

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



Shavington Primary School Autumn Minutes – Part I



Shavington
Primary School

Date: Wednesday 25th September 2024 at 4:00pm at the school

Governors present:

Sean Houlston (SH) – Governor - Chair
Andrew Hendrie (AH) – Governor
Grace Johnson (GJ) – Parent Governor
Claire Standley (CS) – Parent Governor
Amaka Lawton (AL) – Governor

In attendance:

Jo Young (JY) – Headteacher
Amy Brock (AB) – Deputy Headteacher
Rob Lawrie – KS1 Lead and History Co-ordinator
Jay Smith (JS) – School Business Manager
Dr Allan Howells (DAH) – TLP

Clerk:
Sharon Dutton (SD) – TLP

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

- LGB Minutes Summer Term 2 27.06.2024
- Headteacher's Report Autumn 2024
- School Improvement Plan 2024
- SEF – long OFSTED 2024
- SEF – summary 2024
- Data Report KS1 – Summer 2024
- Data Report LKS2 – Summer 2024
- Data Report UKS2 – July 2024
- Data Report Nursery - Summer 2024
- History update Sept 2024
- History implementation action plan
- Insight – headlines 2024
- Insight – statutory assessments
- Monitoring overview 2024-2025
- Pupil Premium Case Study
- Staff information Booklet 2024-2025
- Safeguarding Report to LGB – Sept 2024
- Y1 Provision Transition Project
- Attendance Policy – Sept 2024
- Communications Policy – Sept 2024
- Safeguarding & Child Protection Policy – Sept 2024
- SEND Policy – Sept 2024

Governance and Administration

1. Welcome

The meeting opened at 4:00pm and the Chair welcomed everyone to the meeting.

2. Quoracy, Apologies and Declarations

The meeting was confirmed quorate and there were no apologies.

3. Minutes of the Last Meeting and Matters Arising

The Minutes of the LGB meeting held on 27th June 2024 were approved and will be uploaded onto GovernorHub. There were no matters arising.

4. Compliance

There were no declarations of interest. Governors were reminded to reconfirm all outstanding declarations on GovernorHub.

5. Membership & effectiveness update:

a) New appointments/resignations

SH confirmed that he had received and accepted the resignation of RW who had resigned due to pressures of work. A letter of thanks had been issued from SH and JY.

b) SD confirmed that there are currently vacancies for 3 appointed governors and 1 parent governor. DAH confirmed that a new governor application had been received which was currently with Trustees for approval.

A discussion took place regarding the recruitment of governors and the LGB was asked to put any names forward who they thought might be appropriate. It was noted that all LGBs were striving for diversity in recruitment but were finding this difficult to fulfil.

CS suggested approaching school parents who were teachers elsewhere as well as the Parish Council, the Shavington Community Group and the WI.

ACTION: CS to approach any suitable parents within her contacts and report back at the next meeting.

JY question:

Has reducing the statutory number of governors down from 9 been considered?

DAH response:

This has not been discussed but attaining 6-7 governors per LGB is considered the acceptable minimum.

Governor question:

Would the Trust accept "floating" governors.

DAH response:

This has been rejected by the Trustees, but they would accept governors serving on more than one LGB or moving governors of long standing from one board to another.

- c) SD confirmed that CS's term of office is due to expire on 24.01.25 and CS agreed to extend her term of office to 30th August 2025 to bring her in line with the end of the academic year.
- d) SD confirmed that a formal request for individual biographies from LGB members, which are to be uploaded onto the TLP website, would be actioned at the start of the new term 2025.

ACTION: JY/JS to include an article in the next school newsletter explaining the role and rewards of being a school governor and celebrating those already serving.

It was noted that the Governors page on the Trust website was not particularly inviting.

ACTION: JS to research other school/Trust websites and their written approach to governor recruitment and report back.

6. Annual Tasks

a) Election of Chair and Vice-Chair

SH was re-elected as Chair of Governors. Anyone interested in standing for Vice-Chair should send a private email to SH.

- b) Confirmation of Link Governor roles:
Safeguarding – CS
SEND – SH
Literacy & Writing - AH
EYFS – GJ incorporating OPAL and liaising with Luke Wakefield.
Curriculum - GJ
EDEI – AL (NOW VACANT)
Welfare & Wellbeing – SH

- c) Agreement of the link governor monitoring schedule for 2024-2025

DAH explained to the LGB how monitoring visits should be conducted. They should be structured and regular (one visit per area per term). Dates should be agreed and adhered to (don't arrive unannounced) and there should be good communication established with subject leads. Utilise the reporting form found in the Governors Handbook and plan in advance what needs to be covered. Always use pupils voice wherever possible.

