

**FINAL Minutes Local Advisory Board: Orchard & Shepherdswell**
**23<sup>rd</sup> September 2021 18.00**
**Meeting held virtually via Microsoft teams**
**The first 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> <b>Callum Brown</b> (Headteacher Orchard)  <b>Ruth Ryan</b> (Headteacher Shepherdswell)  <b>Colbie Robinson</b> (Staff Governor Shepherdswell)  <b>Chris Akpakwu</b> (Elected parent) +  <b>Chloe Nelson</b> (Associate Member)  <b>Shibli Miah</b> (TB appointed governor)  <b>Julie Stevens</b> (TB appointed governor)         </p> <p> <b>Monica Juan</b> (EMAT Compliance / Governance)  <b>John Lawson</b> (EMAT Head of Education)  <b>Joshua Coleman</b> (CEO: EMAT)  <b>Nattria Dhana</b> (Finance Business Partner) *  <b>Paul Osborne</b> (Clerk – Minutes)         </p> <p>           In CW/FO absence MJ chaired the meeting. Introductions were made. MJ 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>+ CA joined the meeting at 18.50</p> <p>*ND joined the meeting at 18.10</p>
2. Apologies.	<p>           Apologies received and accepted from <b>Claudia Wade</b> (TB appointed member), <b>Femi Okeya</b> (TB appointed governor), <b>Emma Mundy</b> (Staff Governor Orchard)         </p> <p> <b>Emma Ruffles</b> (TB appointed governor) has resigned from the board.         </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. Appointment of Chair and Vice-Chair for LAB.	<p> <b>FO</b> was unanimously elected as Chair.         </p> <p>           No governor put themselves forward for the role of Vice-Chair. PO to resend information regarding the Vice-Chair role to SM and CA. <i>Post-meeting note actioned on the 21<sup>st</sup> October.</i> </p>	

6. Minutes from the last meeting.	The minutes of the meeting held on the 14 <sup>th</sup> of July 2021 was not ready to be shared at the meeting. These will be presented at the next LAB meeting. The Chair asked in the future if the draft copy of the minutes can be shared with the governors.	<b>PO</b>
7. Action Log from the meeting held on the 14 <sup>th</sup> of July 2021	<p>i. CW to electronically sign the minutes from the 26th of April 2021. <b>Done.</b></p> <p>ii. PO to check the governor visit report from the PP and Safeguarding leads has been passed on and uploaded onto Teams. <b>Safeguarding actioned PP ongoing.</b></p> <p>iii. RR to support FO in reporting the impact observed for the CV-19 catch-up funding at future meetings. <b>RR confirmed that a meeting has taken place where the impact was discussed.</b></p> <p>iv. PO to add the behaviour policy to September's LAB meeting agenda. <b>Done.</b></p> <p>v. RR to check if the gaps regarding FGM and Prevent training for the single central records have been closed. <b>Done.</b></p> <p>vi. PO to add parent governor vacancy to the September LAB agenda. <b>Done.</b></p> <p>vii. CB to review the "governors ensuring that their statutory duties are met" SEF statement so it correctly reflects the role of governors. <b>Done.</b></p> <p>viii. RR to change the wording on the SEF for the statement "Governance is an integral part of day-to-day life". To an integral part of leadership and management to demonstrate they are not a part of the day to day operation of the school. <b>Done.</b></p> <p>ix. RR to adjust the SEF priority "raise the profile of reading across the curriculum to enable pupils to read with fluency and understanding." So it links to the data priority "ensure that all teachers have good subject knowledge so that all pupils achieve well in all subjects. <b>Done.</b></p> <p>x. PO to add the SEF priorities to future LAB agendas. <b>Done.</b></p> <p>xi. CW to send PO/MJ her end of year Chairs report. <b>Done.</b></p> <p>xii. PO to add the Orchard and Shepherdswell SEF priorities to the first LAB agenda for link governor allocation. <b>Added to the September 16<sup>th</sup> S&amp;P meeting.</b></p>	<b>FO</b>
8. EMAT update i. Management Accounts for information. ii. Health & Safety update.	i. ND gave an update highlighting the following; <u>Shepherdswell.</u> <ul style="list-style-type: none"> <li>• Currently, running with a small deficit and the deficit has decreased against forecast. The budget is well managed.</li> <li>• For private sector funding we have received £3k of income from a resident as they wanted to contribute to the local children/community.</li> </ul>	Full report on Teams

