

Local Governing Board (LGB) to
The Learning Partnership (TLP)



Shavington Primary School Summer Term (2) Minutes – Part I



Shavington Primary School

Date: Wednesday 8th July 2026 at 4:00pm at the school

Governors present:

Kris Banks (KB) Co-vice Chair (Meeting Chair)
Andrew Hendrie (AH) Co-vice Chair
Peter Allen (PA)
Katie Cruickshank (KC)
Kayleigh Goldstraw (KG)
Grace Johnson (GJ)
Simon Newton (SN)

Apologies:

Amy Brock (AB) – Deputy Headteacher
Allan Howells (AH) – Director of Quality TLP Trust

In attendance:

Jo Young (JY) – Headteacher
Jay Smith (JS) – School Business Manager
Lisa Foulkes (LF) – KS1/ Reading Lead

Clerk: Sharon Dutton

The Meeting papers were circulated in advance via GovernorHub.

Governance and Administration

1. Welcome, Quoracy, Apologies and Declarations

The meeting opened at 4:01pm. As Chair, KB welcomed all attendees to the final meeting of the academic year. Quoracy was confirmed. No additional declarations of interest were declared. No apologies were received.

2. Minutes of the Last Meeting and Matters Arising

The Minutes of the LGB meeting held on 6th May 2026 were approved with no amendments. There were no matters arising. The Board reviewed the action log and confirmed that all actions had been completed/were ongoing.

- Curriculum presentation – READING. Lisa Foulkes to present at this meeting (Luke Wakefield away on a residential). Complete.
- EBSA discussion. Work relating to Emotionally Based School Avoidance (EBSA) had progressed, including adoption of a Trust flowchart and planned discussions with an external organisation Hope for More and documents posted on GovernorHub. Complete.
- Data report layout. Complete
- IDSR coding report back. Complete
- Governors noted positive outcomes following leadership work to address Year 5 attainment concerns. Complete.
- Staff welfare linked visit (AH). Agreed for beginning of Autumn term 2026. Ongoing.
- Monitoring timetable for new academic year. Uploaded onto GovernorHub. Complete.
- Feedback in decline in GD for Maths and Reading. Complete.
- Safeguarding policy onto school website. Complete
- Template versions of SEND and Accessibility policies for updating. Complete.

ACTION: Clerk to update Action Log tracker with actions.

3. Membership Update

Governors formally supported the proposal for KB and AH to serve as **Co-Chairs** of the LGB from September 2026. Governors agreed unanimously to the arrangement.

It was agreed that the Vice Chair position would remain vacant over the summer with expressions of interest invited ahead of the autumn term meeting.

Governors were informed that PA would be resigning from the Board at the end of the academic term due to relocating. Governors thanked him for his significant contribution to the school and governing board. The resignation created a vacancy for the Safeguarding Governor link role. KC offered to assume this role and undertake further training. The clerk confirmed this was available through the Trust as an ongoing exercise and through the NGA.

The clerk confirmed that there are currently two vacancies for appointed governors on the LGB. Governors agreed to address recruitment at the beginning of the new academic term. Governors noted that despite vacancies on the Board, attendance remained strong and current governor numbers were sufficient to fulfil statutory responsibilities.

Governors agreed to establish a Governors' WhatsApp group for operational communication between meetings. The Clerk would not be included in the group, and formal governance business would continue through GovernorHub and official channels.

Quality of Education

4. Curriculum Presentation (LF) – READING

The Reading Lead (LF) provided a detailed presentation on the school's reading strategy and future developments.

Governors heard that reading outcomes had improved consistently over recent years, including increases in Greater Depth attainment. Leaders outlined ambitions to further accelerate progress through:

- Full implementation of the Little Wandle phonics programme.
- Consistent delivery of reading three times per week across all year groups.
- Structured teaching of vocabulary, fluency and comprehension.
- Greater engagement of parents in supporting reading at home (Reading for Pleasure).
- Enhanced use of Accelerated Reader data to identify barriers and target interventions.

LF demonstrated how Accelerated Reader could identify needs related to phonics, fluency or comprehension and provide personalised recommendations to pupils. Governors welcomed plans to maximise the programme's functionality and to improve staff understanding of available data. They also welcomed the successful bidding process underway to establish a dedicated school library including books (starter pack of 500), furnishings and staff development support.

