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| **MINUTES**  **OF THE WHEELOCK LOCAL ADVISORY BODY MEETING**  **Held in School** | | | |
| **Date** | **Thursday 24th November 2022** | | |
| **Venue** | **Wheelock Primary School** | | |
| **Present LAB members:** | Sally Whitehead (SW) | Principal | Terms of office: |
|  | Rachel Cornes (RC) | Staff Member | 25/01/2022 – 25/01/2026 |
|  | Janet Diamond (JD) | Community Member | 24/11/2022 – 23/11/2025 |
|  | Kim French (KF) | Staff Member | 01/09/2022 – 31/08/2026 |
|  | Paul Phipps (PP) | Community Member | 01/09/2022 – 01/09/2026 |
|  | Mark Stowe (MSt) | Vice Chair, Parent Member | 25/01/2022 – 25/01/2026 |
| **Apologies:** | Laura Cooke | Chair, Community Member | 06/10/200 – 05/10/2025 |
|  | Kate Windle | Community Member | Appointed at the October meeting |
| **Apologies not received:** | Hayley Bereton (HB) | Parent Member | 25/01/2022 – 25/01/2026 |
|  | Matthew Snelson (MSn) | Parent Member | 25/01/2022 – 25/01/2026 |
| **In attendance:** | Laura Adams (LA) | Clerk | |

*For all sets of minutes and backing papers it is taken that all will have been pre-read and coverage will therefore be limited to:* ***• accuracy • action points • challenge***

**Documents Circulated/Tabled for Meeting:**

The following documents were shared to Basecamp prior to the meeting.

‘ISDR 2022, Wheelock visit 22.11.22, LAB member link roles, Pupil Premium provision 2022-2023, Pupil Premium Nov 22, Principal’s report November 2022, WPS Safeguarding report to LAB November 2022, Wheelock visit 04.10.22, Relationship and Behaviour Policy TISUK, Attendance FFT November 2022, Safeguarding Information Leaflet 2022, Child on child abuse policy and procedures 2022, WPS Safeguarding Audit Nov 22, Attendance and punctuality 2022-2023.’

*The use of a Dictaphone was approved by LAB members prior to the meeting.*

*MS agreed prior to the meeting to Chair when LC sent her apologies.*

*Meeting note: The meeting commenced at 5.11 pm*

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| **AGENDA ITEM 1** | **WELCOME AND APOLOGIES** | | |
| **Discussion** | MS welcomed everyone to the meeting.  Apologies were received and accepted from LC and KW. Apologies were not received from HB and it was noted that MSn has stepped down from being a LAB member.  The meeting was confirmed quorate.  Members were reminded that records of member attendance are required to be published to the school website and RC confirmed that this does happen and can be updated termly moving forward*.*  It was approved by members that KF had been re-elected as a Staff member. | | |
| **Actions** | SW to contact MSn about his term and confirm he had resigned.  SW to seek out parents who may be interested in becoming a LAB member. | SW  SW | After the meeting  After the meeting |

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| **AGENDA ITEM 2** | **MEMBERSHIP** | | |
| **Discussion** | 1. **Annual declarations/Declarations of interest**   Members yet to do so, were respectfully reminded to read, complete, and sign the declaration statement.  LA will upload a blank declarations template to Base Camp for all members to populate and save back to Base Camp.  LA advised members that moving forward Governor Hub was an efficient platform to achieve confirmations of declarations of interest.  *GIAS*  Members yet to do so, need to provide their information for GIAS. LA to share the document to Base Camp for members to complete.  It was noted that Janet Diamond, Kim French, and Kate Windle need updating to GIAS, LA to contact Eve.  LA to upload GIAS data collection sheet to Base Camp for all members to complete.  *DBS checks*  ALL DBS checks are up to date except for JD. | | |
| **Actions** | Members to complete the annual declaration form on Base Camp  Members to populate the data for GIAS.  Contact Eve re the missing members on GIAS.  Check the status of the DBS for JD. | All  All  LA  SW | After the meeting  After the meeting  After the meeting  After the meeting |

