



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

Date	Thursday 22nd June at 5pm		
Venue	Wheelock Primary School		
Present LAB members:	Sally Whitehead (SW)	Principal	Terms of office:
	Janet Diamond (JD)	Community Member	24/11/2022 – 23/11/2025
	Rachel Cornes (RC)	Staff Member	25/01/2022 – 25/01/2026
	Margaret Frost (MF)	Parent Member	16/03/2023 – 16/03/2026
	Paul Phipps (PP)	Vice Chair, Community Member	01/09/2022 – 01/09/2026
	Mark Stowe (MS)	Chair, Parent Member	25/01/2022 – 25/01/2026
	Kate Windle	Community Member	17/10/2022 – 17/10/2026
Apologies:	Kim French (KF)	Staff Member	01/09/2022 – 31/08/2026
No Apologies:	Hayley Bereton (HB)	Parent Member	25/01/2022 – 25/01/2026
In attendance:	Holly Haughton (HH)	Assistant Principal	
	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 supporting documents referenced were shared to Basecamp prior to the meeting.

The use of a Dictaphone was approved by LAB members prior to the meeting.

Meeting note: The meeting commenced at 5.06pm

AGENDA ITEM 1	WELCOME AND APOLOGIES
Discussion	<p>MS welcomed everyone to the meeting. SW introduced Holly Haughton (HH) the new Assistant Principal, everyone introduced themselves in turn.</p> <p>Members were reminded that records of member attendance are required to be published to the school website.</p> <p>Apologies were received from KF.</p> <p>SW informed LAB members that HB had given notice of resignation from the LAB.</p> <p>The meeting was confirmed quorate.</p>
Decision	Apologies were accepted from KF.

AGENDA ITEM 2	MEMBERSHIP
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Discussion	<p>a. Annual declarations/Declarations of interest</p> <p>PP advised LAB members of a recent appointment as Director and Trustee for Mid Cheshire Food Bank. SW advised PP to include on the annual declaration form moving forward.</p>
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AGENDA ITEM 3	MAT COMMUNICATION
Discussion:	<p>SW advised that the Chair's Forum had been paused while the merger was being finalised. From September, the Chair's forum may be different as the two Trusts combine their practice.</p> <p>SW advised LAB members that the merger was still on track to go ahead from the 1st of September. SW had meetings with the Heads and Deputy Heads from other merged Trust schools. This was to review new structures and channels of communication which SW felt was a positive move forward. SW advised that Dovebank will be joining the Trust post-merger, though are still working in collaboration with Trust schools in the meantime.</p> <p>Question: LAB members asked whether all staff and parents had been happy with news of the merger.</p> <p>SW responded that so far, everything had been positive. Particularly as there will be a clearer structure, with specific roles in the combined Trust to go to for specific questions and needs. SW advised that the meetings with other Senior Leaders at the University Teaching College (UTC) would provide lots of opportunities and skillset.</p> <p>Question: LAB members asked whether there was a Health and Safety lead. SW responded that it was understood currently that this would fall with the Facilities manager.</p> <p>Question: LAB members asked whether parents should be notified that the merger was going ahead. SW responded that although it was still going ahead, the decision could be reversed at any time and that the contract was not officially signed until September.</p>

AGENDA ITEM 4	PREVIOUS MEETING
Supporting document	'4.5.23 Wheelock Minutes Part 1 Summer 1'
Discussion	<p>a. Minutes of the previous meeting 4.5.23</p> <p>Members reviewed the minutes of the meeting dated 4.5.23 and agreed they were a true and accurate record.</p> <p>b. Actions/Matters arising from the previous meeting</p> <p>Members reviewed and RAG rated the actions from the last meeting.</p>

Agenda Item, pg.	What	Who	RAG
3, pg.2/3	Update the SoD and ToR on Base Camp when changes come into effect.	SW	Carry forward.



