent)  <b>Sam James</b> (Elected Staff governor)  <b>Joshua Coleman</b> (CEO: EMAT)  <b>Zoe Keen</b> (Business Manager: Shepherdswell)  <b>Jane Harrison</b> (School Business Manager: Orchard)  <b>Carole Kirby</b> – minutes – (Head of Governance: EMAT)</p> <p>The Chair welcomed everyone to the meeting and introductions were made.            CK and KM reminded the board that all items discussed at this meeting remain confidential until such time as the minutes are approved and signed off. It is intended that all future minutes, once approved, will be kept at the school in hard copy format and that they will also appear on the school's website. CK explained that individual governor names would not be recorded against comment and questions and that items of a confidential nature within any meeting should be agreed at the time and would be separated from the minutes on public display.</p>	
2. Apologies	<p>Apologies had been received and were accepted from Sonal Agarwal and Elaine Noctor.            KM reported that Sonal Agarwal had recently resigned from the board; her commitment and involvement had been very much</p>	

Agenda item	Discussion	Action
	appreciated and KM had emailed his thanks for her service.	CK note resignation for records.
3. Quoracy	The meeting was confirmed as 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. Appointment of Chair and Vice-Chair	KM stated that he was willing to Chair this meeting but then he wished to step away from the local board and the matter of Chair would need consideration. DG stated that he would be happy to take the role of Chair after this meeting. It was unanimously agreed that DG should become Chair and that the matter of Vice-Chair should be carried forward to the next meeting when more governors might be present.	Election of Vice-chair to be considered at next meeting CK
6. Minutes of the meeting held 10/05/2018 and matters arising	<p>The minutes of the meeting held on the 10<sup>th</sup> of May 2018 were reviewed and the following points were noted:</p> <p>Page 1 – remove Sonal Agarwal from apologies as she was present</p> <p>Page 2 – the walkway was not attached due to building regulations</p> <p>Page 6 – spelling corrected to ‘Balmбра’</p> <p>Page 10/11 – KR spelling to be corrected</p> <ul style="list-style-type: none"> <li>- The sentence should read ‘teacher’ assessment</li> </ul> <p>Paged 11 – typing error ‘was’</p> <p>Page 13 – spellings of ‘Gayton and Tunmore’</p> <p>There were no other matters arising.</p>	<p>CK amend minutes for signature by KM</p>

Agenda item	Discussion	Action
	<p>Actions from the meeting held on the 23<sup>rd</sup> of May 2018 were reviewed:</p> <ul style="list-style-type: none"> <li>i. The school is still using the pod; it has not been signed over to the school. Josh C to investigate.</li> <li>ii. ZK raised a concern that some of the catering staff used by the catering contractor were not trained and had told her they did not have a food hygiene qualification. Josh C advised that this matter needs to be dealt with at school level and the contractor advised that this is not acceptable.</li> <li>iii. The data audit had been conducted.</li> <li>iv. The Data Protection Policy is available to view on the Trust website.</li> <li>v. Privacy notice sent by CK to be sent to KM and DG as PDF.</li> <li>vi. Building control regulations had been clarified by Mr Nyman and the approval for the changes had been received.</li> </ul>	<p>JC investigate when pod will be signed over</p> <p>JCursley to ascertain if catering staff working without necessary qualifications</p> <p>CK – send KM and DG Privacy Notice</p>
7. Constitution of board	<ul style="list-style-type: none"> <li>i. Lead Governor Roles: PP, SG, SEND, website. CK explained the role of a Lead Governor and asked for a volunteer to take the PP Lead as this was a statutory requirement. It was acknowledged that the other positions would have to wait until new governors were in place. <b>A governor asked if a staff member could take the lead for Safeguarding or PP.</b> CK advised that this was not possible as then the member of staff would be monitoring themselves. The idea of having a Lead Governor was for</li> </ul>	

