



**MINUTES OF THE MEETING OF THE
LOCAL ADVISORY BOARD OF
DAVEN PRIMARY SCHOOL**

Date **Spring 1 Wednesday 2 February 2023 at 4:00pm**

Venue **In school**

Name	Position	Term From – To	Attendance
Julia Gawn (JG)	Principal	Ex-Officio	Present
Glen Williams (GW)	Chair	21 June 2022 to 20 June 2026	Present
David Whitewright (DW)	Co-opted Governor	21 June 2022 to 20 June 2026	Present
Charlotte Parkinson (CP)	Staff Governor	3 February 2022 to 2 February 2026	Present
Kate Spicer (KS)	Parent Governor	22 November 2022 to 21 November 2026	Present
Carla Beard (CB)	Parent Governor	21 Jun 2022 to 20 June 2026	Apologies
In attendance:	Angela Manley (AM)	Clerk (ENTRUST)	

The agenda and minutes from the meeting held on 22nd November 2022 had been shared prior to the meeting.

Item 1	Welcome and Apologies
Discussion	Governors were all welcomed to the meeting. Apologies were noted from Carla Beard. The meeting was quorate.
Item 2	Membership
Discussion	<u>Declarations of interest.</u> There were no declarations of interest to note. To note - AM to take away declaration of interest forms and will to keep a template.
Item 3	MAT Communication
Discussion	<u>Feedback from Chair's Forum re proposed Trust merger.</u> GW reported that he had been unable to attend the meeting, CB had attended but was not present at the meeting. It was noted a communication had been circulated to parents. GW asked JG to supply an update which was given as follows. The consultation had taken place and comments collected for discussion at the next Board meeting, noting there were 23 responses but none from parents. KS asked for clarification of the discussion as it was her first LAB meeting. GW shared information about the Trust merger between The Learning Alliance (TLA) and Learning for Life Partnership (LfLP). JG outlined the proposal to merge and the inclusion of Cheshire schools and Government drive to reduce the number of Trusts to aid communication with Multi Academy Trusts (MAT's). GW said he was pleased that Dan Thomas would be the overall Chief Executive Officer (CEO) for the merged Trust citing benefits which DW confirmed. KS asked for clarification on the benefits for the school? These were described as financial security, opportunities for leaders to push back to government and involvement in system leadership. In addition condition improvement (CIF) funding capabilities and support. JG outlined the benefits for specific projects including improvements to the school car park. Other advantages were noted to be support

	<p>with advice relating to specific operational team matters, i.e. HR, Estates, budgeting. GW also said teaching standards would improve which CP confirmed. Day to day operations of the School were described as remaining similar following the merger. Improved collaboration between schools within the locality and opportunities for staff development and recruitment were also agreed to be a positive aspect of the merger.</p> <p>No further comments were received.</p>
Item 4	Previous Meeting
Discussion	<p><u>Minutes of the previous meeting held on 4th October 2022</u> No comments were raised; the minutes were subsequently agreed as a true and accurate record of the meeting.</p> <p><u>Actions/Matters arising from previous minutes</u> A discussion took place regarding the management and storage of documentation, it was noted that the school would move to GovernorHub. AM to consult with Eve Smith (LfLP) regarding migration of key documentation. Action AM</p> <p>JG had added a document discussing demographics taken from the IDSR, the data set to be used by OfSTED which showed the school to be below average number on roll. However the school were well above average on free school meals based on the previous January census data. 31% Special Educational Needs (SEND) 6.2% Educational Health Care Plans (EHCP) plans, additional language as English was 3% below, noting mobility statistics; JG explained how this was reflected in the data. JG went onto explain the internal data management system reflected 146 pupils on roll, EAL figure was 5.5% (previously 3%), SEND 39.7%, EHCP 7.5% currently with 11 children, plus a further four in process putting the school well above the national average.</p> <p>KS queried the figure and asked for an explanation ? – JG explained it was partly due to demographics but also the school having a reputation for good SEND input. JG explained that the school was also much higher than the national average for free school meals. JG referred to a document from Government which detailed funding for each Pupil Premium (PP) child. JG had extrapolated this into the percentage of primary children eligible and explained that the funding would remain for children even if the status of the family/child changed stating that it had a positive impact on the school funding. JG explained the current value of funding of £152k and how this was spent within the school, noting this was also monitored externally. It was noted that Daven was the third most deprived in Cheshire East and the most deprived school within the locality. However the school team worked hard to ensure the funding made significant difference to the children and using the status to the advantage for the good of the pupils and wider school population.</p> <p><u>Attendance data</u> – insight (in house data) was noted to be around national average, slightly below for persistent absence. JG outlined historical data. Need to ensure a fuller report is available for the next meeting. Action JG/AM</p> <p>JG outlined the work undertaken and how the school individualised the approach and process for monitoring absenteeism. Fisher Family Trust (FFT) data was described and JG shared the data with Governors.</p> <p>KS asked what had been done to improve attendance.? JG explained a lead had been appointed together with a process of writing to parents at different points/level of absence leading to imposing fines.</p> <p>DW asked had the process given clarity to parents? This was confirmed and details given about how office staff contact parents. JG also gave details of doorstep visits undertaken for children who were ‘missing’ from education and the importance</p>

