

FINAL Minutes Local Advisory Board: Orchard & Shepherdswell
26th May 2022 18.00

The meeting was hybrid held at Orchard and via Microsoft teams
The third LAB meeting of the academic year 2021-2022

These minutes reflect the order of the agenda and not necessarily the order of discussion

Agenda item	Discussion	Action / Information
1. Present.	<p>Callum Brown (Headteacher Orchard) <i>In-person</i></p> <p>Ruth Ryan (Headteacher Shepherdswell) <i>In-person</i></p> <p>Colbie Robinson (Staff Governor Shepherdswell) <i>In-person</i></p> <p>Chris Akpakwu (Elected parent) <i>In-person</i></p> <p>Shibli Miah (TB appointed governor) <i>Virtual</i></p> <p>Julie Stevens (TB appointed governor) <i>In-person</i></p> <p>Femi Okeya (TB appointed governor/ Chair) <i>In-person</i></p> <p>Emma Mundy (Staff Governor Orchard) <i>In-person</i></p> <p>Uday Nagaraju (Potential Co-Opted Governor) <i>Virtual</i></p> <p>Monica Juan (EMAT Compliance / Governance) <i>In-person</i></p> <p>John Lawson (EMAT Head of Education) <i>Virtual</i></p> <p>Paul Osborne (Clerk – Minutes) <i>In-person</i></p> <p>FO reminded the board that all items discussed at this meeting remain confidential until the minutes are approved and signed off.</p>	
2. Apologies.	<p>Apologies received and accepted from Chloe Nelson (Associate Member).</p> <p>JC was unable to join the meeting due to IT issues.</p>	
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 from the last meeting.	Meeting held on 13th of January 2022 matters arising not appearing under Actions. The minutes were agreed to be an accurate account and signed by FO.	
6. Action Log from the meeting held on the 13th of January 2022.	<p>i. CB to update regarding the parent governor elections. CB advised that information had been sent out but with no interest. CB to mention the vacancy during the open day in June which CA will attend and both schools will launch a new election in September.</p> <p>ii. CN to feedback to the relevant stakeholders regarding her parent engagement training. Prior to the meeting, CN had shared an update with the board. Done.</p>	<p>CB/RR</p> <p>CA</p>

<p>7. EMAT update</p> <p>i. Management Accounts for information.</p> <p>ii. Health & Safety update.</p>	<p>i. In JC's absence, no management account update given.</p> <p>ii. In JC's absence, no detailed Health and Safety update given. The governors noted the two reports that had been shared which highlighted the following;</p> <p>Orchard.</p> <ul style="list-style-type: none"> • Check and test compliance 100%. • 24 allocated checks, zero outstanding checks. <p>Shepherdswell.</p> <ul style="list-style-type: none"> • Check and test compliance 95.2% due to an intruder alarm. • The reason the intruder alarm is marked as incomplete is that the audit has taken place but we are still awaiting the certificate. Until we receive a certificate we do not mark as job as complete as this is our evidence, we have chased the provider (ADT) for the certificate. <p>PO reminded the governors that Trustees are responsible for Health and Safety.</p>	<p>Full report on Teams</p>
<p>8. Headteachers' performance report to include;</p> <p>Safeguarding</p> <p>Curriculum</p> <p>Attendance / Behaviour Staffing</p>	<p>Orchard updates unless stated provided by CB. Shepherdswell updates unless stated provided by RR.</p> <p><u>Pupil numbers/absence.</u></p> <p>Orchard.</p> <ul style="list-style-type: none"> • Pupil numbers remain strong at 357 out of a possible 360. • Oversubscribed in Y6 (by two pupils) because a looked-after child started with us this half term, and we were already at 91 because we had admitted twins who live locally whilst on 89. • Absence rates started to fall towards the middle/end of the half term from 7.95 to 5.02% and remain falling. • Persistent absence (PA) is starting to fall although if a pupil has +10% absence that many are close to so classed as PA. The majority of pupils classed as PA are so due to general illness and CV-19. • The latest's projections for pupil's numbers in year three for September are positive. Currently 115 with space for 90 this is due to some non-normal feeder schools requesting a space at Orchard. • Percentage stability figures are now calculated centrally. <p>Shepherdswell.</p> <ul style="list-style-type: none"> • Pupil numbers are lower and this is a local trend. 	

