

**Minutes Local Advisory Board: Orchard & Shepherdswell**  
**25<sup>th</sup> January 2023 18.00**  
**Meeting held at Orchard Academy**  
**The third LAB meeting of the academic year 2023-2024**

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

Name	Lead area	Type of governor	Term from-to	Present	No. of meetings attended
Ruth Ryan	Executive Headteacher	Headteacher	21/02/2020 – N/A	Yes	3/3
Chris Akpakwu. Joined at 18.08	Vice Chair / Safeguarding	Parent	13/07/20 - 12/07/24	Yes	2/3
Uday Nagaraju	Community engagement and extra-Curricular activities	Co-opted	26.05.20 - 25/05/20	Apologies	2/3
Emma Drinkwater	SEND	Co-opted	22/06/23 - 21/06/27	Apologies	0/3
Riyike Olateru	Chair / Adapting the curriculum for SEND, DA and EAL pupils.	Co-opted	22/06/23 - 21/06/27	Yes	3/3
Kirsty Weatherspoon		Staff Governor Shepherdswell	18/12/2023-17/12/2027	Yes	1/1
Vacancies	Staff - 1 / Parent Governor - 1 / Co-opted - 5				

Others present at the meeting

NAME	ROLE
Joshua Coleman	Chief Executive Officer - EMAT
John Lawson	Head of Education – EMAT
Paul Osborne	Governance Support Office - Clerk - EMAT
Hannah Auger	Head of School - Stimpson
Ellen Williams	Head of School - Shepherdswell
Bekky Salako joined at 18.40	Observer/Potential Governor

Agenda item	Discussion	Action
1. Welcome and Introductions	<b>RO asked PO to Chair the meeting until CA arrived.</b> Introductions were made. PO reminded the board that all items discussed at the meeting remain confidential until such time as the minutes are approved and signed off. PO welcomed KW to their first meeting.	

2. Apologies	Apologies received and accepted from <b>Emma Drinkwater</b> (Co-opted governor) and <b>Uday Nagaraju</b> (Co-opted governor). PO advised that RR, RO, had discussed ED engagement. ED had re-assured them that post February her engagement will increase as work pressures decrease.	
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 of the Local Advisory Board meeting held on the 16th November and the matters arising not appearing under Actions	The minutes of the meeting held on 16 <sup>th</sup> of November 2023 were agreed to be an accurate representation.	
6. Action Log from the meeting held on the 16th of November 2023.	<p>i. PO to give an update on governor recruitment at the next meeting. <b>Ongoing.</b> PO advised that there are two potential Co-opted governors. One of these BS is due to join the meeting. Efforts to recruit more Co-opted governors will continue.</p> <p>RR advised that the position of staff governor at Orchard and parent governor are still vacant and interest has been limited but she and her team will continue to try and recruit. PO to give an update at the next meeting.</p> <p>ii. RR/HA to arrange a meet the staff/parents opportunity during the March or April meeting at Orchard. <b>Ongoing.</b> All agreed this will be in the April meeting.</p> <p>iii. EW to investigate the pupils who are late after register to see if there are any patterns including gender. <b>Done.</b> EW advised there are no patterns and the parents of the pupils with the highest number of lates have engaged in a parent contract. The latest data shows pupils who are late after register is 0.24%.</p> <p>iv. HA to give an update on the Rainforest provision at the March meeting. <b>Ongoing.</b> HA advised that work is ongoing which includes refined pupil access adapting the curriculum offer including additional PHSE.</p> <p>HA added there has been an improvement in behaviour and the provision is more suitable for the pupils.</p> <p>RR noted that relevant staff had received additional training with Arbor to improve the accuracy of data inputting.</p>	<p><b>i. PO</b></p> <p><b>ii. RR/HA</b></p> <p><b>iv. HA</b></p>