3, pg.2/3	Include data and results of staff and pupil questionnaire on Summer 2 agenda.	SW/LA	Pupil - complete (discussed below). Staff - carry forward.
3, pg.2/3	LAB members to read and comment on policies in Base Camp including the Arrival and Collection of children Policy within Base Camp and the Snow Policy.	All	Carry forward.
3, pg.3	SW to book and finalise all dates for remaining LAB link visits and to include staff contact emails on the form on Base Camp so LAB members can arrange.	SW	Emails and visits for the Summer Term have been completed. Action to carry forward as an agenda item for the Autumn term.
4, pg.5	SW to consider how a 2 point summary from Treetops/ELSA interventions can be provided for parents.	SW	Complete - Siobhan has put something together and the end of the cycle will see a RAG against the objectives.
4, pg.5	Provide a termly breakdown of interventions for the LAB to see how many children benefit and the value for money.	SW	SW has started to put together ideas. Carry forward for Autumn.
4, pg.5	Agree a date for the Safeguarding audit.	SW/JD	Complete.
6, pg.7	LA to share the link from JD for the webinar by Jamie Pembroke on Base Camp and Governor Hub.	LA/JD	Complete.
6, pg.7	Discuss with other Heads within the Trust on how data is presented to the LAB.	SW	Complete – update below.
12, pg.9	Governor Hub update to be rolled over to the Summer 2 agenda AOB.	LA	Complete – a quick update and demonstration of the portal was provided. By September Governor Hub will be the main platform for LAB members.

Discussion	<p>Question: LAB members asked for further information on pupil wellbeing.</p> <p>SW responded by reviewing the results of a recent questionnaire, with a focus on bullying and feeling safe. SW emphasised how context of a questionnaire needs to always be considered. The following points were highlighted as being a point of concern and to which follow up work would be done to unpick the responses:</p> <ul style="list-style-type: none"> • 10 children are not sure what bullying is – (work has been done to address this since.) • 11 children think bullying is falling out with a friend. • 97 children felt they had been bullied at some point. • 23 children felt that teachers are not good at resolving bullying. • 9 children felt teachers do nothing about bullying. <p>SW re-emphasised how important context is and how different factors can affect a child's response, including but not limited to, neurodiversity, their understanding of the question and their understanding of what is perceived to be a resolution - particularly since the school are moving away from sanctions and consequences to actions.</p>
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	<p>*Meeting note KW arrived at 5.14pm*</p> <ul style="list-style-type: none"> • 15 children felt that there was no adult in school they could talk to if something was worrying them. • 24 children do not feel safe in school. <p>SW provided additional context to some of the children who had given these responses and reasons which might have led to them saying this.</p> <p>SW informed the LAB how the school have displays of the safeguarding team around school and the mental health champions and leads. Assemblies and lessons have also been done on safeguarding and SW felt that this information was provided clearly for the children.</p> <p>Question: LAB members asked where the survey was completed and by whom. SW responded that it was a Microsoft Office form which was completed in school by Key Stage 2 children.</p> <ul style="list-style-type: none"> • Almost half of the children attend the lunch time mental health club which is good. <p>A short discussion was had around the understanding of the questions. LAB members felt that maybe the wording of some of the questions might confuse the children and that also the way the questions were answered might be different every day. LAB members also felt that maybe the children might be able to recognise faces but not names which would affect their answer.</p> <p>SW summarised by saying that they were being proactive with the information and addressing the points which had come out. SW felt that generally the results were positive, but they would address any negative points of concern.</p> <p>Question: LAB members asked whether the survey was representative. SW responded that it was, the label 'bullying' was not always used consistently by children and parents. Work is being done as a Trust to come to an agreement of what bullying is, in both a child and adult friendly term. A clear and consistent procedure for bullying accusations is being agreed to help form a paper trail and keep track of instances.</p> <p>A short discussion was had around language, LAB members felt that maybe another term could be used with the children to describe fall outs rather than bullying, as they may not have another way to describe it. Also, LAB members felt that the term adult may feel like a separate person to the teachers and staff they are familiar with, they may not see the distinction. SW felt that these were good suggestions, and overall did not feel concerned but the negative issues would be dealt with.</p> <p>Question: LAB members asked for an update on the above action, 'Discuss with other Heads within the Trust on how data is presented to the LAB.' SW explained that this had been completed, but the merger may affect how this is done moving forward. Some other schools only share the statutory data for Y2 and Y6 with LAB members, others share in Year data. At Trust level, the Trustees are accountable for the data, so it is for the LAB to decide which data they wish to see.</p> <p>Question: LAB members asked who was responsible for analysis of the data within the Trust. SW explained Jo Young (JY) was the Director of Primary within the Trust. JY visits primary schools within the Trust, works on the School Improvement Plan (SIP) and shares the data with the challenge Board. JY has access to Insight for all schools within the Trust and runs reports to analyse the data.</p>		
<p>Action</p>	<p>Governor Hub: Resend Kim's login details and the previous training video. JD requested details to be 'Jan', not Janet.</p>	<p>LA</p>	<p>After the meeting.</p>



