



<p>Local Governing Board (LGB) to The Learning Partnership (TLP)</p>  <p>Shavington Primary School Summer Term 2 Minutes – Part I</p>	 <p>Shavington Primary School</p>
<p>Date: Tuesday 24th June 2025 at 4:00pm at the school</p>	
<p><u>Governors present:</u> Sean Houlston (SH) – Governor – Chair Kris Banks (KB) – Governor Andrew Hendrie (AH) – Governor Georgina Horton (GH) – Governor Jenny Hughes (JH) – Governor Grace Johnson (GJ) – Parent Governor Simon Newton (SN) – Governor</p> <p>Apologies: Kayleigh Goldstraw (KG) – Parent Governor Claire Standley (CS) – Parent Governor Dr Allan Howells (DAH) – TLP</p>	<p><u>In attendance:</u> Jo Young (JY) – Headteacher Amy Brock (AB) – Deputy Headteacher Jay Smith (JS) – School Business Manager</p> <p>Clerk: Sharon Dutton (SD) – TLP</p>
<p>The following documents were uploaded onto GovernorHub in support of the meeting:</p> <ul style="list-style-type: none"> • LGB Minutes Summer Term 1 – 23.04.25 – agenda item 2 • School Improvement Plan 2024/2025 – agenda item 4 • TLP Schools Safeguarding Report to LGB 24.06.25 – agenda item 5 • Report for Governors – staff absence – agenda item 7 • Insight – Attendance June 2025 – agenda item 9 • TLP Attendance Audit – agenda item 9 • Policy – Bullying Prevention – reviewed April 2025 – agenda item 13 • LGB Skills Audit 2025 – agenda item 18 • Headteacher’s Report Summer 2 2025 - various • Demographics over time • EDI Survey 2024-25 	
<p>Governance and Administration</p>	
<ol style="list-style-type: none"> <u>1. Welcome, Quoracy, Apologies and Declarations</u> <ul style="list-style-type: none"> • The meeting opened at 4:00pm. Quoracy was confirmed. Apologies had been received and accepted from KG and CS. No declarations of interest were made. <u>2. Minutes of the Last Meeting and Matters Arising</u> <ol style="list-style-type: none"> a) The Minutes of the LGB meeting held on 23rd April 2025 were approved with no amendments. There were no matters arising. 	

UPDATE ON ACTION LOG FOR MEETING 23.04.25

Item	Action	By whom	By when
Pg 3, item 5	Include in year admission numbers as part of the headteacher report.	JY/Clerk	Complete
Pg 3, item 5	Include year-on-year Pupil Premium admissions as part of the headteachers report.	JY/Clerk	Ongoing
Pg 4, item 7	Submit draft of revised bullying policy for discussion at next LGB meeting. SD to include on agenda.	JY/Clerk	Complete
Pg 5, item 8	Supply a year-on-year trend analysis of PP numbers and attainment to support strategic planning.	JY	Ongoing
Pg 6, item 10	Conduct a safeguarding audit before the end of the summer term.	CS	Ongoing
UPDATE: CS has completed the report but has not submitted it. SD to chase			
Pg 7, item 12	Plan and implement a staff survey from the LGB accompanied by a Staff Voice visit.	SH	Ongoing
UPDATE: Draft to be shared at next LGB meeting. JY to send a draft survey link to SH. SD to add to agenda			
Pg 7, item 13	Send a list of school policies requiring review to SH and JY	Clerk	Complete
Pg 8, item 19	Amend agenda to move Wellbeing and Welfare (Staff & Students) to above EDUCATION	Clerk	Complete

ACTION: SD to chase CS for safeguarding report

UPDATE ON ACTION LOG FOR MEETING 15.01.25

Minute Ref	Action	By whom	By when
Pg 3, item 3	Arrange a meet-up between the Geography and History leads to map out a framework for collaboration.	JS/SH	Ongoing
UPDATE: Geography has taken place. History lead will present in September.			
Pg 5, item 8	Coordinate a date for a data analysis event in the first term of 2025.	JY/SH	Ongoing
UPDATE: This will form part of the Governor's conference in June 2025			
Pg 6, item 8	Engage with the TRUST on SEND reporting.	AH	Ongoing
UPDATE: This is an ongoing action within the Trust who are in the process of creating a consistent data tool for all Trust schools			

ACTION: SD to add History presentation to agenda for Autumn meeting

3. Membership Update

- a) SN and KB are now formally appointed to the LGB. There is one vacancy remaining for the position of appointed governor.

