

**Final Minutes Local Advisory Board: Orchard & Shepherdswell**  
**14th September 2020 18.00**  
**Meeting held virtually via Microsoft teams**  
**The first LAB meeting of the academic year 2020-2021**

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>Lorna Beard</b> (Lead AIP: EMAT)  <b>Emma Mundy</b> (Staff Governor Orchard)  <b>Irfan Mohamed</b> (Elected parent/ Chair)  <b>Chris Akpakwu</b> (Elected parent)  <b>Femi Okeya</b> (Potential Governor observing)  <b>Chloe Nelson</b> (Associate Member)  <b>Monica Juan</b> (EMAT Compliance / Governance)  <b>Joshua Coleman</b> (CEO: EMAT)  <b>Paul Osborne</b> (Clerk – Minutes)</p> <p>Introductions were made. PO 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.	<p>Apologies, received and accepted from <b>Paul Wheeler</b> (Finance and Operations Director &amp; Chief Financial Officer) <b>Adam Webb</b> (TB appointed member)</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	IM was elected unopposed as Chair for the LAB. No one nominated themselves to be Vice-Chair for the LAB. PO to contact the governors before the next meeting to see if one of them wants to be Vice Chair.	<b>PO</b>
6. Minutes from last the meeting.	The minutes of the meeting held on the 13 <sup>th</sup> July 2020 were agreed to be an accurate representation and will be electronically signed by the Chair and returned to PO.	<b>IM</b>
7. Action Log from the meeting held on the 13th July 2020.	<p>i. PO to pass the minutes from the 21<sup>st</sup> January meeting onto Chloe Nelson at EMAT head office. <b>Done.</b></p> <p>ii. CB/RR to supply an update on the work they are doing investigating if there's any possibility of children visiting care homes /sheltered housing where they can read to the residents and be read to. <b>Ongoing due to COVID 19.</b></p> <p>iii. CB to give an update if there are any fundraising opportunities for St Marks meals the schools can offer. <b>Ongoing due to COVID 19.</b></p> <p>iv. RR to investigate and report back regarding deep dive feedback noted in the 10th March inspection report. <b>Done on GovernorHub and the school's website.</b></p> <p>v. PO to add self-evaluation to September's agenda. <b>Done.</b></p>	<p><b>ii. CB/RR</b></p> <p><b>iii. CB</b></p>
8. Constitution of Board: i. Allocation of Lead roles: SG; SEND; PP; Wellbeing lead; Website/RSE ii. Allocation of governors to Standards committee & any working parties iii. Request for Governance training inc ; Safer Recruitment	<p>i. Allocation of Lead roles:</p> <ul style="list-style-type: none"> <li>▪ SG. <b>IM/CA.</b> IM will train CA and once this is completed CA will take sole leadership.</li> <li>▪ SEND. <b>EM.</b></li> <li>▪ PP <b>FO.</b></li> <li>▪ Wellbeing lead. <b>IM.</b></li> <li>▪ Website. <b>IM.</b></li> <li>▪ RSE. <b>CN.</b></li> </ul>	