	<p><u>Orchard.</u></p> <ul style="list-style-type: none"> <li>• Currently, a surplus with the school producing savings in non-pay and staff costs and generating additional income.</li> </ul> <p><b>A governor asked what budget will the planned developments i.e. new carpets be coming from.</b> ND advised that these items are in the 2020-21 budget.</p> <p>Planning has started for investment opportunities for 2021-22.</p> <p>ii. JC advised that the outstanding areas are for Orchard, guttering and general planned maintenance. and for Shepherdswell window updates and general planned maintenance. JC advised the governors of the EMAT H&amp;S forum chaired by the Head of Shared Services.</p> <p>MJ left the meeting at 18.27</p>	
<p>9. Constitution of Board:</p> <p>i. For information SEF priorities*</p> <p>ii. Allocation of Lead roles:</p> <ul style="list-style-type: none"> <li>• SG (safeguarding) Yearly schedule for monitoring safeguarding on Teams. JS.</li> <li>• SEND (Special Educational Needs and Disability) Yearly schedule for monitoring due October.</li> <li>• Inclusion (inc Pupil Premium/ EAL/CV-19 catch up) PP.</li> <li>• Wellbeing.</li> </ul> <p>* Currently Reading (Orchard) / Reading (Shepherdswell)</p> <p>iii. Governor visit expectations</p>	<p>i &amp; ii. PO/ MJ advised the board that the lead roles for 2021-22 need to be allocated for the following areas.</p> <ul style="list-style-type: none"> <li>• SG (safeguarding). Governor lead <b>JS</b>.</li> <li>• SEND (Special Educational Needs and Disability). Governor lead <b>CN</b>.</li> <li>• Inclusion (inc Pupil Premium/ EAL/CV-19 catch up). Governor lead <b>FO</b>. In FO absence PO to contact FO to find out if he is OK leading on Inclusion. <i>Post-meeting note actioned 28<sup>th</sup> of September and FO agreed.</i></li> <li>• Wellbeing. Governor lead <b>SM</b>.</li> <li>• AIP priorities currently Reading Orchard &amp; Shepherdswell. Governor lead <b>CA</b>.</li> </ul> <p>iii. MJ/PO reminded the governors of the importance of completing monitoring visits at least once a term and quoted the following "Governors should arrange to visit the Academy in between governance meetings, focussing on an aspect of the Academy Improvement Plan or Governor's statutory duties."</p> <p>PO advised that the Orchard &amp; Shepherdswell's monitoring schedules are on Teams. CB advised that the schedules are live documents and have been completed up to the spring term and could change. RR advised that the schedule has been completed up to the end of Summer 2.</p> <p>MJ thanked RR/CB for these schedules/cycles and advised governors to use them as a template on what to focus on during their visits.</p>	

