

Local Governing Board (LGB) to
The Learning Partnership (TLP)



Shavington Primary School
Spring 1 Minutes – Part I



**Shavington
Primary School**

Date: 24th January 2024 at 4:00pm

Governors Present:
Sean Houlston (SH) – Appointed Governor
- Chair
Amy Brock (AB) – Staff Governor - Deputy
Headteacher and SENDCo
Andrew Hendrie (AH) – Governor
Designate
Grace Johnson (GJ) – Parent Governor
Claire Standley (CS) – Parent Governor
Ray Walker (RW) – Appointed Governor

Apologies:
Dr Allan Howells (DAH) - TLP

In attendance:
Jo Young (JY) – Interim Headteacher (IHT)

Clerk: Sharon Dutton (SD) - Entrust

The following documents were uploaded onto GovernorHub in support of the meeting:

- Headteacher's report 24.01.24 – agenda item 3
- Self-evaluation review 19.12.2023 – agenda item 3
- Paper 3 – Shavington Improvement Plan 2023-2024 – agenda item 3
- Shavington Ofsted Prep – agenda item 4
- Ofsted - Inspection Data Summary Report (IDSR) – agenda item 4
- Paper 4 – Reception data report – agenda item 9
- Paper 5 – KS1 data report (Key Stage 1) – agenda item 9
- Paper 6a) – Data report LKS2 (Lower Key Stage 2) – agenda item 9
- Paper 6b) – Data report UKS2 (Upper Key Stage 2) – agenda item 9
- Paper 7 – Pupil Premium Strategy – agenda item 11
- Paper 8 – Safeguarding Update Jan 2024 – agenda item 12
- Safeguarding Review of 08.11.2023 – agenda item 12

Governance and Administration

1. Welcome, Quoracy, Apologies and Declarations

The meeting opened at 4:03pm and was confirmed quorate.

The Chair welcomed all to the meeting and introduced AH, the new governor designate. He then asked each attendee to introduce themselves in turn to the rest of the group.

There were no apologies required.

It was noted that staff governor Rebecca Wollaston's term of office had expired on 22.12.23 and in line with TLP policy, had not been renewed.

It was noted that Bernice Kostick's resignation from the board had been received on 10.01.2024.

There were no conflicts of interest declared.

2. Minutes of the Last Meeting and Matters Arising

The Minutes of the LGB meeting held on 8th November 2023 were approved. There were no matters arising.

ACTION: DAH to arrange for the upload of final minutes onto the Trust website and dates of LGB meetings for the rest of the year.

UPDATE ON ACTION LOG FOR MEETING 08.11.2023:

Minute Ref	Action	By whom	By when
Pg 2 Item 3	Organise induction training for new governor.	Headteacher	In Progress – see below
Pg 2 Item 4	Provide a skills audit document on GovernorHub for board members to complete as soon as possible.	AH	Completed – uploaded onto GH 15.11.23
Pg 4 Item 8	Include feedback on Arbor and parental communication on the agenda for the next meeting.	Clerk	Completed
Pg 5 Item 9	Review the PP Strategy at the next LGB meeting.	All	Completed
Pg 6 Item 15	Email SH the current list of link governor roles.	Headteacher	In Progress – see below

Pg 2 Item 3 - the Clerk announced that Dr Allan Howells, Director of Quality at TLP had recently presented a training workshop at another TLP primary school on Roles and Responsibilities of Governors and the LGB agreed they would like to undergo this training at Shavington Primary School.

ACTION: DAH to post onto GovernorHub suggested dates for this training to be presented.

Strategic Direction and Progress Against Priorities

3. School Improvement Plan (SIP) - Update

The interim Headteacher (IHT) provided the LGB with an update on the leadership of the school. She confirmed that she had been appointed the interim Headteacher in order to provide the school with stability and clarity going forward. The Chair confirmed his satisfaction with the current strong school leadership and acknowledged the good relationship between himself and the interim headteacher.

The IHT presented the HT report which had been uploaded onto GovernorHub. She confirmed that the Vision, Values and Ethos of the school, outlined on Slide 2 of her report had been posted onto the school website.

Initially there had been three priorities outlined in the SIP:

- Implementation of a high-quality curriculum
- Writing
- Design of the curriculum

Following the quality visit from Mike Cladingbowl in early December 2023, it was agreed to pause work on the design of the curriculum to concentrate on the implementation of the curriculum and writing. It was felt that this reduced focus was more beneficial for staff achievement.

The IHT also confirmed that the current school rules – Kind; Safe; Ready which had been introduced by headteacher Rachael Nicholls were still in place but needed emphasising.

Governor challenge:

How is the school monitoring the pupils' knowledge and understanding of the rules?

Answer:

The IHT answered that the pupils were being questioned by staff and could be heard talking about this amongst themselves.