Challenge: *How is pupil progress was communicated?*

Response: *Assessment outcomes are shared with pupils which has proved highly motivating in helping pupils take ownership of their reading development.*

Challenge: *Is Accelerated Reader sufficiently embedded beyond Year 2?*

Response: *There is more work to do with staff training and consistent use of assessment reports across Key Stage 2, which will form a focus for September CPD.*

Challenge: *How do pupils select or find recommended books?*

Response: *These can be accessed online but the SLT would prefer it if the books could be physically found in the school library.*

Governors thanked LF for her presentation and she left the meeting at 4:28pm.

5. Inclusion Strategy

Governors received the Trust Inclusion Strategy presentation. The Headteacher explained that schools would be required from September 2026 to publish a formal Inclusion Strategy aligned to the developing Ofsted framework and Trust expectations. Work was being undertaken to finalise the school's strategy for publication in the autumn term. Governors noted that Shavington's inclusive practice positioned the school strongly in relation to anticipated requirements and future Ofsted expectations

6. Admission and Pupil Numbers

See slide 2 of the Headteachers report.

a) To receive the latest data for September 2026 intake:

Governors noted:

- Reception intake is full despite a decline in the vicinity.
- There are currently 11 children on the Reception waiting list.
- Nursery numbers similar to previous years for September.
- The Unit is expected to be full, with 19 confirmed places and additional in-year admissions anticipated.

Most admissions continue to come from within the local community.

The headteacher explained the application and appeals process to governors.

b) Reception transition plans:

The Headteacher reported:

- Most Reception pupils are known through the school nursery (42 pupils).
- Nursery visits and transition sessions have been completed.
- Additional transition sessions were planned.
- A short, staggered start would support pupils unfamiliar with the school environment.

c) Year 6 transition plans:

Governors noted that the majority of pupils would transition to Shavington Academy, with others attending local secondary schools. Close work had taken place with receiving schools, particularly around safeguarding and vulnerable pupils.

7. Link Governor Monitoring

Two visits had taken place since the last LGB meeting:

- **Reading – 01.05.26 (AH & KG)**

Synopsis of visit:

AH & KG reviewed the school's reading provision and implementation of the new Little Wandle phonics scheme. The school demonstrated a strong commitment to improving reading outcomes, with staff training completed, resources in place, and early signs of improved progress in Reception. The school aims to increase Year 1 phonics screening outcomes above the national average and is also exploring ways to strengthen reading engagement through initiatives such as Accelerated Reader. The visit provided assurance that reading remains a high priority, with effective leadership, clear improvement strategies, and robust monitoring of pupil progress and reading habits. Future governor scrutiny will focus on phonics outcomes and the impact of the Little Wandle programme on attainment.

- **Safeguarding – 02.06.26 (PA)**

Synopsis of visit:

PA found that Shavington Primary School has a strong safeguarding culture, with effective leadership, well-trained staff, and pupils who feel safe and know how to seek support. Robust systems, record-keeping, and safer recruitment processes are in place, with online safety identified as an area for ongoing development. Overall, the governor concluded that safeguarding provision is of a high standard and provides strong assurance to the governing board.

It was confirmed that a **draft Monitoring Overview document** had been uploaded for governors on GovernorHub.

ACTION: KC to liaise with JS in the new academic year to discuss a sustainability visit.

8. Reading strategy feedback

Governors agreed that the comprehensive curriculum presentation provided under agenda Item 4 fulfilled this agenda item. Governors thanked the Reading Leader for an informative and ambitious presentation.

Personal Development and Welfare

9. Attendance

Governors reviewed FFT Attendance 360 report. Attendance remained broadly positive; however, leaders highlighted lower attendance within specific groups, including some FSM pupils. Actions planned for September include:

- Strengthening teacher ownership of attendance.
- Improved analysis of absence patterns.
- Enhanced family engagement.

Governors discussed the impact of authorised absences, including families from the Traveler community, which can significantly affect overall attendance figures despite being compliant with statutory guidance.

10. Rewards and Behaviour

See slide 3 of the Headteachers report.

Governors received the latest behaviour data. The Headteacher reported a generally calm and positive picture across the school. Use of restrictive intervention remained very low and was confined to supporting highly dysregulated pupils within the Unit. The Headteacher outlined new statutory guidance relating to restrictive practice, reporting requirements and parent communication.

Challenge: *Is the school providing adequate measures to protect staff safety and accountability?*

Response: *Robust systems, high staffing ratios and comprehensive reporting arrangements are in place.*

11. Safeguarding

Governors reviewed safeguarding information and discussed current caseload oversight.