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| **AGENDA ITEM 3** | **MAT COMMUNICATION** |
| **Discussion** | 1. **Chairs’ Forum**   SW provided members with details and dates on the Chairs’ Forum, which has now been added to Base Camp. The next Chairs’ Forum meeting dates are:  15th December at 5:30pm - (Meeting was changed to 6/12 and MS attended)  30th March at 5.30pm  20th July at 5.30pm  MS agreed to potentially go if LC was unable. |

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| **AGENDA ITEM 4** | | **PREVIOUS MEETING** | | | | |
| **Discussion** | | 1. **Minutes of the previous meeting**   Members reviewed the minutes of the meeting dated 6.10.22 and agreed they were a true and accurate record.   1. **Actions/Matters arising from the previous meeting**   Members reviewed and RAG rated the actions from the last meeting. | | | | |
| **Agenda Item, pg.** | **What** | **Who** | **When** | **RAG Rating** |
| 1, pg. 1 | Email the dates for future LAB meetings to ensure all LAB members are aware of the dates. | LA | w/e 21.10. | Complete |
| 2, pg. 2 | Email the annual declaration forms to sign. | LA | w/e 21.10 | Complete |
| 2, pg. 2 | Check the status of the DBS for LS. | SW | w/e 21.10 | Carry forward |
| 2, pg. 2 | Collate the data for GIAS and send to SW. | LA | w/e 21.10 | Carry forward |
| 7, pg. 3 | Update the SoD and ToR on Base Camp when changes come into effect. | SW | Following any update. | Carry forward |
| 9, pg.4 | Re-send the login details for the National College to LAB members. | RC | After the meeting. | Carry forward |
| 9, pg.4 | Find out Governor Space login details. | LA | After the meeting. | Complete |
| 10. pg.4 | Send the Trust level template for members to use on their visits. | SW | After the meeting. | Carry forward |
| 11. pg.4 | Check with the new LAB members on their suggested leads, and to discuss with them the space with Early Years. | SW | On appointment of new LAB members. | Complete  JD was happy to take on Early Years and the Foundation Curriculum. |
| 13, pg.5 | Helen Donald (HD) the business support officer to book PP onto Basic Awareness training and any other new staff or LAB members. | HD  SW | After the meeting. | Complete  PP and JD are booked onto Awareness training on 17.1.23 at 6pm |
| 13, pg.5 | Include on the Agenda LAB for Autumn 2 the review of the safeguarding audit. | LA | After the meeting. | Complete |
| 13, pg.5 | Include on Base Camp the policies which need LAB member approval. | SW | After the meeting | Carry forward  SW has added Members need to comment their approval |
| 15, pg.6 | Send out a staff and pupil questionnaire next half term and report the data back to LAB members. | SW | Next meeting. | Carry forward |
| 16, pg. 8 | RRSA (Rights Respecting School Award) to be included on the agenda for LAB Autumn 2. | LA | Next meeting. | Carry forward |
| 19, pg. 8 | All LAB members to comment on Base Camp when they have read and approved the documents. | All members. | After the meeting. | Carry forward |
| **Discussion** | | A short discussion followed about the move to Governor Hub for the LAB and the upcoming training on Governor Hub provided by Entrust on the 30th of November.  **Question: LAB members queried the advantage of Governor Hub over Base Camp.**  SW assured LAB members that the move from Base Camp would be worthwhile as Governor Hub was more secure, user friendly, recommended and designed for Governors and schools, rather than industry. | | | |
| **Decision** | | The minutes were approved to be signed and displayed as required. | | | |