- Some movement with children leaving school due to house moves, and some joining who are new to country.
- There has been an increase in attendance this term, with the children who had travelled to other countries during the holidays returning.
- There has been a slight decrease in PA, however, the PA has been due to illness.

Staff numbers.

Orchard.

- No major changes apart from significant staff turnover in support staff this half term.
- One teacher left at Easter, the position is now filled.
- High turnover expected for September with reasons given and a recruitment drive is ongoing in a difficult market.

A governor asked if the reasons known why some staff are leaving the profession.

CB advised it is to do with family circumstances changing and potentially due to effects of CV-19.

A governor asked what support EMAT is offering to help recruitment.

CB advised that EMAT recently held a recruitment event at an EMAT school and similar events are planned with one being at Orchard. Teaching recruitment is a challenge nationally. CB noted the challenge some pupils are facing post CV-19 and this has put additional strain on some teachers.

A governor asked if there is a strategy in place to recruit good quality teachers.

CB advised that it is important to manage where recruitment is advertised. Previously posting the jobs on the school's website was generally sufficient. Now additional avenues are sought including the possibility of an open day on a Saturday. Also if a candidate at another EMAT school is suitable for a job but doesn't get it they are recommend to approach a EMAT school where a vacancy exists.

Shepherdswell.

- There has been no movement in teaching staff last term. We did appoint a part-time teacher in year 1 to start in the summer term to provide capacity for the assistant head teacher and leadership of the school. A member of staff who was on long-term sick has now left, which has reduced the support staff ratio, and the member of staff who took on this

	<p>role temporarily applied for the position and was appointed permanently.</p> <ul style="list-style-type: none"> • There is one vacancy for a breakfast club, lunch and play assistant. <p><u>Staff absence.</u></p> <p>Orchard.</p> <ul style="list-style-type: none"> • Absence rates have dropped considerably during the last half term, after Autumn 2 and Spring 3 terms, they remained significantly high. The expectation is these figures will reduce further. <p>Shepherdswell.</p> <ul style="list-style-type: none"> • Slight decrease from 0.95 to 0.79%. The current reasons for the absence are CV-19 and general illness. <p><u>Effectiveness of Leadership and Management.</u></p> <p>Orchard.</p> <ul style="list-style-type: none"> • A review completed in March with a focus on teaching and learning particularly in Maths and English. • School development plan worked on for 2022-2023. • Restructuring the leadership team to assist with the increase in SEND pupils. Five years ago, 12% of the pupils were classed as SEND it is now 17%. <p>Shepherdswell.</p> <ul style="list-style-type: none"> • The focus for the term has been embedding subject leaders, after the AIP support, they all received. This is proving successful. <p><u>Quality of Teaching and Learning.</u></p> <p>Shepherdswell.</p> <ul style="list-style-type: none"> • We are providing additional support for our year 2 teaching team to ensure that the learning planned is purposeful and the teaching and learning strategies facilitate children's thinking. • We have also been looking at the administration of the arithmetic assessments, as outcomes do not match what's seen in lessons. <p><u>Exclusions.</u></p> <p>Orchard.</p> <ul style="list-style-type: none"> • One permanent exclusion last term and the pupil has settled into their new provision very well and receiving specialist support. 	
--	---	--