	<p>HA informed the board that more data will be available for the March meeting.</p> <p>v. HA to give an update at the next meeting on school lockdown. <b>Ongoing.</b> HA advised that the Policy under review, pending 'Incident Marshall' training with SLT in February, and whole staff scenario training on INSET 16th Feb. The board asked for an update at the next meeting.</p> <p>vi. EW to pass onto the governors via PO the predicted number data from Milton Keynes Council. <b>Done.</b> EW shared the information prior to the meeting.</p> <p><b>A governor asked if the staff at Shepherdswell affected by the lower intake had received support.</b> EW confirmed they had. The latest prediction for September EYFS intake is approximately 30 pupils. JC added that the reduction in EYFS pupils at Shepherdswell is reflected nationally.</p> <p>vii. PO and AR to investigate the requirements for a follow up question regarding bullying if the reply is yes or they know someone who has to gather more information. <b>Done.</b> PO advised that the feedback has been given to AR who has taken it onboard for future surveys.</p> <p>viii. Policy track changes to be available for governors to view. <b>Done.</b> PO shared an example of a policy with the tracker and the board confirmed this meets their requirements.</p>	<b>v. HA</b>
<p>7. ICR &amp; External Reports.</p> <p>i. Shepherdswell Ofsted visit update.</p> <p>ii. Shepherdswell November review.</p> <p>iii. Orchard &amp; Shepherdswell visit reports.</p>	<p><b>CA took over Chairing the meeting.</b></p> <p>i. EW noted that she was pleased with the report and the school was very close to achieving outstanding. The recommendations included in the report were already part of the schools development journey. JL added that the report is very positive.</p> <p><b>A discussion followed regarding the content of the inspectors meeting with the governors and the wording in the report especially curriculum.</b></p> <p><b>A governor asked when Orchard will receive its next Ofsted visit.</b> RR/HA advised the board they expect it to be in the Autumn term.</p> <p><b>The governor followed up and asked for Ofsted update and preparation item to be added to the July meeting.</b></p>	<b>PO</b>

	<p><b>The Chair reflected on their meeting with the inspector and noted the briefing notes they received and asked for additional advice for governors to be added to the item in July.</b></p> <p><b>A governor asked if good is the most common grade.</b> JL confirmed it is with approximately 80% of schools graded good. EW added that EMAT's PR team had worked closely with the school to promote the report within the local community.</p> <p><b>A discussion followed regarding the recent updates regarding Ofsted and the potential changes to use of the one word grading criteria.</b></p> <p><b>ii. The governors noted the report but understood in part had been superseded by the Ofsted visit report.</b></p> <p><b>iii. A governor asked for a brief summary of SW report.</b> JL advised the report from the 20th November was SW initial visit report and she will complete future visits with the next one due week commencing 5th February. The actions from the visit include a teaching and learning drive which is receiving full support from the SLT.</p>	
<p>8. A. Headteacher's report.</p> <p>i. School Context and behaviour</p> <p>ii. Data headlines and Progress/barriers in relation to SIP</p> <p>iii. Curriculum development and enrichment</p> <p>iv. Safeguarding</p> <p>B. Performance report for information and questions only</p>	<p><b>A. Headteachers report.</b> HA highlighted Orchard information. EW highlighted Shepherdswell information.</p> <p><b><u>School Context and behaviour</u></b> Shepherdswell.</p> <ul style="list-style-type: none"> <li>• Behaviour remains good, and our recent inspection reflects that children are calm, and engaged with their learning.</li> <li>• Due to the increased need of our EFYS cohort we have recruited a new SEND TA and HLTA who are utilising staff in Aspen to provide them with a bespoke curriculum that suits their needs. This will be in place in January. We are working with external agencies to secure the additional funding. We have also had a Year 1 children who is working significantly below and on advice from the SEND and Admissions team placed him into the EYFS class.</li> <li>• The nursery provision has continued to grow over</li> </ul>	