<p>28/09/2020 or 05/10/2020 - 9.30am to 4.30pm. SEND 21.09.2020 or 25.01.2021 - 4.00pm to 6.00pm</p>	<p>PO to send the school lead contacts for these areas to the relevant governor. <i>Post meeting note actioned 21/09/2020.</i></p> <p>ii. No working parties at present. All governors agreed to attend S&amp;P meetings with Claudia Wade as Chair.</p> <p>iii. CN advised that the dates/times for safer recruitment training have changed due to COVID-19 restrictions. The new dates are 12th November – 09:30 – 13.00 and Friday 13th November – 09:30 – 13.00 both via Teams. CN noted that attendees need to be present at BOTH sessions to complete the training. PO to send the new dates for safer recruitment to all governors and a reminder of the SEND training to those governors who haven't confirmed attendance.</p>	<p>PO</p>
<p>9. Board housekeeping: i. EMAT Code of conduct 2020 ii. Safeguarding Policy 2020 iii. Keeping children safe in education (KCSiE) Items i-iii please read for signatures to be obtained at the meeting iv. Yearly declarations of interest &amp; Governance disqualification form. Item iv electronic version to be completed and sent back to PO by the 4th September</p>	<p>i, ii, iii. PO noted that due to the use of virtual meetings GovernorHub will be used to obtain signatures electronically. PO to send out more information and guidance.</p> <p>iv. PO to contact the governors who are still to return their forms.</p>	<p>PO</p> <p>PO</p>
<p>10. Head Teachers Report: i. Progress of the full opening including the plans used for the reopening ii. Staffing update</p>	<p>Orchard / <u>Shepherdswell</u> <b>i. Progress of the full opening including the plans used for the reopening.</b> CB/RR noted that the feedback received from pupils and parents</p>	<p><i>Full reports on GovernorHub</i></p>

<p>iii. School events (governors invited)</p> <p>iv. Pupil attendance</p> <p>v. Exclusions</p> <p>vi. Children missing education</p> <p>vii. Private fostering</p>	<p>regarding the start of the new academic year has been very positive. Parental feedback shows the communication that has been sent out has been well received and the systems in place have been positively received.</p> <p>The pupils are happy and well behaved.</p> <p>EM noted that the pupils are pleased to return and the behavior is very good. EM advised that due to the lockdown the pupils are more tired than normal. EM feels this is temporary and the pupils will be back to normal in the near future.</p> <p>EM highlighted that for some pupils who didn't return in July additional catch up in English and Maths is needed and will be actioned. EM noted that it is possible this catch up may be in place for up to two terms.</p> <p><u><i>RR highlighted how well EYFS have settled in. Planning is in place to look at how to manage the bubbles regarding outside space in preparation for Winter.</i></u></p> <p>CB/RR noted that there may be some data performance drops in the short term but they are hopeful of a return to normal in Spring.</p> <p><b>A governor asked if there are any specific areas of concern regarding data performance drops.</b></p> <p>CB/RR advised that at this moment in time it is difficult to predict with any certainty as some pupils have completed a lot of work during lockdown some not as much. As soon as more information is available next steps will be devised and implemented.</p>	