	<ul style="list-style-type: none"> An update was given regarding two pupils displaying extreme behaviour and a pupil who has moved to a new provision and is making excellent progress. <p>A governor asked how this data compares local schools. JL advised that there is national data but it is important to note every school is different and comparisons wouldn't be helpful.</p> <p>A governor asked if there is any pattern to explain the poor behaviours highlighted. CB noted that some of the pupils are struggling post CV-19 and the majority are being supported by social services. The school is in constant communication with the parents/careers. The majority of the parents are supportive.</p> <p><u>Personal Development, Behaviour and Welfare.</u> Orchard.</p> <ul style="list-style-type: none"> Two allegations of physical abuse and one request for holistic support. Twelve pupils with On-Going Early Help Assessments. Nine Pupils Registered as Child in Need. One pupil registered on a Child Protection Plan. Single central record checked during a governor-monitoring visit. We are now recording peer-on-peer abuse differently on SIMS as per the revised definition at the last Safeguarding Leads Forum. Incidents were 6 Assaults on pupils (9 pupils involved). 2 Threatening behaviours (verbal) 1 Sexual comment. CB noted that the verbal abuse against teachers figures are correct but shouldn't have been included in the Peer-to-Peer data. <p>A governor asked what action was taken regarding the sexual comments. CB advised that parents were informed and an investigation was undertaken. This found that the pupil had some but not a full understanding of the words meaning. A meeting with the parents conducted and restorative sanctions imposed.</p> <p>A governor asked if there are any pupils with private fostering arrangements. CB confirmed there is none.</p> <p>Shepherdswell.</p>	
--	--	--

- Zero exclusions.
- One pupil in department whose behaviour is being closely monitored with support being offered to parents.
- Single central record was checked during a governor-monitoring visit.
- Four MASH referrals all for disclosures of physical chastisement.
- Two pupils with On-Going Early Help Assessments.
- Three pupils Registered as Child in Need.
- One pupil registered on a Child Protection Plans
- Zero children missing in education.

Health and Safety.

Orchard.

- One accident at work.

Shepherdswell.

- The fire drill was unplanned, and all went well.
- Amber alert took place.
- Accidents at Work (Adults) x two.

Community and Parental Engagement/Feedback.

Orchard.

- Year 5 cohort took part in Bikeability.
- Northampton Saints Foundation came to school to run a 5-week programme called 'Tackling Character' with our Year 5 pupils. The programme offers a holistic approach to promote well-being – aiming to build character in its participants, improve their interaction and communication skills, and to encourage positive self and social behaviours.
- Year 6 pupils visit the Hazard Alley Safety
- Whitemoor Lakes residential trip for Year 3 pupils. The children represented the school brilliantly and really developed their team-building skills and independence.
- EMAT Pupil Parliament representatives visited EMAT Headquarters for the Strategy Day. They took part in a presentation telling stakeholders what they have been working on as a group, with particularly focusing on school uniform and their cost. They represented the school really well and thoroughly enjoyed the event.

A governor noted the excellent feedback they have received regarding the Whitemoor lakes visits.

Shepherdswell.

	<ul style="list-style-type: none"> • Letters sent to parents regarding the parent and pupils survey, with the results overall very positive. • Weekly SWAY newsletter continues to be received positively by parents. • We held a read-with-me session for parents that was well attended and enjoyed by all. • Parents evening took place which was very well attended and positive. • We held World Book Day, with a week's focus on reading. • We held whole school investigations during science week, which the children enjoyed and got to use their Science enquiry skills and knowledge. • EYFS had a farm visit them and we had a theatre company perform Jungle Book for the whole school, which was enjoyed by all. • We are working with St Marks to provide food boxes to families, which have been very well received. <p><u>Key Performance Indicators.</u> Shepherdswell.</p> <ul style="list-style-type: none"> • All schools to be awarded the St Andrews mental health and wellbeing quality mark. This was red last time but is now amber and has begun. <p>The governors had no questions regarding the KPIs.</p> <p>A governor asked for an update regarding SATs. CB noted that they ran very smoothly with the pupils being well supported. JL visited the school during this time to check on the administration procedures and there were no issues. RR thinks the results will be in line with expectations and the pupils performed very well.</p>	
<p>9. Review of the School Improvement Plan & School Evaluation Form to include; Headteachers to update the board on any areas of concern.</p>	<p><u>School Improvement Plan.</u> Orchard. CB highlighted</p> <ul style="list-style-type: none"> • Arrange Author visits this academic year to further promote and inspire reading and creative writing. This was amber is now green. • Ruth Baker Leask, EMAT English Consultant went through the RIP technique with teachers and was well received. • FW (formerly of Cambridge University's Nrich programme) came into school to deliver training to the staff on the best approaches for using physical resources in maths teaching. 	

