

Minutes (part 1)
 of
Shavington Primary School
Local Advisory Board (LAB) Meeting
Summer Term (2)
 Held via Zoom
 19th June 2023 at 17:30

Attendance

Member	Role	Attendance
Emma Appleyard – EA	Co-opted Member	E
Amy Brook – AB	Staff Member	P
Andrea Fisher - AF	Co-opted Member	P
Rev. Denise Harding - DH	Co-opted Member	R
Steve Lee – SL	Parent Governor	L (Joined 6:15)
Rachael Nicholls - RN	Principal	P
Claire Standley – CS	Parent Member (Chair)	P
Also Present		
Becky Wollaston – BW	Associate Member (non-voting)	P
Sharon Dutton - SD	Clerk (Entrust)	P
Chris Snee – CS2	Clerk (Entrust)	P

Signed
Chair

Date.....

The following documents were made available before the meeting:

- Agenda
- Safeguarding report to LAB using school Review headings Summer 2
- Shavington LAB Minutes 15May23 DM2
- Shavington SIP visit 12.6.223
- Safe Space and Calm Room Policy
- Shavington Principal's report Summer 2023 2

1. Welcome and Apologies

The meeting opened at 5:43 and members were welcomed by the Chair. It was quorate and remained so throughout.

Apologies were received and accepted from EA who could not attend, and SL who would join the meeting later.

The LAB was introduced to Sharon Dutton, an observer from Entrust. Next term she will take over as the permanent Clerk to the LAB.

2. Membership

a. Annual Declarations

LAB members had reported some confusion when accessing GovernorHub to complete declarations. The Clerk was to check the situation and inform the Chair/ Principal of the up-to-date position.

b. GIAS

It was confirmed that GIAS had recently been updated.

c. DBS Checks

It was confirmed that all DBS Checks had been updated.

d. Appointment of Chair & Vice Chair

It was confirmed that CS would be Chair for this evening's meeting.

e. Membership

The co-opted member DH had resigned, as of the last meeting.

There were now three vacancies; 1 X parent, 1 X co-opted and 1 X staff, to comply with the constitution.

f. Vacancies

No one had volunteered to fill the existing vacancies. EA had approached a possible new member, who was considering volunteering, but reported back that her contact was concerned about the time

Signed

Chair

Date.....

commitment. The Principal told the LAB that she had asked for the support of the Trust in recruiting suitable members.

The Chair expressed concerns that there was a danger of not being quorate due to the lack of recruitment and in the event of members not being able to attend for meetings. Members discussed the timing of meetings and the format that they should take. It was agreed that all members should be surveyed to gain a consensus.

Governor Question

Had parents been made aware of the LAB vacancies via the newsletter?

The Principal confirmed that this had not been done, preferring to discuss the need in person with possible candidates.

- Action:** Update GovernorHub to remove the resigned member.
- Action:** Clerk to check the annual declarations and inform the Chair/ Principal of the up-to-date situation.
- Action:** LAB members to complete annual declarations.
- Action:** Add the vacancy for a parent LAB member to the newsletter.
- Action:** Survey LAB members to find the most convenient times to arrange meetings.

3. MAT Communication

a. Feedback from Chairs' Forum

It was reported that information to go to LABs and parents had been approved by the DFE; this would come from the Trust to the Principal in due course. There was no other content relevant to the school to report.

Decided: The Chair was thanked for her feedback.

4. Previous meeting

a. Minutes of previous meeting

LAB members agreed that the minutes of the meeting held on 15th May 2023 were a true and accurate record.

Signed
Chair

Date.....

Decided: It was agreed that the minutes of the meeting held 15th May 2023 should be adopted.

Action: The minutes of the meeting held on 15th May 2023 should be signed by the Chair and made public, together with the agenda and any reports or other papers considered.

b. Actions /Matters arising from previous meeting.