	to address any potential safeguarding issues. JG also outlined an attendance audit which was available in Basecamp if Governors wished to review the data.
Item 5	School Information
Discussion	<p><u>Staff training and News</u> – JG updated Governors that she had undertaken level 3 safeguarding, Autism training had also been undertaken by a Teaching Assistant (TA). Two members of teaching staff were moving on after Easter and would be leaving Education for personal reasons to allow for flexible working. JG and CP outlined the impact on remaining staff, however it was agreed that there was a general movement within the profession which was understood.</p> <p>KS asked if the posts had been recruited to? JG explained that there had been a good response to the vacancies. However only one post would be filled as a maternity cover teacher would be staying on to allow consistency in Year 3.</p> <p><u>Visits and Residentials</u> – Two residential visits were noted; one for Year 6 had been booked, grants were also expected to support the cost of the visits. Other trips included library visits, WHS Smiths and a visit to the Fire Station. Also noted was the involvement in the community. KS said she had taken up the offer of tickets to Clonta Opera which had been an excellent experience.</p> <p><u>Community events</u> - covered above.</p> <p>KS asked about the woodland development – noted the school was currently at 60% funding and needed 100% via crowd funding, GW explained how the funding would be returned if 100% was not achieved. However JG explained that the Trust would support the woodland project if necessary.</p> <p>KS asked about the possibility of children fundraising? This was confirmed by JG and noted the PTA may be able to support. Noted that the deadline could be extended if necessary. The Trim Trail was also noted and was installed in March. Agreed to hold a sponsorship event / bake sale to raise funds for the woodland project – JG will speak to school council. Action JG</p> <p>Christmas events were also noted – St Peters Christmas concert event, Christmas productions, Christmas Fair. Rock Steady concert. KS explained that she had been able to get support from local businesses i.e. tickets/vouchers etc. also JG said a further seven parents had expressed interest in joining PTA. It was noted that a meeting would be arranged to progress.</p>
Item 6	Success and Celebrations
Discussion	<ul style="list-style-type: none"> a. Staff training and news – covered in item 5 b. Visits and Residentials - covered in item 5 c. Community events - covered in item 5 d. Other recognition - covered in item 5
Item 7	Safeguarding Update
Discussion	<p><u>Review of Safeguarding</u></p> <p>JG explained that a draft report had been received but was not shared –</p> <p>To be discussed at the next meeting.</p> <p>Action - JG will upload to Basecamp.</p>
Item 8	Premises and Health and Safety
Discussion	<p>Approval of relevant visits.</p> <p>DW to speak to Alan and organise a visit within the next month. Action DW</p>
Item 9	School Improvement Plan (SIP) Report
Discussion	<p><u>SIP Report review</u></p> <p>It was noted that the report was available in Basecamp, JG outlined the content and purpose of the report and the involvement of Jo Young (Dir. Primary Ed.) visits twice per term to support and review the school. Noted the final document focused on</p>

	<p>behaviour, ensuring principles relating to relationship management was in place. JG explained that the school had a number of children who were struggling with emotional needs issues. The school had brought in behaviour plans to support children, CP explained the process and goals for working with children. Noting three behaviours positive and negative and the support of children by teaching staff including reward and consequences. It was noted that a 'contract' was formed with the child which supported individual children, ensuring actions were followed through and consistency of approach. No questions were raised.</p>
Item 11	Policy Update
Discussion	<p><u>Review/approval of procedures and policies.</u></p> <p>Relationships and Behaviour policy was discussed – JG suggested writing a one page document as the full policy was very lengthy. Peer on Peer would also have its own policy. Governors were asked to comment on the document in basecamp, it was noted JG had re-written the policy; however it was noted some changes would be needed within the school/classrooms to mirror the policy.</p> <p>Following comments JG to bring the final version to Governors. Action JG</p>
Item 12	LAB Matters
Discussion	<p><u>LAB Training</u> – GW explained how training was reflected within Basecamp and the need to ensure Governors had completed all relevant training including PREVENT. AM to ask ENTRUST about training and logging same. KS to undertake national online safety training – CP to send details to KS. Action.</p> <p><u>LAB Visits</u> – DW reported he had undertaken two visits, JG explained how Governors had been paired with teachers to reduce the number of visits. DW outlined a recent visit with CP and a 'walk through' visit would be organised. KS to link with Kirsten about Science. JG outlined the curriculum reports available in Basecamp and a template visit form which may be helpful to inform Governor visits.</p> <p>JG to prompt staff to complete their individual LAB/curriculum reports and to arrange visits with Governors.</p> <p>KS asked if there were guidelines/questions to inform link visits? – JG explained the proforma and how it could be used to form a conversation with the individual teacher. JG then went onto explain that the staff would then format a short report based on their individual subject/discussions with the link Governor.</p> <p>LAB Priorities – as detailed above in terms of link governor visits.</p>
Item 13	Any other business
Discussion	<p>No further business was raised.</p> <p>Governors were thanked for their attendance and the meeting closed at 6.10PM.</p>
Item 14	Date of meetings
Discussion	<p>The next meeting dates of the LAB:</p> <p>Spring:</p> <ul style="list-style-type: none"> • 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

Agenda	Detail	Responsible
4	To discuss the use of Governorhub with Eve Smith from LfLP	AM
	To provide information relating to attendance data at the next meeting	JG
5	To speak to pupils regarding fund raising	JG
7	To share a copy of the safeguarding report with Governors	JG
8	To organise a Health & Safety visit	DW
11	To provide a copy of the final version of the school Behaviour and Relationships policy to Governorhub	JG
12	CP to provide details of on line safety training to KS	CP
	To prompt staff to complete link visit reports	JG