



**MINUTES  
OF THE WHEELOCK LOCAL ADVISORY BOARD MEETING  
Held in School**

|                             |   |                           |                         |
|-----------------------------|---|---------------------------|-------------------------|
| <b>Date</b>                 | <b>Monday 16<sup>th</sup> January 2023 at 5pm</b> |                           |                         |
| <b>Venue</b>                | <b>Wheelock Primary School</b>                    |                           |                         |
| <b>Present LAB members:</b> | Sally Whitehead (SW)                              | Principal                 | Terms of office:        |
|                             | Rachel Cornes (RC)                                | Staff Member              | 25/01/2022 – 25/01/2026 |
|                             | Janet Diamond (JD)                                | Community Member          | 24/11/2022 – 23/11/2025 |
|                             | Kim French (KF)                                   | Staff Member              | 01/09/2022 – 31/08/2026 |
|                             | Paul Phipps (PP)                                  | Community Member          | 01/09/2022 – 01/09/2026 |
|                             | Mark Stowe (MSt)                                  | Vice Chair, Parent Member | 25/01/2022 – 25/01/2026 |
|                             | Kate Windle                                       | Community Member          | 17/10/2022 – 17/10/2026 |
| <b>Apologies:</b>           | Laura Cooke                                       | Chair, Community Member   | 06/10/200 – 05/10/2025  |
|                             | Hayley Bereton (HB)                               | Parent Member             | 25/01/2022 – 25/01/2026 |
| <b>In attendance:</b>       | Laura Adams (LA)                                  | Clerk                     |                         |

*For all sets of minutes and backing papers it is taken that all will have been pre-read and coverage will therefore be limited to: • accuracy • action points • challenge*

**Documents Circulated/Tabled for Meeting:**

The following documents were shared to Basecamp prior to the meeting.

‘Autumn data reception Insight Attainment, Autumn data 1-6 Insight – Attainment Overview, SEND LAB Audit Autumn 2022 Draft v0.5.docx, TLfLP Employee Handbook Final Oct 22, TLfLP Whistleblowing Policy Final Oct 22, TLfLP Grievance Procedure Final Oct 22, TLfLP Staff Disciplinary Policy Final Oct 22, TLfLP Staff Absence Management Procedure Final Oct 22, TLfLP Safer Recruitment Policy Final Oct 22, TLfLP Performance Improvement Policy Final Oct 22, TLfLP Family Rights Handbook Final Oct 22, Nov Wheelock day 1 2023, WPS Child Friendly Safeguarding Policy 2022, WPS Safeguarding report to LAB spring 1, Wheelock visit 10.1.23, Literacy Counts Record of Visit 12.2.23.’

*The use of a Dictaphone was approved by LAB members prior to the meeting.  
MS agreed prior to the meeting to Chair when LC sent her apologies and resignation.*

*Meeting note: The meeting commenced at 5.03pm*

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| <b>AGENDA<br/>ITEM 1</b> | <b>WELCOME AND APOLOGIES</b>   |
| <b>Discussion</b>        | <p><b>MS welcomed</b> everyone to the meeting. The meeting was confirmed quorate.</p> <p>Members were reminded that records of member attendance are required to be published to the school website. It was noted that MSn needs to be removed from the website attendance.</p> <p>Apologies were received and accepted from LC and HB; SW informed LAB members that LC stepped down from being a LAB member and Chair of the LAB. It was noted that JD shall leave the meeting at 6.40pm. SW asked LA to send an email meeting reminder alongside Base Camp for future meetings to ensure all LAB members are aware of meeting dates.</p> <p>A unanimous vote was taken by LAB members for MS to revise his role as Vice Chair to Chair for the remainder of the academic year. The LAB now need to recruit a Vice Chair.</p> |



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| <b>Decision</b> | MS will stand as Chair until the first LAB meeting of Autumn 2023/24. |      |                    |
| <b>Actions</b>  | Update website LAB attendance for MSn.                                | RC   | After the meeting. |
|                 | Recruit a Vice Chair for the LAB.                                     | All. | After the meeting. |

