



**The Viridis Federation
Orchard Primary School
Minutes of the Sub Committee Meeting**

Held on 23 November 2023 from 6pm to 7.15pm at Orchard Primary School

Governor	Role	Term End	Present	Attendance
James Gowland (JG)	Co-opted Governor and Chair	08/26 (T2)	Y	1/1
Samson Brough (SB)	Co-opted Governor	08/26 (T1)	Y	1/1
Kay Richardson (KR)	Parent Governor	08/24 (T2)	Y	1/1
Rachel Davie (RD)	Executive Head Teacher	n/a	Y	1/1
Others in attendance				
Stephen O'Brien (SOB)	Headteacher, Orchard School	n/a	Y	1/1
Clerk				
Jane Ware	Hackney Education	n/a	Y	1/1
Governor attendance at this meeting			100%	
Governor attendance year to date			100%	

PART ONE: Non-Confidential – Main Business

1.0	Welcome, Apologies and Consent for Absence
1.1	The Chair welcomed all to this meeting of the Sub Committee for Orchard School.
1.2	No apologies were received.
1.3	The meeting was confirmed as quorate.
2.0	Governing Body Organisation
2.1	Membership
2.1.1	Membership of the Governing Body was acknowledged.
2.2	Viridis Terms of Reference
2.2.1	Governors acknowledged that they had read the Terms of Reference.
2.3	Viridis Register of Business Interests
2.3.1	Kay updated her declaration of interest that she would be working for Hackney Education as Project Manager for the 10 by 10 Project.
2.3.2	There were no other declarations of interest.
2.4	Code of Conduct
2.4.1	Governors confirmed that they had read the Code of Conduct.
2.5	Governing Body Annual Calendar 2023
2.5.1	2023-2024 dates were revisited with governors.
2.6	Chair and Vice Chair Elections
2.6.1	The Clerk chaired the elections.
2.6.2	KR was nominated by SB to be Chair, KR left the room and governors VOTED UNANIMOUSLY in favour of this, which KR subsequently accepted.
2.6.3	SB was nominated by KR to be Vice Chair, SB left the room and governors VOTED UNANIMOUSLY in favour of this, which SB subsequently accepted.
3.0	Agreement of minutes from the last meeting and any actions arising
3.1	There were no actions.
3.3	There were no comments on the minutes of the last meeting of 15 June 2023 , which governors APPROVED as an accurate record.
4.0	Headteacher's Report - SOB (tabled at the meeting)

4.1	<u>KS2 Outcomes</u>
4.1.1	KS2 test results were above national average for all subjects.
4.1.2	Disadvantaged pupils performed better than national benchmarks.
4.1.3	Pupils are achieving greater depth at above national averages in all areas.
4.1.4	Disadvantaged pupils are performing in line with national averages. The majority of pupils in year 6 last year were disadvantaged.
4.1.5	The progress message is one of strength.
4.1.6	The focus for the year is to raise the combined outcome (RWM) by 10%.
4.1.7	QUESTION: What is combined? ANSWER: This is reading, writing and maths.
4.1.8	The data trend over time (3 or more years of published data) is consistent.
4.2	<u>KS1 Outcomes</u>
4.2.1	KS1 achievements reflect pupils achieve better than the national average.
4.3	<u>Early Years Foundation Stage (EYFS) Outcomes</u>
4.3.1	EYFS has reached a good level of development above national average.
4.3.2	The baseline in September 2023 was 24% which increased to 74% at year end.
4.3.3	86% of pupils in year 1 passed phonics.
4.3.4	74% of pupils in year 4 passed multiplications and the national average was 24%.
4.3.5	Government KS1 statistical reporting is not happening from Summer 24 but it will still be measured in the school. This is to ensure transitional benchmarking.
4.3.6	QUESTION: Why is the government no longer reporting on KS1? ANSWER: The KS1-KS2 measures are stopping because reception to year 6 is being measured instead.
4.4	<u>Quality of Education</u>
4.4.1	There are five new staff members including one early career teacher (ECT) and an apprentice, both of whom are mentored by middle leaders.
4.4.2	There have been three internal promotions to leadership roles.
4.4.3	Teaching is good or better with 67% good and 33% outstanding, none require improvement and there is a strong teacher profile.
4.5	<u>Behaviour, Safety and Community</u>
4.5.1	There were no suspensions at the time of writing the report. There has been one suspension since the writing of the report. This was an isolated and out of character incident.