In addition to the school rules, the deputy HT confirmed that the website had been updated to include the Vision and Values and the '4 R's' of the school which were characterised by 4 animals:

- Beaver – resourcefulness
- Ant – relationships
- Rhino – resilience

- Tortoise - reflective

After some discussion the governors confirmed that they were happy with the visions and values statements and the '4 R's' as written on the website and that the Aims could be removed.

The IHT referred the governors to the Self Evaluation form (SEF) and Paper 3 – Shavington Improvement Plan 2023-2024. She highlighted the following in the SEF:

- Year 6 writing data had been a key SIP priority and improvements were already being made. Staff had been overcautious in their moderating of writing but Continuous Personal Development (CPD) was improving their understanding of the required standard.
- After consultation with parents, who had responded well, the Behaviour Policy was being revisited and a trial run happening with the Year 2 pupils. The policy was now being implemented more strictly and the low level of expectation had been improved in such areas as movement around the school and lining up before class etc.
- There had been 88 responses from parents regarding the policy with 27 of those received as text messages. Of the 88 responses, 82 had accessed Arbor. In addition, parents had indicated that they would like to receive positive news as well as negative.

Governor challenge:

How could we at least double the number of responses?

Answer:

The IHT felt that many parents didn't respond because they felt much of the consultation did not affect them. Some communication could be more generalised in order to widen the response.

- The IHT had investigated the access issues for Arbor which were now in the process of being resolved.
- The school was implementing the EEF (Education Endowment Foundation) 'Five-a-Day' being:
 - Explicit instruction
 - Cognitive and metacognitive strategies
 - Scaffolding
 - Flexible grouping
 - Using technology
 whilst at the same time giving consideration to the wellbeing and workload of the staffing body.

Governor question:

How were the staff responding?

Answer:

The IHT explained that the '5-a-day' was merely a method of tweaking existing teaching methods and should not incur any additional workload.

Governor challenge:

The staff had had a very difficult previous six months where many changes had taken place and an Ofsted inspection was expected. Was this the time to consider appointing a Governor representative?

Answer:

The IHT fully agreed with this but confirmed that there had been a lot of support from the Trust which was continuing. She suggested that the Chair and the governors should be prepared to increase their communication with the staff. She also confirmed that the focus was on continuous good teaching and results and not on the imminent inspection.

RESOLVED: That the Chair and governors make time to interact with the teaching staff of the school as a priority.

Governor challenge:

Is there a plan for the future management of the school?

Answer:

The IHT assured governors that once the school had been stabilised through her and the Trust's interim management, replacement full time staff would be appointed. She praised the deputy HT for her hard work and commitment during this challenging time.

4. Ofsted Preparedness

The IHT referred the governors to the Shavington Ofsted Prep document which had been uploaded onto GovernorHub and offered useful guidance to the process of an Ofsted inspection.

The IHT had also shared the Ofsted - Inspection Data Summary Report (IDSR) which gave an overview of important comparative statistics between the years 2021, 2022 and 2023 and gave a clearer picture as to the important characteristics of the school, highlighting the following 2023 figures for:

- Free School Meals – well below average
- SEND support – below average.
- EHS (Educational, Health and Care) plan – well above average.

Education

5. Admissions and Pupil Numbers

These were outlined in Slide 5 of the HT report. She advised that since writing the report the admission figure had increased to 439.

Governor question:

What reasons did the 5 pupils have for leaving?

Answer:

3 had left the local authority, 1 was being home educated and 1 had moved house. The IHT confirmed she was not worried about these figures and went on to say that the current and predicted intake was expanding due an increase in housing in the area but that there was also an increase in Special Educational Needs and Disabilities (SEND) pupils.

She alerted the governors to an area of slight concern concerning the numbers in Year 3 which were currently 64 (32 in each class) which was 4 more than there should be. Whilst this was not illegal, the IHT was reluctant to increase this number and therefore asked the governors to formally give approval for the numbers of each year group not to exceed 64. This was primarily in order to protect the mental health of all teaching staff.

RESOLVED: The governors gave their approval that there should be no year containing more than 64 pupils.

6. Attendance

This was outlined in Slide 6 of the HT report.

The Chair asked for a clearer breakdown in future of the categories of attendance.

The IHT confirmed persistent absenteeism was at 14.7% which did not include Nursery or pupils under 5 years old in Reception.

Governor question:

Had this figure increased since the last LGB meeting?

Answer:

The IHT confirmed that this was the case. Part time timetables were partly to blame plus the case of one pupil who's attendance was at 40% whilst the school waited for the local authority to follow up.

