|  |  |
| --- | --- |
| **MINUTES**  **OF THE WHEELOCK LOCAL ADVISORY BODY MEETING** | |
|  | |
| **Date** | **23rd June 2022 at 5.00pm** |
| **Venue** | **Hybrid, school & zoom** |

|  |  |  |
| --- | --- | --- |
| **Present:** | **Sally Whitehead – SW**  **David Booth - DB**  **Kim French - KM**  **Mark Stowe - MS**  **Rachel Cornes – RC**  **Hayley Brereton - HB** | **Principal**  **Chair, Community Member**  **Staff Member**  **Parent Member**  **Staff Member**  **Parent Member** |
| **Apologies:** | **Matthew Snelson – MSN**  **Laura Smith – LS** | **Parent Member**  **Community Member** |
| **In attendance:** | **Gemma Reeves**  **Helen Donald**  **Siobhan Watts** | **Clerk**  **Business Support Officer**  **Assistant Principal** |

*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:**

**All documents placed on Basecamp**

|  |  |
| --- | --- |
| **AGENDA ITEM 1** | **WELCOME AND APOLOGIES** |
| **Discussion** | The Chair welcomed members to the meeting, apologies were accepted from MSN and LS. SW advised that HD was in attendance to provide a finance update. |

|  |  |
| --- | --- |
| **AGENDA ITEM 2** | **DECLARATIONS OF INTEREST** |
| **Discussion** | There were no declarations of interest. |

|  |  |
| --- | --- |
| **AGENDA ITEM 3** | **DECLARATIONS OF AOB** |
| **Discussion** | There were no AOBs declared. |

|  |  |
| --- | --- |
| **AGENDA ITEM 4** | **PART ONE MINUTES OF THE LAST MEETING** |
| **Discussion** | Aside from a few minor errors of which the minutes will be amended, members reviewed the minutes of the meeting dated 12.5.2022 and agreed these were a true and accurate record. |
| **Decision** | The members approved the minutes dated 12.5.2022 subject to a few minor amendments |

|  |  |  |  |
| --- | --- | --- | --- |
| **AGENDA ITEM 5** | **MATTERS ARISING** | | |
| Discussion: | To note whether the following matters arising have been completed or not. | | |
| *Action Point:* | New LAB members to advise the school office of their training records so that this can be noted. ***Basic Safeguarding Awareness course has now been completed by all LAB members. Training records will be updated on an ongoing basis.*** | Who:  ***LAB Members*** | *By when:*  ***Ongoing*** |
| *Action Point:* | Timetable for LAB members’ school visits to be arranged based on Leighton’s plan. ***Confirmation that reports should be annual. Draft schedule shared on Basecamp.*** | Who:  ***SW*** | *By when:*  ***23.6.22***  ***Completed.*** |
| *Action Point:* | Include a section on behaviour on the risk register for future meetings. ***There is a section on the Risk Register that advises on Behaviour, Welfare, and Personal Development. Verbal advice to be given from SW regarding any behaviour issues.*** | Who:  ***SW*** | *By When:*  ***Ongoing*** |
| *New Action Point:* | Investigate the possibility of producing a CPOMS report for LAB members. ***CPOMS needs to be recategorised to produce a report that can be pulled. Completed for now.*** | *Who:*  ***SW*** | *By When:*  ***23.6.22***  ***Completed.*** |
| *New Action Point:* | SW to produce a link member schedule for dates/availability to visit school. ***SEND LAB member needs to be appointed, HB and MS to cover this on an interim basis until further LAB members are sourced.*** | *Who:*  ***SW*** | *By When:*  ***Completed*** |
| *New Action Point:* | SW to update Wheelock’s website regarding the Equality & Diversity policy.  An agenda item is to be added to the June LAB meeting to discuss this. ***The policy has been added to Basecamp, LAB members to read and review.*** | *Who:*  ***SW***  ***Clerk*** | *By When*  ***Completed*** |
| *New Action Point:* | Rights Respecting School Award information to be uploaded onto Basecamp. | *Who:*  ***RC*** | *By When:*  ***23.6.22***  ***Completed.*** |
| **Decision:** | HB and MS to act as interim SEND LAB members until a permanent member is appointed. | | |

|  |  |
| --- | --- |
| **AGENDA ITEM 6** | **EQUALITY & DIVERSITY POLICY** |
| **Discussion** | As discussed under matters arising, the equality & diversity policy has been added to Basecamp for LAB members to read and comment upon. |
| **Action** | All LAB members to read the Equality & Policy document which has been shared on Basecamp. |

|  |  |
| --- | --- |
| **AGENDA ITEM 7** | **PRINCIPAL BRIEF UPDATE ON END-OF-YEAR FINANCIAL POSITION** |
| **Discussion** | HD advised that the budget is looking good and explained her role as Business Support Officer. The trust is meeting on Monday and any requested questions from the group can be taken. This year's deficit is within limitations, increased costs have mainly been covid related, particularly the incurred fees of support staff. It was advised that the trust has responsibility for the budget. Next year’s deficit will again be large due to the increased number of students and the lag that occurs in receiving fees for them which is standard practice. An overall summary has been saved to Basecamp.  Q: What is happening with the £200k surplus that is detailed?  A: Unsure if this is a whole trust surplus, HD to clarify and report back at the next meeting.  Q: Is this a standard dashboard for the whole trust?  A: This is just a snippet of the trust information.  It was confirmed that the trust is in a strong position for the next 5 years. |
| **Action Point:** | HD to clarify surplus and report back to LAB members. |