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| <b>AGENDA ITEM 2</b> | <b>MEMBERSHIP</b> |
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| <b>Discussion</b> | <p style="text-align: center;"><b>a. Annual declarations/Declarations of interest</b></p> <p>Outstanding declarations were signed and completed during the meeting to be scanned and added to Base Camp.</p> <p>A short discussion followed around the transition from Base Camp to Governor Hub, the use of which will provide a more efficient platform to record confirmations moving forward. Members provided positive feedback on the recent Governor Hub training.</p> <p><b>GIAS</b></p> <p>GIAS is up to date for LAB members.</p> <p><b>DBS</b></p> <p>A DBS check is needed for KW.</p> <p><b>LAB vacancies</b></p> <p><b>SW informed</b> LAB members that two applications had been received for the parent LAB vacancy following the resignation of MSn. The LAB agreed to delegate approval to MS using a Chair's action, forming a recommendation for appointment to the Chair of Trustees.</p> |  |  |
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| <b>Decision</b> | Governor Hub and Base Camp will run side by side while Governor Hub is set up and the transition takes place. |  |  |
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| <b>Actions</b> | Scan and upload remaining declarations to Base Camp.   | LA    | After the meeting. |
|                | MS and SW to meet to review Parent LAB vacancies after the 27 <sup>th</sup> of January to complete form. | SW/MS | After the meeting. |
|                | DBS check for KW.  | RC/SW | After the meeting. |

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| <b>AGENDA ITEM 3</b> | <b>MAT COMMUNICATION</b> |
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| <b>Discussion</b> | <p style="text-align: center;"><b>a. Chairs' Forum</b></p> <p><b>MS provided</b> feedback to LAB members following the Chairs' Forum at the end of last year. In line with the White Paper and the Government's vision for bigger Trusts, there was an announcement of a proposed merger between The Learning for Life Partnership (TLfLP) and another Trust, The Learning Alliance (TLA). The merger would potentially see Dan Thomas, become the CEO of the combined Trusts and David Twambley the Educational Director. MS felt that the merger would be extremely positive due to there being no vacancies required,</p> |  |  |
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|  | <p>a broader mix of schools, pupils and aligned values.<br/>         A consultation email has been sent informing parents, and staff of the merger.<br/> <b>SW added</b> that the merger would be extremely positive due to the added skillset of staff within TLA, including Secondary schools. Although the merger was not actively sought out, SW added that due to larger Trusts being a long-term vision for all schools, it was in the TLfLPs best interests to merge as they had already worked closely with TLA and had similar values, meaning they could maintain their identity.</p> <p><b>Question:</b> LAB members asked how the budget would be affected.</p> <p><b>SW responded</b> that it was not a straightforward answer and that in a future meeting someone could come to discuss this in more detail as the previous staff member responsible has left the post.</p> <p><b>Question:</b> LAB members asked if all staff were happy about the merger.</p> <p><b>SW responded</b> that there had been no specific feedback following the consultation, so it seemed staff were happy with the merger.</p> |
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| AGENDA ITEM 4 | PREVIOUS MEETING   |
|---------------|--|
| Discussion    | <p><b>a. Minutes of the previous meeting 24.11.22</b></p> <p>Members reviewed the minutes of the meeting dated 24.11.22 and agreed they were a true and accurate record.</p> <p><b>b. Actions/Matters arising from the previous meeting</b></p> <p>Members reviewed and RAG rated the actions from the last meeting.</p> |

| Agenda Item, pg. | What   | Who | When                  | RAG Rating    |
|------------------|--|-----|-----------------------|---------------|
| 1, pg. 2         | SW to contact MSn about his term and whether he had resigned.          | SW  | After the meeting     | Complete      |
| 1, pg. 2         | SW to seek out parents who may be interested in becoming a LAB member. | SW  | After the meeting     | Complete      |
| 2, pg. 2         | Members to complete the annual declaration form on Base Camp           | All | After the meeting     | Complete      |
| 2, pg. 2         | Members to populate the data for GIAS.                                 | All | After the meeting     | Complete      |
| 2, pg. 2         | Contact Eve re the missing members on GIAS.                            | LA  | After the meeting     | Complete      |
| 2, pg. 2         | Check the status of the DBS for JD.                                    | SW  | After the meeting     | Complete      |
| 4, pg.3          | Check the status of the DBS for LC.                                    | SW  | w/e 21.10             | Complete      |
| 4, pg.3          | Collate the data for GIAS and send to SW.                              | LA  | w/e 21.10             | Complete      |
| 4, pg.3          | Update the SoD and ToR on Base Camp when changes come into effect.     | SW  | Following any update. | Carry forward |