Decision	The minutes were approved to be signed and displayed as required.
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AGENDA ITEM 5	SAFEGUARDING UPDATE
Supporting document	'WPS Safeguarding report to LAB June 23.pdf'
Discussion	<p><i>WPS Safeguarding Report to LAB</i></p> <p>SW presented the report to the LAB and asked if anyone had any specific questions following their review of it.</p> <p>Question: LAB members asked what the specific changes were since the last LAB meeting.</p> <p>SW brought attention to staff training and informed LAB members that Level 3 Safeguarding training had been repeatedly cancelled, which needs to be repeated yearly. It was planned to take place in early September again. Level 2 training was due to be completed on the 27th of September by Holly Haughton (Assistant Principal), Michaela (Early Years Phase Leader) and Stuart (Year 5/6 Phase Leader). Each stage will therefore have a designated Safeguarding lead, with HH and Emma as Deputy.</p> <p>SW invited further questions on the Safeguarding Report to which there were none.</p>

AGENDA ITEM 6	PRINCIPAL'S REPORT
Supporting document	'Principal's report June 23'
Discussion:	<p>SW presented and shared the above document, and the below areas were discussed further.</p> <p>a. Pupil numbers and pupil migration</p> <ul style="list-style-type: none"> • There has been some recent movement: <ul style="list-style-type: none"> ○ In Year 4, one child had left to attend specialist provision another had relocated. ○ In Year 5, one child had moved in preparation for high school, and another is in a temporary relocation. • SW added that children had also joined the school. • Capacity is 330 and they are currently over, with a PAN of 45 for each Year Group except Reception which is 60 due to an agreement with Cheshire East. <p>Challenge: LAB members sought reassurance that the school were managing the overcapacity. SW responded that yes, they were, there had been no appeals for a couple of weeks. One was expected, due to a recent decline of a child from outside of catchment with significant needs and no funding.</p> <p>Question: LAB members asked whether 'Fair Access Protocols' had been used. SW explained that they had never had to use them previously, but they may be worth considering for this occasion. JD explained that they can be used to effectively consider how overloaded a school are, with the view to share the load fairly.</p> <p>Question: LAB members asked whether the school had a reputation for providing good provision for children with additional needs and if that was what drew people to the school from out of catchment.</p>



SW explained that yes, they were and that along with the most recent Ofsted rating likely attracted people to the school.

Question: LAB members asked for clarification on what might cause the school to go above capacity, such as in year transfers.

SW explained that it could be due to several reasons. A recent example was when the new housing estate was built, an error was made in the postcodes of the current Year 2s, which caused 3 additional children to require a place at the school, and another on appeal, twins might be another reason. SW explained that there are certain rules and circumstances which must be followed to go over capacity.

b. Looked after Children

c. Attendance and Punctuality

- Attendance is improving, from 95.5% in March to 95.7% in June.
- A comparison with last year would not be helpful due to Covid-19 exceptions.
- Comparison to national average is 93.7%.
- Persistent absence is declining, from 7.1% in March to 5.4% in June.
- SW predicts this may go up again due to recent holiday requests.
- The school work closely with the Education Welfare Officer and the Cheshire East (CE) Attendance team on absences.

Question: LAB members asked whether parents/guardians were being fined again for taking children out of school for a holiday in term time.

SW explained that yes, and currently 7 requests had been received. The letters are due to be changed for attendance, due to a misapprehension that the schools are fining and receiving the money. However, it is a statutory responsibility, and the money goes to Cheshire East (CE). The letters are being updated to demonstrate that it is a joint process.

