



**MINUTES OF THE MEETING OF THE
LOCAL ADVISORY BOARD (LAB) OF
DAVEN PRIMARY SCHOOL**

Date Autumn 2 – Tuesday 22 November 2022 at 4:00pm

Venue Daven School

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

Item 1	Welcome and Apologies
	<p>There were no apologies to note. JG stated that Kate Spicer had recently joined the group as a Parent Governor, noted she would be attending her first meeting in 2023.</p> <p>Discussion took place regarding adopting the Governorhub platform as the preferred portal for documentation and communication for the group. AM to discuss with Eve Smith and add members to the platform as required. Action AM.</p> <p>Governorhub</p> <p>GW welcomed everyone to the meeting.</p>
Item 2	Membership
	<p><u>Declarations of interest</u></p> <p>There were no declarations of interest.</p>
Item 3	MAT Communication
Discussion	<p>DW explained that the communication between this meeting and chairs forum is undertaken on a termly basis, messages for agreement to be conveyed. Also anything from the MAT would be shared within this meeting. The next meeting of chairs was noted as 15th December 2022. DW explained that Chairs of individual LAB, John Clough and Dan Thomas attend the meetings.</p>
Item 4	Previous meeting
Discussion	<p>a. Minutes of previous meeting dated 4th October 2022- the notes from the meeting were reviewed, AM to update with JG amendments and prepare an action log. Action AM</p> <p>b. Actions/Matters arising from previous minutes</p> <p>The minutes were subsequently accepted as a true and accurate reflection of the meeting subject to the amendments as agreed. It was agreed to publish notes and papers without password protection in future Action AM.</p> <p><u>Actions recorded were as follows:</u></p> <p>Appointment of Vice Chair to be sent on to Entrust – complete</p> <p>Declarations – complete</p> <p>Charlotte and Kate to be added to GIAS.</p> <p>Governor walk around to be arranged – DW</p>

	<p>Prevent training information – had been circulated - DW has undertaken and will upload certificates.</p> <p>Timetable to visit teachers – JG suggested Governors pair up with the relevant teacher and agree suitable times for the visits.</p> <p>David – Charlotte maths and computing, GW – Grace – humanities, Brogan CP - Kirsten (SEND, science and DT), Aimee Bates Kate (new Governor) , Jo Bromley</p> <p>Question? CP – do we have proformas to aid discussions ? – GW stated Leighton have them and JG agreed to arrange copies. CP stated that teachers would also update basecamp/Governorhub with reports following their visits.</p> <p>Vision and values – JG explained that this had changed following discussions and three key words were now agreed as:</p> <ul style="list-style-type: none"> • Empower • Develop • Thrive <p><i>‘We empower all pupils to develop positive learning habits and thrive’</i>–. This had been discussed with key members of the Trust. Question - GW asked who has a final say in the wording of the statement? JG explained how the statement had been agreed, GW further stated it was very positive that key stakeholders had input into the process, including staff. It was noted that the statement would be ratified via the school council and would be shared with the PR company to support preparation of communication materials.</p> <p>Mobile phone policy – JG explained that she had added an extra sentence regarding usage to clarify this within the policy.</p> <p>Staff wellbeing – JG stated that the service was provided by Educational Mutual – a question arose regarding the capture of data from usage of the service? DW to discuss at Heads forum regarding use of the data.</p> <p>Waste reduction – DW to speak to Brogan. No further actions to note.</p> <p>Following the above discussion, All Governors accepted the action log.</p>
Item 5	Principals Report
Discussion	<p>It was noted that the report had been made available on Basecamp. JG explained that all Principals within the Trust had met and agreed the format for the Headteacher report for use across all schools. It was reported that attendance numbers had increased by five since September, with potential for one child to join the school who was in receipt of EHCP. Question GW asked if the school could refuse entry based on current low pupil numbers? JG explained the process and stated it was difficult to refuse. however the school was extremely inclusive. Question - GW queried the intake number for pupils joining the school in September 2023? – JG outlined the process for parents selecting the school. Question - GW do we have information on the demographic of the local area to inform potential pupil numbers? JW stated that the information was freely available in the public domain. JG to supply the information on demography to the next meeting – ACTION JG. JG explained figures for SEND and attendance which were positive. JG to share attendance data with Governors (it was noted this was a key area of OfSTED inspection). Improvements could be seen in persistent absenteeism data from last year. Question - CB queried the threshold for persistent absenteeism, JW outlined how the figure was calculated. Question - What is the school doing to tackle the persistent absenteeism as</p>

the figure was high at 36 currently but was improving? GW asked if there were any trends regarding punctuality? JG stated this is challenged. JG also explained that SEND children are invited into school earlier to start their school day.

No exclusions were reported, no prejudice incidents, no bullying incidents recorded as these were logged as behaviour incidents; however JG explained that no documentation was produced currently but would be addressed in the Spring – **Question - should the school record bullying in a different way?** Reference was made to the inclusion of information within CPOMS. JG explained that the school would be changing the behaviour policy to relationships and behaviour policy so that all incidents could be recorded appropriately.

No physical interventions had been recorded and five teachers had attended Team teaching recently to support this if required.

SEND and disability data – 29% total was broken into SEND and EHCP which could be seen within the data. JG raised an issue regarding under identification of SEND and EHCP pupils from other schools; however this was being managed. **Question - GW how can the school support children and parents with identifying any needs/ concerns.** JG outlined the support mechanisms and work being done by Kirsten. Schools may be unaware of different referral pathways for schools to support families. JG also stated she had worked with the children's centre to gain early support for pupils. Discussion took place regarding the data and how children were identified and supported once they joined the school. Governors agreed this should be celebrated as all staff had worked hard to support.

