

**Orchard School Bristol Local Governing Body 2 Minutes – Thursday 15<sup>th</sup> December 2016**

LRC 5.30 - 7.30pm

**Present:** Martina Peattie (chair, MP), Mandy Bancroft (MB), Helen Holman (HH), Andy Pope (AP), Ingrid Hooper (IH), Liz Pope (LP), Norman Fayers (NF) & Sarah Searle-Barnes (SSB).

**In attendance:** Becky Day (clerk, BD), Emmanuel Adukwu (EA), Mark Davies (MD).

	<b>Minutes</b>	<b>Action</b>
<b>1</b>	<b>Welcome</b>  MP gave a warm welcome to TiLA CEO Mark Davies and prospective governor Emmanuel Adukwu from the University of the West of England as observers at the meeting. She also welcomed SSB to her first LGB meeting.	
<b>2</b>	<b>Apologies</b>  None.	
<b>3</b>	<b>Governor Vacancies</b>	<b>BD/MP to meet with prospective parent govns in the new year.</b>
<b>3.1</b>	There have been a lot of people interested in becoming an OSB governor, including two parents of students in Years 7 and 8, a KPMG employee and a lawyer.	
<b>3.2</b>	A date is in the diary to meet with the lady from KPMG, and MP has emailed the lawyer to arrange a date.	
<b>3.3</b>	MP said that there is currently space for up to 15 governors on the board, so if these candidates are all suitable, there would be space to accommodate them.	
<b>4</b>	<b>Declaration of interests</b>  None.	
<b>5</b>	<b>Minutes of last meeting (13.10.16)</b>  Minutes agreed as a correct record.	
<b>6</b>	<b>Matters arising</b>	<b>DC to present feedback on mindfulness project in due course.</b>  <b>BD/HH to arrange a date to look at the RAISEOnline summary dashboard.</b>  <b>MD to let govns know what extra provisions there will be in place for</b>
<b>6.1</b>	<u>Mindfulness</u>  Schools involved in the Mindfulness in Schools project are still to submit their feedback.	
<b>6.2</b>	<u>Exam Results</u>  RAISEOnline results from last year have been released and the format has changed. HH suggested that this is something that the governors need to look at in more detail at an extra training session.	
<b>6.3</b>	<u>Destinations</u>  HH has been raising the issue of students remaining the school's responsibility until they are 18 at a number of different meetings. HH said that the school is not funded to cater for these students after they have left at 16, however the former students are contacting the school asking for careers advice. HH said that there is a TiLA meeting in January to look at students dropping out in Year 12, and the issues affecting TiLA schools.	

<p><b>6.4</b></p>	<p><u>Governors' Skills Audit</u></p> <p>The skills audit will be redone once all of the new governors are in place.</p>	<p>these students.</p>
<p><b>6.5</b></p>	<p><u>House Visit</u></p> <p>MP said that she thoroughly enjoyed her recent visit to Dirac House.</p>	<p>MP to redo skills audit once new governors are in place.</p>
<p><b>7</b></p> <p><b>7.1</b></p> <p><b>7.2</b></p> <p><b>7.3</b></p> <p><b>7.4</b></p> <p><b>7.5</b></p>	<p><b>Reports from Working Groups</b></p> <p><u>Finance and Risk</u></p> <p>MP gave an update of the last Finance and Risk meeting in the absence of NF, highlighting the continuous issues with BAM. MP is due to do a cleaning walk of the school in the new year, alongside HH, LJ and BAM.</p> <p>Management of Change was also discussed as part of the budget summary, and the need to make cut backs in the new year. HH and LJ are due to report back on this at the next F&amp;R meeting.</p> <p>MP noted that there are due to be changes to the schools' funding formula, and enquired whether this would benefit or be detrimental to OSB. MD said that OSB will be slightly worse off than the others schools in TiLA, but schools in Bristol will generally benefit. More detail will be provided on this at the next F&amp;R meeting.</p> <p><u>Wellbeing</u></p> <p>MB highlighted that attendance is improving at this point in the year, whereas in previous years there has been a decline in attendance. Behaviour has improved due to Ready to Learn. The new Bristol Inclusion Panel, which determines alternative provision for students across the city and which OSB is part of, was discussed at the Wellbeing meeting and is working well.</p> <p><u>Teaching and Learning</u></p> <p>MP noted that the presentation given by the head of the Maths department had been very good, and her commitment and planned strategy looked very promising.</p> <p>No data was yet available on the Year 11 mocks as it was still being analysed. However, MP highlighted that different grading systems are being used across the year groups.</p> <p><i>NF joined the meeting.</i></p>	<p>HH to report back on discussions around Management of Change at next F&amp;R WG.</p> <p>Update on the schools' funding formula at next F&amp;R WG.</p>
<p><b>8</b></p> <p><b>8.1</b></p> <p><b>8.2</b></p>	<p><b>Headteacher's Report</b></p> <p>HH said that it had been a successful 14 weeks, with staff generally feeling positive due to the new RTL system being in place.</p> <p><u>Attendance</u></p> <p>Attendance had received a lot of focus this year. HH noted that term 2 attendance (week 1-5) was 92.3% - although this is lower than last year, it is an improvement on last term's figure of 91.1%. Exclusion figures are not hugely different from last year, and only two students have been excluded this year due to incidents unrelated to RTL. HH said that RTL's</p>	