The IHT assured the governors that the school was looking at the current processes and policies in order to reduce these figures. In the past, attendance at the school had been broadly in line with the national average but this had very recently started to dip and she was keen to stop any further decline as quickly as possible. She observed that fixed penalty notices were not being actioned and that the office staff required some additional training in order to be more proactive when parents telephoned in with excuses for absenteeism.

Governor question:

What was the role of the Attendance Officer?

Answer:

The IHT explained the processes of the position and stated that these had been recently altered in order to track every pupil registered with the school.

Governor question:

At what point does a pupil's attendance become persistent absenteeism?

Answer:

The IHT advised that this was once a child had an attendance record of less than 90% but that this figure would often decrease as the term progressed.

ACTION: The IHT to provide a more detailed breakdown of attendance at the next LGB meeting.

7. Behaviour

This was outlined in Slide 7 of the HT report and expanded in the Ofsted – IDSR document.

The IHT was able to confirm that there had been a reduction in suspensions since the review of the behaviour policy in February 2023. She confirmed this may be a key line of enquiry as the number of suspensions for 20/21 and 21/22 was above national.

The Chair reconfirmed that he would like the school's Behaviour Policy to be clarified and then made available for governors review as a matter of urgency as he felt there needed to be more clarity between the terms "serious incident" and "serious disruptive behaviour".

8. Curriculum – Progress**9. Curriculum – Attainment**

The IHT discussed with the governors the "targets" and "current flight path". The following papers had been shared on GovernorHub in support of this:

Paper 4 – Reception data report

Paper 5 – KS1 data report (Key Stage 1)

Paper 6a) – Data report LKS2 (Lower Key Stage 2)

Paper 6b) – Data report UKS2 (Upper Key Stage 2)

The IHT reported that she and the deputy HT had met with every teacher over the last week to inspect the data and discuss their needs for improved outcomes and in the case of Year 6, they had looked at each child to assess their individual needs for improvement. In addition, £19,000 Trust funding had been granted in order to provide additional teaching to Year 6 sourced from the National Tutoring Programme.

Overall, however, the Year 6 data for 2023 6 data had improved over 2022.

Governor challenge:

The Chair asked if the IHT was happy with the consistency of the data being reported from one staff member to the next?

Answer:

The IHT confirmed that staff were sometimes unclear with their data in terms of where pupils currently are and where they wanted them to be.

Governor challenge:

How can uniformity be achieved?

Answer:

The IHT confirmed that the Trust would be supplying training on this and emphasised that teachers should be encouraged to provide data on the current situation.

Governor question:

What is the FFT?

Answer:

The IHT explained that this was an acronym for the Fischer Family Trust which processes the National Pupil Database and provides current and predicted data and analysis to all schools in England and Wales for results benchmarking.

Governor question:

Why is the FFT target different for girls and boys?

Answer:

The IHT explained that data was based on previous performance in which case historically girls had been performing better than boys.

Going forward, Year 2 was to be monitored closely as there was a high level of need within the cohort due to a variety of circumstances.

Governor challenge:

Can the governors assist in any way with this potential problematic cohort?

Answer:

The IHT replied she was alerting the governors for information purposes only and confirmed their support.

10. Curriculum - Link Governor Monitoring

The Chair confirmed that at present there was no provision for curriculum link governors but that he was working on a document regarding link governor roles which was almost complete. In particular, he was hoping that a governor would be prepared to become the staff welfare link monitor.

ACTION: The IHT to revisit the Behaviour Policy and reference statutory guidelines before presenting it to the LGB for ratification. See agenda items 3 and 15.

11. Review of Pupil Premium (PP) strategy

The IHT referred to Paper 7 which had been shared on GovernorHub. She explained that whilst PP funding was not in the control of the governors, they should be checking that it was being utilised effectively by the school. The number of PP pupils at the school was 10% which generated only a small amount of funding and therefore it was difficult to close the advantage gap. She asked the governors to read the document carefully.

Governor challenge:

Could the statement document be redesigned to include a record of the impact past activities have had and the date on which they were implemented?

Answer:

The IHT agreed and suggested some case studies to share at the next meeting.

ACTION: The IHT to add case studies to discuss to the Pupil Premium strategy at the next LGB meeting.

Welfare**12. Safeguarding**

The Deputy HT presented the Safeguarding update which was on Slide 9 of the HT Report and expanded in Paper 8 – Safeguarding Update Jan 2024 uploaded onto GovernorHub.

She explained that Emma Hooley, the Director of the Learning Institute (Trust safeguarding lead) had met with herself, the headteacher and office manager and had made various checks for compliance regarding DBS and the single central record. The resulting Safeguarding Review of 08.11.2023 had also been uploaded onto GovernorHub.

She confirmed that the publication of the Safeguarding action plan will be shared on Governor Hub.

Governor question:

What is a phase lead and how do they carry out their monitoring?