<p>including frequency of visits.</p> <p>iv. To note all governors are members of the S&amp;P committee</p> <p>v. Community engagement.</p>	<p>iv. MJ advised the board that all members will automatically be on the S&amp;P board.</p> <p>v. MJ advised that community engagement had been added to the governance handbook and encouraged the LAB to start arranging regular community engagement with HTs support, ensuring that systematic arrangements are in place to hear and respond to the voices of all stakeholders (Pupils / Parents / Staff). This will be especially important after CV-19.</p> <p>CN advised that the annual reports are being finalised and these will be shared before the end of September. <i>Post-meeting note done.</i></p> <p>CB advised that both schools are very active on Facebook and this is a good way for governors to keep in touch.</p> <p><b>A governor asked how is the Facebook pages managed.</b></p> <p>CB advised that he and RR have complete control over the page and can remove anything inappropriate.</p>	
<p>10. Governance;</p> <p>i. NGA and EMAT training reminder of the training available.</p> <p>ii. 21st October SG/SEND/EAL forum more information to follow.</p> <p>iii. Board housekeeping as per the 27th August email.</p> <p>iv. Parent governor elections one for each school to be held before the October half term.</p>	<p>i. MJ/PO reminded the board that EMAT has purchased the gold-level subscription for the NGA site which has a vast suite of training materials and encouraged governors to view the site and complete any training they feel would be beneficial.</p> <p>PO reminded the board that any training completed on NGA is not automatically recorded with EMAT and asked governors to inform him of any completed training so it can be recorded on governors individual training records.</p> <p>MJ advised that the EMAT training hub is now up and running and a list of the training planned will be shared shortly and some of the courses mandatory.</p> <p><b>A governor asked if any of the planned training will be in person.</b></p> <p>MJ advised it will be unless CV-19 dictates it can't.</p> <p>ii. CN advised on an update to the training information previously shared highlighting that the Safeguarding forum will be on the 19<sup>th</sup> of October and the Inclusion forum will be on the 21<sup>st</sup> of October.</p> <p>iii. PO reminded the governors to complete the actions included in the housekeeping email sent on the 27<sup>th</sup> of August.</p> <p>iv. MJ advised that the parent elections should take place before the October half term.</p>	<p style="text-align: center;"><b>MJ</b></p> <p style="text-align: center;"><b>CB/RR</b></p>

<p>11. Head Teachers Report:</p> <p>i. Performance report to include;</p> <ul style="list-style-type: none"> <li>• Staffing</li> <li>• Curriculum</li> <li>• Safeguarding</li> <li>• Attendance / Behaviour</li> </ul> <p>ii. School events (governors to be invited)</p> <p>iii. Risk Register update. To only include any actions pending from the items discussed in July.</p>	<p>i.</p> <p><b><u>Shepherdswell.</u></b></p> <p>RR highlighted the following from the summer performance report.</p> <p><b><u>Pupil numbers.</u></b></p> <ul style="list-style-type: none"> <li>• 4 children left to move to another school, 2 because of being closer to home. The other 2 children were due to parental choice. 2 new children arrive in year 1.</li> </ul> <p><b>A governor asked how have the pupils settled in upon their return in September.</b></p> <p>RR noted that the pupils have settled in very well especially EYFS. A few children who are new to country have shown some minor behaviour issues and are being supported and at the moment. RR had no significant concerns regarding this behaviour.</p> <p><b><u>Attendance.</u></b></p> <ul style="list-style-type: none"> <li>• Attendance to date is 96.4%. The persistent absence has decreased through support for the children and families.</li> <li>• Persistent absence decreased from 9.9% in summer 5 to 2.7% in summer 6.</li> <li>• Other persistent absences are due to families going abroad at the end of the term. These were unauthorised. The year 1 bubble was closed for 4 days due to a positive case of COVID-19.</li> </ul> <p><b><u>Staff numbers.</u></b></p> <ul style="list-style-type: none"> <li>• The staffing for summer 2 has stayed the same. We have looked at increasing capacity in the leadership team and have successfully appointed an Assistant Headteacher.</li> </ul> <p><b><u>Staff attendance.</u></b></p> <ul style="list-style-type: none"> <li>• Absences for teachers, HLTAs and teaching assistants have been good, and any absences have been due to illness, or having to self-isolate due to HLTAs COVID-19.</li> <li>• One member of staff has been suspended which explains why the non-teaching attendance is high.</li> </ul> <p><b><u>Effectiveness of Leadership and Management.</u></b></p> <ul style="list-style-type: none"> <li>• We have begun teaching and learning drop-ins and all staff have been assigned a coach/mentor (who is an SLT member).</li> </ul> <p><b><u>Quality of Teaching and Learning.</u></b></p> <p><b>A governor noted that there is reference to a support plan in place for a member of staff and asked how is this progressing.</b></p> <p>RR noted that a SLT member is supporting the staff member but the impact seen has been inconsistent so the support will continue.</p> <p><b><u>Personal Development, Behaviour and Welfare.</u></b></p> <ul style="list-style-type: none"> <li>• We had one referral to LADO for a member of staff.</li> </ul>	<p>Full reports on Teams</p>
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- No referrals of children to Mash. 1 family needing early help & children in need, from 6 families and we hold weekly safeguarding (DSL/DDSL) meetings to monitor.
- Two children missing in education but have now been taken off role.