ACTION MATRIX (15/5/23)

Minute Reference	Action to be taken	By Whom	By When	Progress
1	To liaise with interested potential governor and provide RN email who will provide further detail and explore skill sets.	EA/RN	Post meeting	Ongoing
1	LAB members to explore potential Parent LAB members and share RN details for further information.	LAB members	Post meeting	Ongoing
2	To share GovernorHub report with RN of any outstanding confirmations (Declaration of Interest and Keeping Children Safe in Education (KCSIE). Check for members not completed.	Clerk (DM)	Completed post meeting.	Complete
2	To ensure declaration of interest and KCSIE are read and confirmed on GovernorHub. Check as above	LAB members	Post meeting	Ongoing
5	To share the SEF on GovernorHub.	RN	Post meeting	Ongoing
5	To share LAB basecamp data and 2022 provisional results on GovernorHub. Check.	RN	Post meeting	Ongoing

ACTION MATRIX (13/3/23)

Minute Reference	Action to be taken	By Whom	By When	Progress
	To complete Safer Recruitment training and send certificate to RN. AF to send certificate to RN. CS training is ongoing.	SL & CS AF	Post meeting Post meeting	Completed

Signed
Chair

Date.....

	To complete Prevent training and send certificate to school. Update: RN confirmed receipt of SL and AF. AGREED Actions: EA and CS to complete on Basecamp (RN to share details). Ongoing	LAB members EA/CS	Post meeting Post meeting	Clair to upload Ongoing
	All LAB members to arrange monitoring visits dates with staff. Ongoing	LAB members	Post meeting	Ongoing

Some LAB members had been confused by the fact that documents had been distributed between Basecamp and GovernorHub. There had also been some difficulties in using and navigating GovernorHub.

Action: RN and AB to review GovernorHub layout to clarify its use.

5. Principal's Report (Second Half-Term Only)

- a. Pupil numbers and pupil migration
- b. Looked After Children
- c. Attendance and Punctuality
- d. Behaviour and Exclusions
- e. Prejudicial Incidents
- f. Bullying
- g. Physical Intervention
- h. SEND
- i. Pupil Premium
- j. Update on staff and pupil wellbeing
- k. Update on Trauma-Informed Practice

The detailed report document was available in advance of the meeting and the Principal was available to discuss and answer questions, as necessary.

SL joined the meeting at 6:15.

Questions were invited from members. Some members had not seen the document as they had looked for it on Basecamp, rather than GovernorHub.

There was a short discussion about the improvements shown in attendance and punctuality. The Principal explained that work had been done in this area to better inform parents, following a few complaints from those who had received 'poor attendance' letters. An attendance summary was now included in the newsletter, to give parents a better understanding of the overall position, which she believed to have had a positive impact.

Zoom timed out at 6:20 and connections were lost. The meeting resumed at 6:30.

Signed
Chair

Date.....

The Principal shared detailed plans relating to the proposed development of the school site. This was to be a large and expensive project. She explained that further equipment was to be installed, which was of a sensory nature. Quotes had been sought for some of the work which, it was hoped, would be completed over the summer.

Plans were in place to develop a field to provide physical activities for children. There was also a need for larger accommodation for the after-school club.

Governor Question

Following the reported incident relating to racial language, how had it been followed up?

The Principal explained that the local community was primarily white British, and the children had little experience of diversity. Investigations had indicated that the recorded incident was believed to have been inspired by external influences, including gaming and music. Bespoke work had been undertaken with the person involved and within the year group, in addition to the planned curriculum in this area. Monitoring was ongoing and a wider programme was in place.

Governor Question

Had there been any negative reaction to the Ukrainian refugee families who had moved to the area?

The Principal confirmed that there had not been any negativity voiced.

Governor Question

Were therapy dogs still visiting the school?

The Principal told members that she had not heard from the usual handlers for some time. There may be a need to approach other owners if the ones who visited previously were no longer available.

Governor Question

The Principal's report referred to 20 incidents of positive handling. How did staff cope with this emotionally?

The Principal agreed that staff were affected when incidents occur, and explained that robust strategies were in place to help them to cope. She went on to describe some of the techniques used.

Decided: The Principal was thanked for her report.

6. School information

a. In Year Data (Second Half-Term Only)

Signed

Chair

Date.....

The Principal explained that there was a need for a formal document for reporting data to LABs. This was available for other areas and was under development for data. It was expected to be available in September. She went on to give a verbal overview of the current situation.

