



MINUTES OF THE DAVEN PRIMARY SCHOOL LOCAL ADVISORY BOARD MEETING

Date	Autumn 1 – Tuesday 4 th October 2022 at 4:00pm
Venue	School

DOCUMENTS CIRCULATED/TABLED FOR MEETING:
1. Principal's report
3. GIAS Form
4. Annual
5. LFLP Scheme of Delegation and LAB Terms of Reference

Present:	Julia Gawn – JG Glen Williams - GW David Whitewright – DW Carla Beard – CB	Principal Chair Co-opted Member Parent Member
Apologies:	Charlotte Parkinson – CP	Staff Member
In attendance:	Angela Manley -- AM	Clerk (ENTRUST)

AGENDA ITEM 1	WELCOME & APOLOGIES FOR ABSENCE
Discussion:	Members are reminded that records of member attendance are required to be published on the school website. GW Welcomed everyone to the meeting and apologies were received and accepted from CP. It was noted that AM had been appointed as the permanent Clerk to the school. AM was welcomed to the meeting.

AGENDA ITEM 2	APPOINTMENT OF CHAIR & VICE CHAIR FOR 2022-23
Discussion:	Following discussion JG proposed that GW should continue as chair; this was seconded by CB. GW proposed that DW should act as vice chair; this was seconded by CB. ACTION: Post meeting note – AM to confirm with Entrust

AGENDA ITEM 3	ANNUAL DECLARATIONS
Discussion:	GW explained the paperwork required for the annual declarations and all members present completed the forms, AM to compile and return as required. ACTION - AM Question ? - Note to ensure members not present should be asked to complete their forms. ACTION GW/JG GW raised the issue of number of Governors required for the board, it was noted that the item will be discussed later in the agenda.

	<p>JG demonstrated the Get Information About Schools (GIAS) portal which holds information regarding Governors contact details, following a review of the information it was agreed as being correct. It was noted that Sally Wrench was no longer serving as a member of the governing body. ACTION- to remove SW details from GIAS and any other portals/information. Action JG?</p> <p>Discussion took place regarding the requirement for Disclosure and Barring Service (DBS) checks, all members present have their checks in process, via the school office.</p>
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AGENDA ITEM 4	MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING
Discussion	<p>Members present had received the minutes prior to the meeting, discussion took place regarding Governor's challenge and how this was reflected within the discussions. Discussion took place regarding the format and content of the minutes ensuring that they were reflective of discussion and any questions or challenges. ACTION - AM to liaise with the GW to agree this. The minutes of the meeting held on 21st June were agreed as a true and accurate record of the meeting. Post Meeting Note – ACTION AM to discuss sign off process with GW/JG</p> <p>Matters Arising</p> <p><u>Pupil Premium (PP)</u> was discussed; it was noted that members now have a better understanding of the funding and how this is applied within school.</p> <p><u>Health & Safety (H&S)</u> – DW had met with Darren and Alan (Caretaker at Daven) recently and had discussed what the lead Governor was required to do as part of their role. It was noted that a 'walk around' was due to take place to identify any issues, this will take place early in the term which DW will undertake with Alan. ACTION DW</p> <p>JW stated that a draft H&S pro forma is due to be available via the Trust and would be made available prior to each LAB meeting, it was agreed that it was important not to duplicate effort but should comply with statutory guidance.</p> <p>DW outlined the role of the Health and Safety link Governor which would include an annual school visit and regular timely information being made available.</p> <p>Critical Incident Plan – to be discussed at the next LAB meeting. ACTION – JG to add to basecamp</p> <p>Residential Visits Update – JG reported that the school had now booked a trip to ? Peak Outdoor Centre ? during the summer term for Year 6 pupils, quotes have been received around £240 per pupil. A September trip for the current Year 5 pupils (to take place in Year 6) has also been arranged, it was agreed that this would be an excellent opportunity for team building for the pupils during their final year, pupils will be visiting Conwy to undertaken activities. JG explained that she had taken advice from other local schools arranging similar trips and that the timing would give parents 10 months to save/pay for the trip.</p> <p>DW advised it may be helpful to approach some Welsh coach companies for quotations, JG responded that this had been considered and ensures value for money.</p> <p>It was agreed that all other matters arising have been addressed.</p>

AGENDA ITEM 5	SCHEME OF DELEGATION & TERMS OF REFERENCE
Discussion:	Members should receive and note the SoD and terms of reference for the LGB and its committees. No changes were recorded.

