

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



Shavington Primary School
Summer 2 Minutes – Part I



**Shavington
Primary School**

Date: Thursday 27th June 2024 at 4:00pm at the school

Governors present:

Sean Houlston (SH) – Governor - Chair
**Amy Brock (AB) – Staff Governor - Deputy
Headteacher and SENDCo**
Andrew Hendrie (AH) – Governor
Grace Johnson (GJ) – Parent Governor
Claire Standley (CS) – Governor

Apologies:

Amaka Lawton (AL) – Governor
Dr Allan Howells (DAH) – TLP
Absent without apology:
Ray Walker (RW) – Governor

In attendance:

Jo Young (JY) – Headteacher
**Jay Smith (JS) – Newly appointed School
Business Manager**
Sharon Dutton (SD) – TLP Clerk

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

- LGB Minutes Summer 1 24.04.2024
- Headteacher's Report Summer 2024
- School Improvement Plan June 2024
- SEF Summer 2024
- SEND update June 2024 – agenda item.
- SEND updates for staff 22.05.2024.
- Attendance 360
- Link Governor roles & responsibilities
- Skills Audit June 2024
- TLP Safeguarding Report to LGB – agenda item.

Governance and Administration

1. Welcome, Quoracy, Apologies and Declarations

The meeting opened at 4:00pm and was confirmed quorate.

The Chair welcomed everyone to the meeting. JY introduced the governors to JS, the newly appointed School Business Manager

Apologies were received from AL. It was noted that RW was absent without apology. SH agreed to follow up with him after the meeting.

There were no declarations of interest.

2. Minutes of the Last Meeting and Matters Arising

The Minutes of the LGB meeting held on 24th April 2024 were approved and be uploaded onto GovernorHub. There were no matters arising.

UPDATE ON ACTION LOG FOR MEETING 24.04.2024

Minute Ref	Action	By whom	By when
Page 3 Item 4	Issue a draft Communications Policy for Governor approval. UPDATE: Communications Policy needs updating due to the purchase of SHOWBIE Pro – a remote learning platform aimed at increasing communications between parents, pupils and the school	JY	ONGOING
Page 3 Item 4	Check with staff that the Behavioral Policy is being properly implemented by staff. UPDATE: Implementation has been successful and is listed as a key priority in the SIP.	JY	COMPLETE
Page 5 Item 7	Investigate the availability of regional attendance figures. UPDATE: Regional figures not available. To be elaborated in the Attendance 360 report	JY	COMPLETE
Page 5 Item 7	Provide a more detailed breakdown of attendance. UPDATE: AS ABOVE	JY	COMPLETE
Page 6 Item 10	Source comparative data on gender disparity within the Trust and on a National level. UPDATE: Current data is shallow but there will be more focus on this area in the Autumn term.	JY	ONGOING
Page 6 Item 11	SH to notify SD of the final list of Link Governors for publication. UPDATE: Document uploaded onto GovernorHub	SH	COMPLETE
Page 6 Item 11	SH to organise a Governing Strategy Meeting. Initially this was for 22 nd May but has been postponed. A new date needs to be chosen. In the meantime, Governors are to notify him of areas they would like training on. UPDATE: Postponed due to TLP Governor's Conference	SH/ALL	ONGOING
Page 7 Item 14	SD to include Staff Survey feedback on agenda for meeting 27 th June. UPDATE: The Trust audit has taken place but has not shared the results with the school.	SD	COMPLETE
Page 7 Item 15	Upload policies onto the school website.	JY	COMPLETE

UPDATE ON ACTION LOG FOR MEETING 24.01.2024:

Minute Ref	Action	By whom	By when
Pg 2 Item 2	Plan dates of LGB meetings for the rest of the year.	DAH	COMPLETE
Pg 2 Item 2	Post onto GovernorHub suggested dates for Governor Roles & Responsibilities training to be presented. UPDATE: To be posted after the TLP Conference	DAH	ONGOING
Pg 5 Item 6	Provide a more detailed breakdown of Attendance at the next LGB meeting.	JY	SUPERSEDED

Pg 5 Item 7	Revisit the Behaviour Policy and reference statutory guidelines before presenting it to the LGB for ratification.	JY	SUPERSEDED
Pg 7 Item 15	Upload Safeguarding, Behaviour and Attendance policies onto GovernorHub for comments and eventual ratification by the governors.	JY/AB/ALL	ONGOING – Attendance outstanding

3. Governors' Skills Audit - Update

Whilst the LGB is an effective one, it is lacking in educationalists or members with a background in education. Governors suggested that recruitment could come from teachers from other schools in the area (but not within the Trust).