	<p>impact on attendance had been better than expected.</p>	
<b>8.3</b>	<p>MP enquired whether unauthorised absence figures are different from last year. HH responded, not significantly.</p>	
<b>8.4</b>	<p>HH is still leading the TiLA task and finish group on attendance and it is proving useful. The group is understanding where it needs to make gains, and improve the way it communicates the importance of attendance to parents.</p>	
<b>8.5</b>	<p><u>RTL</u></p> <p>RTL had been very positive, with a reduction in numbers of students being referred to the RTL room. The school is now refining procedures for the students using Thrive. Thrive students are now being sent to RTL for two hours, rather than the full 24 hours. HH said that this is freeing up staff in the Thrive room to carry out other essential work. The room is mainly used by boys in the lower year groups.</p>	
<b>8.6</b>	<p>On a recent visit to OSB, MP was shown the RTL and Thrive rooms. She was impressed by how silent the RTL room was and commended the team managing the room.</p>	
<b>8.7</b>	<p>The RTL audit has been carried out with the pastoral team and middle leaders. The audit observed how staff are applying RTL and using the scripts in place to manage behaviour (eg. “3, 2, 1” and no “shushing”).</p>	
<b>8.8</b>	<p>MP asked whether teachers are feeling less tired than before, because of the system. HH responded that staff are still tired, but not exhausted as they were previously.</p>	
<b>8.9</b>	<p>A CPD session is due to be carried out next term on RTL.</p>	
<b>8.10</b>	<p><u>Progress</u></p> <p>Progress data has now been collected for Year 11, apart from in Maths and English. This is due to difficulties understanding the new spec and grading system, and how best to present the data. In the meantime, the mock results in English and Maths have been reported to parents as a percentage, so they know what their child needs to focus on in the build up to their GCSEs. HH said that she is currently looking more at Attainment 8, than Progress 8 in terms of setting targets for students.</p>	
<b>8.11</b>	<p><u>T&amp;L Audit</u></p> <p>All departments have now been audited, and Humanities will be looked at again in January. HH noted that she has seen some excellent practice across the departments. The subject leads who have led the audits of their departments will now be using the information gathered to help support their teams develop throughout the year.</p>	
<b>8.12</b>	<p>HH said that next term she will be covering eight lessons of science a week – in place of an SLT member going on maternity leave – and is looking forward to it.</p>	
<b>8.13</b>	<p><u>Student Numbers</u></p> <p>Student numbers are promising, but not as high as the school had anticipated:</p> <ul style="list-style-type: none"> <li>• 115 x 1<sup>st</sup> preferences (+9 on last year)</li> <li>• 55 x 2<sup>nd</sup> preferences (+11 on last year)</li> <li>• 39 x 3<sup>rd</sup> preferences (+6 on last year)</li> </ul>	