AGENDA ITEM 6	LOCAL ADVISORY BOARD MEMBERSHIP
Discussion:	<ul style="list-style-type: none"> • Vacancies • Any appointments to be made • Skills audit (if not done in the last 12 months): <p><u>LAB Vacancies</u> It was noted that GW and JG will be meeting on Wednesday with a prospective new parent Governor who has children at the school, JG explained that the candidate has completed the application form, once the appointment is agreed the application form would be forwarded to the chair of the Trust, John Clough; it was agreed that the process could be arranged as a chair's action. GW stated that the DBS and any other forms would need to be completed as soon as possible. JG explained that an induction process is available and could be accessed via Basecamp.</p> <p>JG stated that the LAB is small but that it could add to the number of current members. ACTION Agreed that JG to advertise to current members of staff. It was also noted that there is one more parent vacancy. JG suggested that Sally may return but as a Community Governor. A discussion took place regarding additional members; however it was agreed to make small changes.</p> <p><u>Teaching Assistant Vacancies</u> JG reported that adverts have been placed for TA's,</p> <p><u>Skills Audit</u> JG stated that the document is held within basecamp; discussion took place regarding the process of completing the audit, JG explained that it should be used to identify and secure skills to support the LAB. all members to complete ASAP. ACTION – all Governors please.</p>

AGENDA ITEM 7	COMMITTEE MEMBERSHIP
Discussion:	<p>Proposed committee structure: Action required:</p> <ul style="list-style-type: none"> • to confirm membership for each • Confirm Chair and Vice-Chairs of Committees – <i>can be arranged at first meeting if prefer</i> <p>Nothing to discuss – added to the agenda in error.</p>

AGENDA ITEM 8	LAB TRAINING
Discussion	GW stated that all members should have completed PREVENT training and that there is a new version of the training available. ACTION - AM to circulate National Governance Association training information and 21 questions forms. JG reiterated the process of retaining details of all members training and submission of certificates of attendance.

AGENDA ITEM 9	LAB VISITS – PLANS FOR THE YEAR & REPORTS SINCE LAST MEETING
Discussion:	<p>DW suggested arranging the visits by staff member rather than each lead subject. Noted that JG is working on a moderation timetable for staff. All members agreed with the approach as a better use of Governor / staff time and management of workload. JG asked if Governors had specific interests. The following suggestions were made. ACTION – JG to complete the timetable and share with Governors.</p> <p>DW – Charlotte – maths and computing GW – Grace and Sue Sutton – humanities, reading/phonics CB - TBC JG to complete a timetable and arrange meetings with staff/Governors. ACTION JG</p>

AGENDA ITEM 10	AGREE LEAD LAB MEMBERS
Discussion	Discussed above. Agreed pairing with individual staff – see previous item.

AGENDA ITEM 11	AGREE LAB PRIORITIES FOR THE YEAR
Discussion	<p>JG expressed the importance of ensuring robust governance within the Board which included Governor challenge as a key component of meetings. Discussion took place regarding key priorities for the year, which had previously been identified as including extracurricular and sports activities, this was agreed.</p> <p>JG explained that the School Development Plan (SDP) would be discussed during the meeting next term.</p>

AGENDA ITEM 12	REVIEW SCHOOL VISION & VALUES
Discussion:	<p>JG outlined the work undertaken within school regarding the school's vision and values statement and the importance of ensuring that all stakeholders were encompassing them in all areas of school life. JG explained the values as a simple statement which explains the nature and ethos of Daven Primary. Three key words had been suggested:</p> <ul style="list-style-type: none"> • Happy • Safe • Aspirational <p>JG explained that she had discussed this at length with staff and that OFSTED will want to know if the vision and values are tangible and delivered within school.</p> <p>Key outputs from the staff discussions of the 3 key words were noted as: Happy - <i>Children are happy and excited by their learning, children are motivated learners, the curriculum meets the needs of its pupils. JG explained that staff had proposed some amendments to the statements but this has not yet been defined.</i></p> <p>Safe - children succeed in a safe, welcoming, and inclusive environment It was noted that a survey taken last year had recorded that children were worried during COVID-19. This was explained as children had been worried about catching COVID-19 rather than being generally anxious/worried.</p>