The Headteacher reported:

- Completion of the annual Section 175 Safeguarding Audit.

ACTION: JY to upload report for next LGB meeting.

- Positive outcomes across all areas reviewed.
- Continued strong safeguarding systems and processes.

Governors welcomed the findings of the safeguarding visit report and the positive culture evident throughout the school.

12. Welfare and Wellbeing – Students

See slide 4 of the Headteachers report.

The Headteacher highlighted the strong sense of belonging and community within the school and outlined planned events and initiatives including:

- Summer Fair.
- OPAL Stay and Play event.
- Effective use of targeted emotional support interventions.
- Access to ELSA provision and wider wellbeing support.

Governors agreed that pupil wellbeing remained a notable strength of the school.

13. Welfare and Wellbeing – Staff

See slide 5 of the Headteachers report.

Governors revisited themes arising from the recent staff survey. The Headteacher acknowledged the need for continued work around behaviour management expectations and communication. She emphasised the

importance of teachers maintaining ownership of classroom behaviour whilst receiving leadership support where necessary.

Local Matters and Stakeholder Engagement

14. Policies

a) No school or Trust policies required approval at this meeting.

Governors were advised that a significant number of Trust and statutory policy updates would require consideration during the autumn term.

15. Record(s) of Visit – to receive any RoV's from the Edu team

Governors received the RoV of 09.07.26 which was a review of the last SIV actions for 2026.

Synopsis:

This visit found that the school continues to perform strongly, with attendance above national averages overall, effective leadership, and high-quality teaching observed across all classes visited. Leaders demonstrate a strong understanding of vulnerable pupils' needs, with well-considered adaptations and support enabling pupils to access learning successfully. The review highlighted positive progress in phonics, early years outcomes, inclusion, and curriculum delivery, with teaching typically consistent and responsive to pupils' needs. A small number of development points were identified, including improving attendance for disadvantaged pupils, monitoring participation in extracurricular activities, ensuring consistency in the deployment of additional adults, and maintaining high expectations for presentation and number formation.

The Headteacher confirmed with governors that data would be explored in depth at the first meeting of the 2026-27 academic year.

16. Stakeholder Engagement - Parents and Carers

See slide 6 of the Headteachers report.

Governors noted strong engagement from parents through school events and communication activities. The positive attendance and atmosphere at recent community events were highlighted as evidence of strong parental support.

17. Stakeholder Engagement – Wider Community

See slide 7 of the Headteachers report.

Governors noted the school's strong reputation locally and its continued commitment to community engagement. The Chair praised the school's culture, relationships and community spirit.

18. Communication to the Central Team

- Governors requested further SEND governor development opportunities and training, particularly for link governors.
- Further to the Cyber training to be undertaken this term, they sought further clarity around cyber security arrangements and communications between the school and the Trust (e.g. PEX panels).

ACTION: Clerk to send out reminder to all governors to complete Cyber Security training on NGA before the start of the new academic term.

- Governors discussed the cancellation of the annual governance conference and expressed support for its future reinstatement.

19. Communication from the Central Team

Governors received the outcomes of the recent **Skills Audit**.

Key areas identified included:

- Chairing experience.
- Stakeholder engagement
- Induction and Role Confidence

Governors were encouraged to review the school's individual report and undertake relevant training opportunities.

21. AOB

- KB offered his apologies for the next LGB meeting.
- Governors noted proposed meeting dates for 2026-27. The September meeting would require amendment due to the Headteacher's residential visit commitment. Revised date to be circulated by the Clerk.
- Governors approved a request from the Chair of Wheelock to observe a future LGB meeting.
- Governors were informed of plans for the school to become smartphone-free from January 2027, following guidance supported by Cheshire East. Parents would be consulted and informed during the autumn term.
- The Headteacher advised governors of a capital funding bid seeking approximately £50,000 for a dedicated sensory building to support pupils with additional needs. Governors supported the proposal.
- Governors were updated on forthcoming allergy guidance requirements (Benedict's Law) and steps already being taken, including additional EpiPen provision, parent information gathering, whole-staff training and a review of healthcare policies.

The Chair thanked governors for their commitment and voluntary contribution throughout the year. Particular thanks were extended to PA for his service to the school and governing board. Governors wished him well for the future.

Date and Time of Next Meeting: Wednesday 23rd September 2026 at 4:00pm

Meeting closed at 5:35pm

Minutes prepared by Copilot in collaboration with the Clerk

Minutes approved:

Date:.....