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| 4, pg.3           | Re-send the login details for the National College to LAB members.  | RC           | After the meeting. | Complete      |
| 4, pg.3           | Send the Trust level template for members to use on their visits.   | SW           | After the meeting. | Carry forward |
| 4, pg.3           | Include on Base Camp the policies which need LAB member approval.   | SW           | After the meeting  | Complete      |
| 4, pg.3           | Send out a staff and pupil questionnaire next half term and report the data back to LAB members.  | SW           | Next meeting.      | Carry forward |
| 4, pg.3           | RRSA (Rights Respecting School Award) to be included on the agenda for LAB Autumn 2.  | LA           | Next meeting.      | Complete      |
| 4, pg.3           | All LAB members to comment on Base Camp when they have read and approved the documents.   | All members. | After the meeting. | Complete      |
| 11, pg.10         | RC to update the wording Safeguarding leaflet under the section, 'Local Advisory Board'.  | RC           | After the meeting. | Complete      |
| 12, pg.11         | RC to send the latest SEN audit to PP and SW.   | RC           | After the meeting. | Complete      |
| 12, pg.11         | SW to provide a good example of a SEN audit to PP.  | SW           | After the meeting. | Complete      |
| <b>Discussion</b> | <p><b>Question:</b> LAB members asked for clarity on their role in approving residential visits in the last meeting.</p> <p><b>SW responded</b> that most of the advice for the visit is formed from Staffs services. LAB members are asked to challenge the detail of the visits to ensure they comply with policies and fit with school priorities. JD added that they should demonstrate value for money and RC added that they should prove to be academic too.</p> <p><b>Question:</b> LAB members were asked for a reminder on the detail of the trips.</p> <p><b>RC explained</b> that they included, Edgmond Hall for the Year 4s which will take place in the February week before half term and Stanley Head for the Year 6s which will take place the week before the May half term.</p> <p><b>Question:</b> LAB members asked if moving forward SW could provide the LAB with a detailed breakdown of the trips.</p> <p><b>SW agreed</b> this would be done moving forward and agreed to discuss it in more detail at the next meeting between SW and MS.</p> |              |                    |               |
| <b>Decision</b>   | The minutes were approved to be signed and displayed as required.   |              |                    |               |
| <b>Actions</b>    | Discuss the breakdown of trip information to be presented to the LAB at future meetings.  |              | SW/MS              | Next meeting. |

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| <b>AGENDA ITEM 5</b> | <b>SCHOOL INFORMATION</b>   |
| <b>Discussion</b>    | <b>SW presented, Nov Wheelock day 1 2023, and Literacy Counts Record of Visit 12.2.23 to the LAB.</b> |



### a. School Development Plan

**SW reminded** the LAB of the school priorities:

- Phonics.
- Writing.
- Early Years.

**SW informed** the LAB that external Consultants had been in to commence the plan of work with Early Years and the Literacy Consultant had their second visit working through action plans with staff. They have been delivering model lessons for staff, who also had the opportunity to question Consultants after. The feedback from staff had been very positive. SW explained how as a school, they are continually trying to raise expectations whilst also being careful to consider the children's mental health and wellbeing.

The sentence accuracy work which had been completed has really helped to close gaps, and local schools have shown an interest in carrying out similar work. The visits have identified more actions for the school to carry out.

**SW explained** that as a data drop came after the last LAB meeting, some new data would be shared with the LAB.

**SW presented**, 'Autumn data Reception Insight Attainment Overview, and Autumn data 1-6 Insight Attainment Overview, to see how Writing is performing across the school.

- Y6s are not where they need to be yet for Writing – 58% pupil on track for expected.
- The school are using the National Tutoring Programme to support the Y6s, which is matched funded.
- The data is headed in the right direction.
- All Year groups, except Year 1 are averaging 'On Track'.
- An increasing number of children will be at expected level in Year 6 writing by the summer term, but as a cohort they will still not be where they should be.

**Challenge:** LAB members sought clarification as to what the target should be for Year 6 writing and that it was not clear within the documents as to what the progress was.

**SW explained** that there was no expectation for them to keep these attainment records and that they use them as a school to make sure they are on track. At the next LAB meeting a progress matrix will be provided for the LAB which can be discussed in more detail at the meeting between MS and SW.

**KF queried** the Reception Good Level of Development (GLD) data and SW asked KF to clarify with Insight. SW added that it could be an overall figure for all the children into the different areas, and if so, it could average out by the end of the year.

**SW informed** the LAB of the recent visit from Ruth Swailes, the Early Years specialist who is working with the school to improve provision. A list of recommended changes had been formulated to be put into place by March ready for the next meeting. SW and KF agreed that many of the changes could be implemented quickly. The Trust are potentially looking to continue Ruth's work across other schools. KF added that the experience was very intense, but very helpful and positive. SW added that the CPD was empowering for the staff.