She reported that:

The reception group had a high level of need, and in-class support was in place.

Phonics screening would be completed by the end of the week with an expected success rate of 83%.

The year 2 pupils who did not pass the phonics test last year had retaken it, and only two had not passed.

Key stage 1 (KS1) SATs were completed, and results were expected on 11 July.

Year 4 had completed the multiplication test. This was challenging as pupils needed to get 100% to pass. Some pupils were seen to be anxious as it was a test, and this influenced performance in some cases. Work was ongoing to support pupils with this.

Key stage 2 (KS2) SATs results were also expected. This cohort had experienced disruption during COVID and although good progress was expected, attainment may not be as good as in previous years.

The Principal provided the following information to be included.

School Information In year data.

GLD
62%

Phonics
Yr1 78%
YR2 88%

KS1

	EXP +	GD
<i>Writing</i>	52%	0
<i>Maths</i>	72%	3%
<i>Reading</i>	61%	13%
<i>RWM</i>	46%	

Year 4 Multiplication

57% got full marks on the actual test
% of children hitting 25 regularly in class was 75%
76% scored 23 marks or more.

Signed
Chair

Date.....

The most popular score nationally last year was 25 but only 27% of pupils in the country got 25 so I think we have done OK with 57% across the cohort although Anika and I were a bit disappointed that a lot of our regular 25 scorers didn't hit it.

Reflecting on the checks done this year, doing them in pairs worked ok and halved the time it took, however the pressure the kids felt this year (despite us constantly reassuring them that we thought they were mega regardless of how they did and trying to make it as calm and chilled as possible through the year) was quite a lot in their words and it was apparent in their scores. We had quite a few children that regularly get 25 not hitting it because they were nervous.

KS2 (Predicted data)

	EXP +	GD
Writing	50%	0
Maths	66%	8%
Reading	73%	20%
RWM	43%	

7. Successes & Celebrations

a. Staff training and news

Members were informed that AIM training had been completed by a staff member and training around Special Educational Needs (SEN) had been undertaken by another.

The LAB was informed that a new, very experienced, principal, Paul McDowell, had been recruited to replace the current Principal when she leaves.

Next term would see a member of staff on secondment, another leaving the school for a promotion, with one stepping down from a Senior Leadership Team (SLT) role, to work elsewhere in the school. Two teachers had been recruited for KS2 and some current staff would be moving to new classes.

b. Visits and Residential

The Principal reported that year 6 pupils had recently returned from a PGL residential trip. All pupils had thoroughly enjoyed the experience; she was particularly delighted by reports that a pupil who had recently joined the school had integrated extremely well and had had a particularly good time. Further residential were planned for the forthcoming weeks.

c. Community events

Signed
Chair

Date.....

The school's teams had seen excellent results in Town Sports competitions recently, and the Principal expressed her pride in all who took part. The school sports day was to take place on Thursday 22 June.

d. Other recognition

The Principal paid tribute to the dedication of the staff who had worked so hard, and for long hours, to make the above achievements possible.

8. Safeguarding Update – using agreed template

a. Approval of relevant visits

The report was available before the meeting.

There were no questions raised.

Decided: The Principal was thanked for her report.

9. SIP Report (if available)

The School Improvement Partner (SIP) report was available to members in advance of the meeting. The focus was on Pupil Voice.

The Principal confirmed that the visit had proved to be useful, offering advice for improvement in some areas. Feedback had been shared with staff, and work was under way to implement the improvements. The SIP was complimentary about the pupil responses.

Decided: The Principal was thanked for her feedback.

10. Policy Update

The Safe Space and Calm Room Policy was available in advance of the meeting.

It was explained that this was a pre-existing policy, with slight updates to the wording. The LAB approved the changes, and it was agreed that it should be adopted.

Signed

Chair

Date.....

Decided: The LAB agreed that the Safe Space and Calm Room Policy should be adopted.

11. LAB Matters

- a. LAB Training
- b. LAB Visits
- c. LAB priorities

It was noted that a visit from the Link Safeguarding Member needed to be arranged. CS confirmed that she would do this later in the week.

