



## MINUTES OF THE LOCAL ADVISORY BOARD MEETING SHAVINGTON PRIMARY SCHOOL

<b>Date</b>	23 <sup>rd</sup> January 2023 at 5.30 pm	
<b>Venue</b>	TEAMS	
<b>Membership</b>	<b>Rachael Nicholls - RN</b> <b>Amy Brook – AB</b> <b>Becky Woolaston – BW</b> <b>Claire Standley - CS</b> <b>Andrea Fisher - AF</b> <b>Emma Appleyard – EA</b> <b>Steve Lee – SL</b> <b>Rev. Denise Harding - DH</b>	<b>Principal</b> <b>Staff Member</b> <b>Associate Member non-voting</b> <b>Parent Member</b> <b>Co-opted Member</b> <b>Co-opted Member</b> <b>Parent Governor</b> <b>Co-opted Member</b>
<b>In attendance:</b>	<b>Angela Manley – (AM)</b>	<b>Clerk (Entrust)</b>
<b>Guests/Observers</b>		

<b>ITEM 1</b>	<b>WELCOME AND APOLOGIES</b>
	<p>The meeting was agreed as quorate.</p> <p>Apologies were received and accepted from Emma Appleyard and Reverend Denise Harding.</p>
<b>ITEM 2</b>	<b>MEMBERSHIP</b>
	<p>There were no declarations of interest relating to items on the agenda.</p> <ul style="list-style-type: none"> <li>• DBS checks – to be forwarded – <b>agreed to remain as an action</b></li> <li>• Vacancies – discussed an additional Governor and to review any potential gaps in experience? EA agreed to find a replacement to cover during her maternity leave – <b>to be actioned by RN.</b> Potential to retain the ‘stand in’ governor.</li> <li>• Confidentiality – colleagues were reminded to ensure discussions were kept confidential to the meeting.</li> </ul>
<b>ITEM 3</b>	<b>MAT COMMUNICATION</b>
	<p>Feedback from Chairs Forum - CJ had not attended the forum, however a separate meeting had taken place with Dan Thomas, Chief Executive of the Trust to discuss adding schools to the academy, including high schools, some amendments to the organisation and a merger with another Trust. RN explained that the Learning for Life Partnership (LFLP) would be joining the TLA to form one Trust, noted similar values were apparent within the TLA. Wider communication to follow via chairs of Local Academy Boards (LAB) s or Head Teachers. CJ explained the merger appeared to be a promising step however further details would be disseminated in due course to include an opportunity to raise queries from the school/parents.</p>
<b>ITEM 4</b>	<b>PART ONE MINUTES OF THE LAST MEETING</b>
	<p>The minutes of the meeting held on the 28<sup>th</sup> of November 2022 were accepted as a true reflection of the discussions.</p> <p>Actions/matters arising from previous meeting were as follows:</p> <p>To contact DM to organise completion of the declaration of interest form – RN explained personal circumstances of DH and it was noted she would resume participation of the meetings in due course. RN will maintain contact with DH.</p> <p>Mental health conversation – complete</p> <p>Safeguarding information to follow</p> <p>Website issue regarding the LAB and Governance information – to be re-checked - <b>action RN.</b></p> <p>Learning visits for subject leads to be progressed, specifically health &amp; safety and safeguarding – to continue. It was reported that EA was unable to progress learning visits due to maternity leave; BW</p>



	<p>agreed to complete these for Music, French and Design &amp; Technology and produce the required reports. <b>Action BW</b></p> <p>Governorhub – it was noted that a training session had been recorded which could be accessed via Basecamp - noted all Governors to complete this prior to the next meeting in March. A note to ensure that all Governorhub accounts were set up. <b>Action All</b></p>
<b>ITEM 5</b>	<b>SCHOOL SELF EVALUATION FORM (SEF)</b>
	<p>RN explained that the document had been updated and was available within Basecamp, it was noted Governors had seen the document previously. <b>CJ asked if the school was hoping to become ‘outstanding’ for OfSTED?</b> RN outlined the work required to become outstanding and stated the aim was to ensure excellent outcomes for pupils but accepting the need to be realistic. <b>CJ asked if the SEF was reviewed by a 3<sup>rd</sup> party?</b> RN confirmed this would be shared with the school Senior Leadership Team (SLT) including a review of their individual aspects. It was also stated that the Director of Primary Education would undertake visits to review the SEF and act as a critical friend and challenge statements/actions within the SEF.</p> <p>No further comments were raised.</p>
<b>ITEM 6</b>	<b>SCHOOL DEVELOPMENT PLAN (SDP)</b>
	<p>RN explained she would continue to use Basecamp which allowed subject leaders to review their own area/sections and provide evidence ensuring accountability. Previous year’s projects were now complete but some areas had been carried forward. A new plan was available to SLT and would be evaluated by the Director of Primary Education. This would be distributed to wider staff groups in due course via Basecamp and also to Governors to facilitate engagement in relevant subject areas. RN outlined how feedback is recorded within Governorhub which would be used as evidence.</p> <p>No further questions were raised.</p>
<b>ITEM 7</b>	<b>SUCCESSSES &amp; CELEBRATIONS</b>
	<p>Visits and residentials – RN updated colleagues regarding difficulties in re arranging the Year 6 visit. It was noted that Years 2 – 6 all had visits planned, consideration had been given to the cost in view of the current financial climate.</p> <p>RN explained Andrew Moffatt had visited the school and that a safeguarding audit had also taken place noting that a report would be made available; RN stated that the visit had been very positive and had not highlighted any specific concerns.</p> <p>Christmas events were also detailed, nativity productions, visits to church, whole school pantomime, reception visit to reindeers/woodpecker nursery.</p> <p>No further questions were raised.</p>
<b>ITEM 8</b>	<b>SAFEGUARDING UPDATE</b>
	<p>A report was made available on Basecamp prior to the meeting; noting that Safer Recruitment training to be <b>undertaken by CJ</b>, RN gave details of actions and updates on trauma informed practice. Level 3 Safeguarding courses to be <b>undertaken by RN</b>.</p>
<b>ITEM 9</b>	<b>PREMISES AND HEALTH &amp; SAFETY (H&amp;S)</b>
	<p>It was reported that BW, RN and the Site Supervisor were now meeting each term to review procedures and discuss any outstanding issues. BW explained the LAB H&amp;S reports were also completed each time. Actions included within the reports were reviewed and checked, minutes of meetings would be made available to Governors. An update to the caretakers door was reported as being complete and also the key pad to be moved as a result. BW outlined the difficulties in managing the entrance/exist served by the previously faulty door.</p> <p><b>Ventilation in the small hall was queried</b> - BW to check with relevant staff (Darren Trust estates manager) awaiting outcome of SIF bid. <b>To be actioned by BW</b>.</p> <p>It was noted the school had one COVID-19 case in the last term, and that children had not been adversely affected, RN outlined the impact of staff illness prior to Christmas (non COVID-19 related).</p>