On behalf of the headteacher and the rest of the LGB, SH thanked CS for her excellent contribution to the school and the LGB. Flowers had been arranged which would be delivered to her due to her absence.

A discussion was held on recruitment strategy and the skills audit outcome. Sustainability and safeguarding were identified as potential focus areas for new appointments.

GJ joined the meeting at 4:12pm

Strategic Direction and Progress Against Priorities

4. School Improvement Plan (SIP)

The headteacher provided a comprehensive update on the current SIP, noting that it is structured around the existing Ofsted framework. However, with changes expected, the Trust may adopt a revised format for 2025–26.

The following areas were highlighted:

- An improvement in the percentage of pupils achieving a higher standard in their reading, writing and maths. Early indicators suggest positive outcomes, particularly in writing, with final KS2 SATs data expected by 8th July.
- Writing improvements - attributed to cross-trust moderation and increased confidence in teacher assessments. Teachers are now aligning assessments more closely with national frameworks rather than schemes of work.
- Maths - although not weak, this lacks the upward trend seen in reading and writing and the headteacher is relooking at this area as it requires greater depth. The school is reviewing the impact of the mastery approach and the Power Maths scheme. A new Key Stage 2 lead has been appointed to support this.
- Curriculum development:
History: the curriculum has been finalised and aligned with key learning outcomes with final touches to the curriculum finalised at a staff meeting the following evening.
Geography: progress is slower due to staffing constraints which are about to be resolved. The school is considering adopting “Kapow Primary” to support consistency, subject knowledge and staff CPD.
- The SIP will continue to prioritise maths, curriculum coherence, and sustainability in 2025–26.
- The school is using Jigsaw for delivery of the PSHE curriculum in conjunction with No Outsiders and the Christopher Winter Project for Relationships and Sex Education delivery.
- Waste management has become a priority.
- Sustainability to be included in the curriculum from next year and on the website.

A discussion took place around the use of AI. Governors queried if the Trust was considering an AI policy.

Welfare

5. Safeguarding

- The statutory Section 175 audit had been submitted on the day of the meeting.
- Current safeguarding caseload includes 2 children on child protection plans (compared to 0 last year) and 3 children categorized as Child in Need (CiN). There has been an increase in cases involving domestic violence and acrimonious parental relationships. The PSHE curriculum has been updated to include more content on healthy relationships.
- A recent serious behavioral incident was managed appropriately, involving a suspension, police involvement, and a reintegration plan. This was the first suspension in over a year.
- Low-level concerns are logged via the Staff Safe system. One recent concern involved staff-to-staff interaction which was not pupil-related. Governors were reassured that all concerns are appropriately managed.

6. Welfare and Wellbeing - Students

Slide 11 of the headteacher’s report.

The OPAL (Outdoor Play and Learning) programme continues to have a transformative impact on student behaviour and engagement. Children are more active and settled post-lunch and a wide range of play activities is now available across the site.

With regards to mental health support, there have been two formal referrals to the Mental Health Support Team (MHST) since the last meeting. CAMHS referrals remain limited due to high thresholds and the MHST provides more accessible support. All referrals are uploaded onto CPOMS.

The school has engaged with pupils around transitioning from Year 6 to Year 7.

Governor question:

What concerns would there be over this transition period?

JH and GH response:

The standards reached at the end of Year 6 are often not carried over to Year 7 and this is exacerbated by the dip in learning over the long summer holiday. Often STEM skills development is impacted.

Governors observed that if not managed proper transitioning across all educational levels up to the workplace can present a problem. A discussion took place around this issue.

7. Welfare and Wellbeing - Staff

Slide 12 of the headteachers report

Staff morale remains high, with a strong team culture and positive relationships. The headteacher highlighted concerns over time management and workload, particularly around SEND paperwork and subject leadership responsibilities. She observed that these issues increased as the end of term approached. Governors discussed the potential for external support or training in time management and leadership development.

The headteacher asked if governors would be prepared to come into school and give a presentation on time management as this was often a gap in staff training. This is to be revisited in the new year.

A draft staff survey is planned between the headteacher and the Chair. The survey will be framed as coming from the LGB to reinforce the survey's significance to staff.

ACTION: SD to add Staff Survey draft to agenda for next meeting. This survey is to be issued on behalf of the governors.

ACTION: JY to send a draft survey link to SH

Education

8. Admissions and Pupil Numbers

Slide 6 of the headteachers report.