AH confirmed that he had met with leads from KS1 and KS2 that morning. He gave feedback on his visit and would upload his report after the meeting. He confirmed that he would be returning in January for a follow up visit and attending a Literacy lesson in October and had come away from the visit enthused and confident with the improvement plan. He also observed that the SEN pupils' performance was encouraging.

ACTION: SH to email governors individually regarding link roles and any training required.

ACTION: Governors to upload all monitoring visits reports onto GovernorHub.

Governor challenge:

With regards to general data the FFT targets seem very high?

JY response:

These have been included as aspirational targets which the school has had success in working towards. The SLT has been working with staff to encourage them to be more aspirational for their pupils and whilst there is still some work to do this is improving.

GJ explained her involvement with the OPAL initiative. She reported she had had her first meeting the previous Monday and was happy with progress and that a planning meeting was scheduled for the following week. She was confident all was being carried out correctly with a good pace of roll out. It was now important to manage the expectations of parents.

SH thanked GJ for her continued positive involvement in OPAL both as a Governor and as a parent.

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 | COMPLETED |
| 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 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. | SH/ALL | ONGOING |

UPDATE:
Postponed due to TLP Governor's Conference

UPDATE ON ACTION LOG FOR MEETING 27.06.24

| 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 | COMPLETED |
| Page 4 Item, 5 | Complete the unfinished areas of the SIP for the next meeting on the 25.09.2024. | JY | COMPLETED |
| 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 | ONGOING |
| Page 5, Item 6 | Present Admissions and Pupil Numbers with comparative figures in the next HT report. | JY | ONGOING |
| Page 5, Item 6 | Clearly summarize the Attendance 360 information in the next HT report. | JY | ONGOING |
| Page 5, Item 6 | Governors to visit the school and interview staff to see how persistent absenteeism was being analyzed and proactively dealt with. | All | ONGOING |
| Page 6, Item 11 | Conduct a Safeguarding meeting in the Autumn term 2024-2025 | CS | COMPLETED |
| Page 7, Item 13 | Give feedback on the recent staff survey. | TRUST | ONGOING |

Strategic Direction and Progress Against Priorities

7. Headteachers Report and SIP including headline data

The headteacher outlined the following key areas for development:

- In a small number of subjects, the school has not identified the knowledge and skills that pupils should acquire and when this should be taught. This makes it difficult for teachers to check whether pupils have understood and remembered their learning over time.

Actions taken to improve this are:

- History lead has visited another school who have a quality mark.
- History lead has identified golden threads running through the curriculum.
- New Geography lead
- Monitoring timetable
- Links with Parish Council for support with local history
- Use of Showbie to support retrieval and assessment.

- A number of parents feel that the communication from the school could be improved which is placing a strain on the relationship that some parents have with the school. The school will continue to work with parents to increase the relevance, timeliness and effectiveness of existing communication.

Actions taken to improve this are:

- Communication policy rewritten and shared.
- Calendar now updated on website.
- Newsletter includes dates for the following term.
- Long term plans in diary
- Friday afternoon workshops for parents (high turnout) – maths and writing
- Head teacher weekly update.
- Showbie launched.
- Use of MSF to capture parent voice and consult on any changes.
- Parent consultation on changes to behaviour policy

CS confirmed that parent feedback had been positive and that communication was much improved. Governors were particularly impressed by the links to the newsletter The headteacher confirmed that the school was attempting to standardise communication which had been a challenge partially for parents where siblings were in different classes. SHOWBIE has now been included in the Communications policy and the focus was to try and keep communications clear and concise for busy parents.

Governors were pleased to see how all the school Improvement planning, self-evaluation and Ofsted documents linked effectively.

Governor question:

Where there any areas that the headteacher had=s identified as requiring work which Ofsted hasn't highlighted:

JY Response:

In addition to the two key areas for development highlighted on the SIP, we would also like to improve in the following areas:

- Attendance
- Outcomes
- Increased cultural aspirations.
- Sustainability
- SMSC (Spiritual, Moral, Social & Cultural) development
- Resilience through play

Governor question:

What is adaptive teaching?

JY response:

In order for SEND pupils to access the same curriculum as non-SEND pupils, the teaching of that curriculum has to be adapted for them to achieve this.

Priorities:

- Improve the % pupils achieving a higher standard in their reading writing and maths.
- Ensure teaching and learning strategies are consistently implemented resulting in all pupils making excellent progress from starting points.
- Determine the knowledge that pupils should learn in Geography and History and ensure staff check understanding.
- Improve attendance so that it is consistently above national for all groups.
- Ensure a consistent approach to behaviour is used across the school based on high expectations and the new behaviour policy.
- Improve children's resilience through play.
- Develop a sustainability and outdoor learning strategy.
- Ensure the social, moral, spiritual and cultural curriculum is embedded.
- Work with parents to increase the relevance, timeliness and effectiveness of existing communication.
- Ensure in school communication and expectations are consistent.