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| **AGENDA ITEM 5** | **PRINCIPAL’S REPORT** |
| **Discussion** | SW presented the Principal’s report to LAB members and gave an overview of the Principal’s report for members with additional focus on:   1. **Pupil numbers and pupil migration**  * There are 338 children, with one new child in school. * One child left to go to Cornwall. * There is an appeal in currently for a Reception place, which costs the school on average £345. * There is at least one appeal every half term which can be very draining on the budget.   **Question: LAB members queried** whether the appeals were reasonable requests?  **SW Response:** Different parents’ appeal for different reasons, such as, the school their child has a place at, is one they do not wish them to attend. SW always checks which schools have places when faced with an appeal. There are plans to increase the size of the school, two form entry has been approved.   1. **Looked after Children**  * Currently there are two children classed as LAC.  1. **Attendance and Punctuality**  * Attendance is currently getting worse due to the time of year with sick bugs and viruses. * One child also has a reduced timetable due to SEN, which affects attendance rates and is awaiting special provision.   **Challenge: LAB members sought clarification** as towhether it was worth considering a 0.5 timetable for the child, or the child leaving after lunch.  **SW Response:** This would not be fair to the child as lunchtime is a trigger for their behaviour. The child has specific needs which the school is unable to meet, so specialist provision is awaiting.   1. **Behaviour and Exclusions**  * There are currently no fixed term exclusions.  1. **Prejudicial Incidents**  * There are currently no prejudicial incidents.  1. **Bullying**  * There has been one incident which fell into the bullying category. * PSHE covers the curriculum for bullying. * The school use forms which include a flow chart to demonstrate and help staff determine when it is/isn’t bullying.   **Question: LAB members queried whether the forms were used Trust wide.**  **SW Response:** Some Trust schools are KiVa schools. Wheelock isn’t as it’s a large school and so it would be expensive, but it is down to the Head to provide a template for their schools to follow when faced with a bullying incident.   1. **Physical Intervention**  * No incidents have been reported. Though, this area is not robust enough and it needs to be considered how a report can be more easily generated. * In The ‘Relationship & Behaviour Policy’, Appendix 7, is used to make it clear that de-escalation has been attempted and what action has been taken.  1. **SEND**  * Numbers have gone up, 36 SEN support, 8 EHCP, 12 First Concerns. * 2 children needing further assessment has been agreed, 1 was submitted by the parent. * SEN support is increasing, as are First Concerns as teachers get to know the children. * SEN support is focused, bespoke, measurable and evidence gathering is becoming easier.  1. **Pupil Premium**  * 32 PP children (9%) based on last October’s census; funding lags a year. * The number is rising and is estimated at 43 currently.   **Question: LAB members queried** whether the school could cover the negative.  **SW Response:** Yes, we must. The cost-of-living crisis means more people are applying, which is a national problem. The financial support by families is needed.  **Challenge: LAB members sought reassurance that the school were encouraging parents to apply, as everyone is in the same boat and feeling the financial pressures.**  **SW Response:** RC will re-send the forms out again. JD added that there are normally more applications in Year 3 when universal free school meals end.   1. **Update on staff and pupil wellbeing**  * Small scale questionnaires have gone out to both staff and pupils for focused feedback. * A larger questionnaire will be going out in the Spring term. * This will be reported back to LAB members.  1. **Update on Trauma-Informed Practice**  * This is a Trust wide approach to behaviour. * Wheelock is continuing its journey to become a Trauma Informed School UK. * All behaviour is seen as a form of communication, and an investigation goes into what happened before the behaviour.  1. **Biggest risks to the school**   SW informed members that the new format for the Principal’s report doesn’t use the risk register anymore.   * Three priorities for the school are: * Writing, Phonics and Early Years Teaching.   *Writing*   * Attainment for writing is 49% with a progress score of -2.3, which is significantly below National Level. * Wheelock had their Year 6 scores moderated and it is thought they may be the only school in Sandbach to do so, some children were marked down. * Remote learning affected children’s learning and the gaps haven’t fully closed. * Sentence Accuracy is a strategy currently being used in all Year groups, where teachers model a sentence, referring back to previous objectives. * A comparative judgement has taken place – 55 thousand Year 3 children nationally have completed the writing for the comparative judgement. * 89% of Y3s got expected in the comparative judgement which demonstrates strategies being put in place by the school are working. * Teachers are using unique ways of assessing. * An Action Plan developed with Literacy consultants every half term includes training, modelling delivery, work scrutiny, CPD and staff workshops.   *Phonics*   * An outside specialist from the local Literacy Hub reviewed practice which was very beneficial and suggested some tweaks. * There is designated time for the phonics lead to coach staff. * There had been training and are planned observations from RWI (Read, Write, Inc.Phonics). * RWI phonics was used from the beginning of this year.   *Early Years*   * Results for Good Level of Development (GLD) is 67%*.* * In line with National and Cheshire East, but slightly below other Sandbach schools. * Consultant work with Ruth Swailes is planned for the Spring and Summer term.   **LAB members** expressed thanks to SW for the report and suggested that moving forward the report and agenda lettering matched. |

