



The Orchard School Governing Board

Bridge Road, East Molesey, KT8 9HT

Minutes of a meeting of the full governing board held on
Thursday 29th September at 6pm at school

Governors Present: Mark Waters (MW) (Chair)
Sally Cary (SC) – Head Teacher
Nina Vlahos (NV)
Joe Elliott (JE)
Victoria Campbell (VC)
Sarah Adams (SA)
Damian Norris (DN)

In Attendance: Anna Mantle (Clerk)

Apologies Received: Katie Donaldson (KD)
Kate Mole (KM)

Absent: Toby Stevenson (TS)

Meeting started at 6.10pm.

		ACTION
1	<p><u>Board business</u> Apologies received and accepted from Kate Mole and Katie Donaldson.</p> <p>Toby Stevenson was absent.</p> <p>The meeting was quorate throughout.</p> <p>Introductions were made and SC was welcomed to the board.</p>	
2	<p><u>Declaration of Interest</u> No declarations of interest with reference to agenda items were declared.</p> <p>Governors present completed the Register of Interests for this year.</p> <p>Action: Absent governors to complete the Register of Interest form and return to the clerk ASAP.</p>	TS, KM, KD
3	<p><u>Appointments for the educational year 2022-23</u> The positions of Chair (Mark Waters) and Vice Chair (Katie Donaldson) were elected in September 2021 for a two year term of office. This is due to end September 2023. They continue in post.</p> <p>Governor responsible for liaison with the LA in the event of an allegation of Child Protection against the Headteacher - Mark Waters</p> <p>Safeguarding/child protection lead governor – Mark Waters Special Education Needs and Disability (SEND) – Nina Vlahos Looked After Children – Mark Waters</p>	



	<p>Pupil Premium – proposed that Toby Stevenson maintains this oversight, pending confirmation that he is happy to do so Action: TS to confirm at the next meeting.</p> <p><u>Nominated governor roles</u> Maths – Kate Mole English – Katie Donaldson Finance – Toby Stevenson</p> <p>It was agreed that oversight of Personal Development Behaviour and Attitudes be removed and replaced with shared oversight of Foundation subjects, which are a priority within the SIP. There was a discussion about the best way to allocate responsibilities. It was agreed that JE would revisit the cluster groupings of Foundation subject leads that had been explored previously and the next meeting will agree the allocation of responsibilities amongst governors. Governors were agreed that they wanted to ensure that their role supported staff and mirrored their preference for managing this area of support and challenge. Action: Include Foundation Subject nominated governor roles on the next meeting agenda. JE to review cluster groups.</p> <p>It was also discussed that clear objectives should be set for this monitoring so that all parties understand what's involved.</p>	<p>TS</p> <p>Clerk JE</p>
<p>4</p>	<p><u>Constitution of the governing body</u> Governors reviewed the Instrument of Government and agreed it was still fit for purpose.</p> <p>No new appointments since the last meeting.</p> <p>There is one co-opted vacancy on the board. It was agreed to advertise externally and that health and safety/premise expertise would be useful, as would experience of academisation. Adverts to be place on Inspiring Governance and Governors for Schools.</p> <p>Offices due to expire:</p> <ul style="list-style-type: none"> • before the next meeting – none • before the end of the academic year - Mark Waters (Foundation Governor) – 24 March 2023 and Toby Stevenson (Foundation Governor) – 30 April 2023. <p>Action: SC to propose MW and TS to continue as governors at the next Voice Education Trust meeting.</p> <p>MW reminded governors of his intention to step down as a governor and Chair at the end of the academic year. Governors were agreed that MW had undertaken the role very well for the past number of years and expressed their concern that his would be difficult shoes to fill. Action: Succession planning to be an agenda item on the next meeting agenda.</p>	<p>SC</p> <p>Clerk</p>
<p>5</p>	<p><u>Emergency procedures</u> No change to the individuals responsible for safeguarding/Chair. Details on file at Surrey remain the same.</p>	
<p>6</p>	<p><u>Governors' details</u> Governors confirmed their understanding of the data privacy notice circulated ahead of the meeting.</p> <p>Web information on governance is up to date.</p> <p>GIAS is up to date.</p>	
<p>7</p>	<p><u>Procedural matters</u> <u>Code of conduct</u> Governors unanimously agreed the code of conduct. All governors present signed the code. Action: Governors not present to sign the code at the next meeting.</p> <p><u>Open meeting protocol</u></p>	<p>TS, KM, KD</p>



