

Orchard School Bristol Local Governing Body 5 Minutes – Thursday 13th July 2017

LRC 5.30 - 7.30pm

Present: Martina Peattie (chair, MP), Helen Holman (HH), Mandy Bancroft (MB), Julian Newberry (JN), Andy Pope (AP), Ingrid Hooper (IH), Sarah Searle-Barnes (SSB), Laura Kochanski (LK), Nichola Dixon (ND), Natasha Noel (NN), Elizabeth Pope (EP).

In attendance: Becky Day (clerk, BD).

	Minutes	Action
1	Apologies Kirstie Wilkins (KW) and Norman Fayers (NF).	
2	Declaration of interests None.	
3	Minutes of last meeting (11.05.17) Minutes agreed as a correct record.	
4	Matters arising	<p>BD to find out why OSB has not yet been evaluated as part of the MM project.</p> <p>BD to include item on apprenticeships at next Wellbeing WG.</p> <p>BD to get feedback from parents about their availability for evening meetings.</p> <p>BD to include Mental Health on WB agenda next year.</p> <p>LK to organise a meeting with Drw Cannon to further discuss the situation re:</p>
4.1	<u>Mindful Moments</u> The evaluation has been carried out across the primary schools involved in the project. However, it has not yet been carried out at OSB. BD to find out why this is.	
4.2	<u>Apprenticeships</u> BD to include an item on Apprenticeships at the next Wellbeing WG.	
4.3	<u>Punctuality</u> DC provided an update on the new punctuality recording system at the last Wellbeing WG. It is currently being trialled across Years 7 and 8. Students are being put into detention if late in the morning, and it is so far proving effective.	
4.4	<u>Parent Voice</u> We are still working on recruiting parents to our Parent Voice group as numbers have dwindled over the last term. But we are going to see whether evening meetings are a possibility for our parents.	
4.5	<u>Mental Health</u> The Prime Minister visited OSB, as we were one of the first schools to hold the government-funded Youth Mental Health First Aid training. Mental Health will continue to be on the agenda next year.	
4.6	<u>BAM Refund</u> The school is still lobbying BAM for the refund of the maintenance works to the canopy and fold-down seating in the assembly hall, which have not been carried out. LK is to organise a meeting with Drw Cannon to further discuss the situation.	
4.7	<u>Reporting Templates</u> SSB met with PG to discuss the reporting templates, and this was fed back to T&LD committee.	
4.8	<u>NEETs</u>	

<p>4.9</p> <p>4.10</p> <p>4.11</p>	<p>MP has been raising the issue about NEETs at the TiLA Board meeting. However, Lee Probert, Principle at City of Bristol College, was not at the first meeting, and then left before the item was discussed at the following meeting, so MP has not been able to raise the issue with him as yet.</p> <p><u>Drug-related Incidents</u> An annual report is to be provided at the next Wellbeing WG regarding drug-related incidents in school.</p> <p><u>Policies</u> BD & ND are still to meet to discuss how parents access policies. It was suggested that we make this an item at a future Parent Voice meeting to get feedback from parents. Some of the governors felt that the policies could be simplified and include a glossary, while others felt that it was important that they contained necessary technical detail otherwise the effectiveness of the policies could undermine the policies.</p> <p>The governors came to the agreement that when reviewing a policy in future, they should pay particular attention to the way it has been written and whether it would be accessible to parents. MP to mention that this issue also needed to be considered when TiLA policies are agreed at the next TiLA Board meeting.</p>	<p>BAM refund.</p> <p>BD to include an item on drug-related incidents at next Wellbeing meeting.</p> <p>BD to make accessibility of policies an agenda item at a future Parent Voice meeting.</p> <p>MP to raise the issue of accessibility of policies at future TiLA Board.</p>
<p>5</p> <p>5.1</p> <p>5.2</p> <p>5.3</p> <p>5.4</p> <p>5.5</p> <p>5.6</p> <p>5.7</p> <p>5.8</p> <p>5.9</p>	<p>Reports from Working Groups</p> <p><u>Finance and Risk</u> MP gave an overview of the F&R meeting in the absence of NF. A meeting was held between OSB and Bristol City Council regarding the BAM contract including the refund (as discussed under item 4.6). It is understood that BAM has cut the charge to £9kpa, but BD is to double check this.</p> <p>The Educational Visits Policy has now been signed.</p> <p>Leigh John is retiring this summer and is being replaced by Helen Guy, the former bursar at Bridge Learning Campus.</p> <p>The budget is now looking much better – some staff leaving has meant that OSB has been able to make substantial savings.</p> <p>178 students have now been enrolled at OSB for September, which are the best figures to date. HH said that we could reach our maximum (185) in the first few weeks of term.</p> <p>LK presented a paper on PFI to the governors at the F&R meeting to provide a better understanding of PFI and the impact this has on our budget.</p> <p>BD to add HH to the apologies.</p> <p><u>Wellbeing</u> Attendance and behaviour were the two key items discussed at the Wellbeing meeting. Both have significantly improved throughout the year. HH has set targets in the areas for next year.</p> <p>There was a discussion about the recent acts of terrorism in the news and the impact they</p>	<p>BD to double check how much BAM has cut the charge.</p> <p>BD to upload updated Educational Visits policy to website.</p> <p>BD to add HH's apologies to the F&R minutes.</p>

