



MINUTES OF THE LOCAL ADVISORY BOARD MEETING SHAVINGTON PRIMARY SCHOOL		
<b>Date</b>	15 <sup>th</sup> May 2023 at 5.30 pm	
<b>Venue</b>	Virtually on Zoom	
<b>Membership</b>	Steve Lee – SL Rachael Nicholls - RN Amy Brook – AB Becky Wollaston – BW Andrea Fisher - AF Emma Appleyard – EA	Chair for the meeting - Parent Governor Principal Staff Member Associate Member (non-voting) Co-opted Member Co-opted Member
<b>In attendance:</b>	Diane Morton (DM)	Clerk (Entrust)
<b>Apologies:</b>	Claire Standley (Chair)	Parent Member
	Rev. Denise Harding - DH	Co-opted Member

**Documents shared via GovernorHub prior to the meeting:-**

- LAB Agenda 15May23
- Safeguarding report to LAB using School Review headings (Summer 1)
- Shavington LAB Minutes 13.3.23
- Shavington Policy in Practice Review Report April 2023
- Summer Term 2023 Directors Report

ITEM 1	WELCOME AND APOLOGIES
	<p>The meeting started at 5.35 pm.</p> <p>Steve Lee (SL) took the role of Chair for the meeting in CS absence.</p> <p>The Chair (SL) welcomed everyone to the meeting.</p> <p><b>Resolved:</b> That apologies for absence received and accepted from Claire Standley and Rev. Denise Harding.</p> <p><b>Resolved:</b> That the meeting was quorate.</p> <p>RN advised that Rev. Denise Harding (Co-opted Governor) had shared her resignation with the Trust and RN has responded.</p> <p>Membership discussions took place and governors advised it would be good to recruit a Parent Governor to the Board.</p> <p><b>AGREED Action:</b> EA to liaise with an interested potential governor and provide RN email who will provide further detail and explore skill sets.</p> <p>Steve Lee (Parent Governor) term of office expires at the end of term, governors to consider if to Co-opt SL to the Board and recruit further Parent Governors.</p> <p><b>AGREED Action:</b> Governors to explore potential Parent Governors and share RN details for further information.</p> <p>Governors were reminded that all discussions are kept confidential to the meeting.</p>



ITEM 2	MEMBERSHIP
	<p style="text-align: right;">Page 2</p> <p>a) <b>Annual Declarations</b></p> <p><b>Resolved:</b> That there were no declarations of interest relating to items on the agenda.</p> <p>b) <b>GIAS</b></p> <p><b>Resolved:</b> That Administration staff have checked that all details on GIAS are correct; that any further Governor changes be updated on both GIAS and the school website.</p> <p>c) <b>DBS checks</b></p> <p><b>Resolved:</b> That Administration staff have checked these are up to date.</p> <p>d) <b>Appointment of Chair and Vice</b></p> <p><b>Resolved:</b> It was confirmed that appointments would be made in the Autumn term, for a period of 12 months.</p> <p>e) <b>Vacancies</b></p> <p><b>Resolved:</b> That vacancies were discussed under item 1 of the agenda.</p> <p><b>AGREED Action:</b> Clerk (DM) to share GovernorHub report with RN of any outstanding confirmations (Declaration of Interest and Keeping Children Safe in Education (KCSIE)). All Governors to ensure these are read, updated and confirmed on GovernorHub.</p>
ITEM 3	MAT COMMUNICATION
	<p><b>Feedback from Chairs' Forum</b></p> <p>It was reported that an update was provided by CS at the last meeting and the merger is still ongoing in liaison with the Department of Education (DfE).</p>
ITEM 4	MINUTES OF THE LAST MEETING (13 <sup>th</sup> March 2023)
	<p>a) That the minutes of the meeting held on the 13<sup>th</sup> of March 2023 were accepted as a true reflection of discussions and will be signed by the Chair.</p> <p>b) Actions from the previous meeting held 13<sup>th</sup> March 2023 and updates were provided.</p> <ul style="list-style-type: none"><li>• RN check all governors have completed Register of declaration of interest. - <b>Update:</b> Mostly completed, remaining Governor to complete. <b>Ongoing.</b></li><li>• Clerk to provide guidelines for confirmation of compliance on GovernorHub. <b>Update:</b> Clerk provided guidelines how to update and confirm on GovernorHub. <b>Complete.</b></li><li>• RN to share Heads of Chairs Forum date with governors. CS attended. <b>Complete</b></li></ul>



- RN upload 21/22 ISDR to GovernorHub. **Complete**
- RN agreed to provide email contacts of staff to facilitate meetings. **Complete**
- RN to check use of words for behaviour and relationship policy. **Complete and approved.**
- SL & CS complete Safer Recruitment training and send certificate to RN. The following actions were **AGREED Actions:** AF to send certificate to RN. CS training is ongoing. **Ongoing**
- All governors 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**
- All governors to arrange monitoring visits dates with staff. **Update:** Sats have been taking place. **Ongoing**

c) All governors have accessed GovernorHub for tonight's meeting papers.