	<p>the half term and in January it will have 19 morning and 16 afternoon children, with a total of 22 children on role. We have a waiting list for Summer 1 and Autumn 1.</p> <p><b>A governor asked if there is scope to expand the nursery provision which could help increase Shepherdswell's pupil numbers in the medium term.</b></p> <p>EW advised that plans are in place and investigations had started the school is working closely with the DFE and other relevant stakeholders.</p> <p>EW added that the nursery space is better utilised than previously and is more free flow and uses the outdoor space more effectively.</p> <p><b>A discussion followed regarding the positive development it would be for the school if the nursery could be expanded and increase its numbers as there seems to be a need for it in the local community.</b></p> <p>Attendance.</p> <ul style="list-style-type: none"> <li>• Attendance is 96.8% above national at 95%</li> <li>• Persistent absence is 9.77% below the national of 16.5%. Persistent Absence has reduced in Autumn 2 as we have been able to remove the CME children from roll and have had a weekly focus on PA and unauthorised absences to challenge parents in a timely manner.</li> <li>• We continue with our processes to monitor, support and challenge attendance. The second wave of attendance letters have been sent and parent contracts have been issued where needed.</li> <li>• We are introducing a class attendance award from January to encourage the children to attend school daily.</li> <li>• During our inspection the Ofsted team shared that our monitoring and attendance procedures were effective.</li> </ul> <p><b>A governor asked if the deep dives into PA absence will continue.</b></p> <p>EW confirmed they will and the school uses parent contracts when required.</p> <p>Staffing changes and HR concerns.</p> <ul style="list-style-type: none"> <li>• We have appointed a new Assistant Headteacher</li> </ul>	
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	<p>for inclusion and behaviour for both Orchard and Shepherdswell who will be joining us in January.</p> <ul style="list-style-type: none"> <li>• We have appointed a new Assistant Headteacher across both schools for Teaching and Learning who is starting in February.</li> <li>• Our new SENCO will be joining us in January who will support with EHCP applications and support for children with additional needs across both schools. The decision to have a teaching and learning AHT is to increase capacity of the SLT and to develop all subject areas.</li> <li>• We had a TA leave us in December to go travelling and have appointed a replacement who will be starting in January. We also have a breakfast club assistant and lunch and play assistant joining us in January as well to replace someone that left in the Summer.</li> <li>• It has been agreed to have an additional TA in EYFS on a fixed term contact to support with the SEND pupils. She will be starting in January.</li> </ul> <p><b>Orchard.</b></p> <ul style="list-style-type: none"> <li>• Behaviour continues to be a focus of improvement for Orchard Academy. This half term staff training was primarily focused on positive behaviour management, understanding of behaviours, trauma, and attachment, and de-escalation strategies. This was adapted for both teaching staff and TAs.</li> <li>• Exclusion training was attended by HoS and EH, facilitated by the EMAT Training Hub, to strengthen and refine practice and policy around suspensions to ensure water-tight practice at Orchard.</li> <li>• Evaluation of social time and facilities and resources completed, with investment in new play sheds and colour coded equipment to positively engage children in social interactions at break and lunch time ready to be launched in the Spring term.</li> <li>• Suspension processes have been tightened up, and the structured play area has been improved.</li> </ul> <p><b>A governor asked if staff are more consistent in implementing the behaviour policy.</b> HA confirmed they are but improvements are still required. There is a mantra of “if you ignore a pupils poor behaviour you are approving it”.</p>	
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**The governor followed up and asked if there are any particular years groups exhibiting poor behaviour.**

HA advised the poor behaviour is not isolated to a particular year group. The school uses parent contracts and with updated policies has and will continue to hold pupils, staff, and parents to account. Improving pupil behaviour at Orchard remains a focus area.

JL asked what happens to staff who are not effective in tackling pupils poor behaviour.

HA replied that they receive training which is personalised and targeted which has proved successful. There are other options available if these do not work.

JL asked how HA is managing this training.

HA advised that it is labour intensive but worthwhile and must be done to help improve pupils behaviour.

Attendance.

- Attendance is 94.6%, slightly short of national at 95%. Our half termly attendance remains steady at this level.
- Persistent absence in Autumn 2 is 17.8%, just above the national of 16.5%. PA has been challenged proactively after a weekly focus on attendance monitoring being reported and reviewed as part of Safeguarding meetings. Orchard YTD PA sits at 13.4% which is still below the national picture.
- We continue with our improved processes to monitor, support and challenge attendance. The second wave of attendance letters have been sent and parent contract meetings arranged where needed.
- Continued support provided for our pastoral lead from both HoS and The Thompson Team(TT) to ensure practices are rigorous and clear expectations maintained.
- Improved engagement from the whole school with the improved class attendance award, where the class with the highest attendance each week hosts the school attendance shield and also receive an additional 5 minutes of play time on a Friday break. This has been embraced and celebrated by children.

**A governor asked for more detail regarding the support the school receives from the TT.**



HA informed the board that the TT have supported the pastoral team with challenging conversations with parents / career and give the pastoral team support when required. The school also conducts home visits which shows the pupils and parents/carers the school cares for their wellbeing and shows the importance of pupils attending school.

Staffing changes and HR concerns.