4. Governance

The Link Governor Roles and Responsibilities was shared on GovernorHub. They are as follows:

- Claire Standley – Safeguarding
- SEND – Vacant
- Literacy & Writing – Andrew Hendrie
- Curriculum Implementation and Leadership – Grace Johnson
- Engagement, Diversity, Equity and Inclusion (EDEI) – Amaka Lawton
- Welfare and Wellbeing – Sean Houlston

Meeting dates and times for the academic year 2024-2025 have been confirmed on GovernorHub. They are as follows:

- LGB1 - Wednesday 25th September 2024
- LGB2 - Wednesday 15th January 2025
- LGB3 - Wednesday 23rd April 2025
- LGB4 - Wednesday 2nd July 2025

SH confirmed that these had been selected to coincide with data drops.

Strategic Direction and Progress Against Priorities

5. School Improvement Plan (SIP) - Update

The School Improvement Plan priorities for June 2024 had been uploaded onto GovernorHub and itemised in the Headteachers report. JY reported that in this update she had tried to give details of the Impacts of the priorities:

1. Ensure high quality teaching is consistently having impact in every classroom.
2. Develop a sustainability and outdoor learning strategy and improve children's resilience through play.
3. Ensure high expectations and consistency result in exceptional behaviour and attitudes.
4. Work with parents to increase the relevance, timeliness and effectiveness of existing communication.

IMPACTS:

- Tightening up of behavior expectations has resulted in a more a consistent approach.
- Learning walks show positive implementation of CPD
- Literacy displays are evident in classrooms and outcomes are improving
- Writing data without interventions is on track with the subject lead gaining in confidence with a clear direction.
- Writing moderation is showing accurate assessment.
- Positive feedback from consulted parents
- High attendance for writing and maths afternoons
- An increase from 81% to 92% of parents would now recommend the school.

With regards to writing, results had been a little disappointing, but this had been mainly due to the framework and overall writing data was strong. The writing team were working hard but the scheme needed to be reconsidered in order to combine creativity with accuracy. However, the subject leads and other staff were gaining confidence and she was pleased to report that History and Geography results were improving.

The History coordinator has visited another school with a gold quality mark and set targets for completion of golden threads by 21/6/24 with amended plans ready for September launch.

ACTION: History coordinator to present or upload a report on curriculum improvements in History for the LGB meeting of 25.09.2024

The current Geography lead had gone on maternity leave so a new temporary lead was in place and a report would also be presented in the new academic term.

The teaching and learning policy has been rewritten based on the outcomes of the recent INSET day which had been attended by a Trust representative. In addition, SHOWBIE has been incorporated, the EEF Five-A-Day approach reinforced and teaching walk throughs reintroduced.

Training for parents and teachers in SHOWBIE will take place in the new term. One of the features of SHOWBIE is that it records teachers' communications with pupils so that SEN pupils at home can revisit areas they didn't catch, understood or simply forgot. Due to tweaks to the budget a SHOWBIE expert has been appointed.

Governor question:

What has happened to the use of Tapestry in Reception?

Headteachers response:

This will remain in place for the Early Years framework. It is more appropriate for this level as it is not book based, SHOWBIE will be used from Years 1 upwards.

SH observed that there were gaps in the SIP.

ACTION: JY to complete the unfinished areas of the SIP for the next meeting on the 25.09.2024.

Governor question:

When will SHOWBIE be fully rolled out?

Headteachers response:

Log-ins have gone out to parents and all should be in place for the start of the 2024-25 academic year.

Governor Question:

The SIP mentions that more work is required in the areas of History and Geography. Is the temporary new lead receiving CPD?

Headteachers response:

Yes, all CPD is on the portal and accessible. However, Geography has not moved forward as much as History and the golden threads need reinforcing.

ACTION: SH to visit the school in the new term and talk to the History (a priority) and Geography leads and listen to pupil voice. Any available governors available are invited to join him.

Education

6. Admissions and Pupil Numbers

These were outlined in Page 5 of the Headteachers report.

Governor question:

Why have 3 pupils left in Year 1?

Headteachers response:

One had left the country, one had moved out of the immediate area, and one had gone to another school. There was no sense of anyone leaving due to dissatisfaction with the school.

Governor challenge:

Having ascertained that these numbers are since Easter, could the figures be presented termly so that any trends could be identified? Comparisons from term to term, to other schools within the Trust and national figures would be useful.

Headteachers response:

Will do so.

ACTION: JY to present Admissions and Pupil Numbers with comparative figures in the next HT report.

JY confirmed there was a waiting list for Reception which bodes well for the school budget.

7. Attendance

This was outlined on Page 6 of the Headteachers report.