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	<p>EM advised that teachers ensure revision of a subject is completed before moving on with a new topic. Phonics including Reading assessments are finishing tomorrow.</p> <p><b>A governor asked for the pupils who did a lot of work during lockdown will they continue to be pushed.</b> EM noted that each teacher ascertains all pupils needs, abilities and teaches accordingly maximizing all pupil's ability.</p> <p><b>A governor asked if pupils from Orchard &amp; Shepherdswell go home with potential Covid-19 symptoms with siblings in other schools are their siblings school contacted.</b> CB/RR advised that this is done as much as possible.</p> <p>CB/RR highlighted that following a risk assessment review a day cleaner has been employed. This means that both schools have a day cleaner ensuring cleaning practices are kept up to date and to the required standard. Cleaning supplies are satisfactory and are constantly audited and reorder if required.</p> <p><b>ii Staffing update.</b> CB advised that;</p> <ul style="list-style-type: none"> <li>• One new teacher started in September.</li> <li>• One new TA has started and another is starting on the 21<sup>st</sup> September.</li> </ul> <p><u>RR advised that;</u></p> <ul style="list-style-type: none"> <li>• <u>Three new teachers, one started in July, two started in September. All three have been an asset to the team.</u></li> </ul>	
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	<ul style="list-style-type: none"> <li>• <u>Two new TA's in department one left on Friday 11<sup>th</sup> September this position has been recruited.</u></li> <li>• <u>MJ advised that Shepherdswell still needs to recruit a staff governor. RR thanked MJ for the reminder and noted it is on her priority list.</u></li> </ul> <p><b>A governor asked how are teachers coping.</b>          CB/RR advised that all of the staff have been amazing since the lockdown and always have a smile on their face. The days since the September reopening are unusual compared to the norm but all of the staff are prepared for the challenges, opportunities that lay ahead and are very proactive.</p> <p><b>iii. School events (governors invited).</b>          CB/RR advised that more information will follow with dates being added to GovernorHub.</p> <p><b>iv. Pupil attendance</b>          Orchard.          CB highlighted that attendance was 97% during the initial opening period. This has dropped recently to 95%. Some pupils are absent with potential Covid-19 symptoms.</p> <p><u>Shepherdswell.</u>  <u>RR advised that due to some technical issues there are no attendance figures available. These will be shared once available.</u></p> <p><b>v. Exclusions.</b>          Orchard and Shepherdswell zero</p> <p><b>vi. Children missing education</b>          Orchard and Shepherdswell zero</p>	
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	<p><b>vii. Private fostering</b> Orchard and Shepherdswell zero</p>	
<p>11. COVID 19 Risk Assessment (RA) update</p>	<p>JC advised that the RA were reviewed prior to the September opening with IM present. There were no significant changes to the previous version. The RA is a live document and is constantly reviewed to ensure it is fit for purpose.</p> <p>The addition of a second day cleaner was added after reviewing the RA prior to September's opening.</p> <p><b>A governor asked that if a school hands out a Covid-19 test kit is this automatically replaced.</b></p> <p>JC advised not at present but from the 16<sup>th</sup> September replacements can be applied for.</p> <p><b>A governor noted there are still some areas marked as high is there anything we can do to mitigate this risk.</b></p> <p>JC advised that the risks marked as high are outside of our control so we are limited to what mitigation action we can take.</p>	<p><i>Full reports on GovernorHub</i></p>
<p>12. Governor Monitoring cycle and allocation of governors to priority areas on SDP</p>	<p>MJ advised that she has added to GovernorHub the latest NGA COVID-19: Continuity and Recovery Guidance for Governing Boards and Clerks - September 2020.</p> <p>MJ encouraged governors to continue attending school ensuring Covid-19 guidelines are followed but only if they are comfortable to visit.</p> <p><b>A governor asked that during their visits should they only be in a certain bubble.</b></p> <p>MJ/ RR/ CB advised that it would depend on what the visit was. CB, RR encouraged governors to contact</p>	