**Resolved:** This was confirmed and papers listed. RN confirmed all papers will be updated and stored on GovernorHub.

**ITEM 5 SCHOOL INFORMATION**

**School Development Plan (SDP) and Self Evaluation Framework (SEF) update (First Half-Term Only)**

RN provided an update.

- The SDP had been shared on Basecamp, which governors have access to review and identify key areas of focus. Good progress is being made.
- The SDP sections are linked to the Ofsted criteria and once completed, will be clearly shown. Many actions have taken place, and some are work in progress.
- Actions have all been assigned to different teams and staff are very involved.
- Evidence is included to support the plan and Ofsted criteria.
- Early Years quality of provision is a top priority for the next inset day.
- Outdoor provision has been refurbished.
- Play Leaders
- Additional monies have been applied to purchase new resources for the children - to make better use of space.
- The new behaviour policy is in place and needs to be monitored.
- For quality of education, the outdoor area plays a key part.
- Premises
- Children's access to resources during school breaks
- English and maths deep dive are due to take place tomorrow.
- Safer recruitment training to be completed and all staff to complete Prevent training.
- The SEF links closely to the SDP.



- Awaiting standards information from Y6 and EYs.
- Expecting the Y6 data to look different to last year's Y6, it is a different cohort.
- The LAB basecamp is useful data for governors to review.

**AGREED Action:** RN to share the SEF on GovernorHub.

**AGREED Action:** RN to share LAB basecamp data and 2022 provisional results on GovernorHub.

Good Level of Development (GLD) is showing a downward trend but are above national; need to review the national picture.

Phonics has dipped, the strategy has changed, and the school are above national. The data shows an increase for reading and writing and significant increase for maths and is where it needs to be.

Sats are taking place this week, the GLD could be lower, there is a large cohort of special education needs children.

**ITEM 6      SUCCESSES & CELEBRATIONS**

**a) Successes & Celebrations**

RN shared updates.

A new outdoor play environment is in place, photos have been shared with parents and the children are enjoying it.

Special thanks to AB keeping everything organised during Sats whilst RN was unwell. The reading papers received Press coverage.

The children were comfortable and were well prepared. The Sats breakfast was well received and attended. A different environment (4 classrooms) was used for the tests which children feedback advised was much preferred. This approach did impact on staff and resources but managed well. AB also reported staff illness also impacted requiring last minute adjustments having to be made.

SL reported positive feedback from his child, children attending early for breakfast was also positively received.

An additional staff member provided support to AB who fed back how impressed they were by the children and staff support to the children with all procedures followed.

Coronation party took place (bad weather impacted) with lots of activities in place over the day.

A virtual Eurovision concert held.

A number of sporting events to be held this term.



The school are celebrating with 2 successes to share. 1 child who loves Eddie Stobart has been fund raising, ie lorry calendars and photos which included a press report; a significant amount of funds were raised and details were shared in the newsletter. Another girl has been selected as the youngest ever female for the England girls ice hockey team. The school are planning to support her with fund raising and this has also been shared in the newsletter.

**b) Staff training and news**

Smart log training is being worked on.

Tighter controls with staff training are in place via an Excel Spreadsheet to prevent staff overload.

Teaching Assistants to support children with writing.

Informed practice training for staff (externally).

Positive handling and de-escalation training to take place.

New staff additions are now in place in the school office.

The Y3/4 Apprentice is working well.

2 new Teaching Assistants have joined the team in reception and Y4 and have settled in well.

Subject leader meetings for staff continued professional development take place.

There are 3 Vacancies with job adverts in place for the Headteacher role, a reception teacher (2 days) and a Y4 teacher. Some leavers/seconded roles were shared. The Headteacher advert has been shared twice with little response, although the recent advert has generated interest with potential applicants being shown around the school.

**c) Visits and Residentials**

Y4 attended a recent 2 night stay in Conwy which was positive.

Y2, Y3, Y5 and Y6 are all due to take place this term.

The local Policy Community Support Officer (PCSO) is to attend school to carry out a Y6 workshop on knife crime.

**d) Community events**

The school were represented at the Coronation.

The children were invited to create crowns in the village and the work is on display.

A number of child led fund raising have also taken place with support to an ex-pupil who ran the London Marathon.

**e) Other recognition**

AB provided a snapshot of Send.

1 x Y5 - place offered for September 2023, have been waiting a long time for the place.

2 x Y6 transition to secondary school have been agreed.



