



<b>MINUTES OF THE MEETING OF THE LOCAL ADVISORY BOARD (LAB) OF DAVEN PRIMARY SCHOOL</b>	
<b>Date</b>	<b>Tuesday 20<sup>th</sup> June 2023 at 4.00pm</b>
<b>Venue</b>	<b>In School</b>

<b>Name</b>	<b>Position</b>	<b>Term From – To</b>	<b>Attendance</b>
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	Attended Attended Apologies Attended Attended via TEAMS Attended via TEAMS
<b>In attendance:</b>	Angela Manley (AM)	Clerk (ENTRUST)	

Documents shared prior to the meeting:

- Agenda
- Minutes (& Confidential Minutes) of the LAB Held 16<sup>th</sup> May 2023
- Head Teacher Report – Summer 2023
- Daven School Improvement Plan (SIP) Visit 23<sup>rd</sup> May 2023
- Reading Self-Evaluation – 20<sup>th</sup> June 2023
- School Condition Report – 2023
- Fire Drill Record

<b>Item 1</b>	<b>Welcome and Apologies</b>	<b>Action</b>
	GW welcomed everyone to the meeting, apologies were received and accepted from DW. The meeting was quorate.	
<b>Item 2</b>	<b>Membership &amp; Annual Declarations</b>	
	GW reviewed the constitution for the group, KS had agreed to remain on the board until her four year term ended. It was noted that the board had one co-opted Governor and two staff Governor vacancies. Action - JG to advertise staff vacancies.  Declarations of interest – noted that Diane Martin now works for Daven school (sister of GW). All other declarations were noted to be up to date.	JG
<b>Item 3</b>	<b>MAT Communication</b>	
	Merger between LfLP and LA had been agreed from 1 <sup>st</sup> September 2023, JG stated that staff would be TUPE' d over to the new organisation and had been informed with no issues highlighted.  <b>Question - KS asked about the merger? – is this a merger of two Trusts?</b> JG reiterated the two trusts merging and the management structure/content in terms of schools involved.  No further questions were raised.	