- Current roll is 466 pupils with two in-year admissions since the last meeting (not PP).
- Reception is full with a waiting list and two (unsuccessful) appeals heard. There will be 54 leavers from Year 6. The Headteacher explained the appeals system to governors.
- Nursery is also near capacity and will likely be full by January 2026.
- EAL (English as an Additional Language) pupils now represent 6.9% of the cohort, up from 2.9% in 2021.

Governor question:

Are there any significant issues around EAL children?

Headteacher response:

No significant communication issues have been observed.

9. Attendance

Slide 7 of the headteachers report.

- Attendance is currently at 97.7%; well above the national average of 94.5%. Due to this the school has received a certificate from FFT for being in the top 25% nationally for attendance in the Spring term.
- Persistent absence remains a focus, particularly among SEND and pupil premium groups. The school is currently working on unpicking the reasons for this.
- A new digital absence request system will launch in September, requiring parents to acknowledge the attendance policy before submitting requests.
- Nursery attendance is being closely monitored from a safeguarding viewpoint.

10. Rewards and Behaviour

Slide 8 of the headteachers report.

- The Behavior policy is embedded and consistently applied across the school. The headteacher reported that in general behavior was consistently good with a few “characters” being managed effectively.
- One suspension has been issued since the last meeting (see item 5 - Safeguarding) and one pupil is currently on a part-time timetable due to a parental request and specialist provision needs.
- OPAL has significantly improved lunchtime behavior and transitions.

GJ reported that she had carried out a link visit on OPEL and her report was imminent. She emphasized how positive the general feedback was from pupils and suggested that the EYFS Senior Lead Teacher be invited to make a presentation to the LGB on OPEL.

Governor question:

How does the provision of OPEL work?

Headteacher response:

The school pays for it over 2 years and after that it continues to “tick along”. There is an overview of the initiative on the school website.

Governor question:

How has it performed in conjunction with any risk assessments undertaken?

Headteacher response:

There has actually been a decrease in accidents due to pupils managing their own behaviors at play more effectively. To date there has only been one relatively serious accident involving an ill-fitting helmet.

Governors were pleased to observe the improved utilization of the school’s open-air areas.

ACTION: GJ to upload link visit report onto GovernorHub

The headteacher reported that the rewards system is under review due to:

- Mixed feedback from parents on the “Star of the Week” awards. “Stronger together” awards have been suggested to reinforce group or class recognition.
- Renewed emphasis on intrinsic motivation and class-based rewards.
- A return to positive reinforcement strategies such as postcards and emails home.

11. Progress and Attainment

Final data is pending with KS2 SATs results expected 8th July. Early indicators are:

- Phonics: 79% pass rate in Year 1; 97% in Year 2 re-check.
- GLD (Good Level of Development): 70%, in line with national.
- Multiplication Check: 40% achieved full marks (25/25); average score 21.5 (down from 22.7 last year). National last year was 37%. Administration methods are under review.

- SEND continues to impact overall data. The school has 32 pupils with EHCPs and 74 on SEN support. AB remarked that at 22.75%, the school is now above national average of SEND pupils. A discussion took place around how the school is dealing with SEND pupils in terms of training, resources and referrals.
- A new Adaptive Practice Specialist will be appointed to support inclusive teaching and reduce SENCO workload.
- EYFS – newly recruited staff have impacted positively on the quality of teaching in Reception.
- Nursery – new and upgraded staff are providing a teacher-led nursery experience

ACTION: SEND to be included as a separate item on future LGB agendas

Governor question:

The last Ofsted inspection was in January 2024. When can we expect the next one?

Headteacher response:

We are unsure. Ungraded inspections are no longer carried out. Primary schools are lucky to have the Trust's Lise Houldsworth (Director of Primary Education) who is an Ofsted inspector.

Governor question:

Taking into consideration our areas of improvement are we "Good" or could we aim for higher?

Headteacher response:

We are definitely "Good" but aiming for a higher grade in some areas.

12. Link Governor Monitoring

For the benefit of the new governors, SH explained the purpose of link monitoring emphasizing the balance between being strategic and not getting "bogged down" by detail.

- a) Safeguarding link visit report is pending from CS (see Action Log).
- b) Confirmation of link governors for 2025-26.

Several vacancies remain, including Safeguarding, SEND, DEI (Diversity, Equity & Inclusion), and Staff Wellbeing. Governors were encouraged to express interest in roles to the Chair over the holidays.

ACTION: Governors to communicate their preferred areas to the Chair

- c) Confirmation of monitoring focus.