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| **AGENDA ITEM 6** | **SCHOOL INFORMATION** |
| **Discussion** | **SW presented ISDR** for October 2022, a yearly Ofsted Inspection Data Summary Report, to LAB members and summarised it as follows.   1. **Statutory data from Summer Term**   *Reading*   * KS2 progress is significantly above national and in the highest 20% for 2022. * Phonics – 2022 – 5 children screened and 1 met the expected standard. * Phonics – 2019 to 2017 – 12 children were screened and 7 met the expected standard.   *Writing*   * KS2 progress in writing was -2.3 and significantly below national and in the lowest 20% for 2022. * KS2 progress in writing was -2.1 and significantly below national and in the lowest 20% on 2019.   *Maths*   * KS2 progress was 2.9 and significantly above average and in the highest 20% in 2022.   *Absence*   * Overall absence in 2020 was in the lowest 20% of all schools. * *Overall* absence in 2018/19 was in the lowest 20% of all schools, and in 2017/18 and in 2016/17.   *Suspensions and permanent exclusions*   * 2020/1 – 2 fixed term exclusions, 1 on more than one occasion. * No permanent exclusions.   *School characteristics*   * On roll number has increased. * The additional EHCPs in school don’t show in the figures.   **LAB members** praised SW and the staff and emphasised how it was clear they had acted early and put measures in place to address any issues found in the data. |

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| **AGENDA ITEM 7** | **SUCCESSES & CELEBRATIONS** |
| **Discussion** | 1. **Staff training and news**  * The children are pleased to have the trim trail finally being replaced – modifications were made to ensure an SEN child could use it. * RRSA silver accreditation due to take place soon. * Two members of staff have passed their Forest School training. * Two other members begin their Forest School training in March. * Funding from PP and PLAC mean that staff with children in their care may be eligible to train in Forest Schools too. * The plan is to ensure that every year group has a trained member of staff trained in Forest Schools, so the curriculum is sustainable. * Forest Schools will be rolled out starting with the Year 6s as they have the least amount of time remaining in school.  1. **Visits and Residentials**   This is covered in Agenda Item 9.   1. **Community events**  * Parents being back in school is very positive. * Children in Need and parent assemblies have taken place. * The Merry Market, nativities and mince pie morning are approaching.  1. **Other recognition**  * Sports activities: the children are taking part in football, netball and cross country and are doing well, but more children are needed to take part. * ‘Young Voices’ is a positive approach to finding out children’s thoughts and ideas on school life.   **Question: LAB members asked how the building work was progressing.**  **SW Response:** The Grant funding has been approved and the architect and planning stage have started, but the plans haven’t been finalised yet and the prices of materials may have changed now. Cheshire East are committed to putting the development through and Dan Thomas, CEO, is hopeful the work will start in April/May of 2023. SW is hopeful there will be lots of progress between now and the next meeting. |

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| **AGENDA ITEM 8** | **SAFEGUARDING UPDATE** |
| **Discussion** | **LC met with SW** in November and SW summarised the main findings of the ‘Safeguarding Audit Nov 22’ to LAB members.   * There has been no manager in before and after school club since January. * SW is present to ensure there is a First aid and Safeguarding lead available. * Interviews are due to take place for this position. * The Junior Safety Officers will be developing a Children’s Safeguarding Policy which has already been started. * Posters displayed around school include, Safeguarding and Domestic abuse in the staff toilets, and Well-being, Article 12, and Anti-bullying around the school. * Child friendly domestic abuse and Anti-bullying posters will be added to the children’s toilets. * The Safeguarding statement will be added to the classroom exits.   **SW assured** LAB members that the actions which came out from the audit will have been completed by the end of term.  **Challenge: LAB members sought** reassurance on the reasons behind the installation of CCTV on the premises.  **SW assured** LAB members that it was merely for security of the premises and buildings. The only person who has access to it is the Site Management Officer. RC clarified that it isn’t always recording and that it only records if movement is detected.  **Question: LAB members asked if the data was deleted after a certain amount of time.**  **RC assured** LAB members that yes it was deleted after 30 days’ time and they had to request to keep it, which they would only do if it was needed, if there had been an instance of theft, or vandalism for example. |