Answer:

The Deputy HT agreed to upload a document to GovernorHub explaining their role and use of CPOMS and emphasised that they were full time teachers so often their capacity was impacted.

Governor challenge:

Who is monitoring the Self Evaluation Reports?

Answer:

The IHT confirmed that she and the Deputy were currently doing this but that going forward she intended that Human Resources would take this responsibility on. She pointed out that currently the school was without a Business Manager and advertisements had to date not attracted the right applicants. She was considering restructuring the position.

Governor question:

Had there been any safeguarding issues that the governors needed to be alerted to?

Answer:

The Deputy HT asked governors to refer to Paper 8 for clarification. She observed that safeguarding issues were on the rise with an increasing number of children requiring support and mentorship.

13. Wellbeing and Welfare – Students

This was outlined in Slide 10 of the HT report.

14. Wellbeing and Welfare – Staff

This was outlined in Slide 11 of the HT report. The IHT confirmed that the staff survey had been issued but that no results were available at the time of the LGB meeting. The Chair advised that due to an administrative error, the survey may not have been received or responded to and that it should be resent.

The Chair reiterated that governors should visit the school as soon as possible to talk to the staff and gauge any problems they may be facing and that CS had offered to arrange a staff welfare and safeguarding visit.

ACTION: The IHT to organise the resending of the Staff Wellbeing Survey. Governors were to be notified when the survey went out again and when the results were likely to be available for discussion by the LGB.

ACTION: CS to liaise with the IHT to arrange a date to come into the school and conduct a welfare and safeguarding visit

Governor challenge

Were the staff completing the survey as a “task” or because they had something to say or offer?

Answer:

The IHT felt that currently the staff body definitely had something to say and would welcome the chance to share their opinions.

Local Matters and Stakeholder Engagement

15. Local Policy approval

- **Safeguarding (updated)**
It was confirmed that only the names used within the policy were to be changed.
- **Behaviour and relationships**
This policy is still being “tweaked”. See agenda items above.
- **Attendance**
This needs careful attention by the governors and a record made of their engagement in order for it to be fully compliant.

After some discussion it was agreed that all three policies should be looked at by the governors and approved online through GovernorHub so that they could be published after half term.

ACTION: The IHT and Deputy to upload policies onto GovernorHub for comments and eventual ratification by the governors.

16. Stakeholder Engagement - Parents/Carers including Arbor.

See slide 12 of the Headteachers report.

The IHT confirmed that going forward she was going to include a parent/carer update in the school newsletter and was hoping to encourage parents to come into the school and participate in learning activities with their children (e.g. reading).

She confirmed that the parents survey would soon be going out from the Trust offices.

17. Stakeholder Engagement – Wider Community

See slide 13 of the HT report.

The IHT announced that she had put a name forward to be considered as new governor. A discussion ensued as to their suitability due to a possible conflict of interests and/or pecuniary interests they may have and it was agreed to pursue the nomination with caution.

The IHT confirmed that the school was actively involved in a variety of activities with the wider community including visits to an old people’s home and ongoing projects with the parish council.

18. Communication to Trust Executive, Board, Education Standards and Performance (ESP) Committee

Nothing to report.

19. Communication from Executive, Board and ESP

Nothing to report.

20. AOB

The Chair and governors thanked the IHT and her Deputy for the excellent work they had done in looking after the school so well during this challenging time.

Date and Time of Next Meeting: April 24th at 4:00pm

Meeting Closed at 6:05pm

Minutes approved:

Date:.....

ACTION LOG FOR MEETING 24.01.24

Minute Ref	Action	By whom	By when
Pg 2 Item 2	Arrange for the upload of final minutes onto the Trust website and dates of LGB meetings for the rest of the year.	DAH	After meeting
Pg 2 Item 2	Post onto GovernorHub suggested dates for Governor Roles & Responsibilities training to be presented.	DAH	After meeting
Pg 5 Item 6	Provide a more detailed breakdown of Attendance at the next LGB meeting.	IHT	24.04.24
Pg 5 Item 7	Revisit the Behaviour Policy and reference statutory guidelines before presenting it to the LGB for ratification.	IHT	24.04.24
Pg 6 Item 11	Add case studies to discuss to the Pupil Premium strategy at the next LGB meeting	IHT	24.04.24
Pg 7 Item 14	Organise the resending of the Staff Wellbeing Survey and notified governors of the date and when the results were likely to be available for discussion by the LGB.	IHT	After meeting
Pg 7 Item 14	Liaise with the IHT to arrange a date to come into the school and conduct a welfare and safeguarding visit.	CS/IHT	After meeting
Pg 7 Item 15	Upload Safeguarding, Behaviour and Attendance policies onto GovernorHub for comments and eventual ratification by the governors.	IHT/AB/ALL	After meeting