	<ul style="list-style-type: none"> For next year's SIP, priorities will include raising the quality of teaching, raising expectations, curriculum planning and raising the standards of pupils work. <p>Shepherdswell.</p> <ul style="list-style-type: none"> RAG rating will be reviewed towards the end of the year, which explains why the majority of items are marked as amber. The curriculum has continued to build with staff now focussing on subject skills. Staff modelling in full sentences to help pupils develop their language. Close collaboration with Orchard regarding Aspens. A lot of work has been done and continues to be done to encourage staff to take ownership. Phonics is going from strength to strength. A focus for next year is to get as many pupils as possible to achieve the expected target and not the working towards target and will be achieved by good quality teaching. Ideas are being investigated into how pupil numbers can be increased. <p><u>School Evaluation Form.</u> Orchard / Shepherdswell. CB/RR highlighted the following;</p> <ul style="list-style-type: none"> The SEF has been updated following the recent AIP visits. The SEF will form the basis of next year's action plan. 	
10. AIP visits. Shared prior to the meeting for questions only.	The governors had no questions at this time.	Full reports on Teams
11. Governors to highlight to the board points raised in their recent visit report.	<p>CN report was shared and PO highlighted that; Shepherdswell.</p> <p>Stakeholder surveys (which have been carried out now and parental engagement materials might support this too) as well as support for SENCo. DC has attended a number of training events at the Hub and NP and LB have carried out some support/supervision visits.</p>	
12. Governor visit prompt guidance to include;	<p>PO advised that additional guidance for governors giving some examples of some questions to ask during visits has been added to Teams for;</p> <ul style="list-style-type: none"> Safeguarding lead governors. Safeguarding all governors. SEND lead governors. 	

<p>13. Policies / Statements for governors to adopt. Shepherdswell. Prevent risk assessment / statement.</p>	<p>A governor asked if this policy would generate more work for anyone. RR advised there would be no additional work and it will help younger children talk about anything that is bothering them or they would like advice on.</p> <p>A governor asked why all risks are marked as low. RR advised that this is due to the control measures in place.</p> <p>The governors unanimously voted for Shepherdswell to adopt this policy.</p>	
<p>14. Governor Induction session 3 (13th of June)</p>	<p>PO reminded the governors of the induction training /information session taking place on the 13th of June and encouraged as many governors as possible to attend.</p>	
<p>15. Any other business.</p>	<p>PO asked UN if he would like to continue as a Co-Opted Governor. UN confirmed he would. UN left the meeting. The governors unanimously voted UN onto the board.</p>	
<p>16. Date of the next meetings.</p>	<p>Dates of meetings for the year: 30/06/22 18.00 LAB Location TBC 18/07/22 18.00 S&P Virtual on Teams</p> <p>Proposed meeting dates for 2022-2023 Thursday 29th September In School Thursday 24th November Location TBC Thursday 26th January In School Thursday 16th March Location TBC Thursday 27th April In School Thursday 22nd June Location TBC Wednesday 12th July In School</p>	<p>Calendar appointment have been sent.</p>

The meeting closed at 19.44

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

Actions from the meeting for Orchard & Shepherdswell Academies held 26/05/22

Action	Owner
1. CB to arrange parent governor elections in September. Page 1.	CB
CA to attend both schools' open days in June to speak to parents to encourage as many of them as possible to apply in September. Page 1.	CA