<b>Item 4</b>	<b>Minutes of the Meeting held on 20<sup>th</sup> March 2023 &amp; Matters Arising</b>																							
	<p>The minutes of the meeting were discussed and the following matters arising were noted:</p> <table border="1"> <thead> <tr> <th data-bbox="352 232 491 300">Agenda Item</th> <th data-bbox="491 232 1310 300">Detail</th> </tr> </thead> <tbody> <tr> <td data-bbox="352 300 491 400">4</td> <td data-bbox="491 300 1310 400">To provide a summary of terminology used within the Behaviour Policy to parents - to be completed. <b>Carry forward</b></td> </tr> <tr> <td data-bbox="352 400 491 470"></td> <td data-bbox="491 400 1310 470">To add the school Snow policy on Governorhub - on going. Complete.</td> </tr> <tr> <td data-bbox="352 470 491 707"></td> <td data-bbox="491 470 1310 707">Safeguarding Basic Awareness training — arrange for KS and attend. Completed. KS stated she had also attended an induction related to a New role and details had been sent to the school office. However JG stated KS would still need to attend a Cheshire East session. <b>Action JG/KS – carry forward.</b></td> </tr> <tr> <td data-bbox="352 707 491 808"></td> <td data-bbox="491 707 1310 808">Minutes of the meeting held on 20<sup>th</sup> March 2023 be formally accepted at the next meeting. <b>Agreed and complete.</b></td> </tr> <tr> <td data-bbox="352 808 491 878">6</td> <td data-bbox="491 808 1310 878">Add dates of actions to SCiES action plan – <b>carry forward</b></td> </tr> <tr> <td data-bbox="352 878 491 947"></td> <td data-bbox="491 878 1310 947">Date of the fire alarm test to be added to SCiES report – <b>carry forward.</b></td> </tr> <tr> <td data-bbox="352 947 491 1317"></td> <td data-bbox="491 947 1310 1317">Arrange a launch of the Trim Trail – JG had Contacted a marketing company to take this forward. <b>Carry forward</b> <b>KS questioned if the funds recently raised had been Used?</b>– JG explained the funds raised had not been sufficient, therefore the crowd funding had been returned, however JG explained the money required would be found from the school budget. JG explained that the funding communications had generated a lot of interest and support from the local community raising the profile of the school.</td> </tr> <tr> <td data-bbox="352 1317 491 1608">8&amp;9</td> <td data-bbox="491 1317 1310 1608">LAB Priorities Document – <ul style="list-style-type: none"> <li>• Update and share with members</li> <li>• Contact members regarding membership</li> <li>• To advise members regarding the consultation of the board</li> </ul> <b>Complete</b></td> </tr> <tr> <td data-bbox="352 1608 491 1677">9</td> <td data-bbox="491 1608 1310 1677">To update the SDP/SEF and present to the next meeting <b>Complete</b></td> </tr> <tr> <td data-bbox="352 1677 491 1879">10</td> <td data-bbox="491 1677 1310 1879">To provide an update regarding school visits – <b>Complete</b> KS stated she had visited the school and had spoken with DT teacher. GW asked KS to provide a very short report To be included with the minutes of the meeting. <b>Action KS.</b> Also DW to provide feedback/report regarding His recent visit. <b>Action DW.</b></td> </tr> </tbody> </table> <p>Subject to the above updates, <b>the minutes of the meeting held on 16<sup>th</sup> May were accepted as a true reflection of the meeting.</b></p>	Agenda Item	Detail	4	To provide a summary of terminology used within the Behaviour Policy to parents - to be completed. <b>Carry forward</b>		To add the school Snow policy on Governorhub - on going. Complete.		Safeguarding Basic Awareness training — arrange for KS and attend. Completed. KS stated she had also attended an induction related to a New role and details had been sent to the school office. However JG stated KS would still need to attend a Cheshire East session. <b>Action JG/KS – carry forward.</b>		Minutes of the meeting held on 20 <sup>th</sup> March 2023 be formally accepted at the next meeting. <b>Agreed and complete.</b>	6	Add dates of actions to SCiES action plan – <b>carry forward</b>		Date of the fire alarm test to be added to SCiES report – <b>carry forward.</b>		Arrange a launch of the Trim Trail – JG had Contacted a marketing company to take this forward. <b>Carry forward</b> <b>KS questioned if the funds recently raised had been Used?</b> – JG explained the funds raised had not been sufficient, therefore the crowd funding had been returned, however JG explained the money required would be found from the school budget. JG explained that the funding communications had generated a lot of interest and support from the local community raising the profile of the school.	8&9	LAB Priorities Document – <ul style="list-style-type: none"> <li>• Update and share with members</li> <li>• Contact members regarding membership</li> <li>• To advise members regarding the consultation of the board</li> </ul> <b>Complete</b>	9	To update the SDP/SEF and present to the next meeting <b>Complete</b>	10	To provide an update regarding school visits – <b>Complete</b> KS stated she had visited the school and had spoken with DT teacher. GW asked KS to provide a very short report To be included with the minutes of the meeting. <b>Action KS.</b> Also DW to provide feedback/report regarding His recent visit. <b>Action DW.</b>	<p>DW</p>
Agenda Item	Detail																							
4	To provide a summary of terminology used within the Behaviour Policy to parents - to be completed. <b>Carry forward</b>																							
	To add the school Snow policy on Governorhub - on going. Complete.																							
	Safeguarding Basic Awareness training — arrange for KS and attend. Completed. KS stated she had also attended an induction related to a New role and details had been sent to the school office. However JG stated KS would still need to attend a Cheshire East session. <b>Action JG/KS – carry forward.</b>																							
	Minutes of the meeting held on 20 <sup>th</sup> March 2023 be formally accepted at the next meeting. <b>Agreed and complete.</b>																							
6	Add dates of actions to SCiES action plan – <b>carry forward</b>																							
	Date of the fire alarm test to be added to SCiES report – <b>carry forward.</b>																							
	Arrange a launch of the Trim Trail – JG had Contacted a marketing company to take this forward. <b>Carry forward</b> <b>KS questioned if the funds recently raised had been Used?</b> – JG explained the funds raised had not been sufficient, therefore the crowd funding had been returned, however JG explained the money required would be found from the school budget. JG explained that the funding communications had generated a lot of interest and support from the local community raising the profile of the school.																							
8&9	LAB Priorities Document – <ul style="list-style-type: none"> <li>• Update and share with members</li> <li>• Contact members regarding membership</li> <li>• To advise members regarding the consultation of the board</li> </ul> <b>Complete</b>																							
9	To update the SDP/SEF and present to the next meeting <b>Complete</b>																							
10	To provide an update regarding school visits – <b>Complete</b> KS stated she had visited the school and had spoken with DT teacher. GW asked KS to provide a very short report To be included with the minutes of the meeting. <b>Action KS.</b> Also DW to provide feedback/report regarding His recent visit. <b>Action DW.</b>																							

