



<p>Local Governing Board (LGB) to The Learning Partnership (TLP)</p>  <p>Shavington Primary School Summer Term 1 Minutes – Part I</p>	 <p>Shavington Primary School</p>
<p>Date: Wednesday 23rd April 2025 at 4:00pm at the school</p>	
<p><u>Governors present:</u> Sean Houlston (SH) – Governor – Chair Kayleigh Goldstraw – Parent Governor (KG) Andrew Hendrie (AH) – Governor Grace Johnson (GJ) – Parent Governor Claire Standley (CS) – Parent Governor</p> <p>Apologies: Georgina Horton (GH) – Governor Jenny Hughes (JH) – Governor</p>	<p><u>In attendance:</u> Jo Young (JY) – Headteacher Amy Brock (AB) – Deputy Headteacher Jay Smith (JS) – School Business Manager Simon Newton (SN) – Prospective governor observing. Kris Banks (KB) – Governor in approval process Dr Allan Howells (DAH) – TLP</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"> • Headteacher's Report Summer 1 2025 – item various • LGB Minutes Summer Term 1 – 15.01.25 – item 2 • ROV 28.01.25 – item 4 • School Improvement Plan 2024/2025 – item 4 • Insight – Attendance all – item 6 • Insight – Attendance by class – item 6 • Data Reports – VARIOUS – item 8 • OFSTED – Inspection Data Summary Report – item 8 • Pre-visit paperwork for SCiES Review as Safeguarding Report – item 10. • Belonging Survey 2025 – item 11 • Policy – Bullying Prevention – Child Friendly – item 13 • Policy – Bullying Prevention – reviewed Dec 2024 – item 13 • Schools Broadband Information – info only 	
<p>Governance and Administration</p>	
<p>1. <u>Welcome, Quoracy, Apologies and Declarations</u></p> <ul style="list-style-type: none"> • The meeting opened at 3:59pm. • Quoracy was confirmed. • Apologies were received and accepted from GH and JH. • No declarations of interest were made. • New governor KG (accountant and parent) and attendees KS (HSBC employee with a focus on disability and inclusion) and SN (observer, recently retired, exploring voluntary roles) introduced themselves, sharing their backgrounds and motivations for wanting to join the LGB. 	

2. Minutes of the Last Meeting and Matters Arising

- a) The Minutes of the LGB meeting held on 15th January 2025 were approved and will be uploaded onto GovernorHub. There were no matters arising.
- b) The action log from 25.09.24 was confirmed cleared or superseded.

UPDATE ON ACTION LOGO 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 4, item 6	Share the latest deep dive report on absenteeism at the next LGB meeting	JY	Completed
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 5, item 8	Include a section in the next Headteachers report on Year 6 transitioning.	JY	Completed
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) The board is close to full membership, which would make it one of the first fully constituted LGB in the Trust.
 - Two new appointments confirmed: (GH) and (KG - parent)
 - One governor in approval process awaiting completion of DBS: (KB)
 - One pending appointment: (SN) (observer)
 - Two appointed governor vacancies remain.
- b) CS confirmed she will step down at the end of August 2025.

Strategic Direction and Progress Against Priorities

4. School Improvement Plan (SIP)

The SIP was reviewed in detail with updates across all Ofsted categories. JY observed that in the past the SIP had outlined the actions of the school for improvement, but this report also included the quantitative impact of those actions.

Key highlights:

- Raising staff expectations for pupil achievement; shift from 65% to 100% expected standard. Data is showing a year-on-year improvement.
- Curriculum access has improved for all pupils including those with SEND through adaptive teaching and staff training. This was evidence in the recent ROV carried out that day by LH from the Trust.
- SLT members now actively monitoring their phases with some tweaking to the curriculum, enabling the headteacher to focus on strategic leadership.
- In-school variance identified in Year 3 and Year 5 is being addressed through coaching and support

- Reading outcomes improving, particularly in Year 6.
- History and geography curriculum being redesigned for better sequencing and knowledge retention.
- Communication with parents improved; 96% would recommend the school (up from 81% in the Ofsted survey).
- Early Years oversubscribed; nursery numbers growing.
- Staff mid-year reviews completed; 100% of staff reported clarity in roles.