**A governor asked if the figures in this category are expected.**

RR highlighted that the families in need are known and fully supported and the figures are in line with expectations.

Health and Safety.

- Successful fire drill.

Parent Feedback (Parent View).

- This is a focus for 2021-22 especially post lockdown and will be added to future newsletters.

**A governor asked how many parents/careers did the survey go to.**

RR advised that currently it is a link on the website but will be greater signposted to encourage more interest and awareness including the use of ideas that Orchard has used in the past including Amazon vouchers as incentives.

Community and Parental Engagement.

- We took part in the Trust Olympic events in school, we did the walk to Tokyo, and were on the local news. We also held a mini Olympic day for EYFS in the morning and KS1 in the afternoon, which everyone enjoyed and the children loved the t-shirts.
- We held outdoor, socially distanced, adhering to national guidance class assemblies, and this was really well received by the parents and the staff and children did a really good job.
- We sent out annual reports to all parents which were received well.
- Governors are welcome to join us at the stay and read sessions with dates on the newsletter.

KPIs.

- No changes from when previously shared.

Orchard.

CB highlighted the following from the summer performance report.

Pupil numbers.

- Three leavers, two new starters over the summer and more since. We have been informed from the parents that some of these new starters have some additional needs but as they

	<p>are coming from out of country more detail is not known at the moment.</p> <ul style="list-style-type: none"> <li>• Stability in Year 6 finished at 72%. Which is positive.</li> </ul> <p><u>Pupil Attendance.</u></p> <ul style="list-style-type: none"> <li>• Attendance this year has been good, despite the clear issues linked to COVID-19. Our figures are close to the 2018- 19 national averages despite a very 'different' year.</li> <li>• The latest figures show attendance at 87% which is encouraging.</li> <li>• Persistent absence year to date 8.4% compared to national of 8.2%.</li> </ul> <p><u>Staff Numbers.</u></p> <ul style="list-style-type: none"> <li>• Some vacancies lasted longer than would have been hoped for.</li> <li>• Turnover has been lower than in previous years.</li> </ul> <p><u>Staff Attendance.</u></p> <ul style="list-style-type: none"> <li>• Covid-related absences were very high throughout the academic year, right up to the final half term. Many teaching assistants and midday supervisors were absent due to a child in their household testing positive, or a very young child needing to self-isolate.</li> <li>• Summer 6. Teaching Staff Absence 5.24%, Non-Teaching Staff Absence 6.89%.</li> <li>• Since the September return absence figures are greatly improved with currently no CV-19 related absence.</li> <li>• There is a current Norovirus outbreak in the Cedar department and cleaning routines have been increased with advice from public health.</li> </ul> <p><b>A governor asked how are the staff feeling upon their return in September.</b></p> <p>CB advised that overall they are feeling positive and refreshed. The in person training days were productive and the staff are looking forward to a hopefully more normal year.</p> <p><u>Effectiveness of Leadership and Management.</u></p> <ul style="list-style-type: none"> <li>• One staff member left over the summer was on the upper pay spine.</li> </ul> <p><u>Quality of Teaching and Learning.</u></p> <ul style="list-style-type: none"> <li>• 2 teachers left in the summer break. We have successfully recruited two new teachers for September after having a strong field of applicants.</li> <li>• The AIP visited at the end of half term 5 and saw every teacher teach. This was a very positive day and highlighted that there have been improvements in English teaching across the school.</li> </ul>	