	<p>Aspirational - Children develop aspirations for their future – JG explained that the children had struggled with the meaning of this word and suggested using ‘goals’ i.e. children develop their goals for their present and future. The school feels challenged currently that this element may not be met and JG asked Governors to have input into developing this aspect. This was agreed.</p> <p>The school team works together to ensure children achieve their goals, noted COVID-19 has impacted on this despite a lot of effort; JG explained that work has been done to form connections with parents.</p> <p>JG asked Governors for their comments and the following was noted:</p> <ul style="list-style-type: none"> • Need to ensure priorities and data are linked to the vision and values and feed into the statement. • All staff and children understand and shape the vision – Question - GW queried how this is simplified to ensure buy in from parents ? JG responded that the statement is on display around the school. Photos to be displayed externally for parents/children to see. It was agreed that the company assisting the school (PLMR) will be used to assist the school in wording the statement, they are currently working on a marketing strategy for the school. <p>Key statements were agreed as motivated – supported- goals</p>
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AGENDA ITEM 13	SAFEGUARDING UPDATE
Discussion	<p>JG explained that the report contained similar numbers of children to the previous update; in addition staff training has taken place. It was also reported that the school policy has been updated to include the latest Keeping Children Safe in Education guidance. JG explained that the area of on-line safety is a key area.</p> <p>GW queried the content of the latest policy having no mobile phone guidance included it was noted that this was included in a separate Acceptable Use policy. ACTION - JG to check and respond to Governors regarding the content and detail of individual policies; ensuring sufficient detail relating to mobile phone use is included relating to both staff and pupils. JG stated that once the content of the policies are agreed, this will become part of the school pupil starter pack. JG went on to explain that all parents are asked to sign the policy and stated that it may cause difficulties for children’s learning if the policies remained unsigned.</p> <p>A discussion took place regarding cross referencing policies to ensure information was linked where necessary. GW queried if all required policies are available on the website; this was confirmed by JG. JG went on to explain that all members of staff are part of the Learning for Life (LfL) portal – HQ. JG stated that the portal holds all policies for the school. ACTION - GW to ask at the next Chairs meeting for Governors to have access to the HQ portal.</p> <p>JG explained that the Safeguarding Audit is due to take place in November, the Local Authority (LA) will undertake an inspection to provide information to the school regarding robustness of its safeguarding processes and policies. JG explained that she would be attending training to inform and prepare the school for the visit/audit.</p>

	<p>JG stated that she is the lead for Safeguarding within school, however Caroline takes the day-to-day responsibility.</p> <p>It was noted that Sally previously covered this as LAB member and undertook the audits, however GW has taken this over for now. JG explained that inspectors will need to speak to Governors as part of the process, ACTION - GW to arrange to come into school prior to the audit in November JG stated that Sally had done a very good job and left the system in good order.</p>
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AGENDA ITEM 14	HEALTH AND SAFETY
Discussion:	Covered above.

AGENDA ITEM 15	PUPIL AND STAFF WELLBEING
Discussion:	<p>JG explained that Head Teachers were currently developing a pro forma to support staff and pupil well-being, it was noted that this would link in with the proposal for Governors liaising with individual members of staff and their subject lead roles. JG explained that staff also have PPA time set aside. Question - GW asked how members of staff access support packages available to them? JG outlined some aspects of the support available through Education Mutual. Question - DW queried how staff are made aware of the support? JG outlined how this is implemented within the school, it was also stated that regular anonymised data is made available to the Trust regarding staff usage of the service. JG explained that the support was received positively by staff.</p>

AGENDA ITEM 16	PREMISES UPDATE
Discussion:	<p>JG reported that parents are happy about the current repair works being undertaken on the school roof. It was also noted that a Waste reduction team is being organised. ACTION - GW to make contact and offer support. JG also explained that the Trim Trail is being improved with funds invested from LfL project funds. In addition the Swimming pool is being filled and heated this week and will shortly be in use. GW asked how the pool is being promoted, JG explained that PMLR will advertise this to the local community.</p>