	<p>had had on students, and how discussions of the incidents had been handled in school. MP had reported on this to TiLA.</p> <p>5.10 AP has volunteered to take over from MB as chair of the Wellbeing Group next year, and SSB is taking over from MB as the named governor responsible for safeguarding.</p> <p>5.11 BD to amend “punctuation” to “punctuality” in the Wellbeing minutes.</p> <p>5.12 <u>Teaching and Learning</u> KMG spoke about assessment and target setting, and how she has been instrumental in developing TiLA’s new Target Setting Policy, which sets out high ambitions for our students.</p> <p>5.13 SSB met with PG regarding reporting templates and a report was provided about this meeting to the working group.</p> <p>5.14 The committee looked at the recent TiLA audit report, which was particularly praising of the Ready to Learn behaviour system.</p> <p>5.15 SSB said that governors were impressed to hear about Year 11’s approach to the GCSE exams and how they maintained 100% attendance throughout the exam period.</p> <p>5.16 An update was provided on staffing changes – KMG was wished well at the meeting for her new role as Headteacher at Broadoak School in Weston-super-Mare. Kate Richards will also be covering for Kate Fiddian’s maternity leave as Assistant Headteacher for Teaching & Learning in the new academic year.</p> <p>5.17 HH said that KR recently put in a successful application to the Chartered College of Teachers for OSB to become a North Bristol research hub. The school will host TeachMeets for teachers to share best practice, and insights into teaching.</p> <p>5.18 The governors asked whether the recent Ofsted inspection at Marlwood School has diverted any students to OSB. HH said - not as yet.</p>	<p>BD to amend punctuation to punctuality in the Wellbeing minutes.</p>
<p>6</p> <p>6.1</p> <p>6.2</p> <p>6.3</p>	<p>Headteacher’s Report</p> <p><u>PM visit</u> HH told the governors about Prime Minister Theresa May’s visit which coincided with the school hosting one of first Youth Mental Health First Aid Training sessions in the country. As part of the visit, Mrs May spoke to HH, teaching staff on the training and five students.</p> <p>We were informed the previous week that we could be expecting a cabinet minister, but did not think that it would be the PM. Staff were informed at 12pm on the same day of the visit. Students responded well and were very engaged. It was good to be recognised for the work we are doing around mental health. However, we did receive some negative messages on Facebook, but these were responded to immediately and nothing more was received after that.</p> <p><u>Headteacher handover</u> The new Headteacher Julia Hinchliffe (JH) has been visiting the school frequently during the last term. HH feels that OSB is in a strong place and JH is excited to take OSB to the next level. HH said that JH has made the handover a positive experience and HH has offered to be a sounding board for JH, if needed.</p>	<p>BD to include</p>