Shavington summary SEF 2024-25

The headteacher brought to the governors attention the SEF summary with particular reference to pages 3 and 4 which quoted Ofsted on the positive impact of leadership on the school and covered curriculum, knowledge checking, staff training, SEND provision, pupil voice, behaviour and attendance.

Headline Data

Governors were encouraged to read the Long OFSTED SEF which contained a wide range of school data and statutory headline figures and post any questions they may have onto GovernorHub. SH suggested that a separate meeting be held sometime in January for governors to learn how to understand and analyse the school data.

ACTION: SH to organise a data analysis event in the first term of 2025.

8. Staff Presentation – History Co-ordinator

Rob Lawrie (KS1 lead and history co-ordinator) (RL) gave a presentation on curriculum improvements in History at the beginning of the meeting.

He explained how the school was focusing on KS1 to KS2 transitioning as a process and not an event in order to avoid the historic attainment dips which had previously occurred during that transition. This new approach was receiving positive feedback. Staff had received training from the Trust and the school had now caught up with other schools in this area.

Playtime in KS1 was no longer unstructured or aimless and staff were working with smaller groups using improved time management. This was preparing the children for the transition to KS2.

He reported that feedback from parents was good and that difficult children who were school refusers were now wanted to return to school. Learning was more consistent but at the same time more fun. In essence the curriculum had not changed but was being taught in a different way by conducting lessons in concentrated blocks which was more successful than teaching a subject on one day and then expecting pupils to remember what they had learnt on the same day a week later.

Governor question:

How is the school monitoring the impact of this new approach?

RL Response:

Constant monitoring is taking place, but the real test will come when their knowledge is tested next year.

Governor question:

How will the school measure success in Year 2?

RL Response:

By Year 2 they will already be learning in a more formal way but success will be measured by pupil voice, behaviour, engagement, recall and termly data drops.

Governor question:

How do the staff balance resilience with happiness?

RL response:

By enforcing class rules, encouragement to conform, clear structural areas where increased challenges must be met and a focus on development.

Governors thanked RL for his positive presentation, and he left the meeting at 4:20pm.

Education

9. Admissions and Pupil Numbers

The headteacher presented the admission figures:

There are 437 currently on roll (including 28 in nursery). 60 pupils left year 6 and 60 have started in reception. 7 pupils have started since the start of term - one in each of years 1,2,3,4,6 and 2 in year 5 with more applications received. No pupils have left.

The nursery numbers are low due to the time of year and will increase at the beginning of 2025. In term admissions are constant due to building work taking place in and around Shavington.

The headteacher reported Year 4 is currently at capacity with 64 pupils (32 pupils per class) and she has received appeals forms for this year. She asked if the governors would approve Year 4 classes to be increased. After some discussion it was agreed that the figure of 32 per class be preserved but that this may go to a maximum of 34 as and when required. Governor ascertained that there was capacity available for this increase in years 5 and 6.

Governor question:

Is the school comfortable with maintaining the wellbeing of the staff and existing pupils if this number increases?

JY response :

Absolutely. This is not a permanent situation but a "bulge".

Governor question:

What is the rationale behind keeping to 34 as a maximum

AB response:

The design of classroom and tables cannot accommodate more than 34 pupils.

10. Attendance

The headteacher reported that no attendance report had been submitted because not enough school days had elapsed in the term to make the percentages meaningful. She invited governors to visit the school office to witness how the school was implementing a vigorous attendance policy.

- Persistent absentees are rigorously tracked, and procedures followed including the use of an Education Welfare Officer from EWM (Ltd) (a monitoring and intervention consultancy)
- Holiday requests are being received on a daily basis – all unauthorised and referred to the local authority. Unfortunately, some parents are continuing to take their children out of school on holiday despite refused requests.
- Attendance information sent to parents in the school newsletter. This includes explaining that the school does not “gain” anything from the fines processed by the local authority and that the new improved condensed curriculum means that pupils risk missing a large piece of learning whilst absent.

The code for an “authorised holiday” has been removed from the application form.

Governor challenge:

Why are some teachers giving pupils on unauthorized absence schoolwork to complete while they are away?

JY response:

This is at the discretion of the individual teacher. Not giving out work has not proved to be a deterrent.

ACTION: JY to submit a 360 report on absenteeism for the next LGB meeting.

ACTION: Governors offered to provide a point statement regarding unauthorised absenteeism. JS will use this as part of her planned update of information around absenteeism on the school website and report back to the governors.

11. Behaviour

The headteacher reported that behaviour in the school was very positive with few issues. The children have come back very settled. Behaviour was a discussion in INSET. Staff have been consistent and movement around school is calm and orderly. This focus has helped with incidents following unstructured times There have been no suspensions and one child is transitioning from Cornerstones.