Headline figures:

Statutory attendance – 94.4% (Na 93.3%)

Persistent absentees – 11.5% (Na 16.7%)

She had also uploaded the Attendance 360 document which contained information on Attendance Headlines, Weekly Attendance from Week 1 to Week 38, Attendance Breakdown and Persistent Absenteeism.

Governor challenge:

What was the cause of the drop in the school's attendance in week 23 and national attendance in Week 16?

Headteachers response:

She was not able to shed light on the national drop in week 16 but recalled a sickness bug had gone through the school in Week 23.

Holiday requests were being received daily – all unauthorised and to be referred to the local authority.

Governor challenge:

Could the headteacher report include the Attendance 360 figures so that Governors can see which weeks fall within which terms?

Headteacher response:

JY agreed to extrapolate this information on her next report.

ACTION: Clearly summarise the Attendance 360 information in the next HT report.

JY explained to Governors that FSM was an acronym for Free School Meals. In the category FSM6, the Year 5 attendance was almost 15% lower than the national average. This was due to one pupil in Year 5 on a part-time timetable with an attendance figure of 30%. At present this pupil was on a carefully managed staged return and being monitored closely. Governors observed that one pupil in a cohort can make a huge difference to the figures.

Governor challenge:

What is the process whereby a teacher understands the needs of each pupil?

Headteacher response:

During the proposed transition process, information is shared and meetings are held in which staff discuss individual pupils.

ACTION: JY asked governors to visit the school and interview staff to see how persistent absenteeism was being analysed and proactively dealt with.

Governor question:

What is the explanation for the difference between school and National average of -7.1% in Year 2 and -7.3 in Year 6 for SEND pupils?

Headteacher response:

The causes were one pupil in Year 2 who was ultimately moved into an alternative provision and one school refuser in Year 6.

Governors noted, however, that figures for Year 3 were well above the National Average.

8. Behaviour

This was outlined in Page 7 of the HT report.

Governors asked that in future the breakdown of incidents be listed by term.

JY pointed out whilst she was not in favour of part-time timetables, they were often a good short-term solution. She also confirmed that the racial incident was from this term had been resolved.

9. Curriculum – Progress & Attainment

This was included in Page 8 of the Headteachers report.

She reported that there was no further data since previous LGB other than:

- GLD 71% (national 2023 69%)
- Phonics Y1 81% (national 2023 79%)
- Phonics Y2 81%. Impressively only 2 pupils have not completed the programme.
- Writing Y6 (following moderation) 73% (national 2023 71%)

Governors congratulated JY on the obvious progress made, despite the limited data. A full report will be presented at the next LGB meeting at the start of the academic year 2024-2025. Governors requested that apers be uploaded as soon as possible onto GovernorHub for their perusal.

10. Curriculum – Pupil Premium Strategy including Case Studies

A SEND update had been uploaded onto GovernorHub.

JY reported that she was still awaiting data for this area. Once that had been released then individual case studies will be presented.

She confirmed that the Pupil Premium strategy was on the school's website.

Governors requested that when the data was available SEN pupil case studies should also be included in order to understand AB's workload as 104 children have had referrals since February 2024. AB confirmed that to lessen this workload a change in strategy has been implemented with a restructuring of curriculum development.

Governor question:

What impact do referrals have on teaching and learning? Is the SLT in a position to measure this?

Headteachers response:

An examination of individual case studies should assist with this. In addition, staff reaction could also be measured. She believed the habit of always using the services of a Teaching Assistant in this area was not always the best solution.

Welfare

11. Safeguarding

The TLP School's Safeguarding Report to LGB June 24 had been uploaded onto GovernorHub. This covered:

- Organisation and Policy updates
- CPD and training updates
- Referrals and data
- Safeguarding updates

AB reported that there was a continuous need for healthy relationships to permeate into the curriculum. There were significant instances of domestic violence and mental health issues but that the up-to-date training being undertaken was having a good impact.

Governors asked that all data be broken down into terms and years so that meaningful comparisons can be made.

CS confirmed she had not carried out a Safeguarding visit since 27th May 2024.

ACTION: CS to conduct a Safeguarding meeting in the Autumn term 2024-2025

The Chair confirmed he was happy with the updated Safeguarding procedures.

12. Wellbeing and Welfare – Students

This was outlined in Page 10 of the HT report and covered:

- Re-establishment of the Mental Wellbeing team and review of the MH policy and process for supporting children's mental wellbeing – ongoing work. Need to build capacity into this.
- Mental Health network meeting for the Trust and Cheshire East attended this term.
- A move away from SWANS, who provide the counselling support in school, to use another provider.
- Liaising with external agencies such as CLASP, Visyon, CAMHS, Family Ties, Therapists and Family Help and Social Workers with interventions.
- Looking at options to continue to add to and improve unstructured times of the school day.
- AB has attended the Senior Lead Mental Health training this term.
- Referrals are being made into the CWP (Children's Wellbeing Practitioner) which is a new option open to schools.
- Boxall Profile training is scheduled for several staff.