Members discussed the format of LAB meetings including face to face, virtual and hybrid, then considered the day and time that they should take place to ensure that attendance would be maximised.

There was a will among those present that the meetings should be in person, rather than virtually, in view of some of the technical issues that had been experienced. Members were conscious that not everyone was able to attend meetings in person, and concern was expressed that this could lead to meetings not being quorate. The Chair agreed to consult with members, outside the meeting, to seek the best solution.

Action: CS to ensure that a Safeguarding visit was arranged.

Action: Survey LAB members to determine the best time to hold LAB meetings.

12. AOB

One further item of business was raised under this section.

Governor Question

A LAB member had been approached by a parent who asked if a calendar/ longer notice could be given of proposed events, in order that they could make arrangements to attend.

The Principal confirmed that the school had already been made aware of this, and a member of staff had taken responsibility for adding these to the newsletter.

Decided: It was confirmed that arrangements were in place for forthcoming events to be published in the newsletter.

13. Next Meeting

Members agreed that it would be prudent to undertake some further research to determine when and how the next meeting should take place, to enable as many members as possible to attend.

Signed
Chair

Date.....

Time of the next meeting: TBC

Decided: The date and time of the next meeting was to be confirmed at a later date.

Members were thanked for their attendance, and the meeting ended at 7:32.

DRAFT

Signed
Chair

Date.....

Actions

Action matrix 19 June 2023

Minute Reference	Action to be taken	By Whom	By When	Progress
2	Update GovernorHub to remove the resigned member.	Clerk	ASAP	Completed
2	Clerk to check the annual declarations and inform the Chair/ Principal of the up-to-date situation.	Clerk	ASAP	Completed
2	LAB members need to complete annual declarations.	LAB members	ASAP	
2	Add the vacancy for a parent LAB member to the newsletter.	Principal	ASAP	
2	Survey LAB members to find the most convenient times to arrange LAB meetings.	COG	ASAP	
4a	The minutes of the meeting held on 15th May 2023 should be signed by the Chair and made public, together with the agenda and any reports or other papers considered.	COG	ASAP	
4b	RN and AB to review GovernorHub layout to clarify its use.	RN/ AB	ASAP	
11	CS to ensure that a Safeguarding visit was arranged.	COG	ASAP	

Signed

Chair

Date.....

ACTION MATRIX (15/5/23)

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Signed

Chair

Date.....

Minutes (part 2)

of

Shavington Primary School Local Advisory Board (LAB) Meeting Summer Term (2)

Held via Zoom
19th June 2023 at 17:30

Attendance

Member	Role	Attendance
Emma Appleyard – EA	Co-opted Member	E
Amy Brook – AB	Staff Member	P
Andrea Fisher - AF	Co-opted Member	P
Rev. Denise Harding - DH	Co-opted Member	R
Steve Lee – SL	Parent Governor	L (Joined 6:15)
Rachael Nicholls - RN	Principal	P
Claire Standley – CS	Parent Member (Chair)	P
Also Present		
Becky Wollaston – BW	Associate Member (non-voting)	P
Sharon Dutton - SD	Clerk (Entrust)	P
Chris Snee – CS2	Clerk (Entrust)	P

Signed
Chair

Date.....

1. Complaints and Concerns?

The Principal briefly explained the nature of a complaint that she had been dealing with.

She explained that there was a requirement for parents to give four weeks' notice if they wanted their child to be withdrawn from the after-school club. She had received a complaint from a parent who, having paid in advance, had removed their child from the club and wanted the advanced payment to be reimbursed.

She had replied to the parent, stating that the school had followed their policy correctly, so could not authorise the refund. This was presented for information only, and no further discussion took place.

Decided: Members thanked the Principal and noted the information.

2. Staffing matters

Decided: No staffing matters were discussed this evening.

3. AOB

As the Principal was leaving the school, and this was to be her final LAB, the Chair proposed a vote of thanks for her hard work, dedication, and all she had done for the school. This was echoed by the whole LAB.

Decided: LAB members thanked the Principal for her hard work in maintaining and developing the school during her tenure.

Decided: Members were thanked for their attendance.

The meeting ended at 7:42.

Signed

Chair

Date.....