	<p>Governors unanimously agreed the open meeting protocol. It was sent by the Clerk to the school to be updated on the website after the meeting.</p> <p><u>Alternative participation/voting protocol</u> Governors unanimously agree the alternative participation/voting arrangements.</p>	
8	<p><u>Committees</u></p> <p>Governors agreed to continue with the same structure of meetings as last year, which involves a flat structure with one pay committee and the Head Teacher appraisal committee. Governors agreed the proposed work planner and meeting dates.</p> <p>Governors agreed the terms of reference for the pay committee, contained within the Pay Policy.</p> <p><u>Pay Committee</u> Victoria Campbell Toby Stevenson Sarah Adams Sally Cary – in an advisory role</p> <p><u>Head Teacher's Appraisal Panel</u> Katie Donaldson Mark Waters Toby Stevenson External consultant to be appointed soon. This will be minuted at the next meeting.</p>	MW
9	<p><u>Minutes from the last meeting (14 July 2022)</u></p> <p>Governors agreed that the minutes from the last meeting (14 July 2022) were a true and accurate record. Hard copy minutes were signed for filing. Electronic copy was sent to the web manager for uploading onto the website after the meeting.</p>	
10	<p><u>Matters arising from the minutes</u></p> <p>No matters arising. All business completed at the end of last year.</p>	
11	<p><u>Chair's Actions</u></p> <p>MW confirmed that he had not taken any emergency action on behalf of the board since the last meeting.</p> <p>He informed governors that he had been part of a Stage 3 Complaint Panel acting as the independent governor for Burhill Primary School.</p>	
12	<p><u>Head Teacher's Update</u></p> <p>SC shared hard copies of the SIP 2022-23. A formal review of the document will take place with governors at the next FGB.</p> <p>She explained that she had received a very thorough handover from Carol Rusby and that the SIP had been drawn up based on that, a review of performance data and conversations with SLT and staff.</p> <p>Action: Governors to review the document and send questions to MW by 6 November to submit to SC in advance of the next meeting.</p> <p>SC drew governors' attention to the action points highlighted by Ofsted which are included in the plan (target 2 and target 8). Each target is broken into SMART objectives with clear success criteria.</p>	All



	<p>Governors asked whether SC considered any of the targets particularly challenging. SC explained that the development of subject leaders required them to be given time and clear action plans, and for there to be time to monitor and give feedback. She said that work had already been done to allow them time to be released to work on action plans.</p> <p>JE commented that the clear layout and measurable targets made it easy to understand and it is helpful to know the focus areas.</p>	
13	<p>Finance Governors asked how the school's energy bills are looking. SC said that they were waiting for the next round of bills. She said that there had been talk of capping prices for schools.</p>	
14	<p>Academisation MW had attended training provided by SAfE on preparing for the academisation agenda. PPT shared with all governors via email prior to the meeting.</p> <p>MW said that the training had set out the following:</p> <ul style="list-style-type: none"> • The new white paper expresses an ambition that all schools become part of a MAT by 2030 • There is currently no legislation to insist that all schools make this change. • Currently 50% of all schools are in MATs, nationally. This is mirrored in Surrey. • There are more secondary schools than primaries in MATs and fewer infant schools. • It is important to establish clear thoughts and direction, although at the current time there is no urgency to join a MAT quickly. • The tipping point may come when 75% of Surrey schools are part of a MAT and the support available from Surrey becomes compromised by a lack of resources. • Surrey County Council can currently support 40 schools per year through the process to become a MAT. This needs to be taken into consideration. • It is important to agree deal breakers and red lines and do the investigation, research and due diligence ourselves. <p>MW explained the structure of MATs. There was a discussion about how governance works and how funding is distributed. There was also a discussion about how assets are shared/controlled in a MAT and how decision-making powers are delegated.</p> <p>The discussion moved on to the Voice Education Trust. There are currently three full members of the Trust and it would not be viable to convert to a MAT in these small numbers. The government's intention is that schools join existing MATs, not set up new ones.</p> <p>Governors unanimously agreed that any decision to join a MAT needs to be driven by what is in the best interests of the children, the school and the wider community.</p> <p>It was agreed:</p> <ul style="list-style-type: none"> • All to read the documentation. • A small working group of 4 governors will be convened to move the discussion forward. This group will start to gather information and have conversations with other schools who have gone through the process to find out their lessons learned. <p>Action: Working group to be convened at the next meeting.</p>	MW
15	<p>Safeguarding Sarah Adams volunteered to undertake Safer Recruitment training via National College online training portal.</p> <p>Governors required to complete a DBS, if theirs' is older than 3 years. The new School Business Manager (Katie Carter) joined on 19th September and will be taking on</p>	SA