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|                | <p><b>Question:</b> LAB members asked whether the school could afford the cost linked with implementing the changes in Early Years.</p> <p><b>KF added</b> that the list was not hugely expensive, and SW explained that some of the suggested changes involve getting rid of, or re-purposing equipment. The cost will be considered within the budget.</p> <p><b>SW informed</b> the LAB that the phonics visit had not taken place yet due to illness. The Literacy Consultant for phonics does not have a cost implication, as the school are part of a National Scheme called Literacy Hub.</p> <p><b>SW explained</b> that to benefit from the hub, the school must complete two areas of data: word, and sound level assessments. The word assessment the school did well on, but not the sound level, though it is improving. SW felt this was due to staff spending too much time on the book part of the lesson, rather than the individual sound. With the level of detail, the assessments give, they can improve on this. The word level is what is assessed in the national phonics check, but to improve spelling further up in the school, the sound level is important.</p> <p>All staff have managed to complete their Read Write training via a school in Kidsgrove who are looking to join the Trust.</p> <p style="text-align: center;"><b>SEF update</b></p> <p><b>SW explained</b> that the school were still aiming for 'Good' in their next inspection. KF, agreed that the changes being implemented in Early Years gave confidence to support this. The In-year data for the children's progress also supports this. The three priority leads had met with Jo to have a review, similar to an Ofsted deep dive.</p> |       |               |
| <b>Actions</b> | Seek clarification on the GLD Insight data.  | KF/SW | Next meeting. |

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| <b>AGENDA ITEM 6</b> | <b>SUCCESSSES &amp; CELEBRATIONS</b>   |  |  |
| <b>Discussion</b>    | <p style="text-align: center;"><b>a. Staff training and news</b></p> <p><b>SW informed</b> LAB members that three more members of staff are beginning their Forest School training. The aim is to ensure that all the Year 6s and Year 5s have had Forest School experience by the end of the year and that a staff member is trained in every year group.</p> <p style="text-align: center;"><b>b. Visits and Residentials</b></p> <p>Discussed in Item 4.</p> <p style="text-align: center;"><b>c. Community events</b></p> <p><b>SW informed</b> LAB members of The Friends of Wheelock School (FOWS) Merry Market, which took place at the end of last year; roughly £2K was raised in this event which is amazing. Not as much was made as previous years' due to a reduction in volunteers, though it was still very successful. The most revenue is generally from the food, which they had caterers for this time.</p> <p>There is a FOWS film night coming up this half term.</p> |  |  |





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|  | <p>Several community events had to be cancelled at the end of last year due to the weather.</p> <p><b>d. Other recognition</b></p> <p><b>SW informed</b> the LAB that Silver was achieved in The Rights Respecting Schools Award (RRSA) - Children have a voice and have a right for it to be heard. They are now going for gold and are awaiting a banner to display their accreditation.<br/>SW and the LAB wish to express their thanks and appreciation to the Article12 Squad and all the staff who have supported this award, including Miss Byrne, Mrs MacDonald and Mrs Cornes.</p> <p><b>RC informed</b> the LAB of an Elf run which took place for St Luke's hospice which raised £2.5K, well done to all. This was a very positive event and the children really enjoyed it.</p> |
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| AGENDA<br>ITEM 7  | SAFEGUARDING UPDATE  |                           |   |
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| <b>Discussion</b> | <p><b>SW explained</b> that LC as Chair was responsible for Safeguarding which is a statutory requirement of the LAB. Following her resignation, a short discussion was had about LAB responsibilities. It was agreed by LAB members that JD would take on Safeguarding in place of the Curriculum due to it being an area of expertise.</p> <p><b>SW reminded</b> LAB members of when they should complete their monitoring via Base Camp.</p> <p><b>Question:</b> LAB members asked for clarification on the monitoring schedule.</p> <p><b>SW explained</b> that the monitoring visits are used for the LAB to gain knowledge and insight into their link areas so they can challenge the information presented in meetings. There are forms which can be used to support the visits.</p> <p>The Safeguarding and Learning Mentor and SW met to produce the '<i>WPS Safeguarding report to LAB Spring 1</i>' which was shared to Base Camp for the LAB to review.</p> <p><b>SW brought</b> the training section to the LABs attention and explained to JD that part of the audit would be to monitor training and check the Single Central Record in the same way that SCIES (Safeguarding Children in Education Settings) would.</p> |                           |   |
| <b>Decision</b>   | JD will take on the responsibility of Safeguarding in place of Curriculum.   |                           |   |
| <b>Actions</b>    | <p>Safeguarding audit meeting for SW and JD.</p> <p>Send the dates for Basic Awareness training for JD.</p>  | <p>SW/JD</p> <p>RC/SW</p> | <p>After the meeting.</p> <p>After the meeting.</p> |