Governor question:

What is the line management structure within the school?

Headteacher response:

The headteacher line manages the SLT and the SLT line manages the staff below them.

Next projects:

- Improvement to the quality of end of year reports.

Education

5. Pupil Numbers

Slide 6 of the headteacher's report

- Current roll: 464 pupils (+13 since last meeting, most of whom have gone into Nursery). An additional staff member has been employed in Nursery to cope with the increase. This will have a knock-on effect for places next year.
- Reception oversubscribed with 69 first-choice applications for 60 places; appeals underway, none of which likely to be successful due to statutory numbers.
- EHCPs increased from 28 to 31; total SEND pupils: 88. Funding for Resource Provision (RP) is way below needs and funding has to be carefully managed to maintain the effectiveness of an EHCP.
- School's reputation for SEND provision and the RP for autism attracting more applications.

ACTION: JY to include in year admission numbers as part of the headteacher report.

ACTION: JY to include year-on-year Pupil Premium admissions as part of the headteachers report.

Governor question:

With regards to oversubscription, are we at the stage where we are refusing parents within catchment?

Headteacher response:

Yes. However, we have published clear criteria to make the decision-making process as transparent as possible.

6. Attendance

Slide 7 of the headteacher's report

Insight attendance data for all pupils and broken down by class had been uploaded onto GovernorHub.

- Due to rigorous tracking, attendance is above national average (last year it was in line with NA) and in line with Cheshire East
- Persistent absenteeism has decreased significantly.
- New Microsoft form to be introduced for holiday requests, requiring parents to acknowledge the attendance policy and potential for fines. Requests will now be plotted to assess trends.
- Improved tracking, diagnosis and communication with families is also driving down numbers.

- Sickness remains the primary cause of absence.

Governors discussed the challenge of verifying illness-related absences.

Governor challenge:

How easy is it for a parent to make a holiday request?

Headteacher response:

Parents have to email their request with dates and reasons. Headteacher replies on its status and actions captured on ARBOR. It is hoped the form will make parents “think twice” when filling in details.

Governor challenge:

How can we continue to improve on attendance?

Headteacher response:

Once the new initiatives are put in place there is not much more that can be achieved apart from the office requesting more details. OPEL may improve general health.

Governor challenge:

Does the school categorize types of illness?

Headteacher response:

Types of Illness are recorded as part of the register comments (as set by the DfE) and are referred to if a pupil slips into permanent absenteeism. Medical proof is then requested.

7. Rewards and Behaviour

Slide 8 of the headteachers report

- No suspensions or exclusions reported. Staff have been trained in the “trauma consequence approach” which is proving successful. No part time timetables.
- One pupil in alternative provision due to complex needs; EHCP now in place.
- One case of bullying since last LGB meeting – being monitored.
- OPAL program (Outdoor Play and Learning) credited with reducing behavioral incidents and significantly improving lunchtime engagement and post lunchtime behavior.
- Behavior policy requires review; staff consultation scheduled for 4th June 2025.

Governor question:

What changes are required?

Headteacher response:

- *Clarifying the warning system (e.g. two-strike rule).*
- *Reviewing reward systems such as “Star of the Week.”*
- *Ensuring consistent application of expectations.*
- *Parent consultation may follow depending on the extent of policy changes.*
- *Communication of any revised policy will be carefully managed.*

ACTION: JY to submit draft of revised policy for discussion at next LGB meeting. SD to include on agenda.

8. Progress & Attainment (including a breakdown of groups)

See Data Reports

- Overall attainment improving; Year 1, Year 3 and Year 5 identified for targeted support due to higher proportions of SEND and disadvantaged pupils. Additionally, there is to be a focus on in-school variance to ensure teachers are all working to the same standard. There is also a slight dip in Year 1 due to pupils’ inexperience of test papers at this level.
- Maths remains the strongest subject; writing improving due to curriculum changes and CPD.
- Reading interventions include Fresh Start phonics for older pupils and fluency and comprehension interventions.