	<ul style="list-style-type: none"> <li>• 209 x total preferences (+26 on last year)</li> </ul> <p><b>8.14</b> MP questioned how this data compares to other schools across Bristol. Mostly all schools' intake has gone up this year.</p> <p><b>8.15</b> HH said that mobility has been high this year, with Year 7s moving schools when offered their first preference. However, there have been more students arriving than leaving.</p> <p><b>8.16</b> <u>Careers and Destinations</u></p> <p>HH noted that there has been a member of staff doing a very good job at building contacts with business professionals in the local area and hosting events for them to meet with our students. HH presented some very positive feedback that had been gathered from a recent mock interview event where professionals interviewed Year 10 and 11 students.</p> <p><b>8.17</b> <u>Year 12 Destinations</u></p> <p>HH presented figures on where students go after leaving OSB. There are 9-10 students who are currently not in education or employment (NEETs).</p> <p><b>8.18</b> <u>Staffing</u></p> <p>HH gave an update on the current staffing situation. The school is currently advertising for a Head of Science to start in September 2017. HH will not be seeking a replacement for the SLT member of staff going on maternity leave, as her SLT responsibilities will be covered by other members of SLT.</p> <p><b>8.19</b> <u>WOVP</u></p> <p>A successful tea party was held at OSB, where our local elderly residents joined students from within the partnership for an afternoon of tea, cake and Christmas songs.</p>	
<p><b>9</b></p> <p><b>9.1</b></p> <p><b>9.2</b></p> <p><b>9.3</b></p> <p><b>9.4</b></p>	<p><b>Equalities</b></p> <p><u>TiLA Policy</u></p> <p>MP presented TiLA's Equality and Diversity Policy, explaining that it informs the work that OSB does around Equality and Diversity, and it is important that governors know that it exists. Governors noted the policy.</p> <p><u>Bristol City Council (BCC) Inclusion Audit</u></p> <p>HH gave an overview of the BCC Inclusion Audit which has been set up to look at best practice around SEN provision, and how to make the most out of a limited budget. OSB is one of 10 schools to be selected out of 200, to be involved with the pilot study of the audit.</p> <p>HH said that it is important that we develop the school website to include more information about SEN.</p> <p><u>Equality and Diversity Action Plan</u></p> <p>HH presented her updated Equality and Diversity Action Plan to the governors. She explained that it is being used, and she welcomes feedback from the governors.</p>	<p><b>BD to discuss with SENCo about developing SEN section of website.</b></p> <p><b>HH to RAG the action plan &amp; present to future LGB.</b></p>

<p>9.5</p> <p>9.6</p> <p>9.10</p>	<p>A member of staff has visited a school in Easton to learn how they interact with their parents.</p> <p>IH mentioned that she went to the Prevent training, and it was recommended that there should be a reference to “British Values” included in the action plan.</p> <p><u>Accessibility Plan</u></p> <p>HH presented the Accessibility Plan for 2016-19 to the governors, highlighting the school’s aims and objectives on meeting the needs of its students. MP queried whether this plan is something BAM co-operates with. HH said that it is a requirement that they do.</p> <p>MP asked whether the school has any students who are visually impaired. HH said that the school currently does not. However, it does have students who wear hearing aids.</p>	<p>HH to look at including “British Values” in the action plan.</p>
<p>10</p>	<p><b>Ofsted</b></p> <p>HH says that she is aware that she needs to start thinking about the next Ofsted inspection. She feels the school is currently in a good place, but it needs to work hard to maintain its ‘Good’ rating. HH pointed out that it is unfair that schools are judged on students who have left the school. MP asked whether HH feels the school is in a better place than last year. HH said that the school has made noticeable changes to improve, including introducing the RTL system.</p>	
<p>11</p> <p>11.1</p> <p>11.2</p>	<p><b>Feedback from TiLA</b></p> <p>MB gave an overview of the last TiLA Board Meeting, which she attended in place of MP, noting that much time was spent preparing for the Joint TiLA/LGB meeting on 7<sup>th</sup> December.</p> <p>MD noted that the Joint TiLA/LGB was a success – an action plan was created to track the development of TiLA. This will be shared in due course at a future LGB meeting.</p>	
<p>12</p> <p>12.1</p> <p>12.2</p> <p>12.3</p> <p>12.4</p>	<p><b>Governance Action Plan</b></p> <p>The Governance Action Plan was reviewed and updated.</p> <p>It was suggested that KMG attends the next T&amp;LD WG meeting to update the governors on homework.</p> <p>HH noted that student leadership is still a concern, so an agency is coming into school to mentor two year groups. BD to send the dates of this visit to MB.</p> <p>BD to also include an item on student leadership on the next Wellbeing WG.</p>	<p>KMG to attend next T&amp;LD to update governors on homework.</p> <p>BD to send dates of student leadership visit to MB.</p> <p>Wellbeing WG to include an item on student leadership.</p>
<p>13</p> <p>13.1</p>	<p><b>Policies</b></p> <p><u>Administration of Medicines</u></p>	<p>SSB to send</p>