<p>6.4</p> <p>6.5</p> <p>6.6</p> <p>6.7</p> <p>6.8</p> <p>6.9</p> <p>6.10</p> <p>6.11</p> <p>6.12</p> <p>6.13</p> <p>6.14</p> <p>6.15</p> <p>7</p>	<p>A school development plan has been produced which will be completed by JH and SLT in term 1, and then will be presented to the LGB. Governors indicated they would like in future to be able to link the SDP to the budget.</p> <p>Results day, 24th August, will be HH’s last day in school as Headteacher.</p> <p><u>TiLA Audit</u> There was much to celebrate in the recent TiLA review, including the positive feedback about the RTL system.</p> <p><u>Student numbers</u> HH presented data on student numbers to the governors, noting that OSB will be having 50 additional students this coming year. The impact that this will have on break and lunchtimes is being looked into.</p> <p>HH added that Bristol Cathedral School has put in a successful bid to open up a school in North Bristol. No site has been confirmed, but this could affect OSB’s student numbers.</p> <p><u>Attendance</u> HH presented the attendance data to the governors. There were two separate tables – one showing a breakdown of figures across year groups and the other showing key groups, including male/female, SEN, EHCP (Educational Health Care Plan), FSM, Pupil Premium/Non Pupil Premium and EAL. Attendance across EAL and EHCP students is above the national average, while figures for students on FSM and SEN support were particularly low. The governors asked for the numbers of students falling within each category.</p> <p><u>RTL</u> The RTL system is working well, and has had a significant impact on teaching and learning. It was also identified in the TiLA review as a success. There have been 318 fixed term exclusions this year as a result of the system. The number of Thrive students is declining – there is now a maximum of 20 students. The governors asked whether JH has seen the RT system in action. HH said that she has, and understands the system well.</p> <p><u>Safeguarding</u> The audit has been included in the action plan, and will be monitored by governors.</p> <p><u>WOVP</u> The future of the WOVP is under debate, despite it having such a positive impact within the local community. MP said she has raised the issue around lack of funds for community engagement with TILA and will endeavour to get money from the trust to continue this work. The governors expressed their support towards the partnership and do not want to see its future jeopardised.</p> <p>One governor suggested putting in a bid to the Quartet Foundation. HH said that this had been tried previously, but had been unsuccessful.</p> <p>WOVP played an instrumental role in the Meadows to Meaders community play, which had grown out of OSB students finding out stories from Southmead’s older residents. These stories were turned into a community soap opera which was performed on the streets of Southmead. HH went to see the performance and spoke very highly of it.</p> <p><u>Mobility</u> HH’s student mobility report was discussed, which showed that OSB had grown throughout last year: 78 new students joining the school compared to 62 leaving.</p> <p>Feedback from TiLA Board</p>	<p>SDP on LGB agenda.</p> <p>BD to send the TiLA audit report to governors not at the T&LD meeting.</p> <p>DC to present data on how many students fall under each of the key groups in the attendance figs at next Wellbeing WG.</p>
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7.1	<p>MP gave an overview of the last TiLA Board meeting:</p> <ul style="list-style-type: none"> • The budget was passed; • TiLA is looking to expand and has various schools are currently interested in joining the multi-Academy trust, including Cotham School. <p>MP reminded governors that they are now receiving the TILA Board minutes on a regular basis and that OSB LGB minutes are circulated to all TILA Board Directors.</p>	
9	<p>Governor Visits</p> <p>9.1 <u>Student Voice</u> SSB presented her proposal for governors to engage with the OSB's Student Voice which she put together after meeting with HH in March. SSB said that it is important that a simple and manageable system is developed to engage with students and hear their views. It was suggested that governor/Student Voice meetings will be carried out in terms 2 and 5, with the governors reporting back in terms 3 and 6. NN and JN expressed their interested in taking part. The LGB agreed that the visits be implemented and asked the Wellbeing Committee to oversee this and have it as a regular item on their meeting agendas.</p> <p>9.2 <u>Pethick House Visit</u> IH explained that KW came into school to visit Pethick House and was given a guided tour of the school by a Pethick student. IH asked whether KW could have a governor visit form to report back on the experience.</p>	<p>BD to add Student Voice to Wellbeing agenda.</p> <p>BD to send KW a governor visit form to complete and present at next LGB.</p>
10	<p>WEX</p> <p>10.1 IH presented the Careers and WEX spreadsheet to the governors, highlighting all of the activities scheduled for the 2016-17 academic year. The majority of the activities had been carried out, with some due to take place next year. Unfortunately, options evening had to be rescheduled due to not enough parents signing up.</p> <p>10.2 KW had met with IH and Hayley Galpin (HG) (WEX & Post-16 Co-ordinator) to discuss ways she can support with the school's WEX and careers programme.</p> <p>10.3 LK also met with HG and had said how impressed she was with the work HG is doing.</p> <p>10.4 Year 10s visited SGlos & Stroud College towards the end of term 6 for a taster day, and the school received fantastic feedback from the college saying how engaged the students were.</p> <p>10.5 It was suggested that the WEX & Career spreadsheet is presented to the Wellbeing meeting three times a year.</p>	<p>BD to include WEX on future Wellbeing agendas X 3 per year</p>
11	<p>HOPE feedback</p> <p>11.1 IH presented the assessment feedback from The HOPE (Bristol's virtual school for children in care) of two of our students – one was rated 'outstanding' and the other 'good'. IH said that OSB has never receiving a rating below good. We currently have 10 students in The HOPE (which include the two that are leaving OSB this summer). We also have two due to join us on negotiated transfer next year.</p>	
12	<p>Policies</p> <p>12.1 <u>Safeguarding</u></p>	<p>BD to upload safeguarding policy to</p>