- Appointments for AHT for Inclusion and Behaviour, AHT for Teaching and Learning, and SENCO for both schools as per Shepherdswell notes.
- We have created the new position for an additional Behaviour and Attendance Officer for Orchard Academy to increase the capacity for support for our children and families across the school, after careful review of the need for this additional support, An internal candidate was interviewed and accepted the role, which will start in January to build the Inclusion and Pastoral Team.
- We had a Year Leader leave us in December who moved to a role in a SEND school to develop her skill set for future potential progression. We have been unable to recruit to this role as of yet but have secured a consistent and good quality long term supply teacher.

**A governor asked if recruitment for Orchard is challenging.**

HA noted it can be and HR support when required.

**A governor asked if EMAT conducts trust wide training.**

JC confirmed they do and EMAT has recently been approved to deliver National Professional Qualifications on behalf of LLSE including NPQ. One of the expected benefits of offering this facility is to reduce staff turnover and encourage staff to progress their career within EMAT.

Data headlines.

Shepherdswell.

EYFS.

- In all areas of learning except EAD, there has been an increase, or the percentage has stayed the same for those pupil achieving Milestone 2 (green)
- There has been a 31% increase in Maths, however this along with C&L remains the lowest of the areas of learning and below national.
- Those children who have not achieved Milestone 2



	<p>(red), are all pupils with significant need.</p> <ul style="list-style-type: none"> <li>• Support is in place where required.</li> </ul> <p><b>A governor noted the target is set lower than national and asked why this was.</b> RR advised that the target is set based on the cohort.</p> <p><u>Phonics EYFS and KS1.</u></p> <ul style="list-style-type: none"> <li>• EYFS 15.6% of the children in Group A are the 5 children identified in EYFS that have significant SEND needs.</li> <li>• 65.7% of EYFS children are now working at or above this has increased by 21.3% from 44% at the end of Autumn 1.</li> <li>• Year 1 8.1% of the children working below (in Group A) are children in the Social Communication Department.</li> <li>• 2 new starters in Year 1 that are either new to country or weak in phonics when they started.</li> <li>• Year 1 Children are making progress through the groups and 64.9% of children at working at or above (13.1% lower than last term)</li> <li>• Year 1 RWI data shares that more children are secure in Set 3 sounds and adaptation of interventions will now focus on fluency of reading green words,</li> <li>• Year 2 8.6% of the children working below (children in Group A and B) are children in the Social Communication Department.</li> <li>• Year 2 children that have been in targeted support have made progress from their starting points – 3 of the children have made 2 levels progress this term. Several year 2 pupils are new to country.</li> </ul> <p><b>A governor asked if the data from Aspens has been included.</b> RR confirmed it has. EW added that Fastrack phonics along with all available support packages are used to assist pupils.</p> <p><b>The governor followed up and asked if pupils in Aspens receive interventions.</b> EW confirmed they do.</p> <p><b>A governor noted the positive improvement in the data from year 1 to year 2 along with the low mobility.</b></p>	
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KS1.

- Pupils performed well in the NTS assessments.
- Moderation of Teacher assessment at the end of Spring term with Year 2 team and Head of School.
- Live marking and editing to be trialled in English and Maths.

**A governor asked for more information regarding live marking.**

EW advised that Live marking is a method of providing effective feedback on student work while they are still in the process of completing it. This is in contrast to 'traditional marking', where the teacher marks all of their students' books outside of the lesson. The idea is to give students instant feedback on their work.

Live marking has been in place for 2 weeks so it is very early to give detailed feedback but the initial findings from staff and pupils is strong and teachers are improving their techniques every lesson. Live marking is not being used for every subject but is being rolled out steadily.

JC asked if live marking would reduce teachers workload.

EW advised it will and there are feedback sessions with teachers to help share best practice.

## Orchard.

KS2.

- Pupils have been split into 4 ability groups for reading and Maths and those pupils who are targeted to get expected+ are being taught by the stronger teachers.
- Maths curriculum is being followed with additional arithmetic, lessons will include fluency, reasoning, problem solving with plenary with SATs questions.
- Additional tutoring afterschool is in place for SPAG, Reading and Maths.
- Interventions for reading following RBL targeted program is being implemented in the afternoons.
- MOCK SATs paper is scheduled for the end of January, and we will use this opportunity to compare scores.
- RBL (external expert) will continue to support with Year 5 English planning and development.
- Year 6 pupils not at expected+ for reading who are targeted with receive a staff reading buddy from across the school, to read with them at least twice a week.