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	<ul style="list-style-type: none"> <li>• An update was given regarding a staff member on informal capability and confirmed they are receiving support from the AIP.</li> <li>• Power Maths was on trial over the summer but this will not continue as it wasn't suitable for Orchard.</li> </ul> <p><u>Exclusions.</u></p> <ul style="list-style-type: none"> <li>• No concerns over behaviour.</li> <li>• Year to date 13 days with 5 of these days being from one pupil.</li> <li>• The majority of the remaining exclusions are half-day.</li> <li>• A pupil was excluded for using threatening and abusive language online towards another pupil out of school time. This was a second offence. The local PCSO has supported the pupils with training and advice.</li> </ul> <p><b>A governor asked if CB expects the exclusion figure to decrease this year.</b> CB noted that he does, and the pupils have settled in well upon the September return.</p> <p><u>Personal Development, Behaviour and Welfare.</u></p> <ul style="list-style-type: none"> <li>• Single Central Register checked 26<sup>th</sup> May 2021.</li> <li>• Summer 6. Number of Concerns Reported to MASH x 1 Concerns about unexplained bruises on a child (resolved).</li> <li>• Number of Pupils with On-Going Early Help Assessments x 10.</li> <li>• Number of Pupils Registered as Child in Need x 8.</li> <li>• Number of Pupils Registered on Child Protection Plans x 2.</li> <li>• Number of Children Missing in Education x 3. One of these has since returned the whereabouts of the other two is known.</li> </ul> <p><b>A governor asked for the two children missing in education is their whereabouts known and are they are receiving any education.</b> CB is unsure regarding what education they are receiving but their whereabouts is known and the SENCO is in touch with the local authority to assist as much as possible.</p> <p><b>A governor noted the homophobic incidents in summer 5 and asked if any PHSE or assemblies were conducted to the wider school cohort.</b> CB advised that this has been discussed with the SLT along with homophobia and has been built into the assembly programme which has already started. Advice/education has also gone out to parents regarding out of school chat rooms i.e. X box games to help parents</p>	
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	<p>keep their children safe. With the easing of lockdown, we are looking to reintroduce in-person training sessions for parents.</p> <p><b>A governor noted the proactive reaction pupils had to these incidents and they quickly reported them to staff.</b></p> <p><b>A governor noted the excellent resources available on the National online safety website for parents.</b></p> <p>CB thanked the governor for the information and will investigate.</p> <ul style="list-style-type: none"> <li>• Number of Looked After Children x 1.</li> <li>• Number of Racist Incidents x 1. Parents of the affected children and the child who made the comment were informed, as were the parents of the victim. We met with the parents of the perpetrator, who was dealt with in-line with the school's behaviour policy.</li> </ul> <p><u>Health and Safety.</u></p> <ul style="list-style-type: none"> <li>• Completed 10/06/21 and one completed recently due to new starters which went very well.</li> </ul> <p><u>Parent Feedback (Parent View).</u></p> <ul style="list-style-type: none"> <li>• Data is only published when we receive 10 responses or more. The data is reset every academic year.</li> <li>• On the summer pupil report a link was added to the schools own online feedback questionnaire. 12 replies were received with the responses being positive. In-person meetings will now recommence and these will be a focus for 2021-22.</li> <li>• Ideas are welcome to how we can increase the engagement with parent view.</li> <li>• Increase in parental engagement seen with the digital newsletter and with the use of Microsoft Sway analytically data was obtained which helped target the newsletter content so it achieves the most reads and overall engagement.</li> </ul> <p><u>Community and Parental Engagement.