A short discussion was had around the cost of school holidays and the fines; LAB members felt that parents would take the fine for a lower cost holiday.

Question: LAB members asked what percentage it had to be to be classed as persistently absent.

SW explained that it was anything below 90%.

d. Behaviour and Exclusions

None this term.

e. Prejudicial Incidents

SW noted there had been one prejudicial incident using racial language, which SW felt was due to ignorance rather than maliciousness. Lessons on protected characteristics, part of the 'No Outsiders' scheme have been done since. Andrew Moffett has been in school doing lessons with the children using high quality picture books and staff members commented how engaging these lessons had been.

f. Bullying

SW explained that there had been no reported incidents of bullying.

g. Physical Intervention

SW described how several children with Special Educational Needs (SEN) can become dysregulated due to a perceived injustice and might find it difficult to control their behaviour. Team Teach training has been done and is being provided for other staff across the school who have requested it. This



mostly covers de-escalation, but also positive handling of children should it be needed for Safeguarding reasons.

h. SEND

- SW advised there are currently 9 children with Education Healthcare Plans. (EHCPs)
- 2 more have been submitted for a needs assessment which have been accepted and 3 more will be submitted before the end of the academic year.
 - SW informed LAB members that the SENDco is off on long term sickness.
 - The deputy SENDco, Cindy Burns, is following up the work with consultants and producing reports.
 - SW felt that all 3 of the submissions will be accepted. The children are all on the pathway and have high needs, one child is currently at Cornerstones and the report will be used for evidence.
- Out of the 9 EHCPs they currently have, 1 Year 6 child will leave.
- There will be at least another 5 as discussed above, and another confirmed child joining in September.
- Four children in Nursery have been identified with complex needs - nonverbal, processing, speech and language and autism.
 - SW explained that this is a national picture most likely linked to the Covid-19 pandemic affecting children's verbal and social interaction, lack of visits and support for parents from health visitors and other professionals.
- First concerns are reducing, and more children are receiving SEN support.

i. Pupil Premium

SW explained that the Pupil Premium report is included as a separate report.

j. Update on staff and pupil wellbeing

k. Update on Trauma-Informed Practice

l. Biggest risks to the school

- Curriculum will be added as a minor risk.
- KS1 Writing assessments must be submitted to Cheshire East for the 30th of June.
 - Writing has improved from last year and SW hopes it will improve again this year. Sarah Landstrom, covering a maternity leave has an action plan in place which will include a spelling programme, either – Read, Write, Inc or Ready Steady Spell from September.
- Phonics – there have been visits recently from Read, Write, Inc and the Literacy Hub.
- The phonics data this year is 64% but should be 80/90%.
 - SW explained it would take some time to filter through from the children using the scheme before it is embedded and impacting the phonics results.
 - Phonics teaching was observed by Read, Write, Inc who felt that phonics delivery was outstanding, but have suggested a couple of tweaks which may make a difference.
 - The current Reception children are in a good position as they are used to the daily phonics teaching.
 - However, they are still slightly below where they should be, but SW added that 1 to 1 tutoring was being used.
 - SW expressed no concern with the teaching of phonics.
 - The Phonics Lead could confidently explain what the issues are and how they are being addressed.

Challenge: LAB members sought reassurance that plans were in place to help the Year 1s who had not passed their phonic screening, catch up to where they should be.

SW reassured LAB members that additional support was provided; the Year 2s who did not pass last year did a resit. Only two of the children who did the resit still did not pass, but SW explained that this



