



MINUTES OF THE MEETING OF THE LOCAL ADVISORY BOARD (LAB) OF DAVEN PRIMARY SCHOOL	
Date	Tuesday 16th May 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	Apologies
Carla Beard (CB)	Parent Governor	21 Jun 2022 to 20 June 2026	Apologies
In attendance:	Angela Manley (AM)	Clerk (ENTRUST)	

Documents shared prior to the meeting:

- Agenda
- Policy in Practice Review & Action Plan – Summer 2023
- Headline Attainment Data – 2022-2023
- Safeguarding Report – May 2023

Item 1	Welcome and Apologies	Action
	GW welcomed everyone to the meeting, apologies were received and accepted from KS and CB. The meeting was quorate.	
Item 2	Declarations of Interest	
	There were no declarations of interest to note.	
Item 3	Declarations of Any Other Business	
	JG explained that the membership of the board would need to be discussed, CBs children were due to leave school however she would be asked to remain as a member of the board. No further business was discussed.	
Item 4	Minutes of the Meeting held on 20th March 2023 & Matters Arising	
	The minutes of the meeting were discussed and the following matters arising were noted:	
Matters Arising / Action Log		
5	To obtain information on strike day effect on pupil unauthorised absence figures Update – it was reported by JG that attendance figures remain similar but was good on strike days.	
	To provide a summary of terminology used within the Behaviour policy to parents - to be completed.	JG
	To amend wording within the Relational Practice policy – Complete.	
7	See Confidential Appendix A	
8	To remove the inclusion of dates within policies on the school website. In addition GW explained that only	

	statutory policies were required to be on the website and should be in date – as per chair’s forum. Complete.	
	To add the school Snow policy on Governorhub - on going	JG
11	To discuss the need for specific policy information within the school website. Discuss within Chair’s forum – as above – Complete.	
12	Safeguarding Basic Awareness training — arrange for KS and CB to attend – JG to check	JG
13	To review the end date for crowd funding of the woodland project and the amount raised. JG explained the fund end date had passed but funding would continue, the publicity generated was useful. Complete.	
	To explore public relations opportunities regarding the woodland project - Complete	
	<p>To circulate details of school holiday project opportunities to parents and the wider community – Completed via the school newsletter.</p> <p>Discussion took place regarding holiday projects, GW commented that promotional materials may benefit from updating/refreshing. JG stated that the responsible staff member had taken comments on board and had updated the communication. JG expressed that the school would be keen for the projects to continue and was a useful to families.</p> <p>Subject to the above actions, GW suggested that the minutes of the meeting held on 20th March 2023 be formally accepted at the next meeting, this was agreed. Action - AM to add to the agenda.</p> <p>No further matters arising were discussed.</p>	AM

Item 5	Standard Risk Register	
	<p>JG presented data which had been circulated on GovernorHub prior to the meeting. It was noted that Summer data would be produced in due course. JG explained the colour coding within the data, in response to a question raised by GW.</p> <p>JG explained that writing continued to lag behind other subjects, in addition Y6 and Y2 were undergoing SATS tests. JG explained the data in Y3 had been affected by teaching staff changes, however a new teacher had since been recruited which was having a positive impact. A review of Y3 reading data was agreed as a key action.</p> <p>Question – DW asked how could any overestimated results inputted by teachers be mitigated? JG explained that the lead teachers would challenge data inputted by less experience/supply teachers. A similar picture was also evident in Y4 reading data however the issue was known to staff which would be closely monitored going forward.</p>	

	<p>GW commented that maths data had improved, however Y4 data was seen to be less favourable. CP explained that a change in staff had impacted on results, together with evidence of the teacher having issues with challenging behaviour of pupils and having difficulties with the monitoring and the maths curriculum. JG explained that a very experienced teacher had since been recruited who would support the pupils to attain improved results and would continue teaching the pupils into Y5.</p> <p>Discussion took place regarding NFER? scheme and the timescales of teaching each element of the curriculum, it was noted that the scheme was used across the Trust.</p> <p>Question – could this be reviewed with other schools?</p> <p>JG explained Y6 data was promising and may still improve, noting 33% SEND pupils across the school. CP explained it was difficult to get SEND children to complete the tests given their challenges.</p> <p>Reading data was noted and JG suggested the lead teacher would be asked to attend the next meeting to update Governors.</p> <p>No further questions were raised.</p>	
Item 6	Safeguarding	
	<p>A copy of the information had been shared prior to the meeting, JG stated attendance for the whole year noting it was slightly above national averages which was good news, persistent absentees were well below the national average.</p> <p>Question - GW asked if schools with similar demographics showed similar data? JG explained schools within the locality were prioritising attendance.</p> <p>JG went onto explain the attendance ranking data for the school as 52 from 100. Persistent absentees at 79 from 100 which was excellent. 15 pupils from 135 were noted as persistent absentees across the school.</p> <p>JG explained that the updated Trust Whistleblowing Policy was on display in school and had been shared.</p> <p>The final version of the Safeguarding Children in Educational Settings (SCiES) report was noted to be available within Governorhub together with an action Plan for Governors to read.</p> <p>GW suggested adding dates to actions to keep track – this was agreed, Action JG.</p> <p>JG explained that the documentation would be shared with the newly appointed Safeguarding Lead at the Learning for Life Partnership (LfLP). Together with any safeguarding reports discussed within the LAB.</p> <p>The Learning hub was reported to be open and working better, noting children experiencing difficulties had benefitted from being supported within the hub. Data was also reported to be collected which would inform the success, i.e. children and numbers of hours/days spent.</p>	JG