4.5.2	The pupil voice fair and international evening have been held this term, both successful.
4.6	<u>Operational Data</u>
4.6.1	There are 581 pupils on roll, which is lower than last year due to less children allocated to the Reception cohort and Nursery numbers are not increasing quickly enough.
4.6.2	QUESTION: How does this compare with London? ANSWER: The school to date has held numbers on Reception entry. In year mobility tracking does not show this is contributing to roll decline. If the decline continues into next year (allocated Reception cohort) it would make Orchard vulnerable. A potential decision for Orchard would be to reduce the PAN from 90 to 60 informally and as a temporary measure or formally and a permanent measure. Hackney predict pupil number stabilisation in 2027-28 but a decline until this point.
4.6.3	The percentage of disadvantaged and SEND pupil roll is higher than last year.
4.6.4	Attendance is 95.9%.
4.6.5	The school has ambition targets set for years 2 and 6.
4.7	<u>Priorities</u>
4.7.1	<ul style="list-style-type: none"> ● To ensure effective operational leadership is sustained with enough capacity to facilitate excellent outcomes for pupils. ● To ensure assessment for learning is used systematically to monitor understanding, identify misconceptions and provide clear, direct feedback in order that teaching is responsive and adapted to children's needs. ● To ensure sustained attendance rates with a particular focus on those whose attendance falls below 96% and persistently late pupils. ● To enhance the competition and teams offer to pupils through the development of a competition lead role that results in enhanced advocacy in the school and representation in the borough.
5.0	School Development and Evaluation <ul style="list-style-type: none"> ● School Development Plan (SDP) ● School Evaluation Form (SEF)
5.1	There are three new leaders who are following induction programmes.
5.2	There is a new special educational needs coordinator (SENCO) who is also receiving support.
5.3	One apprentice teacher was inducted in September 2023. This year the federation has reduced apprentice numbers to ensure mentoring training is undertaken in readiness for a change to mentoring requirements within ITT in September 2024.
5.4	The annual marketing strategy has been developed with a focus on continuing to maintain pupil roll, recruit high quality teachers and governors to the school.
5.5	Videos are on the website with pupil perspective a core driver. This is to support a created attachment and engagement with the school community.

5.6	To ensure the quality of education, structures are in place that support a trajectory of opportunity to develop skills alongside experienced leaders.
5.7	Assessment of marking is an area of focus.
5.8	Core year group texts have been introduced for children to learn about. This core text spine is a mechanism for ensuring repeated exposure and progression of text articulation over time.
5.9	Behaviour and attitudes focus areas include reducing suspensions further. Whilst there has been impact over time, there continues to be the ambition of no exclusions.
5.12	<i>Action: KR to share school activities information.</i>
6.0	Statements
	<p>Highlights of the Pupil Premium Grant (PPG) Strategy Statement and Recovery Funding were as follows:</p> <ul style="list-style-type: none"> • The PPG and sports statement are updated annually within a three year plan. • The PPG statement explicitly identifies gaps to close and how to do this, including research supported with a rationale attached to each one, which is then explicitly considered in planned actions. • Grants are invested in specifics such as homework, clubs and online activities for all children. • Wider investments include funding for a learning mentor and attendance officer from Hackney Education and purchasing UP therapeutic service. • The annual evaluation demonstrates the impact of the strategy for example, 97% of pupils accessing speech and language have met targets and disadvantaged pupils perform and achieve in line with their peers.
6.2	<p>Highlights of the Sports Statement were as follows:</p> <ul style="list-style-type: none"> • This statement comes from the 2012 Olympics legacy. Children in London are expected to do 30 minutes of physical activity every day. • This is met within Orchard through discrete PE lessons and active lunchtimes. • Funding covers the employment of a sports professional who supports the school's PE teaching and also cycling. • Swimming data is missing as year 6 children swim in year 4 at the school and this was a COVID year meaning no reportable data from the swimming coaches. • Impact in cycling includes loaning bicycles to 17 children in the federation. • Impact in pupil perception seen in the pupil survey e.g. 95% of children agreed that the school supports their physical health and 94% agreed that the school supports their mental health.
7.0	Consideration of Staff Wellbeing: Staff Survey Headlines
7.1	43 staff completed the survey which is an increase of nine from last year.
7.2	Wellbeing questions were answered really positively and there was an increased number of responses.

7.3	There were only three answers that reflected a slight decrease but overall answers were higher or in line with federation averages.
7.4	General comments were really positive.
7.5	The staff survey action plan is to review administrative effectiveness and further evaluate ways to reduce staff workload.
7.6	QUESTION: Do administrative staff do the survey too? ANSWER: Yes.
7.7	Administrative roles have been hard to recruit to, there have been absences that have not been possible to immediately fill but there is now a senior administrator in place.
7.8	KR acknowledged the positive impact of administrative improvements in her experience as a parent.
8.0	Any Other Business
7.1	No other business was raised.
9.0	Any Confidential Business
8.1	The Chair or Clerk were not notified in advance of any Confidential Business.
10.0	<u>Glossary of Common Terms</u>
9.1	Governors acknowledged the glossary of terms.

The meeting finished at 7:15pm.

Signed: _____ **Date:** _____

James Gowland

Chair of the Full Governing Body (FGB)
The Viridis Federation