	<p>was likely due to their additional needs.</p> <p>A short discussion was had between parent LAB members on the Read, Write Inc phonic resources which were shared with parents that consisted of videos to reinforce teaching at home. LAB members felt that the videos were good, and SW agreed to encourage home use again.</p> <ul style="list-style-type: none"> • Foundation Stage - Michaela the EYFS lead is covering a maternity leave and has had meetings with the Phonics and Reception team. • Literacy Counts training for Grade 6 Teaching Assistants who take class cover is taking place. <p>Question: LAB members asked if there were any concerns with staff wellbeing.</p> <p>SW explained that there were none which they were able to help with. Pay was a big problem, as it was nationally, which is what has led to the strikes and some tension in school. SW explained that 1 to 1s with Teaching Assistants were taking place. Two roles are being advertised but there have been no applicants. This causes additional workload on staff along with the increased SEN and Social Emotional and Mental Health (SEMH) needs of the children. SW reassured LAB members that despite the issues, it is an excellent, happy team and a fabulous place to work. KW added that staff had expressed praise and appreciation for the changes and support provided from SW. The meetings give staff an opportunity to express their grumbles, with the hope that support can be given. HH added that being given extra time to perform certain tasks and helping with smaller issues is really valued.</p> <p>SW informed LAB members that the Deputy SENDco will be leaving to a new position in a special school to gain further experience but feels sad to leave Wheelock. Stuart Owen, a former Assistant Principal has been appointed as the Deputy SENDco moving forward.</p> <p>SW expressed gratitude for the recent appointments.</p>
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AGENDA ITEM 7	SUCSESSES & CELEBRATIONS
Discussion	<p>a. Staff training and news</p> <p>SW informed LAB member of recent training and awards completed by staff.</p> <ul style="list-style-type: none"> • Literacy Counts training was successful. • On the Inset day TIP (Trauma Informed Practice) training had taken place. <ul style="list-style-type: none"> ○ The form has been completed to become accredited as a TIP school. ○ A mop up training is taking place for staff who have missed the training by the Director of Pupils within the Trust. • Cindy and Rachel have passed their National SENDco awards. • Teaching Assistants (TAs) have had lots of additional training. <ul style="list-style-type: none"> ○ 1 morning every half term they have training out of class. ○ The most recent was to discuss traumatic experiences with children and be able to demonstrate empathy, ensuring children are not misinterpreted. <p>b. Visits and Residentials</p> <ul style="list-style-type: none"> • Maths ambassadors have visited Jodrell Bank. • Year 1 (Y1) and Y2 have visited Peak Wildlife Park. • Y5s have visited Delamere Forest – Go Ape. • Y3/4s had a Roman trip to Chester. • Y2s were scheduled to have a sleepover on the 7th of July, however, SW felt this may be affected by the National Education Union (NEU) strikes and may need to be transferred to another day.



	<p>c. Community events</p> <ul style="list-style-type: none"> • The summer fair is due to take place on the 14th of July and LAB members are invited to attend. • An open afternoon to look at the children's books with them was taking place on the 12th of July. • Town Sports Day was on the 3rd of June – Wheelock came 3rd out of around 10 schools. • LAB members mentioned how the car park was potentially unsafe – SW agreed to alert Rob Whittle. <p>d. Other recognition</p> <ul style="list-style-type: none"> • Y2 to Y4 took place in a cross school competition, called 'If I were an engineer'. <ul style="list-style-type: none"> ○ A Year 1 child was highly commended, and a Year 4 child won. The winner wins a prototype of the design and attends Edge Hill on the 28th June. ○ The Year 4's design was an attachment for a trolley for children with an arm disability. ○ The Year 1s design was a pair of shoes that turned into welly boots.
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AGENDA ITEM 8	SIP REPORT
Supporting document	'Wheelock SIP visit 8.6.23.'
Discussion:	SW invited questions on the SIP report to which there were none. SW highlighted the pupil voice section and how lovely the comments were.

AGENDA ITEM 9	POLICY UPDATE
Discussion:	No policies to be updated.

AGENDA ITEM 10	LAB MATTERS
Discussion:	<p>a. LAB Training</p> <ul style="list-style-type: none"> • RC has completed Safer Recruitment training. • PP has completed Prevent and Safeguarding training. • MF has completed Prevent but has Basic Awareness outstanding. <p>SW advised LAB members that a face to face Basic Awareness training was taking place on the Autumn Inset Day. It must be completed every 3 years and makes sense cost wise for as many people to take part in the session as possible rather than completing individual ones throughout the year.</p> <p>b. LAB Visits</p> <p>SW encouraged LAB members to get into a regular and consistent cycle with visits and reporting.</p> <p>Challenge: LAB members asked about the form which was completed for the visits by the staff and questioned whether it was all necessary due to additional workload for the staff and how much detail was relevant to LAB members.</p> <p>SW explained that it was a Trust document so if changes were to be made it would need to be discussed at Trust level. The purpose behind the form is to provide the LAB with a review of progress against the action plan from the start of the year. KW explained that the conversation with the subject lead was the most useful part of the meeting, including the strengths and weaknesses.</p> <p>SW explained that the purpose of the LAB link visits is to ensure that priorities and focus for the school</p>