	<p>Fire evacuation/test had been undertaken – noting that the date of the test would be added – Action JG.</p> <p>JG explained new LED lights had been installed throughout the school which had a positive impact.</p> <p>The Trim Trail was also now available and GW suggested having a launch day to promote this to the wider community. Action JG.</p> <p>On line safety – JG explained that a parent meeting had taken place with the support of the police Youth Engagement Officer. In addition GW explained the input of police into high schools and the associated benefits. JG also explained PCSO input / pilot programme regarding drug awareness for Y5 and Y6 pupils. JG explained how the above complemented the content of the Personal, Social, Health Education (PHSE) curriculum.</p> <p>Question - GW asked how actions of children were monitored regarding drug awareness/safeguarding issues? – JG explained that teachers were always vigilant and would support children appropriately.</p> <p>In answer to GW, JG explained that Supporting Wellbeing and Nurturing Strength (SWANS) team visited school and provided a half day per two weeks support to children. JG explained that the service was paid for by the school, via a charity to support therapy input including play therapy and SWANS.</p> <p>A new bullying record form was described by JG and was working well within school.</p> <p>JG explained four new TA's had joined the school on temporary contracts. A new mental health lead was also in place, an additional Educational Learning Support Assistant (ELSA) to be trained, and she had attended a safer recruitment training event.</p> <p>No further questions were raised.</p>	<p>JG</p> <p>JG</p>
Item 7	LAB Training update	
	No training was reported, JG explained the national college was still available to Governors.	
Item 8	Review LAB Priorities	
	<p>JG explained that she would share the content of a new document from Leighton School and described the content to Governors, it was noted the content would be updated in due course. It would contain the five OfSTED headings, successes and next steps information. To be updated and shared – Action JG.</p> <p>LAB Membership – JG explained that the two current members need to be contacted to see if they were continuing, it was reported that Sally Wrench had shown an interest in returning to the Board.</p> <p>AM to review the constitution and advise. Action AM. Complete.</p>	<p>JG</p> <p>GW/JG</p> <p>AM</p>

Item 9	Review of School Development Plan (SDP)/Self Evaluation Framework (SEF) in preparation for new academic year	
	JG explained that the headline information would be updated and shared in preparation for the next meeting. Action JG.	JG
Item 10	LAB Visit Reports & Learnings	
	KS had visited Reception class regarding DT and Science; however as she was absent an update would be presented at the next meeting.	JG/KS
Item 11	Successes & Celebrations	
	<p>JG explained some updates to curriculum had taken place and reviewing elements / subjects within school. A document was shared to demonstrate the curriculum pathways and how this would embed subjects within the curriculum, i.e. history chronology would now be taught in order. JG explained the ‘flashback four’ approach which helped revision of subjects, initially in Maths but rolling out to other subjects.</p> <p>New staff - three new teachers had been recruited, Year 4 and Year 6, JG explained a feeling of the school ‘moving forward’. Together with four new TA’s who were employed on a supply basis. A temporary Welfare Assistant working in the learning hub had also been recruited. JG explained that the new staff supported across all year groups so that all classrooms had an additional adult to support the pupils.</p> <p>Learning hub re opening was also successful, together with the nursery provision – a consultation had been launched. Noted that the pre school staff were onboard, messages to parents had been circulated with an offer to meet, however no concerns had been raised to date. JG explained that the opening was planned for January 2024. The consultation period had been set up to run for one month and then onto Regional Directors office, to determine if a Full Business Case (FBC) would be required. Once the go ahead was secured renovations would start, a potential cost of £40-50k was stated for improvements and refurbishments within the mobile classroom. JG outlined how the early years facilities would be changed to support the introduction of the nursery. To amend age range from 4-11 to 2-11 and the recruitment of a nursery teacher.</p> <p>No further questions were raised.</p>	
Item 12	Policy Review/Approval	
	No policies for discussion were noted.	
Item 13	Any Other Business	
	No other business was declared.	
Item 14	Dates of Meetings	
	<p>The next meeting of the LAB was agreed as Tuesday 20th June at 4pm in school.</p> <p>The meeting closed at 17.55PM.</p>	

Action Log

Agenda Item	Detail	Responsible
4	To provide a summary of terminology used within the Behaviour policy to parents - to be completed.	JG
	To add the school Snow policy on Governorhub - on going.	JG
	Safeguarding Basic Awareness training — arrange for KS and CB to attend.	JG
	Minutes of the meeting held on 20 th March 2023 be formally accepted at the next meeting.	AM/Agenda
6	Add dates of actions to SCiES report	JG
	Date of the fire alarm test to be added to SCiES report	JG
	Arrange a launch of the Trim Trail	JG
8	LAB Priorities Document – <ul style="list-style-type: none"> • Update and share with members • Contact members regarding membership • To advise members regarding the consultation of the board 	JG JG/GW AM (complete)
9	To update the SDP/SEF and present to the next meeting	JG
10	To provide an update regarding school visit	JG/KS