- Pupil Premium (PP) attainment gaps persist; addressed through quality-first teaching, targeted interventions and pastoral support.

Governor question:

How is the data measured? Are pupils measured against a common mark or against their previous attainment?

Headteacher response:

They are measured against age-related expectation.

Governor question:

Does gender play role?

Headteacher response:

It is variable with no clear trend other than universal development trends.

Governor question:

Why is there 0% attainment in some of the Pupil Premium figures?

Headteacher response:

All pupil Premium pupils are attaining so this could be one child.

Governor challenge:

We need clearer context around these figures.

ACTION: JY to supply a year-on-year trend analysis of PP numbers and attainment to support strategic planning.

Governor challenge:

Why does Maths seem stronger than Reading and Writing?

Headteacher response:

Maths is a heavily embedded curriculum, and the school has a strong Maths co-ordinator. The writing curriculum has only recently been properly implemented and to date lessons have not been adapted to suit individual needs or weakness.

Governor challenge:

What additional work can be done around improving attainment for PP students?

Headteacher response:

PP students results are currently in line with national data. Early years, life experiences, and vocabulary development are issues holding pupils back. Focussing on improved reading can assist as well as pastoral care but it is important that "quality first" teaching impacts all pupils.

Governors observed there were big improvements in the consistency of moderating and interventions and their relevance. Consistency of expectations is now embedded but staff are aware there is more work to do.

9. Link Governor Monitoring

- AH reported on a recent reading and writing monitoring visit. Improvements were noted in consistency, planning, and assessment but there was further work needed on interventions and fluency.
- Additional link governor visits planned, including a review of the OPAL programme.
- New governors encouraged to consider link roles aligned with Ofsted priorities.

Welfare

10. Safeguarding

- SCiES safeguarding review completed; no urgent actions. A draft report is currently in process. Children report feeling safe; positive feedback from pupil voice.

- CPOMS categorization under review with the Trust to improve operational reporting. Consistency of data and approach required. DSL to raise concerns at Trust network meeting.

ACTION: CS to conduct a safeguarding audit before the end of the summer term.

11. Wellbeing and Welfare – Students

Slide 11 of the headteachers report

- Continuous engagement with external agencies such as CLASP, Visyon, CAMHS, Family Ties, Therapists and Family Help and Social Workers with interventions.
- Started to work with a mentor via Virtual School as well as a Dyslexia Specialist Tutor.
- OPAL project work continues to develop with resilience a focus especially during the tougher weather.
- ELSA intervention for the autumn term has been reviewed but more ELSA time would be beneficial.
- Vulnerable Children's List regularly reviewed with Mental Health included.
- DSL, DDSLs, Mental Health Lead, BSM, Attendance Lead and SENCo continue to work closely together to track individuals.
- SENCo/Mental Health Lead meets with teachers termly to review classes and includes wellbeing.
- SENCo surgery drop-in sessions were scheduled last half term to allow teachers to seek support or help with individual children.
- Student voice used to inform improvements (e.g. toilet facilities, play areas).

Wellbeing and Welfare – Year 6

Slide 12 of the headteachers report.

- Regular meeting with Year 6s to check in on their well-being and feelings around SATS. Due to their good progress, they are very positive about the tests, and many are competing against themselves to improve their score.
- The belonging survey attached shows positive results for year 6.
- Transition – events will take place in the summer term including enhanced transition days for more vulnerable pupils.