Agenda item	Discussion	Action
	<p>the provision of independent monitoring and verification. DG agreed to take the Lead role for PP.</p> <p>ii. Standards and Performance committee. CK and JC outlined the purpose of this committee of the local board and reiterated that the local board's focus was on standards, performance and outcomes for pupils. It was agreed that whilst the board is small all current members should sit on the S&amp;P committee.</p> <p>iii. It was decided that the Chair of the Standards committee would be determined at the first Standards meeting.</p> <p>iv. CK reported that she had received an expression of interest from two potential new members of the local board through Inspiring Governance. Both potential governors were visiting the schools in the next week to see if they would be a good fit for the board.</p> <p>Under the new Scheme of Delegation, which would be adopted by the Trust Board on the 20<sup>th</sup> of September, the local board will consist of ten people:            5 TB appointed governors            2 Elected Parent governors            1 Elected Staff governor            2 co-opted by the local board            This allowed local representation and was large enough to cope with the work but small enough that a focus could be retained and for meetings to be productive. The board is therefore carrying vacancies for 1 Elected parent governor, 4 Trust Board appointed</p>	<p>All – note members of S&amp;P committee</p> <p>Agenda – Standards committee CK</p>

Agenda item	Discussion	Action
	<p>governors and 2 co-opted governors.</p> <p>The Principals and CK will organise the parent election ASAP. The board were asked to consider whether they knew of anyone within their communities who might make a good governor and if so, speak to the Principals or CK so that they can be invited for a meeting and to see the school.</p> <p>v. Josh C gave an outline of the governance functions across the Trust and key personnel. There are three Members and eight Trustees. The Trust Board holds overall accountability for the schools and delegates some of that to the local boards who are known as 'Local Advisory Boards'. The LAB's focus is on Standards and Performance. Boards will receive the Management Accounts but will not have to work out the budget as budgetary responsibility will sit at Trust Board level; the executive team will conduct the operational elements and the Trust Board will monitor and evaluate. This does not preclude any local board asking questions about budgets and finance or requesting further information and Principals will have a portion of delegated budget which they may seek local board views on with regard to expenditure. The new Scheme of Delegation will be emailed to all governors on local boards once the Trust Board has formally adopted it.</p> <p>CK reported that the hyperlinks on the agenda for this part of the meeting would take governors to</p>	<p>CK/Principals to organise parent election</p> <p>All – consider personal contacts &amp; introduce to Principals/CK</p> <p>CK – email SoD</p>

Agenda item	Discussion	Action
	<p>the Governance Handbook and Competency Framework which were useful reference tools and should be bookmarked and read as people had time.</p> <p>vi. Governor Training: CK planned to roll out some governor training across the Trust to cover safeguarding for governors; an introduction to the role; taking the Chair; understanding data and effective monitoring. Governors were asked to consider whether an evening or daytime slot would be preferable. All agreed a twilight session would be most manageable. CK will offer a choice of dates to ensure maximum participation.</p>	<p>All – save links to Governance Handbook &amp; Competency Framework and read at future point.</p> <p>CK – organise governor training dates.</p>
8. Board Housekeeping	<p>i. Code of Conduct – CK had distributed the NGA Code of Conduct to all board members to read. CK explained that the code is based on the Nolan Principles of Public Office and it was important to retain confidentiality and challenge in a respectful manner. All governors signed a pro-forma to indicate that they had read the Code of Conduct and would adhere to its principles.</p> <p>ii. CK reminded all governors to return the skills audit to her so that future recruitment can be tailored to skills gaps and so that a training needs analysis can be created. The audit will be conducted on an annual basis to ensure training is relevant and new governors are recruited to skills required.</p>	<p>All – return skills audit if not already done</p>