AGENDA ITEM 17	SUMMER DATA UPDATE (INCLUDING SATS RESULTS)
Discussion:	<p>JG presented the data to Governors, CB asked for clarification regarding how the data is reflected in KS1 – JG explained that the data was broadly in line with the results from 2019, however she would have liked to see improvement, it was noted that the school has maintained its statistics despite COVID-19 and children had made good progress in year. JG explained that the school is working on targeted support for pupils, particularly lower or poor attainers. Question- CB asked how do we get children to expected levels? JG explained the process of how data is measured to achieve recognised improvement and the difficulties with reflecting improvement within the data. Y6 results were discussed; it was noted that issues with emotional readiness were raised. Question - CB asked what is going to be done differently this year ? In response JG explained that the school will undertake mock SATS with children and will replicate the ‘test’ situation.</p> <p>Question - CB asked - do children on EHCP have additional support ? JG confirmed this and stated that additional resources are planned for the children.</p>

	<p>It was also noted that additional strategies for managing stress will be implemented.</p> <p>Question - CB asked what has been done about maths ?</p> <p>Discussion took place and JG explained that progress measures for maths would be implemented as the school's data fell slightly below national standards. It was noted that the school had seen good results with writing – this area had been targeted with additional support.</p> <p>This year would focus on both maths and reading – JG detailed an initiative to provide an additional 20 minutes of reading each day in every class. ensuring any children with difficulties are identified and helped according to their individual needs.</p> <p>JG went onto explain the school plans to ensure children have the opportunity to talk about what they are learning and how this would impact on writing skills. Discussion took place regarding trauma informed practice and embedding/ supporting that within school. More information will be included in the School Information Plan (SIP).</p> <p>It was noted that Jenny Gosling, maths lead in LfL partnership, is undertaking an 18 month project to improve maths and will be teaching Y6 one day per week. Amy and Jenny to lead the project with additional interventions for smaller groups. Jenny will be in school every day from January 2023. Charlotte has one day per week and will monitor what is happening in other classes, TA will take the class in her absence.</p>
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AGENDA ITEM 18	RECEIVE SIP REPORT (if available)
Discussion:	To be made available at the next meeting.

AGENDA ITEM 19	SUCCESS AND CELEBRATIONS
Discussion:	<p>JG explained that SATS results were disappointing in Key Stage 2; however KS1 have seen an improvement in reading and the expected grades for Greater Depth were achieved.</p> <p>PLMR to do an article on the school music provision and curriculum, JG explained that the school would be starting 'rock steady' lessons in Year 3. PP funds are being used which fits with the development and vision and values for the school, involving parents and the community. PLMR will also include details of the recent school outing to Clonta Opera in the article.</p> <p>JG stated that staff had worked hard to ensure school trips could continue, however there had been some issues with parental perception, the school would be providing two free trips plus a paid trip and the school would be supporting families to set up payment plans to ease financial burden given the current climate.</p> <p>CB commented that the school had previously been seen as lacking by parents in this area, so this is great news.</p> <p>Staffing is good and stable at present with good applications for recent roles and apprenticeships.</p>

AGENDA ITEM 20	PROCEDURES / POLICIES FOR REVIEW/APPROVAL
Discussion:	Discussed above - proposed by CB that all are accepted, this was seconded by GW.

AGENDA ITEM 21	ANY OTHER BUSINESS & ITEMS FOR NEXT MEETING
	No further business was raised.

AGENDA ITEM 22	DATE OF NEXT MEETING/S
Discussion:	The next meeting of the LAB will be held on Tuesday 22 nd November 2022 at 6:00pm

AGENDA ITEM 23	CONFIDENTIAL MATTERS
Discussion	<p>To receive/discuss any confidential matters and record them in a separate document and place the document on the principal's drive not Basecamp. Includes:</p> <p>A question arose regarding a safe guarding issue involving a member of mid-day supervision staff.</p> <p>JG has undertaken an investigation and has contacted the Police and LADDO? Following discussion with both agencies JG assured Governors that the school does not need to take any action.</p> <p>Question - Governors asked what they should say if asked for comment by a parent? JG shared the communication given to staff.</p> <p>Issues – ensuring the member of staff is supported Ensure other staff are supported Keeping a diary of contacts/communications from parents/guardians/carers/others</p> <p>No further issues were highlighted.</p>

Meeting ended at 6.30PM