| AGENDA<br>ITEM 8   | PREMISES AND HEALTH AND SAFETY   |  |  |
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| <b>Discussion:</b> | <p><b>a. Approval of relevant visits</b></p> <p>Health and Safety Visits need to be booked in for MS and SW.</p> <p><b>SW explained</b> that The Stanley Head visit coming up in May half term will need to be approved by the LAB once added to Evolve.</p> |  |  |



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| <b>Actions</b> | Arrange a date for Health and Safety visits. | MS/SW | After the meeting. |
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| <b>AGENDA ITEM 9</b> | <b>SIP REPORT</b>   |  |  |
| <b>Discussion:</b>   | <p><b>SW presented</b>, 'Wheelock visit 10.1.23' and highlighted additional information as follows.</p> <ul style="list-style-type: none"> <li>• 338 admissions, with another pupil due to join soon.</li> <li>• There has been one lunch time exclusion, due to behaviour issues. This strategy was taken to demonstrate the severity of the behaviour choice.</li> </ul> <p><b>SW invited</b> further questions to the LAB, to which there were none.</p> |  |  |

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| <b>AGENDA ITEM 10</b> | <b>POLICY UPDATE</b>   |  |  |
| <b>Discussion:</b>    | <p>All policies listed at the start of these minutes, were shared to Base Camp prior to the meeting for LAB members to review.</p> <p><b>SW explained</b> that all policies prefixed with, 'TLfLP' were for information only as they are approved at Trust level.</p> <p><b>SW explained</b>, 'The WPS Child Safeguarding Policy' was to make children aware of safeguarding, their rights and what they should speak out about.</p> <p><b>Question:</b> LAB members asked when the document would be used.</p> <p><b>SW responded</b> that the document would be used in PSHE lessons and referred to as they are taught it.</p> <p><b>Question:</b> LAB members asked whether the children had any involvement in the document.</p> <p><b>SW responded</b> that the Article 12 Squad and the Junior Safety Officers worked on this together.</p> <p><b>Question:</b> LAB members sought clarification as to whether they needed to approve the document.</p> <p><b>SW responded</b> that it was not for their approval but once they had reviewed it, it would be shared with the children and parents.</p> <p><b>Challenge:</b> LAB members expressed a concern over whether all the material was age appropriate.</p> <p><b>SW responded</b> that the document would not necessarily be read to the children but dipped in and out of over the school years as the topics came up in their PSHE curriculum. The school are members of the PSHE Association and nationally approved lessons to teach PSHE. An example was provided about teaching consent and how it progresses between the Key Stages, in an age-appropriate way to prepare children for the concept of consent.</p> <p><b>Challenge:</b> LAB members challenged whether phones/technology should be included.</p> |  |  |





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|               | <b>SW responded</b> this would be investigated and addressed at the next meeting. An example was given where Spotify had been used in another area, for grooming. The appropriate use of phones should be included and will be revisited at the next meeting. |    |                    |
| <b>Action</b> | To investigate the appropriate use of technology coverage within PSHE and feedback to the LAB.  | SW | After the meeting. |

| AGENDA ITEM 11     | LAB MATTERS   |     |                      |
|--------------------|---|-----|----------------------|
| <b>Discussion:</b> | <p><b>a. LAB Training</b></p> <ul style="list-style-type: none"> <li>Safeguarding for KW needs to be checked.</li> <li>JD to complete Basic Awareness.</li> </ul> <p><b>b. LAB Visits</b></p> <ul style="list-style-type: none"> <li>Safeguarding visit with JD to be arranged.</li> <li>Health and Safety with MS to be arranged.</li> <li>Curriculum (needs a new lead).</li> <li>Pupil Premium visit with PP to be arranged.</li> </ul> <p><b>c. LAB Priorities</b></p> <ul style="list-style-type: none"> <li>Getting monitoring/visits up and running.</li> <li>Appointing a new parent LAB member.</li> <li>Concentrate on training being a newly formed LAB.</li> <li>Establishing a visit cycle between MS and SW to ensure the depth of information required for effective Governance is provided to the LAB at meetings.</li> <li>Transition to Governor Hub.</li> </ul> <p><b>LAB members requested</b> some minor changes to Base Camp and communications:</p> <ul style="list-style-type: none"> <li>That shorter filenames be used with the date at the start so they can be read on mobile devices.</li> <li>That PDF be used as the file type.</li> <li>That important reminders be sent via email, directing to the necessary information on Base Camp.</li> </ul> <p>There was a short discussion about the benefit and use of passwords in the minutes. <b>SW requested</b> that for now, passwords should continue to be used in the minutes.</p> |     |                      |
| <b>Actions</b>     | Ensure LAB monitoring visits are arranged.  | All | By the next meeting. |