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| **AGENDA ITEM 9** | **PREMISES AND HEALTH AND SAFETY** |
| **Discussion:** | 1. **Approval of relevant visits**   **SW outlined** two visits to LAB members which need their approval.   1. Edgmond Hall for the Year 4s which will take place in the February week before half term. 2. Stanley Head for the Year 6s which will take place the week before the May half term.   **Challenge: LAB members requested** to see the risk assessments prior to giving their approval.  **SW informed** LAB members that the visits would be risk assessed using Staffordshire services (more cost effective than Cheshire), who would approve them. The risk assessments could not be shared with the LAB as they would contain a level of personal information such as medical needs and pupil data. SW assured members that the visits would not go ahead without prior approval from Staffordshire. The risk assessments for the specific activities the children take part in at the centre would be shared at the parent information meeting.  **Question: LAB members requested** to hear more about the nature of the visits.  **Response: RC outlined** them as follows:  *Edgmond Hall* is Shropshire way and includes outdoor activities, they sleep in dormitories for 3 nights. Only 1 school is there, and the children love the home cooking and outdoor and evening activities.  *Stanley Head* is Stoke way and includes camping, on camp beds, home cooked food and outdoor activities again including water sports. It lasts for four days.  **LAB members agreed the visits sounded positive and gave their approval.**  *Premises Update*  **SW informed** LAB members of a CIF bid which had been submitted for a fence which runs on the left-hand side of the school. The height of the fence is currently at statutory height, but not recommended. SW put in a request to make it higher.  **SW informed LAB members** of a CIF bid for a barrier on the car park, in between the path and the cars. There had been no incidents yet, but there had been reported near misses. A small fence would help to provide a barrier between the pedestrian walkway and the car park.  This bid was rejected and so needs to be planned into next year’s budget. |
| **Decision** | **That the residential visits were approved by present LAB members.** |

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| **AGENDA ITEM 10** | **SIP REPORT** |
| **Discussion:** | **SW gave an overview** of the SIP reports 4.10.22 and 22.11.22.   * Ofsted will make an initial 20-minute admin call and book in the longer pre-inspection phone call that lasts around 90 minutes. * SW is preparing an information document for this pre inspection phone call. * A summarised document will be shared with the LAB and will include the School Priorities, School Context and Progress since the last inspection. * A comparative judgement exercise was completed to look at why the recent data was so good now compared to the SATs data last summer. * Looking at pupil books and staff assessments it seemed the Year 3 teachers were being overly cautious with their marking. * The exercise is time consuming to complete the writing, then scan the documents and then undertake the marking. * Year 5 data is imminent. * The marking is made up of 80% of their own school’s children’s writing and 20% from children nationally. * Results are plotted to see where the children are national, which gives an indication of future results. |

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| **AGENDA ITEM 11** | **POLICY UPDATE** | | |
| **Discussion:** | All policies, including: ‘Relationship and Behaviour Policy TISUK, Attendance FFT November 2022, Safeguarding Information Leaflet 2022, Child on Child Abuse Policy and Procedures 2022, WPS Safeguarding Audit Nov 22, Attendance and Punctuality 2022-2023’, were shared to Base Camp prior to the meeting for LAB members to review.  **SW gave** additional information as follows.   * The Safeguarding leaflet is now given to everyone who comes into school after a supply teacher was waiting a few days for Safeguarding information.   **Challenge: LAB members challenged** the section, ‘Local Advisory Board’ which stated that LAB members approved independent contractors had had the statutory child protection assessments. They requested a change to the terminology here as they did not feel it was their role to approve the checks.  **SW Response:** SW agreed a word change here, as it was the LABs role to check the checks had been done, not approve them. RC agreed to tweak the wording change in the leaflet.  **Challenge: LAB members challenged whether checks had been made to the work on the trim trail.**  **SW Response:** SW explained to LAB members that this is possible for scheduled visits, and that the same companies are used so that current DBS can be seen. SW added that LC had recently checked the Single Central Record (SCR) which contains the DBS details of everyone who comes into school. | | |
| **Decision** | That all policies were adopted and approved based on the minor amendment below. | | |
| **Action** | RC to update the wording Safeguarding leaflet under the section, ‘Local Advisory Board’. | RC | After the meeting. |