	<p>Further specialist provision has been agreed and places offered.          There are 7 children on part time timetables for a variety of reasons – 1 nonattendance with resource provision agreed.          A number of mediation meetings take place and local authority decision appeals.</p> <p>Number of Send is increasing; currently 23 compared to 18 last year.</p> <p><b>Governor asked for further information on the increasing numbers and factoring affecting this?</b> <i>(AB) There are a number of reasons for this. The school identify the needs quicker and procedures and processes in place. AB meets termly with staff to review classes, to discuss education health care plans (EHCPs), pupil premium (PP) and any concerns. Parent conversations take place to identify specific needs. The level of need is increasing with existing children and is attracting need due to resource provision.</i></p> <p><b>Are Cheshire East good to deal at present?</b> <i>(AB) Good relations with the key worker is in place, but still takes a number of months to receive responses. (This is reported across a number of schools not just Shavington). The plans are being updated and they better at getting them back to the school. Finding a place due to lack of spaces is the biggest challenge and main concern at present.</i></p> <p>RN added, Send is a considerable task and AB track record is excellent. RN thanked AB and staff for all their hard work to ensure the provision is right for the children.</p> <p><i>SL left the meeting at 6.42 pm.</i></p> <p>RN reported top up funding is still being chased for some of the children, there are currently 3 with specialist provision but there is nowhere to place these children. The funding is still incorrect and impacts on staffing.</p>
<p><b>ITEM 7</b></p>	<p><b>SAFEGUARDING UPDATE</b></p>
	<p>RN reported the update and action plan had been shared on GovernorHub.</p> <p><b>Resolved:</b> That there were no questions.</p>
<p><b>ITEM 8</b></p>	<p><b>Premises and Health and Safety - using agreed template <i>(First Half-Term Only)</i></b></p>
	<p>BW updated governors.</p> <p>The capital investment fund (CIF) bid has been submitted for ventilation works in the sports hall and the outcome awaited.</p> <p>Further work is planned during the summer holidays for before/after school club and field. The risk assessments and contractor documents are being reviewed to ensure full compliance. The works will not have a health and safety impact to children, staff or visitors.</p> <p>There is now a number of first aid trained staff and some with basic first aid. Fire Warden training has been booked for the inset day.</p>



	<p>No further updates to the risk register.</p> <p>The Health and Safety audit identified some unsafe play equipment which was removed.</p> <p>A new trim trail, climbing wall have been installed and signed off ready for use. Staff and pupils have been trained how to use safety.</p>
<b>ITEM 9</b>	<b>SIP Report (if available)</b>
	<p><b>Resolved:</b> That there was no report at this time.</p>
<b>ITEM 10</b>	<b>Policy Update</b>
	<p><b>Resolved:</b> That there were no policies for reporting.</p>
<b>ITEM 11</b>	<b>LAB MATTERS</b>
	<p><b>a) LAB Training</b></p> <p><b>Resolved:</b> That no discussion took place</p> <p><b>b) LAB Visits</b></p> <p><b>Resolved:</b> That no discussion took place</p> <p><b>c) LAB priorities</b></p> <p><b>Resolved:</b> That no discussion took place</p>
<b>ITEM 12</b>	<b>ANY OTHER BUSINESS</b>
	<p>Inset day to take place on 5<sup>th</sup> June 2023. AF to consider undertaking link governor visit.</p> <p>RN reported, the school have been selected to be moderated for KS1 reading, writing and maths in June. The briefing has been received and preparations to be put in place.</p> <p><b>Resolved:</b> That Governors be updated once this has taken place.</p>
<b>ITEM 13</b>	<b>DATE AND TIME OF NEXT MEETING</b>
	<p><b>Resolved:</b> That the next meeting will take place on <b>Monday 19th June 2023, 5.30 on zoom.</b> Chris Snee is the Entrust Clerk for the meeting.</p>
	<p><b>Part 2 Confidential Items</b></p> <p><b>Resolved:</b> That no confidential discussions took place.</p>



Governors were thanked for their contributions and attendance.

The meeting closed at 19.00.

Chair \_\_\_\_\_ Date \_\_\_\_\_

**ACTION MATRIX (15/5/23)**

Minute Reference	Action to be taken	By Whom	By When
1	<b>To liaise with</b> interested potential governor and provide RN email who will provide further detail and explore skill sets.	EA/RN	Post meeting
1	Governors to explore potential Parent Governors and share RN details for further information.	Governors	Post meeting
2	To share GovernorHub report with RN of any outstanding confirmations (Declaration of Interest and Keeping Children Safe in Education (KCSIE)).	Clerk (DM)	Completed post meeting.
2	To ensure declaration of interest and KCSIE are read and confirmed on GovernorHub.	Governors	Post meeting
5	To share the SEF on GovernorHub.	RN	Post meeting
5	To share LAB basecamp data and 2022 provisional results on GovernorHub.	RN	Post meeting

**ACTION MATRIX (13/3/23)**

Minute Reference	Action to be taken	By Whom	By When
	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
	To complete Prevent training and send certificate to school. <b>Update:</b> RN confirmed receipt of SL and AF. <b>AGREED Actions:</b> EA and CS to complete on Basecamp (RN to share details). <b>Ongoing</b>	Governors EA/CS	Post meeting Post meeting
	All governors to arrange monitoring visits dates with staff. <b>Ongoing</b>	Governors	Post meeting