<p>12.2</p>	<p>The policy was agreed by governors.</p> <p><u>ICT Acceptable Usage</u> BD is to create one overarching policy for both staff and students rather than two separate policies for presentation to governors next year.</p>	<p>website.</p> <p>BD to update ICT policy and present to a future LGB.</p>
<p>13</p> <p>13.1</p>	<p>Governance Action Plan</p> <p>The Governance Action Plan was reviewed and updated.</p>	<p>MP to create new Governor Action Plan for coming year for discussion at next LGB.</p>
<p>14</p> <p>14.1</p>	<p>Skills Audit</p> <p>MP thanked new governors for completing the skills audit and said that she was really encouraged by the latest combined skills audit as it showed that the governing body had expertise in most areas. It was suggested that some governors who have not updated their skills audit in a while, might like to provide MP with their updated scores.</p>	<p>Governors to relook at their Skills Audit scores and update where necessary.</p>
<p>15</p> <p>15.1</p> <p>15.2</p>	<p>Meeting Dates</p> <p>The final meeting dates for 2017-18 were presented to the governors and were agreed. These dates are in JH's diary.</p> <p>Besides the LGBs and working groups, there is also a TiLA Governors' Conference due to take place on 10th January, and two training sessions. MP said that it would also be good for governors to attend part of TiLA Fest on 23rd March.</p>	
<p>16</p> <p>16.1</p> <p>16.2</p> <p>16.3</p> <p>16.4</p> <p>16.5</p>	<p>AOB</p> <p>MB gave her apologies for the next Wellbeing and LGB meeting.</p> <p>MP thanked BD for all her hard work on behalf of the governors throughout the year.</p> <p>BD had circulated the 2017-18 schedule of governor training from Bristol City Council. Governors were asked to look through it and inform BD of any courses they would like to attend so that she could book for them. It was suggested new governors may like to discuss this with their mentors.</p> <p>As it was HH's final LGB before retiring as Headteacher, the governors gave her their thanks for her tireless work for OSB over the last 11 years and for the significant progress the school had made as a result in that time. HH thanked the governors in return for being critical friends – she said that she felt very fortunate to have such supportive, ambitious governors. The governors were reminded of HH's leaving party on Tuesday 18th July.</p> <p>They were also reminded of GCSE results day on 24th August, 10am – 12pm. They were advised that it would be best to attend at about 11am.</p>	

Signed.....

Date.....

DRAFT

ACTION SHEET

Minute	Who	Action required
4.1	BD	BD to find out why OSB has not yet been evaluated as part of the MM project.
4.2	BD	BD to include item on apprenticeships at next Wellbeing WG.
4.4	BD	BD to get feedback from parents about their availability for evening meetings.
4.5	BD	BD to include Mental Health on Wellbeing agendas next year.
4.6	LK	LK to organise a meeting with Drw Cannon to further discuss the situation re: BAM refund.
4.9	BD	BD to include an item on drug-related incidents at next Wellbeing meeting.
4.10	BD	BD to make accessibility of policies an agenda item at a future Parent Voice meeting.
4.11	MP	MP to raise issue of accessibility of policies at future TILA Board.
5.1	BD	BD to double check how much BAM has cut the charge.
5.2	BD	BD to upload updated Educational Visits policy to website.
5.7	BD	BD to add HH's apologies to the Finance meeting minutes.
5.11	BD	BD to amend punctuation to punctuality in the Wellbeing minutes.
6.4	BD	BD to include SDP on LGB agenda.
6.6	BD	BD to send the TiLA audit report to governors not at the T&LD meeting.
6.9	DC	DC to present data on how many students fall under each of the key groups in the attendance figs at next Wellbeing WG.
9.1	BD	BD to add Student Voice to Wellbeing agenda.
9.2	BD	BD to send KW a governor visit form to complete and present at next LGB.
10.5	BD	BD to include WEX on future Wellbeing agendas X 3 per year.
12.1	MP	BD to upload safeguarding policy to website.
12.2	BD	BD to update ICT policy and present to a future LGB.
13.1	MP	MP to create new Governor Action Plan for coming year for discussion at next LGB
14.1	All	Governors to relook at their Skills Audit scores and update where necessary.