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| **AGENDA ITEM 12** | **LAB MATTERS** | | |
| **Discussion:** | 1. **LAB Training**   **SW reminded** LAB members to send details of any training to RC who records everything.   1. **LAB Visits**   **SW meets approximately** every 2 weeks with **LC**.  **SW** asked **RC** to send a copy of the last SEN audit to **PP** and **SW**. Moving forward **SW** asked if **PP** as the new SEND link member, could provide more detail following a LAB visit.  **SW** will provide a good example of this.   1. **LAB Priorities**   The away day will look at the priorities in more detail but a focus for the LAB will be to embed their training. | | |
| **Actions** | RC to send the latest SEN audit to PP and SW.  SW to provide a good example of a SEN audit to PP. | RC  SW | After the meeting.  After the meeting. |

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| **AGENDA ITEM 13** | **ANY OTHER BUSINESS** |
| **Discussion:** | RRSA will be deferred to the next meeting, LAB members wished the school well with their accreditation. |

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| **AGENDA ITEM 14** | **DATE OF NEXT MEETING** |
| **Discussion:** | Please refer to the meeting schedule on Basecamp for all dates for the academic year.  **Next meeting – Monday 16th January at 5pm in school.**  \***Please note** the meeting change from Thursday 19th January\* |

*Meeting note: Part One of the meeting closed at 7pm.*

*Chair Signature: Date:*

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**Action Matrix**

All pending actions from this and previous LAB meetings. New actions from this meeting are in bold.

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| **Agenda Item, pg.** | **What** | **Who** | **When** |
| **1, pg. 2** | **SW to contact MSn about his term and whether he had resigned.** | **SW** | **After the meeting** |
| **1, pg. 2** | **SW to seek out parents who may be interested in becoming a LAB member.** | **SW** | **After the meeting** |
| **2, pg. 2** | **Members to complete the annual declaration form on Base Camp** | **All** | **After the meeting** |
| **2, pg. 2** | **Members to populate the data for GIAS.** | **All** | **After the meeting** |
| **2, pg. 2** | **Contact Eve re the missing members on GIAS.** | **LA** | **After the meeting** |
| **2, pg. 2** | **Check the status of the DBS for JD.** | **SW** | **After the meeting** |
| 4, pg.3 | Check the status of the DBS for LC. | SW | w/e 21.10 |
| 4, pg.3 | Collate the data for GIAS and send to SW. | LA | w/e 21.10 |
| 4, pg.3 | Update the SoD and ToR on Base Camp when changes come into effect. | SW | Following any update. |
| 4, pg.3 | Re-send the login details for the National College to LAB members. | RC | After the meeting. |
| 4, pg.3 | Send the Trust level template for members to use on their visits. | SW | After the meeting. |
| 4, pg.3 | Include on Base Camp the policies which need LAB member approval. | SW | After the meeting |
| 4, pg.3 | Send out a staff and pupil questionnaire next half term and report the data back to LAB members. | SW | Next meeting. |
| 4, pg.3 | RRSA (Rights Respecting School Award) to be included on the agenda for LAB Autumn 2. | LA | Next meeting. |
| 4, pg.3 | All LAB members to comment on Base Camp when they have read and approved the documents. | All members. | After the meeting. |
| **11, pg.10** | **RC to update the wording Safeguarding leaflet under the section, ‘Local Advisory Board’.** | **RC** | **After the meeting.** |
| **12, pg.11** | **RC to send the latest SEN audit to PP and SW.** | **RC** | **After the meeting.** |
| **12, pg.11** | **SW to provide a good example of a SEN audit to PP.** | **SW** | **After the meeting.** |