| AGENDA ITEM 12     | ANY OTHER BUSINESS   |  |  |
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| <b>Discussion:</b> | <p>There was a short discussion around the issues being experienced with the oven. The menu has been adapted for the short term.</p> <p><b>SW informed</b> the LAB that a few parents have highlighted an issue with not being able to use the before and after school club when they need to. This is because the club now uses contracts and is capped at 60, so parents can only use it on an ad hoc basis if there is space available.</p> |  |  |



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|                | <p><b>Question:</b> LAB members asked whether this could be included in a newsletter reminding parents to book their children in.<br/> <b>SW agreed</b> this could be included on the newsletter and in the future, the after-school club may be moved to the hall where there is more space. JD added that the school are under no obligation to provide an after-school club, only to ensure that if there is one, it is safe.</p> <p><b>Question:</b> LAB members asked about the progress of the building work.<br/> <b>SW explained</b> that there was no further information on the building work, and it was awaiting planning approval. The work is still hoped to start in April/May.</p> |    |                    |
| <b>Actions</b> | Include a reminder to parents to book on the after-school club in advance if they need to use it.  | SW | After the meeting. |

*JD left the meeting at 6.38pm*

| AGENDA ITEM 13     | DATE OF NEXT MEETING  |
|--------------------|---|
| <b>Discussion:</b> | <p>Please refer to the meeting schedule on Basecamp for all dates for the academic year.</p> <p><b>Next meeting was confirmed as – Thursday 16<sup>th</sup> March at 5pm.</b></p> <p><b>KW gave</b> notice to the LAB that attendance would be via TEAMS link due to a work commitment.</p> |

*Meeting note: Part One of the meeting closed at 6.40pm*

Chair Signature:

Date:

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### Action Matrix

All pending actions from this and previous LAB meetings. New actions from this meeting are in bold.

| <b>Agenda Item, pg.</b> | <b>What</b>  | <b>Who</b> | <b>When</b>           |
|-------------------------|--|------------|-----------------------|
| 1, pg. 2                | Update website LAB attendance for MSn.   | RC         | After the meeting.    |
| 1, pg. 2                | Recruit a Vice Chair for the LAB.  | All        | After the meeting.    |
| 2, pg. 2                | Scan and upload remaining declarations to Base Camp.   | LA         | After the meeting.    |
| 2, pg. 2                | MS and SW to meet to review Parent LAB vacancies after the 27 <sup>th</sup> of January to complete form. | SW/MS      | After the meeting     |
| 2, pg. 2                | DBS check for KW.  | RC/SW      | After the meeting     |
| 4, pg.3                 | Update the SoD and ToR on Base Camp when changes come into effect.                                       | SW         | Following any update. |
| 4, pg.3                 | Send the Trust level template for members to use on their visits.  | SW         | After the meeting.    |
| 4, pg.4                 | Send out a staff and pupil questionnaire next half term and report the data back to LAB members.         | SW         | Next meeting.         |
| 4, pg.4                 | <b>Discuss the breakdown of trip information to be presented to the LAB at future meetings.</b>          | SW/MS      | Next meeting.         |
| 5, pg.6                 | Seek clarification on the GLD Insight data.  | KF/SW      | Next meeting.         |
| 7, pg.7                 | Safeguarding audit meeting for SW and JD.  | SW/JD      | After the meeting.    |
| 7, pg.7                 | Send the dates for Basic Awareness training for JD.  | RC/SW      | After the meeting.    |
| 8, pg.7                 | Arrange a date for Health and Safety visits.   | MS/SW      | After the meeting.    |
| 10, pg.9                | To investigate the appropriate use of technology coverage within PSHE and feedback to the LAB.           | SW         | After the meeting.    |
| 11, pg.9                | Ensure LAB monitoring visits are arranged.   | All        | By the next meeting.  |
| 12, pg.10               | Include a reminder to parents to book on the after-school club in advance if they need to use it.        | SW         | After the meeting.    |