Agenda item	Discussion	Action
	<p>iii. CK collected outstanding Declaration of Interest forms for 2018-19.</p> <p>iv. KCSiE 2018 – CK had placed a hyperlink in the agenda for this meeting so that all governors can read Keeping Children Safe in Education Part One and Annex A. Those that had read the document signed a pro-forma and others were asked to read the documentation as a matter of urgency before they sign. CK reminded the board that although there would be a Lead governor for Safeguarding governor, safeguarding was everyone’s concern and all needed to be aware of it.</p>	<p>All – send Declaration of interest form if not returned</p> <p>All – read KCSiE part One and Annex A</p>
<p>9. Performance Report: Summer 2</p> <p><b>Orchard:</b></p>	<p>The report had been distributed before the meeting and CB gave an overview of the figures.</p> <p>Pupil mobility is very low but there was quite a lot of absence in the last half term due to unauthorised holidays and children out of school to visit sick grandparents. Proof of this was seen by the school and a number of fixed penalty notices were issued to those taking unauthorised holidays. Absence is not a major concern and sits below the national average.</p> <p><b>A governor asked if the school had had any issues with pupils’ absence which could be connected to FGM.</b> CB responded that this did not appear to be a problem.</p> <p><b>A governor asked if the school knew why there appeared to be a ‘spike’ in the figures with only 2.9% absence reported for term 5 amongst higher figures either side.</b> CB replied that there had been a lot of illness in terms 4 and 6 and term 5 contained the assessment window as well as a school trip where certain cohorts of pupils were away</p>	

Agenda item	Discussion	Action
	<p>for the entire week, and therefore marked as present for a full week. CB also noted that the pattern coincided with the figures for the Infant school as families appeared to all be ill at similar times. It was noted that SJ meets with Mrs Noctor to look at pupil absence on a regular basis as it can be an indicator of a safeguarding issue and any absence patterns are picked up very quickly.</p> <p>CB reported that the school is fully staffed. A French teacher has been employed to take on the French classes which is great news as she is also a native French speaker. An NQT left in the summer to teach in the US and the school has successfully recruited to that post. There are no concerns about staff absence. There is one member of staff absent due to extenuating personal circumstances.</p> <p>CB then outlined the building works which have been completed over the summer. The school has seen the completion and handover of the new building for KS2, has had new boilers installed, has a brand new MUGA (Multi use games area) and playground markings, the Principal's office has been relocated and the kitchen has moved to permanent premises with a new power supply.</p> <p>CB noted that the SATs results were generally pleasing. Although the YR6 cohort an expected combined attainment figure of 57% progress had been strong and the results have not yet been validated. The school had five pupils join from abroad (all below working below the expected standard) and the school has applied to have them removed from the figures. If they are disapplied then the results for expected combined will come out at just above last year's result. CB reported that the final progress scores had been disappointing but this had been</p>	

Agenda item	Discussion	Action
	<p>mitigated through in-year progress which was good.</p> <p><b>A governor asked if this is an issue that requires closer attention?</b> CB replied that one priority area for this academic year will be Reading where progress came out at -2.9; Writing came out at -0.8 and Maths 1.4. These are all slight dips on last year's progress figures.</p> <p>The average scale scores moved from 89 to 101 for Reading; 87 to 105 for Spelling, punctuation and grammar; 89 to 103 for Maths.</p> <p><b>A governor commented that the focus of interventions and embedding learning needs to move lower down the school so that pupils are not just targeted in year 6.</b> CB agreed and reported that the Maths and English Leads are working with the other staff to upskill and areas of weakness have been recognised with appropriate CPD in place to address this.</p> <p>There have been no exclusions. A pupil who had been excluded last year and who had spent some time in the Cedar Department had so far remained in mainstream classes this year and is doing very well.</p> <p>Parental engagement had been lower last term than expected although the PTA has raised £1,000. It was clear that parents appear more likely to come into school when the pupils are performing or have something to show. The sports days were very successful with pupils from NIA helping at Orchard and pupils from Orchard helping at Shepherdswell.</p> <p>The Academy Development Plan and calendar of school events will be shared with governors shortly.</p>	<p>CB – email ADP and events calendar to CK for distribution to governors</p>