	<p>as discussed in LAB meetings is reflected in the subject visits. If Ofsted were to inspect and perform a deep dive into a subject LAB members would have knowledge, evidence, and documentation to support their understanding of the subject.</p> <p>SW invited LAB members to come in for lesson observations to help develop their knowledge of their monitoring subjects.</p> <p>Question: LAB members asked for clarification on how to arrange a LAB visit. MS agreed to discuss after the meeting with MF.</p> <ul style="list-style-type: none"> • SW informed LAB members that 'Friends of Wheelock' (FOWs) were supporting a cost of MGL, who are computing people to come in to teach computing. • The advances of technology mean that in Year 5/6 it can be a challenge for staff to stay up to date with the latest technology around Virtual Reality and Artificial Intelligence (AI). • This has been costed at £5K for a lesson every other week for a year for the Year 5 and 6 children or £7K every week. <ul style="list-style-type: none"> ○ FOWs are funding £1.5K toward the cost. • MGL bring in the computing kit and provide a scheme of work for the school along with delivery of the lesson. <p>Question: LAB members asked whether the school have the Internet to support the computing lessons. SW responded that the Broadband was a lot better, and the internal cabling was being redone next.</p> <p>*Meeting note JD left the meeting at 6.46pm'</p> <p style="text-align: center;">c. LAB Priorities</p> <p>No changes.</p>		
Actions	<p>Arrange a Health and Safety Visit with Dave the site manager.</p> <p>Consider the workload and review the LAB visit forms completed by staff to see if the content can be reduced.</p> <p>Ensure all LAB training is up to date for 23/24.</p>	<p>MF/MS</p> <p>SW</p> <p>All</p>	<p>After the meeting.</p> <p>After the meeting.</p> <p>Autumn 23/24</p>

AGENDA ITEM 11	ANY OTHER BUSINESS		
Discussion:	None.		

AGENDA ITEM 12	DATE OF NEXT MEETING		
Discussion:	<p>Please refer to the meeting schedule on Basecamp for all dates for the academic year.</p> <p>A short discussion was had around the best days and times for meeting next year. KW advised that Thursdays may be difficult. MF advised that Mondays and Tuesdays may be difficult. SW explained that the dates were set around the Challenge Board and agreed to discuss with JY.</p>		
Action	SW to schedule dates for LAB meetings for 2023/24 and notify LAB members via BaseCamp / Governor Hub.	SW	After the meeting

Meeting note: Part One of the meeting closed at 7.01pm



Chair Signature: _____

Date: _____

Action Matrix

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

Agenda Item, pg.	What	Who	When
4, pg. 4	Update the SoD and ToR on Base Camp when changes come into effect.	SW	On completion of merger.
4, pg. 4	Include data and results of staff and pupil questionnaire on Autumn agenda.	SW	Autumn 23/24
4, pg. 4	LAB members to read and comment on policies in Base Camp including the Arrival and Collection of children Policy within Base Camp and the Snow Policy.	All	By the next meeting.
4, pg. 4	Book and finalise all dates for LAB link visits for the Autumn term.	All	Autumn 23/24
4, pg. 4	Provide a termly breakdown of interventions for the LAB to see how many children benefit and the value for money.	SW	Autumn 23/24
4, pg.4	Governor Hub: Resend Kim's login details and the previous training video. JD requested details to be 'Jan', over Janet.	LA	After the meeting.
10, pg.10	Arrange a Health and Safety Visit with Dave the site manager.	MF/MS	After the meeting.
10, pg.10	Consider the workload and review the LAB visit forms completed by staff to see if the content can be reduced.	SW	After the meeting
10, pg.10	Ensure all LAB training is up to date for 23/24.	All	Autumn 23/24
12, pg.10	SW to schedule dates for LAB meetings for 2023/24 and notify LAB members via BaseCamp / Governor Hub.	SW	As soon as possible.