	<p>them prior to a visit so they can discuss next steps and the best course of action.</p> <p>LB advised that she is working with relevant stakeholders to ascertain what can be managed from a virtual meeting.</p> <p>CB, RR both highlighted their wish for visits from governors towards the end of September to look at Covid-19 plans, online working and local lockdown procedures.</p> <p><b>The governors thanked CB, RR for their feedback and will look at their diaries and availability.</b></p> <p>PO to send out an example of a monitoring cycle to help governors, school leads plan when they should plan their visit.</p> <p><b>A governor asked if the plans for online working to cover a bubble closure could be brought forward in case they are needed before the end of September.</b></p> <p>CB/RR advised that a lot of work has gone into preparing the online work and if required they are ready to go now.</p> <p><b>A governor asked if there has been any guidance from the DFE, Oak national academy regarding online working.</b></p> <p>CB advised that there has been no direct guidance but support is there if required.</p> <p>JC advised that EMAT is buying further Zoom licenses to assist online working if required.</p>	PO
13. Governance action plan self-evaluation review 2019/2020	<b>The governors agreed that there is a need to recruit more governors.</b>	



	<p>MJ agreed and feels the board would benefit from additional co-opted governors who could be parents. If achieved, it would give the board a good blend.</p> <p><b>The governors agreed.</b></p> <p><b>IM asked RR/CB what they would want from the governors.</b> CB/ RR advised that they would like the governors and the school leads to understand each other's roles, responsibility and offered to assist with this as much as possible.</p> <p><b>A governor asked if there is an update on the scheme of delegation.</b> JC advised that EMAT have a development day planned for the 17<sup>th</sup> November to which all governors will be invited virtual if required and the scheme of delegation will be reviewed. JC noted that the current version is only two years old and doesn't envisage any major changes.</p> <p>LB advised that additional governor training including data training is planned. PO to update the governors with more information.</p>	PO
14. Any other business	<p>i. <b>The governors agreed to appoint Femi Okeya as an appointed governor and welcomed him to the board.</b> PO to set up FO on GovernorHub and NGA.</p> <p>ii. MJ advised that CN's role doesn't allow her a vote.</p> <p>iii. <b>A governor noted that they have been approached by a few parents regarding the pupil leaving times and is there any flexibility with these.</b></p>	PO

	<p>CB/RR advised that a lot of planning went into these times trying to ensure they worked for the majority and had a minimum impact on the school day. There is some flexibility and would urge parents to approach a member of staff to see what assistance can be offered.</p> <p><b>iv. A governor advised that MK council offer a free car park banner to aid with parking issues.</b> CB/ RR thanked the governor for the feedback. CB will investigate and respond.</p> <p><b>v. A governor asked if there is any update regarding the possibility of each governor having their own EMAT email address.</b> MJ/ JC advised that this has been looked into but due to GDPR, EMAT policies, and IT security concerns it is not possible at this time. GovernorHub is a resource we will expand the use of where possible in the future. <b>The governors thanked MJ/ JC for the feedback.</b></p> <p>CB/ RR thanked the EMAT central teams for the hard work and support they have given during COVID-19.</p> <p>The governors agreed and thanked CB/ RR and their teams for their work they have done preparing the schools for reopening.</p> <p>A discussion followed if future meetings could start any earlier. PO will investigate and report back. <i>Post meeting note future meetings to start at 17.30.</i></p>	<b>CB</b>
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15.Date of the next meetings.	30/11/20 Shepherdswell S&P 17:30 11/01/21 Orchard LAB 17:30 10/03/21 Orchard S&P 17:30 12/04/21 Shepherdswell LAB 17:30 * 21/06/21 Orchard S&P 17:30 05/07/21 Shepherdswell LAB 17:30* * Due to uncertainty around the dates for next year's data drops the last two S&P dates may be subject to change.	All note date calendar appointment has been sent. <b>Please note change in start time</b>
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**The meeting closed at 19.36**

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

**Actions from the virtual meeting for Orchard & Shepherdswell Academies held 14/09/20**

Action	Owner
1. PO to send out information regarding the position of Vice-Chair. Page 2.	PO
2. IM to sign the 13 <sup>th</sup> July minutes and return to Chloe Nelson. Page 2.	IM
3. CB/RR to supply an update on the work they are doing investigating if there's any possibility of children visiting care homes /sheltered housing where they can read to the residents and be read to. Page 2.	CB/RR
4. CB to give an update if there are any fundraising opportunities for St Marks meals the schools can offer Page 2.	CB
5. PO to send the new dates for safer recruitment to all governors and a reminder of the SEND training to those	PO

governors who haven't confirmed attendance. Page 3.	
6. PO to send out guidance on how governors virtually sign to confirm they have read and understood the EMAT Code of conduct 2020, Safeguarding Policy 2020 and Keeping children safe in education (KCSiE) on GovernorHub. Page 3.	PO
7. PO to contact the governors who are still to return their forms DOI and disqualification forms. Page 3.	PO
8. PO to send out an example of a monitoring cycle to help governors, school leads plan when they should plan their visit. Page 8.	PO
9. PO to supply more information regarding data training. Page 9.	PO
10. PO to set up FO with GovernorHub and NGA access. Page 9.	PO
11. CB to investigate if there is a need for a MK council supplied car park banner to aid with parking issues. Page 10.	CB