</u></p> <ul style="list-style-type: none"> <li>• We held our next set of online parents' evenings, which were fairly well attended and went very smoothly. Some parents have preferred the online format, so we are considering having an option for them to attend virtually moving forward (whilst still holding face-to-face sessions at school).</li> <li>• We worked hard to be able to accommodate a transitional visit for all our new starters, despite the high number of covid cases at school and in the area. We also held a virtual parents meeting for new parents on 8th July, the recording of which was later put on the school YouTube channel and website. This was attended by 35 households and later viewed on YouTube 177 times.</li> <li>• We have continued to try to engage our parents of children with SEND in a positive way regarding the planned changes</li> </ul>	CB
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	<p>to the SEND provision at Orchard and Shepherdswell. We held an online consultation meeting on 2nd July. This was only attended by a handful of parents, but the recording later had 89 views on YouTube.</p> <ul style="list-style-type: none"> <li>• Outdoor McMillian coffee morning tomorrow and governors are welcome to attend this and all similar events at both schools.</li> </ul> <p>ii. The governors were happy that this was covered in item i.</p> <p>iii. Orchard / Shepherdswell. CB &amp; RR advised that there are no actions from the last meeting to report. JC advised that the risk register has been reviewed following the changes in government guidance. Sanitiser and room ventilation have remained along with appropriate social distancing. Current CV-19 rates are relatively low. CB/RR advised that since the September return there have been x 2 positive CV-19 test results in each school which is low.</p>	
<p>12. Policies for governor review if applicable. Shepherdswell.</p> <p>i. Children with Health Needs Who Cannot Attend School Policy. No vote required for governor information only.</p> <p>ii. Behaviour policy</p> <p>iii. Online safety policy (pages 7 &amp; 8 for governor information)</p>	<p>i. &amp; ii. MJ advised that these policies are statutory and are for governor information.</p> <p><b>A governor asked if RR can give an update on the zones of regulation at Shepherdswell.</b></p> <p>RR advised that during the summer term KS1 were shown how it works. The same has been done in September for the pupils who have moved from foundation into year 1 and year 2 have been reminded of the systems. So far there is a good understanding of the zones. RR will give an update on this at the next meeting.</p> <p>The governors had no comments regarding these policies.</p> <p>iii. <b>The governors unanimously approved this policy.</b></p>	RR
<p>13. Any other business.</p> <p>i. SG policy to include a Peer on Peer abuse update.</p>	<p>i. MJ advised that this is an updated policy and will be specific to each school.</p> <p><b>The governors unanimously approved this policy.</b></p> <p><b>The governors had no AOB to raise at this time.</b></p>	

14. Date of the next meetings.	Dates of meetings for the year 2021-2022. All 18.00 hrs start. 25/11/21 S&P Via Teams 13/01/22 LAB Location TBC 10/03/22 S&P Via Teams 26/05/22 LAB Location TBC 30/06/22 LAB Location TBC 18/07/22 S&P Via Teams	Calendar appointment have been sent.
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**The meeting closed at 19.43**

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

**Actions from the virtual meeting for Orchard & Shepherdswell Academies held 23/09/21**

Action	Owner
1. PO to present the 14 <sup>th</sup> of July minutes at the next LAB meeting Page 2.	PO
2. PO to check the governor visit report from the Safeguarding leads has been passed on and uploaded onto Teams Page 2.	PO/FO
3. MJ to share the EMAT training hub list of the training. Page 4.	MJ
4. CB/RR to give an update on parent elections. Page 4.	CB/RR
5. CB to investigate if there is any information on the National online safety website that could be shared with the parents. Page 9.	RR
6. RR to give an update regarding the zones of regulation at Shepherdswell at the next LAB meeting. Page 10.	RR