<p>13.2</p> <p>13.3</p> <p>13.4</p> <p>13.5</p> <p>13.6</p>	<p>SSB highlighted that it is not clear who holds responsibility for the administration of medicines in the OSB policy. She also noted that there needs to be a mention in the policy about the school's liability when administering medicines.</p> <p>The policy was agreed pro tem. SSB to send HH recommendations for improvements to the policy.</p> <p><u>EAL</u></p> <p>The policy was agreed.</p> <p><u>Examinations and GCSE Controlled Assessments</u></p> <p>The policy was agreed.</p> <p><u>ICT Acceptable Use (Staff)</u></p> <p>BD to add 'for personal use' and a reference to the TiLA Code of Conduct. BD to also notify staff of amendments.</p> <p><u>Code of Conduct</u></p> <p>MP noted that we have already signed our own version of the Code of Conduct for 2016-17, but we will use TiLA's policy next academic year.</p>	<p>HH suggested improvements to meds policy.</p> <p>BD to upload updated EAL policy to website.</p> <p>BD to upload updated Exams policy to website.</p> <p>BD to make amendments to ICT policy, upload to website &amp; update staff.</p> <p>BD to add TiLA Code of Conduct to agenda of first LGB meeting of 2017/18.</p>
<p>14</p>	<p><b>Feedback to TiLA</b></p> <p>Items to report back to the next TiLA board meeting:</p> <ul style="list-style-type: none"> <li>• The success of RTL;</li> <li>• Improving attendance;</li> <li>• The Equality and Diversity Action Plan;</li> <li>• Starting to think about Ofsted.</li> </ul>	
<p>15</p> <p>15.1</p> <p>15.2</p> <p>15.3</p>	<p><b>AOB</b></p> <p><u>The Key</u></p> <p>BD reminded governors to sign up to The Key.</p> <p><u>Governor Hub</u></p> <p>MP mentioned that OSB is interested in signing up to Governor Hub (an online platform to store and share paperwork), and asked MD whether TiLA could be interested in signing up for a cross-TiLA package.</p> <p><u>DataSec</u></p> <p>HH said that she was impressed by the presentation from DataSec – a new software system that TiLA is introducing across its schools to analyse data around behaviour and attendance.</p>	<p>All to sign up to The Key.</p> <p>MP to mention Governor Hub at next TiLA board meeting.</p>

<b>15.4</b>	<u>School to School Reviews</u>  MD noted that TiLA is introducing School to School reviews. HH will be shadowing MD on the first pilot review on 30 <sup>th</sup> and 31 <sup>st</sup> January.	
<b>15.5</b>	<u>Meeting Dates</u>  Future Finance meetings have now been changed back to their original dates.	<b>BD to update meeting dates &amp; circulate.</b>

Signed.....

Date.....

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**ACTION SHEET**

<b>Minute</b>	<b>Who</b>	<b>Action required</b>
3.1	BD/MP	BD/MP to meet with prospective parent govs in the new year.
6.1	DC	DC to present feedback on mindfulness project in due course.
6.2	BD/HH	BD/HH to arrange a date to look at the RAISEOnline summary dashboard.
6.3	MD	MD to let govs know what extra provisions there will be in place for these students.
6.4	MP	MP to redo skills audit once new governors are in place.
7.2	HH	HH to report back on discussions has around Management of Change at next F&R WG.
7.3	LJ/HH	Update on the schools' funding formula at next F&R WG.
9.3	BD	BD to discuss with SENCo about developing SEN section of website.
9.4	HH	HH to RAG the action plan & present to future LGB.
9.6	HH	HH to look at including "British Values" in the action plan.
12.2	BD/KMG	KMG to attend next T&LD to update governors on homework.
12.3	BD	BD to send dates of student leadership visit to MB.
12.4	BD	Wellbeing WG to include an item on student leadership.
13.2	SSB/HH	SSB to send HH suggested improvements to meds policy.
13.3	BD	BD to upload updated EAL policy to website.
13.4	BD	BD to upload updated Exams policy to website.
13.5	BD	BD to make amendments to ICT policy & update staff.
13.6	BD	BD to add TiLA Code of Conduct to agenda of first LGB meeting of 2017/18.
15.1	All	All to sign up to The Key.
15.2	MP	MP to mention Governor Hub at next TiLA board meeting.
15.5	BD	BD to update meeting dates & circulate.