Agenda item	Discussion	Action
<p><b>Shepherdswell:</b></p>	<p><b>A governor asked how the Academy Development Plan is written.</b></p> <p>CB and Josh C explained that Principals had met recently to share best practice across the Trust. Academy Improvement Partners will be working with the schools and there will be a meeting each year involving the Lead Academy Improvement Partner, the Principal, CEO of the Trust, Head of School Development and Chair of Governors to review and scope a way forward for future planning and shaping the Academy Development Plan. Lead governors will then be allocated to a key priority area within the plan.</p> <p><b>A governor asked if the focus for the local board is now on standards and performance how can they input into the targets and priorities for the academy plan?</b> CK replied that the process outlined above with the involvement of the Chair of Governors would be a starting point and that at the End of Year Governors meeting the only item on the agenda will be to reflect and review and forward plan about the local board's impact and suggest areas for focus so that this can feed into the development plan meeting.</p> <p>The performance report had been distributed before the meeting with associated paperwork: Equality Evaluation and objectives; EYFS and KS1 comparative report.</p> <p>JCursley reported that the YR1 cohort was rather small and there are 57 pupils starting in Reception this year in September. The school is starting to see requests from parents whose children currently attend other local schools for admission to Shepherdswell; mobility is high.</p>	<p>Govs to review calendar for attendance</p> <p>CoG (or another governor) to attend AIP meetings.</p> <p>CB and JCursley to share ADP when drafted.</p>

Agenda item	Discussion	Action
	<p>There had been lots of pupil absence in the middle of the year due to illness. It is not known if there exists a national benchmark for Infant schools for absence – governors were asked to note that each child is a large percentage of the whole due to low pupil numbers. In addition, the SEN Department affects the absence figures because there is one child who can only attend school for 1.5 hours a day at the LA’s request.</p> <p>Some staff have moved on; one moved to China and another moved to be closer to relatives. The school has replaced these teachers with NQTs and the remaining staff will cover the staff absence when the NQTs are out of the classroom. There is some support staff absence; three members will be taking maternity leave and two are signed off due to unavoidable illness. The leadership structure is constant.</p> <p>The quality of teaching and learning was discussed as there are no teachers on a support plan but one staff member who is on a support plan.</p> <p>There has been one managed exclusion (in the department). The LA assisted and a phased return to school was tried along with home schooling but none of this has worked.</p> <p>The number of Early Help Assessments has grown throughout the year. This is expected as schools are now expected to deal with cases at a much earlier stage.</p> <p>There has been good parental engagement and governors commented that the school is very welcoming and encouraging with parents. JCursley noted that there was some challenge and questioning coming from parents around assessment and the reading</p>	

Agenda item	Discussion	Action
	<p>strategy but this was a healthy discussion and was encouraged.</p> <p>The data headlines show that 82% of children in EYFS achieved a Good Level of Development (GLD) compared with 68% last year; 100% achieved the standard for wellbeing. At KS1 86% achieved the expected standard at Reading (National benchmark is 76%); 86% achieved the expected standard at Writing (National benchmark is 68%); and 86% achieved the expected standard for Maths (75% National).</p> <p>83% of YR1 children achieved the expected standard for Phonics compared with 76% last year. If children within the Department are taken out of the figures, then the result is 88% achievement at expected.</p> <p>Current YR1 predictions are for 85% in Reading; 75% in Writing and 73% in Maths.</p> <p>The End of Year assessments for PP children showed that 79% achieved the standard in Reading and Writing and 71% achieved it in Maths.</p> <p>The PP gap has diminished from 41% to 9% in Reading and Writing but remains at 20% in Maths by the end of YR2.</p> <p>JCursley invited questions. There were no questions.</p> <p>CK advised that is possible for governors to email questions in advance of the meetings after they have read the paperwork. If they are sent at least three days beforehand this allows sufficient time for the Principals and Executive team to research a comprehensive answer. These will still be minuted and this does not preclude discussion and questions during the meeting.</p>	<p>All – consider submitting questions beforehand after reading paperwork for future meetings if possible</p>