<b>Item 5</b>	<b>Principals Report</b>	
	<p>See Confidential Appendix</p> <p>A copy of the report had been shared prior to the meeting, JG explained a 10% increase in pupil numbers and confirmed that seven children had joined the school from the local area, one child had joined from South Africa and one from Japan.</p> <p><b>In response to a question raised by GW - JG to review the location of pupils joining and provide information to the board.</b></p> <p>JG explained the terminology contained within the report:</p> <p>Looked after children (LAC) - zero  CP (Child Protection) terminology explained – two children  CHIN (Child in Need) – seven children  EH – Early Help – six children  FRS – family requiring support – (stepped down from early help but the school would support the children/family as required). Six children in four families.</p> <p>Noted that a high level of need was evident in the school. JG explained the status of some Pupil Premium (PP) children which attracted additional funding.</p> <p><b>Question GW queried the introduction of the nursery children and asked if this would impact on the above category of pupils.</b> JG explained that on entry relevant paperwork would be completed to ensure all necessary funding was in place.</p> <p>Fisher Family Trust (FFT) – JG explained that the school had received a certificate for above average attendance, noting that the school were in the top 25% of schools attendance nationally, taking account of the demographic of the school. JG confirmed the information had also been inputted into Arbour.</p> <p>Persistent Absence (PA) was reported at 10% and nationally 19.4%.</p> <p><b>Question - GW asked how the data could be improved further?</b> JG explained the process of working with PA families/children – noting three of the cases were due to illness.</p> <p>Behaviour/exclusions – JG explained one child had been excluded for 1.5 days following a serious incident, with a total of 4.5 days lost over the whole year. JG explained that the figure was higher than last year with all pupils receiving support from the Learning hub but the situation was improving.</p> <p>JG reported two prejudicial incidents, one Year 5 pupil using inappropriate language which was logged and recorded. Work had been on going with the child involved and also working with the remaining pupils in Year 5. JG explained that the school would be adapting PHSE curriculum to address the issues highlighted. JG reported a project with Y6 to discuss drugs/safeguarding issues and preparation for the outside world.</p>	JG

**Question - GW asked if safety central trip would be repeated?** This was confirmed.

JG demonstrated how the school curriculum had been updated to account for the above.

**Question - GW - had the school considered repeated pertinent lessons for the issues highlighted?** – JG explained on line safety had been held with representation from the police, parents had also attended to be involved in some lessons.

Bullying – a new paperwork/ protocol had been developed, one issue had been followed through and the process had been successful.

Physical intervention – two incidents this term, but both low level and before half term.

15 Education Healthcare Plans (EHCP) in total, with 20 in place by September 2023; JG explained that the school had 30% of children with special needs, double the national average.

**Question - KS asked if pupils were joining because SEND was dealt with successfully?**, JG explained locally the school was known to manage these children appropriately.

JG explained she would be meeting with the local authority (LA) to discuss enhanced mainstream provision (local to Cheshire). GW stated that the discussion would inform the LA regarding the cohort of the school. JG explained the financial implications for the school for children with an EHCP, noting the first 15 hours of additional support was taken from the school budget; in addition to the need for the appropriate number of adults required to support the children.

**GW queried writing to the local MP to advise them of the current situation of the school regarding funding for additional needs?** - JG agreed to write a letter to Fiona Bruce on behalf of JG and GW. **Action JG and GW.**

JG/GW

JG explained that a new Assistant (TA) had started and three new teachers had joined the school after Easter. One resignation to be advertised for a start date in September or January 2024. JG explained the vacancy may be covered by supply who was already known to the school.

JG outlined the input of long term supply TA staff, which was working well, one substantive TA had been appointed in Year 2.

Risks to school – reading data shared previously, small school with high level of need impacting on the school budget.

**GW asked how concerned were the Trust about the position of the school?** JG explained the Trust were pleased with attendance but were duly concerned with the school data, however reading would be worked on as the next step.