	<p>responsibility for the Single Central Record and will check who needs to complete the process.</p> <p><i>Governors noted that Katie Carter is also currently PTA Chair, which could present a conflict of interest with her new position. She will be resigning from the role at the beginning of November 2022 at the AGM.</i></p> <p>All governors to confirm that they have read KCSIE 2022.</p>	All
16	<p><u>Policies</u> Governors agreed the following policies:</p> <ul style="list-style-type: none"> • Behaviour • Health & Safety • Complaints • Child Protection • Attendance • Anti-bullying • Data protection • Freedom of information • EYFS <p>It was also agreed that responsibility for review of policies will be allocated in advance on the work planner. The expectation is that the allocated individual will review the policy ahead of the meeting, flag any concerns to SC for review and then the policy will be presented for FGB approval. Track changes will be used to highlighted amendments for review in the policy. Final copies will be saved into the policy folder after the meeting, once agreed.</p>	
17	<p><u>Training</u></p> <p>Governors are reminded of the training schedule available from Strictly Education 4S and also SAFE. The schedule was circulated with the agenda for the meeting.</p>	
18	<p><u>Meeting schedule for academic year</u> Governors agreed the meeting schedule for the next year.</p> <p>Next meeting 17 November at 6pm.</p> <ul style="list-style-type: none"> • Health & Safety review – DN and MW to undertake asap, including SCR monitoring. • SC to suggest dates for foundation subject reviews at the next FGB. 	SC
19	<p><u>Part Two</u> No confidential part two minutes taken.</p>	

Meeting closed at 7.45pm

Professional Negligence Statement: Advice given by governors at The Orchard School is incidental to their professional expertise and is not being given in their professional capacity.

Confidentiality Statement: Governors should respect the confidence of those items of business which the Governing Body decides and not disclose what individual governors have said or how they have voted within a meeting.

Signed: Dated:

Name: Chair of FGB



Summary of Action Points

	Agenda Item	Action	Who	When	STATUS
29 September 2022 FGB					
1	2	Declaration of Interests to be completed by absent governors	KM, KD and TS	ASAP	
2	3	Confirm Pupil Premium lead governor at the next meeting	TS	November meeting	
3	3	Review cluster groupings for Foundation Subjects	JE	Ahead of November meeting	
4	3	Add Foundation Subject lead governor roles to November meeting agenda	Clerk	November meeting	
5	4	Nominate TS and MW as Foundation Governors at the next Voice Education Trust meeting	SC	Next Trust meeting	
6	4	Add succession planning to the next meeting agenda	Clerk	Nov meeting	
7	7	Code of Conduct to be signed by absent governors.	KM, KD and TS	At next meeting	
8	8	Appointment of external advisor for HT appraisal to be minuted at the next meeting	Chair	November meeting	
9	12	Governors to review and submit questions about the SIP to MW in advance of next meeting	All	6 Nov	
10	14	Review all academisation agenda items and consider joining the working party. Group to be set up at next meeting	MW	November meeting	
11	15	Complete Safer Recruitment training	SA	ASAP	
12	15	Confirm having read KCSIE 2022 via email to the Clerk	All	ASAP	
13	18	Suggest dates for Foundation Subject visits before the end of the Autumn term.	SC	At November meeting	