



MINUTES OF THE LOCAL ADVISORY BOARD MEETING SHAVINGTON PRIMARY SCHOOL

Date	13 th March 2023 at 5.30 pm	
Venue	Virtually on Zoom	
Membership	Rachael Nicholls - RN Amy Brook – AB Becky Wollaston – BW Claire Standley - CS Andrea Fisher - AF Emma Appleyard – EA Steve Lee – SL Rev. Denise Harding - DH	Principal Staff Member Associate Member non-voting Parent Member Co-opted Member Co-opted Member Parent Governor Co-opted Member
In attendance:	Helen Cleaver (HC)	Clerk (Entrust)
Guests/Observers	None	

The meeting was late starting due to problems with technology.

ITEM 1	WELCOME AND APOLOGIES
	<p>Apologies were received and accepted from Claire Standley. Reverend Denise Harding did not attend.</p> <p>The meeting was quorate. Andrea Fisher acted as chair for the meeting.</p> <p>Emma Appleyard was welcomed to the meeting after the recent birth of her little girl, who also attended! Congratulations were given.</p> <p>Governors were reminded that all discussions are kept confidential to the meeting.</p>
ITEM 2	MEMBERSHIP
	<p>a) Annual Declarations Governors discussed the Register of Declaration of Interests and whether this had been completed on paper for all governors in the autumn term. Action: RN check all gobs have completed.</p> <p>Clerk advised that these declarations, and others such as reading of KCSIE, Code of Conduct and Safeguarding Policy could be confirmed via Governorhub, making it easy to check compliance and print off reports. Action: clerk to provide guidelines for this.</p> <p>There were no declarations of interest relating to items on the agenda.</p> <p>b) GIAS Admin staff have checked that all details on GIAS are correct.</p> <p>c) DBS checks – Admin staff have checked that these are up to date.</p> <p>d) Appointment of Chair and Vice – it was confirmed that these appointments were made in the autumn term, for a period of 12 months.</p> <p>e) Vacancies – The Trust will consider filling any vacancies.</p>
ITEM 3	MAT COMMUNICATION
	<p>RN advised that the MAT had asked Heads to update their LAB on the proposed merger of Trusts. The process is ongoing with the hope that the merger will be complete by 1st September 2023. It is hoped that Chairs of LABs attend the Heads' forum after Easter. RN will share the date and it is</p>



	<p>hoped that if CS is unable to attend another governor will take her place. There have been a number of sticking points identified by the DfE, regarding the capacities within the trusts to provide the adequate support and meet pupil needs. The trusts have already formed supportive relationships, including meeting and training on finance, unconscious bias and diversity. This collaboration just needs to be formally legalised. Action: RN share date with govs.</p> <p>There had not been a Chair's forum since the last LAB meeting.</p>
ITEM 4	MINUTES OF THE LAST MEETING
	<p>The minutes of the meeting held on the 23rd January 2023 were accepted as a true reflection of the discussions and will be signed by the Chair.</p> <p>All actions arising from previous meeting have been dealt with. All governors have accessed Governorhub for tonight's meeting papers.</p>
ITEM 5	PRINCIPAL'S REPORT
	<p>Governors noted that the report had been posted on Governorhub for consideration prior to the meeting. Governors were asked to submit any questions to RN who will supply further information and detail.</p> <p>The following areas were covered in the report:</p> <ul style="list-style-type: none"> ○ Pupil Numbers and Migration – School roll continues to rise. ○ Looked After Children – currently 3 in school. ○ Attendance and Punctuality – Attendance is above the national average. However, persistent absence is higher than would be liked, and higher than the national average. However, there are reasons for this, including part time timetables. The LA are providing support with this situation. ○ Behaviour and Exclusion ○ Prejudicial Incidents – None ○ Bullying - all incidents are fully discussed and monitored by the SLT. ○ Physical intervention- Team Teach and de-escalation strategies are always used. ○ SEND numbers have increased since last term. ○ Pupil Premium – full support is provided. Opportunities to use therapy dogs are being investigated. <p>RN advised governors that meetings have been held with the MAT, to discuss accessing reserves enabling work on improving outdoor provision for pupils. These areas have been severely reduced due to building work and old equipment. Meetings with contractors and discussion of needs are taking place. This expenditure should allow development of multiple areas of school to promote social interaction and gross motor skills for all children. This is a high priority for the coming year.</p>
ITEM 6	SCHOOL INFORMATION
	<p>a) In-Year Data</p> <p>RN advised that the meeting has fallen just before the data is due to be uploaded. Provisional Y6 and Reception data has been provided to the Trust. The current Y6 cohort were well below national expectations at EYFS and KS1. Attainment is currently in line with these expectations. The situation is not helped by 6 pupils joining mid-year. Certainly, attainment will be lower than the Y6 cohort last year, who were a better cohort. A full progress evaluation process will be undertaken.</p> <p>AF asked if the ISDR from last year could be uploaded to Governorhub. Action: RN upload 21/22 ISDR to Governorhub.</p>
ITEM 7	SUCSESSES & CELEBRATIONS
	<p>a) Staff Training and News – The main focus for training has been Trauma Informed practices. Twilights have taken place both remotely and face to face. Practices are highlighted in the new Behaviour and Relationships Policy.</p>