**Question GW - Has the million words project improved reading within the school?** JG confirmed the reading for pleasure had some

	<p>impact but not with the lower attaining pupils. JG explained the school would work on this area.</p> <p>KS suggested children to have individual targets set around the million words using accelerated learning.</p> <p>JG explained staff absence data had improved, with less staff taking short term leave.</p> <p>No further questions were raised.</p>	
<b>Item 6</b>	<b>School Information</b>	
	<p><u>Self Evaluation Form (SEF) Update</u>  JG demonstrated the document on screen, detailing five sections mirroring OfSTED headings, updated since June. JG explained the content of the plans, noting staff were working on elements including personal development, developing pupil leadership, i.e. school council and a designated leader for mental health. Early years investment – developing the outdoors and opening the nursery provision. JG to share the document on Governorhub. <b>Action JG</b></p> <p>Parent Teacher Association (PTA) – concerns previously raised about the PTA , JG explained the group had reformed and registered with charities committee, all accounts had been submitted with finances in order and updated trustees. Noting a series of dates had been agreed for meetings. KS explained communications were done through a closed Facebook account which may exclude some parents, an email account had also been set up to aid communication. JG stated she was now more confident noting the group were more professional.</p> <p>Nursery consultation – information gathering, survey undertaken with seven replies which were all positive. A meeting had been held with the Trust to discuss the next steps, potentially starting provision next September 2024 to ensure facilities were in place. JG to continue with current positive communication with nursery team.</p> <p>No further questions were raised.</p>	JG
<b>Item 7</b>	<b>Successes and Celebrations</b>	
	<p>Condition Improvement Fund (CIF) bid – JG explained that the school had been successful in obtaining funding for security fencing and a gate at the front of the school, noting this would be the last bid due to the size of the Trust. JG explained the children’s centre would have their own entry code. Fencing to be installed starting 10<sup>th</sup> July with anticipated completion by September.</p> <p>Maths data was noted to be very positive, the next data drop was expected later in the week.</p> <p>Staffing was also reported as positive, pupil numbers improved with really good attendance. Curriculum had improved.</p> <p>No further questions were raised.</p>	
<b>Item 8</b>	<b>Safeguarding</b>	
	Included within Principal's report.	

<b>Item 9</b>	<b>Premises / Health &amp; Safety</b>	
	<p>Condition report – JG explained that the Department for Education (DfE) had undertaken this in February to review the state of the school to identify any issues, JG explained a further condition report would be undertaken by the new Trust to ensure they were aware of any potential premises issues / costs. JG explained that the school flooring may require updating which would be a potential cost to the Trust. In addition the condition of some of the plaster may need attention following other works, i.e. roof works, boiler and lighting upgrades.</p> <p>Children’s centre restructuring was noted to be positive in terms of the buildings, however JG explained there were issues with the lease – noting regular meetings would continue to be held with management.</p> <p>No further questions were raised.</p>	
<b>Item 10</b>	<b>School Improvement Plan (SIP) Report</b>	
	Available for Governors to review.	
<b>Item 11</b>	<b>Policy Update</b>	
	No policies to review	
<b>Item 12</b>	<b>LAB Matters</b>	
	<p>Training, visits and priorities – KS had previously undertaken courses which had been forwarded to the school office.</p> <p>GW explained he had visited school and had observed lunchtime play, which he reported was helpful to see and was positive, noting children were seen to be exploring for themselves and setting their own boundaries. GW suggested mapping the impact of the new lunchtime play benefits, i.e. reduction of behaviour issues? Was it meeting the needs of the children? Do the children have an influence on play in the future? Does the positive play have a beneficial impact on afternoon learning sessions in all of the classes ? – Action JG.</p>	JG
<b>Item 13</b>	<b>Any Other Business</b>	
	No other business was declared.	
<b>Item 14</b>	<b>Dates of Meetings</b>	
	<p>CB explained she would be resigning from September 23, a vacancy would therefore be advertised.</p> <p>Agreed Thursdays would be the preferred day to meet – AM to discuss with Eve Smith regarding a programme for 2023-2024 Academic year.</p>	AM

Part two – See Confidential Appendix B

The meeting closed at 6pm.

## Action Log

Agenda Item	Detail	Responsible
2	To advertise staff Governor vacancies.	JG
4	To provide a summary of terminology used within the Behaviour Policy to parents - to be completed.	JG
	Safeguarding Basic Awareness training — arrange for KS to attend.	JG/KS
	Add dates of actions to SCiES action plan	JG
	To supply short reports regarding link visits	Governors
5	To review the location of pupils joining and provide information to the board.	JG
	To write to the local MP to advise them of the current situation of the school regarding funding for additional needs.	JG/GW
6	To share a copy of the SEF with Governors	JG
12	To map the impact of lunchtime play changes	JG
14	To prepare a schedule of meetings for 2023-2024 Academic Year – to discuss with Eve Smith	AM