



MINUTES OF THE MEETING OF THE LOCAL ADVISORY BOARD OF DAVEN PRIMARY SCHOOL	
Date	Tuesday 14th March 2023 at 4:00pm
Venue	Via TEAMS

Name	Position	Term From – To	Attendance
Julia Gawn (JG) Glen Williams (GW) David Whitewright (DW) Charlotte Parkinson (CP) Kate Spicer (KS) Carla Beard (CB)	Principal Chair Co-opted Governor Staff Governor Parent Governor Parent Governor	Ex-Officio 21 June 2022 to 20 June 2026 21 June 2022 to 20 June 2026 3 February 2022 to 2 February 2026 22 November 2022 to 21 November 2026 21 Jun 2022 to 20 June 2026	Present Present Present Apologies 14/3/23 Apologies 14/3/23 Apologies 14/3/23
In attendance:	Angela Manley (AM)	Clerk (ENTRUST)	

The following documents had been shared prior to the meeting:

- Agenda
- Minutes of the meeting held on 2nd February 2023
- Action log from the meeting held on 2nd February 2023
- Head Teachers Report March 2023

Item 1	Welcome and Apologies	Action
	JG opened the meeting stating that CB was having difficulties accessing the link to join the meeting. Apologies were received and accepted from KS and CP. It was agreed to go ahead with the meeting, however it was acknowledged that the board was not quorate. JG started the meeting by discussing the Head Teacher report at Item 5.	
Item 2	Membership	
	There were no declarations of interest to note.	
Item 3	Multi Academy Trust (MAT) Communication	
	There were no issues to note.	
Item 4	Minutes of the Meeting held on 2nd February 2023	
	Discussed and accepted at the follow on meeting held on 20 th March 2023.	

<p>Item 5</p>	<p>Head Teacher Report</p> <p><u>Pupil numbers and migration</u> JG explained that the current pupil numbers were 146 and stable, one child had left to attend a nearby school to join friends. A new starter had joined in reception with an added new starter in Year 5 coming from Japan. No looked after children were noted. JG outlined pupils on Child protection/in need/early help noting that these were significant numbers. The new role of Family Service Support Worker was described, JG explained she was working with two families to offer early support around attendance, finances and early mental health.</p> <p><u>Attendance and punctuality</u> JG explained the Fisher Family Trust (FFT) attendance tracker portal which recorded pupil data and explained that this had previously been a significant area of concern. JG encouraged Governors to review the data individually and outlined current attendance at 93.5%, however this was noted to match the national target. JG said it had been challenging work to reach and was hopeful the school would retain the target. GW said due to demographics of the school the statistic was actually above average based on similar schools. JG explained she was pleased to achieve this for the school and outlined the school process for tracking absence.</p> <p>Persistent absentees were noted as 16% against the national average of 20%, GW remarked that the school did not have any control of children/illness. JG explained how the school undertook further interrogation of the data to supply the necessary support to pupils and families. JG went onto explain the steps taken with families including provision of medical evidence, encouraging staff to book trips on Fridays to aid attendance.</p> <p>Question - GW asked how strike day information had been captured? JG to check with the office as a special code would be used and would therefore not affect attendance data.</p> <p>JG explained the Department for Education (DfE) approach to keeping children in school and also the work undertaken by teaching staff.</p> <p>Question - do we get increased unauthorised absence on strike days – JG to obtain the figures.</p> <p>JG went onto explain the approach for forthcoming strike days on 15th and 16th March 2023.</p> <p>No exclusions were noted. A new Behaviour policy had been circulated for discussion later in the meeting. JG explained the new terminology for bullying stating three defining features which were stated as</p> <ul style="list-style-type: none"> • targeted on a regular basis, • intention to harm, • power imbalance <p>JG asked Governors for questions</p> <p>Question - GW asked how the definition would be communicated to parents, noting there may be differences in the views of parties? JG explained that a copy of the new revised policy would be shared on the</p>	
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	<p>school website and details included in the next school newsletter with a link to the Relationships and Behaviour policy.</p> <p>GW suggested a summary of the terminology may be useful to parents, this was agreed. Action JG. JG went onto explain the process for documenting first incidences or allegations.</p> <p>JG gave details of an earlier complaint which had been sent to OfSTED</p> <p>Physical intervention – one episode was noted involving a child threatening to hit another child with a stick; JG explained that staff had managed the incident.</p> <p>Special needs - JG explained that numbers of children with Education Healthcare Plans (EHCP) had increased. JG explained the staff were responding very quickly so that needs are addressed, noting that nine children in Year 6 were Special Educational Needs (SEND) pupils. JG explained that a new role had been created within the school and that Amy Bates would become the designated senior leader in mental health to support SEND. The role was explained to Governors, noting a review would be held in August 2024.</p> <p><u>16.40 – CB had not arrived, therefore the meeting was declared not quorate and was halted. It was agreed to re-convene on Monday 20th March 2023 via Zoom. See separate minutes.</u></p>	JG
Item 6	School Information	
	See Minutes dated 20 th March 2023	
Item 7	Success and Celebrations	
	See Minutes dated 20 th March 2023	
Item 8	Safeguarding Update	
	See Minutes dated 20 th March 2023	
Item 9	Premises and Health and Safety	
	See Minutes dated 20 th March 2023	
Item 10	School Improvement Partners (SIP) Report	
	See Minutes dated 20 th March 2023	
Item 11	Policy Update	
	See Minutes dated 20 th March 2023	
Item 12	Local Advisory Board (LAB) Matters	
	See Minutes dated 20 th March 2023	
Item 13	Any other Business	
	See Minutes dated 20 th March 2023	
Item 14	Dates of Meetings	
	See Minutes dated 20 th March 2023	
	Part Two	
Item 1	Complaints and Concerns	
	See Minutes dated 20 th March 2023	

Item 2	Staffing Matters	
	See Minutes dated 20 th March 2023	
Item 3	Any Other Business	

The meeting closed at 16.40

Action Log

Agenda Item	Detail	Responsible
5	To obtain information on strike day effect on pupil unauthorised absence figures	JG
	<i>The following relate to actions agreed within the follow on meeting held on 20th March 2023 but are listed here for reference.</i>	
	To provide a summary of terminology used within the Behaviour policy to parents	JG
	To amend wording within the Relational Practice policy	JG
7 and 11	To arrange a meeting to progress the PTA	KS/JG
	To meet with Dan Thomas (Trust CEO) to discuss the inclusion of the Pre school provision within Daven	JG
8	To remove the inclusion of dates within policies on the school website	JG
	To add the school Snow policy on Governorhub	JG
11	To discuss the need for specific policy information within the school website. Discuss within Chair's forum	GW
12	Safeguarding Basic awareness training — arrange for KS and CB to attend	JG
13	To review the end date for crowd funding of the woodland project and the amount raised.	JG
	To explore public relations opportunities regarding the woodland project	JG
	To circulate details of school holiday project opportunities to parents and the wider community	JG