	<p>Regular training on areas such as Health and Safety, Fire Safety and GDPR have been undertaken by staff.</p> <p>b) Visits and Residentials - All trips and residential opportunities for Y2 – Y6 are booked. Numerous day visits to support the curriculum are in place. Pupils have taken part in British Science Week, although the falconry display, scheduled for last Friday, was cancelled due to the adverse weather conditions.</p> <p>c) Community Events – None since the last meeting.</p> <p>d) Other Recognition</p>
ITEM 8	SAFEGUARDING UPDATE
	<p>The Safeguarding report was posted on Governorhub for consideration prior to the meeting. The changes to the physical school environment were noted, along with the large amount of pastoral interventions, school undertakes, which are in addition to subject learning. Governors noted that RN had completed Safer Recruitment training on 1/11/22. AF has completed the training. SL will complete shortly.</p> <p>Governors noted the Safeguarding Policy in Practice review document posted on Governorhub. This review had been undertaken by the SCiES team, at the school's request, to focus on the strengths and weaknesses of the current safeguarding practices and procedures. A few development points, highlighting improved practice, were identified and are being processed by the school. Governors were advised to contact RN if they have any further questions on the Safeguarding update.</p> <p>Governors noted and discussed the need to confirm visit dates with staff to fulfil their monitoring roles, by observing lessons. The master LAB Subject Learning Walk form, posted on Governorhub, gives governors a starting point for their observations and discussions. Action: RN agreed to provide email contacts of staff to facilitate meetings.</p>
ITEM 9	SIP (School Improvement Plan) REPORT
	<p>RN confirmed that the School Improvement Partner is due to visit on 27th March. The report will be available for discussion at the next meeting.</p>
ITEM 10	POLICY UPDATE
	<p>A number of policies have been reviewed and posted on Governorhub for consideration. These include:</p> <ul style="list-style-type: none"> ○ Pupil Online Policy – This version is now child friendly. ○ Behaviour and Relationships Policy – Governors noted that a huge amount of time has been invested in providing the right approach to Trauma Invested Practices. RN would like all governors to review this policy thoroughly and ensure that they are happy with all the interventions and practices. These were already being used in school and are familiar to parents and pupils, prior to the policy being formally written to ensure they are relevant and fit for purpose. Staff have received significant training to ensure that there is consistency across the school. The key rules in school are Be KSR, Kind, Safe and Ready. The children are aware of these and can repeat them freely. RN confirmed that the language used to promote positive behaviour has been worked on for some time, but further work on this will continue. Governors agreed that the policy was excellent and child friendly. <i>AF did question whether advice had been received to say the word exclusion should be replaced by suspension. RN agreed to look at this. AF stated this had been talked about in a Gov.UK document.</i> Action: RN to check use of words ○ Educational Visits Policy – only minor amendments have been made. ○ Snow and Adverse Weather Practice. – This has been provided by the Trust to ensure uniform practice across their schools. <p>It was agreed that these policies be received and accepted.</p>
ITEM 11	LAB MATTERS
	<p>a) LAB Training</p> <p>Governors will receive training from Entrust on Ofsted.</p>



	<p>It was confirmed that AF has completed the Safer Recruitment training and was advised to send her electronic course certificate to RN for school records. SL is in the process of completing this training. CS needs to complete this training. Action: SL & CS complete training and send certificate to RN. AF send certificate to RN.</p> <p>All governors need to complete their Prevent training. The link was provided on 9/2/23 but can be provided again if required by contacting RN. Governors noted this must be completed as soon as possible. AF has completed the training. Action: all govs to complete training and send certificate to school.</p> <p>b) LAB Visits</p> <p>All governors will contact the relevant staff member to arrange dates/visits. AF stated she might struggle to get in school hours, but can monitor other areas such as book trawl etc. Action: all govs arrange dates for monitoring visits with staff.</p> <p>c) LAB Priorities</p> <ul style="list-style-type: none"> ➤ Data – this will be discussed more at the next meeting ➤ Trauma Informed Practices ➤ Learning walks and talks with staff to achieve a good grasp of the curriculum.
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ITEM 12	ANY OTHER BUSINESS
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	<p>i. <i>AF asked how school would measure the impact of Trauma Informed Practices? It was noted that this was not easy to do and could only be gauged by looking at many different areas of school work, using tactics and techniques to produce much “soft evidence”. For example, it is difficult to quantify the resilience of a pupil, but by questioning staff with an initial questionnaire before work is done on improving resilience, in line with the Behaviour and Relationships Policy. A further questionnaire would be sent out on its completion and a comparison made. Exclusion data would hopefully reduce and standards improved. Governors agreed that when visitors walk into a school, they can often feel the impact of good practices.</i></p> <p>ii. Governors asked for an update on the school car park. RN advised that a note had been added to the school newsletter advising that unless an agreement is made between the parish Council and the Trust, the car park will be closed and not available for use after the Easter holidays. School knows that this was an emotive issue and is grateful that the Trust is taking responsibility for the negotiations. Governors discussed the situation and were hopeful that a resolution could be achieved.</p>
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ITEM 13	DATE AND TIME OF NEXT MEETING
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	The next meeting will take place on Monday 15 th May 2023 at 17.30.
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Part 2

ITEM 14	COMPLAINTS AND CONCERNS
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ITEM 15	STAFFING MATTERS
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The meeting closed at 19.25.

Chair

Date