Agenda item	Discussion	Action
10. Management Accounts	<p>The Management Accounts up to July 2018 for both schools had been distributed before the meeting.</p> <p>Nattia Dhana from the Trust Finance Team had planned on attending but had given apologies.</p> <p>JoshC thought that it may be easier to refer to the written commentary rather than try to scrutinise the figures. It was also acknowledged that these accounts were for the period to the end of July and there had been a lot of expenditure over the summer so the End of Year accounts would be more informative.</p> <p><b>A governor asked where the additional funding for the Department had come from.</b> JoshC replied that it had been pulled from Trust reserves.</p> <p>JCursley had met with Sarah Bayliss from the LA who advised that it looks like the school will get the bid funding for the Department. Whilst this is good news, with reduced funding for SEN pupils from central government things will still be difficult. JCursley had pointed Sarah Bayliss to JoshC for a further meeting to discuss. The budget is still very tight and must be well-managed.</p> <p>ZK left the meeting at this point.</p> <p>Whilst the Orchard accounts look good there has been a lot of work over the summer which affect the end of year figures. The school is still making a small surplus and will have to work hard to maintain the budget. The PS financials training for the SBMs will assist with this. The new Procurement and Contracts Manager is also helping with securing Trust wide contracts to save money. It was acknowledged that all of the building</p>	<p>JCursley/JoshC to check with finance</p>

Agenda item	Discussion	Action
	<p>works have made a large improvement and are very much appreciated.</p> <p>CK explained to the board that the hyperlink at this part of the agenda would take governors to the Academies Financial Handbook which they should bookmark for reference and read when they have time as it relates to governance responsibilities.</p>	<p>All – bookmark link to AFH for future reference/reading</p>
11. Finance	<p>The minutes of the Finance committee held on the 10<sup>th</sup> of May 2018 were accepted as an accurate record. KM signed the minutes.</p>	
12. Risk Register	<p>The Risk Register would be a standing agenda item and had been circulated before the meeting.</p> <p>Governors were advised that they should monitor this and ensure it is updated by school staff on a regular basis.</p>	
13. Safeguarding items	<p>CK had separated these items to draw attention to the fact that they are safeguarding matters requiring governor thought and review. The terms used were explained to the board with suggested lines of enquiry e.g. what percentage of the absence figures relate to LAC or disadvantaged pupils? The items listed had been discussed earlier in this meeting.</p> <p>CK received the Safeguarding Report from SJ.</p> <p>It was noted that it might be good to have a Trust-wide template. JoshC suggested looking at the report from Hardingstone as a starting point as that was comprehensive. The DSLs from all academies will meet with the Safeguarding governors and relevant people from the Executive team to promote the sharing of good practice and to offer peer to peer support.</p>	

Agenda item	Discussion	Action
14. Governor monitoring cycle	<p>CK explained this item – SLT would prepare a monitoring schedule and governors will be invited to join SLT on some learning walks or conduct learning walks alone (where appropriate) to monitor the key academy priority areas. This will follow the production of the Academy Improvement (Development) Plan. Governors should choose which dates they can come into school to conduct monitoring activities in agreement with the Principal/SLT.</p> <p>CK will provide some governor training on monitoring between committees.</p>	CB & JCursley – circulate monitoring schedule and indicate where governors can visit for monitoring purposes.
15. AOB	<p>JoshC thanked KM for creating a strong board with open and transparent principles and for seeing the building works through to completion. KM had shown tenacity and professionalism and his input had been much appreciated. CB added that KM had provided good advice and had been very knowledgeable and thanked KM for his support and for being available. KM commented that it had been an interesting five years and he wished DG in the position of Chair, and both Principals all the best for the future.</p>	
16. Date of next meeting	<p>25/10/18 at 16:00 – Joint Standards @ Orchard</p> <p><b>13/11/18 at 16:00 – Full Board @ Shepherdswell</b></p> <p>14/01/19 at 16:00 – Joint Standards @ Orchard</p> <p><b>13/02/19 at 16:00 – Full Board @ Shepherdswell</b></p> <p>12/03/19 at 16:00 – Joint Standards @ Orchard</p> <p><b>02/05/19 at 16:00 – Full Board @ Orchard</b></p>	All note dates

Agenda item	Discussion	Action
	<b>15/07/19 at 14:00 – EOY full Board @ Shepherdswell</b>	

The meeting closed at 18:00

FINAL