Governors discussed the importance of aligning link roles with school improvement priorities and Ofsted focus areas. A buddy system was proposed to support new governors in understanding their roles and responsibilities. Governors were reminded to avoid crossing into operational territory and to maintain a strategic focus.

- d) Confirmation of Monitoring Schedule.

Governors will liaise directly with their link staff members to arrange visits. The headteacher requested that governors copy her into any communications between governors and staff.

ACTION: SH and SD to liaise in producing a calendar to coordinate visits and ensure coverage across the year.

Local Matters and Stakeholder Engagement

13. Local Policy Approval

Governors approved the Bullying Prevention policy. There were no relevant Trust policies to approve.

14. Governor Training update

- a) Governors were reminded to complete mandatory training on Prevent & Safeguarding and to upload their certificates onto GovernorHub and notify the clerk.

- b) Governors were reminded to complete the Summer term training on Suspensions and Exclusions and action as a)
- c) Training for the autumn term will be notified by the Governance team at the beginning of the 2025-2026 Autumn term.

15. Stakeholder Engagement - Parents/Carers

Slide 13 of the headteachers report.

The school continues to foster strong relationships with parents, with minimal complaints and positive feedback.

Governors discussed the importance of raising their profile by attending parent events (e.g. parents' evenings, plays, the summer fair). In order for governors to achieve this, it was agreed the school will upload weekly newsletters to GovernorHub and ensure governors are notified of school and community events via the GovernorHub noticeboard. Events are also advertised on the school website.

ACTION: JS to upload newsletters onto GovernorHub

16. Stakeholder Engagement – Wider Community

Slide 15 of the headteachers report

The school is actively engaged with the local community through:

- Joint projects with the Parish Council.
- Involvement of local residents and former staff in a major community project to celebrate 150 years of education in Shavington, involving a drone video of children forming "150" on the field and collaboration with local historian Sarah Randall.

17. Communication to Trust

The headteacher and clerk confirmed that key updates from the LGB, including feedback on SEND, safeguarding, and curriculum development, are being communicated to the Trust.

Governors discussed the importance of feeding back insights from their professional sectors (e.g. banking, higher education) to inform Trust-wide strategy, particularly around skills development and employability.

Governors requested that the Trust produce an updated Trust-wide Accessibility policy.

18. Communication from Trust

- a) Skills Audit: This has been uploaded onto GovernorHub
- b) Governor Biographies: AI will be used to help draft professional biographies for the school website and Governors were encouraged to submit their information over the summer.
- c) Governors' Conference Feedback: The conference was very well received, especially by new governors. Suggested improvements included building in more networking time and possibly holding the event more than once a year. Governors felt that the event helped clarify the role of governors and highlighted the scale of support across the Trust.
- d) Meeting Dates for 2025–26. These were confirmed as:
 - 8 October 2025
 - 14 January 2026
 - 6 May 2026
 - 8 July 2026

Dates will be published on GovernorHub and governors were asked to flag any major conflicts.

19. AOB

- KB confirmed that he had emailed the headteacher about the possibility of running financial education classes which could be dovetailed into sustainability.

ACTION: KB to engage with JY further in this area.

- AH asked that in future documentation uploaded onto GovernorHub be linked more clearly to agenda items.

Date and Time of Next Meeting: Wednesday 8th October 2025 at 4:00pm
Meeting closed at 6:18pm

Minutes Prepared by: Copilot in collaboration with the Clerk.

Minutes approved:

Date:.....

ACTION LOG FOR MEETING 24.06.25

Item	Action	By whom	By when
Pg 2, item 2	Chase CS for safeguarding report	Clerk/CS	After meeting
Pg 4, item 7	Add Staff Survey draft to agenda for next meeting.	Clerk	08.10.25
Pg 4, item 7	Send a draft survey link to SH	JS	After meeting
Pg 5, item 10	Upload link visit report onto GovernorHub (OPEL)	GJ	After meeting
Pg 6, item 11	SEND to be included as a separate item on future LGB agendas	Clerk	08.10.25
Pg 6, item 12	Governors to communicate their preferred areas to the Chair	ALL	After meeting
Pg 6, item 12	Liaise in producing a calendar to coordinate link governor monitoring visits and ensure coverage across the year.	Clerk/SH	After meeting
Pg 7, item 15	Upload newsletters onto GovernorHub	JS	Ongoing
Pg 8, item 19	Engage with JY further with running financial education classes.	KB	08.10.25