The headteacher explained to the governors the details around one pupil classified as EBSNA (emotionally based school non-attendance). The pastoral lead is conducting weekly welfare checks and a tribunal is set for January 2025. Funding is an issue. The trust’s primary SEND lead is giving their support.

12. Curriculum – Progress & Attainment

As previously discussed.

Welfare

13. Safeguarding

The TLP school’s Safeguarding report had been uploaded onto GovernorHub.

The new DSL is Jo Young and Abi Le’Gallienne and Amy Brock are deputy DSL’s. They will be concentrating on dealing strategically with SEND. DSL and DDSL have completed the level 1,2 and 3 Prevent training and JS has set up training logs.

JS announced she was holding a Basic Awareness training on 9th October and encouraged governors to attend. A mop-up session via Teams was suggested for 21st January 2025 for those who were not available.

14. Wellbeing and Welfare – Students

The following initiatives had taken place:

- Mental Health network meeting for Cheshire East attended this term that launched the new project – Healthy Young Minds.
- A new provider for counselling had been recruited – Mind over Mind.
- The school continues to engage with external agencies such as CLASP, Visyon, CAMHS, Family Ties, Therapists and Family Help and Social Workers with interventions.
- New Padlet has been created by the Trust with information of where to find what information for different referrals.
- OPAL project work has started.
- ELSA protected intervention time has been scheduled and children have been identified.
- New intervention space called The Nest has been created over the summer.
- New action plan for Mental Health is being worked on by AB.
- Vulnerable Children’s List is being regularly reviewed with Mental Health being included.

- DSL, DDSLs, Mental Health Lead, BSM, Attendance Lead and SENCo are working closely together to track individuals.

15. Wellbeing and Welfare – Staff

This was outlined in Page 12 of the HT report and covered:

- One long term absence - 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.
- Positive feedback on new staff handbook

Governor question:

Are staff still happy to attend residentials?

JY response:

This is dependent on individual circumstances. Overtime is not offered but leave can be awarded on a discretionary basis.

Local Matters and Stakeholder Engagement

16. Local Policy Approval

The following policies had been uploaded for the governors consideration:

- Safeguarding and Child Protection Policy – approved.
- Attendance Policy – approved.
- Communications Policy – approved with amendments.
- SEND policy – ongoing.

17. Stakeholder Engagement - Parents/Carers

This was outlined on Page 13 of the Headteachers report.

- Parent workshops have been added to the diary.
- Excellent turn out for the reception open evening in July.
- Summer fayre was really positive and raised over £2000.
- Showbie launched and protocols being developed.

18. Stakeholder Engagement – Wider Community

SH will attend the parents planning meeting for the fireworks evening which is taking place at the school on 25th October 2024.

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

SH spoke on behalf of those governors who attended the Trust's Governors conference by noting how well received it had been. The next conference will be on June 14th 2025 and all governors are encouraged to attend.

JY and JS had attended a heads meeting (focusing on education) and a business manager meeting respectively, both of which were also very well received. They are happy with the direction the Trust is taking its schools.

20. Communication from Executive, Board and ESP

DAH reminded governors to complete their statutory Safeguarding and Prevent training by the end of the year and upload results onto GovernorHub.

21. AOB

There was no AOB.

Date and Time of Next Meeting: Wednesday 15th January 2025 at 4:00pm Meeting Closed at 6:05pm

Minutes approved:

Date:.....

ACTION LOG FOR MEETING 25-09-2024

| Minute Ref | Action | By whom | By when |
|-------------------|---|----------------|------------------|
| Page 2 item 5 | Approach any suitable parents within her contacts regarding governing board membership and report back at the next meeting. | CS | 15.01.25 |
| Page 2 item 5 | Include an article in the next school newsletter explaining the role and rewards of being a school governor and celebrating those already serving. | JY/JS | Next newsletter |
| Page 2 Item 5 | Research other school/Trust websites and their written approach to governor recruitment and report back. | JS | 15.01.25 |
| Page 3 item 6 | Email governors individually regarding link roles and any training required. | SH | After meeting |
| Age 3 item 6 | Upload all monitoring visits reports onto GovernorHub | ALL | When appropriate |
| Page 5 Item 7 | Organise a data analysis event in the first term of 2025. | SH | Spring Term |
| Page 6 Item 10 | Submit a 360 report on absenteeism for the next LGB meeting. | JY | 15.01.25 |
| Page 6 Item 10 | Governors offered to provide a point statement regarding unauthorised absenteeism. JS will use this as part of her planned update of information around absenteeism on the school website and report back to the governors. | ALL/JS | 15.01.25 |