**A governor asked if the funding for the additional tutoring is coming out of the CV-19 catch up fund.**

RR yes.

**B. Performance report.**

The Chair invited questions.

**Orchard.**

**A governor asked if the school has any concerns regarding the number of suspensions.**

HA no and it shows the school is following the policy and poor behaviour will not be tolerated.

HA highlighted the following.

- 1x restraint – used with Aspen child by Team Teach trained colleague.
- Increase in number of suspensions as a result of raising standards and expectations in behaviour.
- This half term:  
60% of suspension incidents due to persistent defiance and disruption.  
30% physical assault on a peer.  
10% for physical assault on an adult.
- Out of the 10 children suspended this half term, 7 of these have Behaviour Plans now in place. After the introduction of these contracts, of these 7 children, 4 children did not receive an additional suspension. 2 of the remaining children we are working with PIP to work towards possible new educational provision.
- 14 children in total now have Behaviour Plans.

**The governor followed up and asked if any of those pupils who received a suspension was a surprise.**

HA the vast majority no.

HA advised the governor that some of the safeguarding cases in the report are high profile safeguarding at Orchard is very strong.

JL asked if the staff involved in these cases receive support if required.

HA yes from Orchard SLT and the TT.

**Shepherdswell.**

**A governor asked if there were any concerns regarding the accidents at work adults x5.**

EW they were normal accidents and no concerns. All guidelines had been followed.

	<p><b>A discussion followed regarding the need to increase parent engagement with future surveys.</b></p> <p><i>Post-meeting note. The next round of surveys was sent to the schools on the 29<sup>th</sup> January. The schools have approximately 2 months before the survey closes thus giving them more time to increase participation.</i></p>	
<p>9. Governor updates.</p> <p>i. Governor visits expectation this term.</p> <p>ii. GovernorHub.</p>	<p>i. PO reminded the governors that the expectation is a minimum of one visit per term and some governors had not completed a visit before Christmas.</p> <p>ii. PO went through phase 1 of the GovernorHub launch highlighting.</p> <ul style="list-style-type: none"> <li>• The noticeboard and that are governors can post information/questions onto the noticeboard.</li> <li>• Calendar.</li> <li>• Documents.</li> </ul> <p>PO advised that phase 2 will launch in early spring and include training opportunities via the Key. PO to go through phase 2 at the most suitable governor meeting.</p>	<b>PO</b>
<p>10. Policies.</p> <p>Safeguarding &amp; Child Protection.</p>	<p>PO advised that the bulk of the policy had been approved by trustees and the board are to focus on the schools specific information.</p> <p>RR noted there is an error on the Orchard policy as it list a member of staff who has left.</p> <p>RR to action update.</p> <p><b>The policies were unanimously approved upon the changes being made by RR.</b></p>	<b>RR</b>
<p>11. Any other business.</p>	<p>There was no AOB raised.</p>	
<p>12. Dates of meetings for the year:</p>	<p><b>Dates of meetings for the year: 2023-2024.</b></p> <p>14th March 2024 18.00hrs meeting 4 in Shepherdswell</p> <p>25th April 2024 18.00hrs meeting 5 Orchard</p> <p>18th July 2024 18.00hrs meeting 7 in Shepherdswell</p>	Calendar appointments sent

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

The meeting closed at 19.54

#### Actions from the meeting for O&S held 25/01/2024

Action	Owner
1. PO to give an update on governor recruitment at the next meeting. Page 2.	PO
2. RR/HA to arrange a meet the staff/parents opportunity during the April meeting at Orchard. Page 2.	RR/HA
3. HA to give an update on the Rainforest provision at the March meeting. Page 2.	HA/PO
4. HA to give an update at the next meeting on school lockdown. Page 3.	HA/PO
5. PO to add an item on the July agenda for Orchard's Ofsted update including advice for governors for their meeting with the inspector. Page 3.	PO
6. PO to share information regarding the launch of phase 2 on GovernorHub at the most convenient LAB meeting. Page 12.	PO
7. RR to manage via AR the small changes required in the Orchard Safeguarding & Child Protection. Policy. Page 12.	RR