	<p>Strep levels had been low. An increase to cleaning had been put in place to mitigate any spread of viruses. CJ praised the school for the excellent communications sent to parents.</p>
<b>ITEM 10</b>	<b>School Improvement Plan (SIP) REPORT</b>
	<p>It was noted that the report had been shared prior to the meeting – discussion took place regarding the 16<sup>th</sup> of March visit – RN explained the visit had been very positive, a Scies Review had been undertaken, noted that key points had been picked up by the Trust. It was noted that the learning walk had focused on pupil engagement and pupil modelling, particularly how staff were putting these into practice. Good understanding was found to be evident within the classroom during the visit. An update to be shared at the next meeting. <b>Monitoring cycle was questioned by AF</b> – noted this had been picked up by the Director of Primary Education and would be reviewed.</p> <p><b>In answer to a question raised – part time timetable issues were noted</b> – AB explained that there were currently three children in receipt of this and relevant colleagues / organisations were kept informed to ensure monitoring was in place. RN explained that a specialist company was supporting the school with absenteeism – it was noted it was very helpful and supportive to have the service in place. AB went on to explain that two other children were now in receipt of more than half time timetable and explained how the children's time was managed in school.</p>
<b>ITEM 11</b>	<b>POLICY UPDATE</b>
	<p>On line safety was discussed – CJ explained she would put comments on Basecamp so that the document could be reviewed. It was noted the policy had been shared with the Scies Team and it had been suggested the information could be written as a 'child's version/1 page policy. RN explained that once the main policy was available and complete/agreed this could then be updated for the children and shared within them via Pupil Voice/assemblies etc. It was noted that the Skies team had also picked this up during their visit, therefore the work to develop the document for children was extremely positive.</p> <p>No further comments were noted. <b>To be carried over to the next meeting – Action RN</b></p>
<b>ITEM 12</b>	<b>LAB MATTERS</b>
	<ul style="list-style-type: none"> <li>• LAB training – Safe Recruitment to be completed by CJ and all to do Governorhub training. PREVENT training was discussed – noted Skies had picked this up – all Governors would need to undertake the training. <b>Action for the link to be sent so all.</b> Training logs to be kept updated.</li> <li>• LAB visits – all Governors to arrange visits; <b>a review of visits to be discussed at the next meeting.</b></li> </ul>
<b>ITEM 13</b>	<b>ANY OTHER BUSINESS</b>
	<p>CJ asked about access to maths folder and recommendations documents which did not open in the Basecamp folder – noted this was to ensure Governors could review the information. <b>CJ to review the format of the documents and re upload if needed.</b></p> <p><b>SL left the meeting at 18.43</b></p> <p>It was noted that AB was currently signed off from work due to a back condition which had deteriorated – all colleagues wished AB a speedy recovery. RN explained the school was supporting AB; however she was performing some duties from home. Colleagues expressed their thanks for the commitment to the school.</p>
<b>ITEM 14</b>	<b>DATE AND TIME OF NEXT MEETING</b>
	<p><b>13<sup>th</sup> March at 5.30PM</b></p> <p>Discussion took place regarding virtual meetings, colleagues agreed to hold the next meeting virtually and suggested holding one meeting per year in person. <b>AM to send an invite via Helen Cleaver new clerk.</b></p>
<b>ITEM 15</b>	<b>CONFIDENTIAL MATTERS (PART 2)</b>
	No items to discuss.



<b>ITEM 16</b>	<b>CONFIDENTIALITY &amp; CLOSE</b>
	No further business was discussed and the meeting closed at 18.50pm <span style="float: right;">Page   4</span>