Pupil Premium – JG explained that the school was the most deprived school in Cheshire? JG explained she had prepared a document which was available on Basecamp to show this. Key priorities were noted as bringing back tutoring into school.

Key risks were shown as the number of pupils on roll; this was affecting finances; however JG explained that the marketing plan is working very well, recent good news stories had been seen in the local press including the Congleton Chronicle and Cheshire Times. Discussion took place regarding local PR for the school and application for grants to support the woodland project.

JG agreed to provide further information regarding the school demography for the next meeting.

Attendance – JG stated this had been mentioned in the last OfSTED report, however the school were following up persistent absences including home visits in light of any potential safeguarding concerns. JG demonstrated the attendance figures to Governors and explained if a pupil dips below 95% attendance that it would be rated as amber and 90% into red (being persistent absentees). **Question - GW queried the reasons for absences?** and JG explained specific incidences involving children, i.e. children ill, children having operations etc. however any children taking holidays would be fined – LA would manage the fines process on behalf of the school. **Question - CP asked if improvement were seen.**

JG explained how trends were identified and how the information was available for Governors to access. It was noted that persistent absenteeism had improved since last year. Discussion took place regarding patterns of absenteeism and how planning school trips, i.e. on Fridays may improve attendance. A reward scheme for attendance was discussed, JG explained that the school was working towards a positive relationship policy. Maths update – JG reported that Jenny Gosling, part of LfLP was working two days per week in school to support the team as a strategic project lead, developing senior and middle leaders regarding curriculum. In answer to DW, JG explained that the support would be in school until the end of the academic year and is at no cost to the school plus is extra leadership.

No further questions were raised.

Item 6	School Information
	<p>In Year Data</p> <p>JG explained the data was not available, this would be part of the next meeting – AM to add to the agenda. GW to discuss within the chairs meeting to co-ordinate data drop. Need to ensure the agenda format and inclusion of this data is correct – to be changed if necessary.</p>
Item 7	Success and Celebrations
	<p>a. Staff training and news – A safeguarding update had taken place. It was noted that an Early Careers Teacher (ECT) had been appointed in Year 3 and would commence in post once DBS is received.</p> <p>b. Visits and residentials – JG stated that the document was available on Basecamp and would be discussed later in the agenda regarding Chasewater and other visits to be agreed at a cost £195 plus £21. Some grants were being sought to reduce the costs if successful these could be passed on to parents. To be advertised to Y5 to commence savings. CP asked if the cost would increase if some children were unable to attend? JG explained parents had indicated that this would be supported. A number of other visits were noted including Clonter Opera which had also offered free tickets to friends of the school, Macclesfield Museum to see an ancient Egypt exhibition, a trip to the Imperial War Museum in Manchester. ‘Chemistry in cabbage’ event held free of charge and Singfest.</p> <p>c. Community events – JG stated an open day had been held last week, carol concert, PTA now meeting, Christmas fair, successful coffee morning, second-hand clothes and books sale. Open sessions inviting parents to see phonic and maths lessons – involving 50% of parents.</p> <p>The nativity play was also being planned and requires a lot of support. Churches are also visiting school to support assemblies and events. Year 6 had visited well springs for remembrance day activities. JG explained that the swimming pool had been very well supported and had positively impacted attendance, no money had been saved but had been a good experience for non-swimmers. CB reported parents had welcomed the pool.</p>
Item 8	Safeguarding Update
Discussion	<p>Review of Safeguarding - JG had uploaded the report to Basecamp and explained the content of the information shown on screen. This included key points as noted on the report. CB queried the term AP which JG explained.</p> <p>Policies – on going medical issues, child on child abuse, behaviour policy to be changed to a relationships and behaviour and will need complete revision – staff meeting to be held later in the term.</p> <p>Fire evacuation has been scheduled, improvement to the barrier at the front of school. A wall/door to be inserted just before reception ensuring security of pupils.</p> <p>JG explained the ELSA trained staff were supporting two specific children. Animal therapy had now concluded.</p> <p>Trauma informed practice inset days to take place.</p> <p>Anti-bullying projects had taken place which would inform a review of the policy</p> <p>Rock steady music lessons had been well received, free places available for year 4 children boosting confidence.</p> <p>New school council had started (Article 12 squad) to meet. Young carers had visited and had provided information to the school/parents. A question had been received from a parent regarding moral education. Agreed the format was useful.</p>
Item 9	Premises and Health and Safety
	Visits previously approved.

Item 10	SIP Report
	SIP report review - agreed to discuss at the next meeting.
Item 11	Policy Update
	Child on Child abuse – JG demonstrated the policy on screen, noted the information was available on Basecamp. GW had read the document. It was agreed that the policy would be signed off by chairs action via basecamp.
Item 12	LAB Matters
	<ul style="list-style-type: none"> a. LAB Training b. LAB Visits c. LAB Priorities – all covered above.
Item 13	Any Other Business
	No other items of business were discussed.

Item 14	Date of meetings
	<p>The next meeting dates of the LAB:</p> <p>Spring:</p> <ul style="list-style-type: none"> • Thursday 2nd February 2023 at 4pm • Tuesday 14th March 2023 at 4pm <p>Summer:</p> <ul style="list-style-type: none"> • Tuesday 16th May 2023 at 4pm • Tuesday 20th June at 4pm

Action Log

Detail	Responsible	Update
Use of Governorhub - AM to discuss with Eve Smith and add members to the platform as required.	AM	
Staff wellbeing – use of data captured by educational mutual - DW to discuss at Heads forum	DW	
Share attendance figures with Governors	JG	
Pupil numbers - JG to supply the information on demography to the next meeting	JG	
Add In Year data to the agenda for the next meeting	AM	
Child on Child abuse –policy to be signed off by chairs action via basecamp.	DW	