13. Wellbeing and Welfare – Staff

This was outlined in Page 11 of the HT report and covered:

- Two long term absences - use of Occupational Health and Trust HR support
- Staff have options to access Education Mutual – physio, Drs appointments.
- 1265 calendar completed with union representation.
- Options for staff to attend residentials and trips outside of their year groups – some year groups do not have a residential
- CPD and training opportunities emailed out for staff to respond to – in response to the staff feedback.

She confirmed that most staff had received a high level of training and were now confident in dealing with pupil's issues. In addition, it was hoped that the school would be able to implement the OPAL (Outdoor Play and Learning) Primary programme in September 2024, depending on funding.

A discussion ensued around the aims and impact of OPAL. The school was reaching out to parents and local resources to support the proper implementation of the programme as personal equipment (e.g. wet weather clothes) was required. JY confirmed that whilst she would oversee it, other members of staff would be appointed curriculum and operational leaders. At present space and resource provision (e.g. storage) was being considered and risk management put in place. This two-year programme would require the involvement of a Link Governor and a member of the PTA.

Governors confirmed that at present some children did not know how to play without being influenced by what they watch on a screen and that hopefully OPAL would address this. They felt this was an excellent initiative and were fully supportive. GC indicated that she would be happy to become the link Governor for OPAL

JY reported that an application had been made to budget for the upgrade of 3 Teaching Assistant roles.

ACTION: Trust to give feedback on the recent staff survey.

Local Matters and Stakeholder Engagement

14. Policy update

- **Communication Policy**

JS is relooking at this policy in light of the introduction of SHOWBIE. In addition, appropriate communication channels were to be identified.

A discussion took place regarding the methods that staff were using to communicate with parents. It was generally felt that many of the communications were too detailed and attempted to cover too much information and that it was better to make them more succinct, encourage parental common sense and give clarification only when asked. Governors agreed that texts were the best way to communicate most information to most parents.

15. Stakeholder Engagement - Parents/Carers

This was outlined on Page 12 of the Headteachers report.
The main observations of the Parents Survey were:

- 81% agreeing they would recommend the school in the January Ofsted Parent view to 91% in April.
- The fabulous staff and their warmth and friendliness
- Improved communication and timeliness of communication regarding events

16. Stakeholder Engagement – Wider Community

This was outlined in Page 13 of the HT report. The following events and developments had taken place:

- D-Day engagement (shared on social media) in the form of artworks displayed outside the church.
- Increased communication links with the Parish council

A pupil parliament is planned as well as a fireworks evening, school fair and continuing links with a local old people's home. Emphasis is being placed on bringing the school back into the centre of the community.

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

Governors asked if responses from the Trust could be a little quicker and not have to be chased. It was generally agreed that short communications made more often were easier to disseminate.

18. Communication from Executive, Board and ESP

Nothing to report.

19. AOB

The Chair and governors thanked JY, AB and the rest of the staff for their incredible hard work during the past year which had proved to be transformative. They asked that JY pass on their congratulations and thanks to the staffing body. JS was thanked for attending.

Date and Time of Next Meeting: Wednesday 25th September at 4:00pm Meeting Closed at 5:55pm

Minutes approved: Date:.....

ACTION LOG FOR MEETING 27-06-2024

Minute Ref	Action	By whom	By when
Page 4, Item 5	History coordinator to present or upload a report on curriculum improvements in History for the LGB meeting of 25.09.2024	JY	25.09.24
Page 4 Item, 5	Complete the unfinished areas of the SIP for the next meeting on the 25.09.2024.	JY	25.09.24
Page 4, Item 5	Visit the school in the new term and talk to the History (a priority) and Geography leads and listen to pupil voice. Any available governors available are invited to join him.	SH/All	Next term
Page 5, Item 6	Present Admissions and Pupil Numbers with comparative figures in the next HT report.	JY	25.09.24
Page 5, Item 6	Clearly summarise the Attendance 360 information in the next HT report.	JY	25.09.24
Page 5, Item 6	Governors to visit the school and interview staff to see how persistent absenteeism was being analysed and proactively dealt with.	All	Next term
Page 6, Item 11	Conduct a Safeguarding meeting in the Autumn term 2024-2025	CS	Next term
Page 7, Item 13	Give feedback on the recent staff survey.	TRUST	25.09.24