12. Wellbeing and Welfare – Staff

Slide 13 of the headteachers report

- Continue to update the staff meeting agenda and share this with staff in advance.
- Aiming to agree dates with Friends of Shavington primary (FOSP) well in advance to share with staff
- Trial of a new PPA system
- SLT members will discuss new initiatives at their Key Stage meetings and feedback to management before a decision is made.
- Subject leader time provided to allow staff to complete monitoring.
- Additional time provided where there are high levels of SEN or additional workload/project work.
- Staff voice to be gathered via survey and roundtable.
- Staff roles and communication reported as clear and effective.
- Staff wellbeing supported through clear expectations, leadership visibility, and mid-year reviews.

Governor question:

It is clear the staff handbook is successful. What is included in the staff handbook which wouldn't be included in a policy?

Headteacher response:

The handbook captures the key points of a particular policy.

ACTION: SH to plan and implement a staff survey from the LGB accompanied by a Staff Voice visit

Local Matters and Stakeholder Engagement**13. Local Policy Approval**

- a) The list of school policies requiring review is available.

ACTION: SD to send a list of school policies requiring review to SH and JY

- b) The following policies had been submitted for review:

The Bullying Prevention policy was approved, and a child friendly version created and shared with pupils. This policy was updated to clarify the distinction between bullying and peer conflict and a minor correction noted in section 3.2 (reference to “LAB” to be updated).

- c) Governors confirmed receipt of the following Trust policies:

- CCTV Policy

14. Governor Training update

- a) Governors were reminded to complete mandatory training on Prevent & Safeguarding and to upload their certificates onto GovernorHub and notify clerk.
- b) Governors were reminded to complete the Summer term training on Suspensions and Exclusions and action as a)
- c) Bespoke training on data interpretation under consideration in light of Trust developments and the upcoming conference.

15. Stakeholder Engagement - Parents/Carers**Slide 14 of the headteachers report**

- Parents evening 19/20.03.25 very positive
- Positive feedback on communication and workshops.
- Online safety sessions and newsletters well received.
- Parents engaged through surveys and regular updates.

16. Stakeholder Engagement – Wider Community**Slide 15 of the headteachers report**

- A positive strong relationship is developing with the Parish Council.
- Community engagement projects are ongoing.
- School praised for inclusive and engaging environment.
- Online safety workshops have been a highlight.
- School newsletter significantly improving communication between school and parents.

17. Communication to Trust

Nothing to report.

18. Communication from Trust

- Equality and Diversity survey is complete with results shared across the Trust on GovernorHub
- Trust-wide skills audit has been issued with a deadline of 9th May 2025. Results will inform training and recruitment needs.
- Governors reminded to submit biographies for Trust website before end of summer term.

- Confirmation of Governance Conference scheduled for 14th June 2025 at UTC Crewe. Topics will include AI in governance, community engagement, and school improvement.
- Headteacher to support the Trust one day per week; financial benefit to the school.

19. **AOB**

Governors noted 2nd July meeting has been rescheduled to Tuesday June 24th due to Clerk's unavailability.

ACTION: SD to amend agenda to move Wellbeing and Welfare (Staff & Students) to above EDUCATION

Date and Time of Next Meeting: Tuesday 24th June 2025 at 4:00pm Meeting Closed at 5:38pm

Minutes Prepared by: Copilot in collaboration with the Clerk.

Minutes approved:

Date:.....

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	24.06.25
Pg 3, item 5	Include year-on-year Pupil Premium admissions as part of the headteachers report.	JY/Clerk	24.06.25
Pg 4, item 7	Submit draft of revised bullying policy for discussion at next LGB meeting. SD to include on agenda.	JY/Clerk	24.06.25
Pg 5, item 8	Supply a year-on-year trend analysis of PP numbers and attainment to support strategic planning.	JY	24.06.25
Pg 6, item 10	Conduct a safeguarding audit before the end of the summer term.	CS	31.08.25
Pg 7, item 12	Plan and implement a staff survey from the LGB accompanied by a Staff Voice visit	SH	31.08.25
Pg 7, item 13	Send a list of school policies requiring review to SH and JY	Clerk	After meeting
Pg 8, item 19	Amend agenda to move Wellbeing and Welfare (Staff & Students) to above EDUCATION	Clerk	Next meeting