HD left the meeting at 17.27

|  |  |
| --- | --- |
| **AGENDA ITEM 8** | **LAB TRAINING REPORT** |
| **Discussion:** | There was no LAB training to update. RC advised that training for LAB members is available with the National College and details have been shared on Basecamp. |

|  |  |
| --- | --- |
| **AGENDA ITEM 9** | **HEALTH & SAFETY UPDATE** |
| **Discussion:** | SW shared a report on Basecamp prior to the meeting, headlines were picked out:   * There have been 3 minor incidents and 0 major incidents. There are no trends being seen, incidents vary. 1 happened with an external sports provider and they have been spoken to ensuring confidence going forward. No claims have been made to RPA. * There is no outstanding health & safety compliance that is required. 16 staff members trained in first aid paediatric and 2 in first aid at work. Sufficient fire marshals are in place with a succession plan. * There is 1 midday assistant missing COSHH training (non-compulsory), the training will be taken soon. * The trim trail is still out of action, there is money in the budget to replace it which has been matched by Friends of Wheelock. There may also be an opportunity for some community funding to assist with this. * Work has started regarding Forest School activities; staff training is almost complete. The area is being assessed with some toxic plants to be removed and nettles dealt with. * Nothing new has been added to the Risk Register, no Health & Safety audit is required currently. * There have been 2 covid cases within staff members (1 contract, 1 long term supply) and 0 cases within the children. |

|  |  |
| --- | --- |
| **AGENDA ITEM 10** | **LAB VISIT REPORTS & LEARNINGS** |
| **Discussion:** | There have been no visits, a timetable is in place for next year. |

|  |  |
| --- | --- |
| **AGENDA ITEM 11** | **STAFF/PUPIL WELLBEING REPORT** |
| **Discussion:** | The staff and pupil wellbeing reports have been shared on Basecamp. SW advised that from September Wheelock will be a trauma-informed school. SW will be taking a diploma in trauma-informed schools training. SW will be taking mental health training in September also. Mental health within the school is still causing issues, children and families remain impacted by the pandemic and mental health is deteriorating. Actions are in place to help such as lego therapy, ELSA, restorative practice training and team-teach training. There are also 5 TAs trained in mental health. |

|  |  |
| --- | --- |
| **AGENDA ITEM 12** | **STAFFING STRUCTURE REVIEW** |
| **Discussion:** | Next week on Tuesday and Thursday, transition days are planned so that pupils can meet their new teacher. New staff and staff returning from maternity leave will be in attendance. The approach to moving up school is being changed, some cohorts are struggling more than others. Classes are being mixed to help with this and balance the mix of abilities and SEN. Friendship groups are being looked at to ensure that there are 5 children together who are friends. Parents and children will be informed on Tuesday. 3 classes of 15 will remain. |

|  |  |
| --- | --- |
| **AGENDA ITEM 13** | **CHAIRS ACTIONS** |
| **Discussion:** | There were no chairs actions. |

|  |  |
| --- | --- |
| **AGENDA ITEM 14** | **SUCCESSES & CELEBRATIONS** |
| **Discussion:** | There have been lots of events within school and parents back on site. Platinum Jubilee was celebrated; sports day happened this week and was a great success with excellent behaviour. A cross-trust DT challenge has taken place for years 3 and 4 to design a meal which was then served to staff and pupils with the winners helping to prepare the food. The summer fair has been planned. The whole school will be taking place in the Rights Respecting School science event on the 5th of July. Lots of volunteers will be coming into school who have jobs linked to the rights-respecting article. New reception parents have visited today the current reception parents have also been in as they haven’t had the opportunity previously. |

|  |  |
| --- | --- |
| **AGENDA ITEM 15** | **ANY OTHER BUSINESS & ITEMS FOR NEXT MEETING** |
| **Discussion:** | SW advised that the Risk register has only been updated regarding data, highlights are:  Reception – 71% GLD  Year 1 – phonics, 70% passed  Year 2 – of the 5 children who didn’t pass the phonics test last year, 1 has passed this year. The other  4 children have SEN needs.  SAT scores are based on teacher assessments:  Reading - EXP 62%, GD 9%  Writing - EXP 58%, GD 4%  Maths - EXP 69% GD 4%  There were some children who were only a mark away from reaching expected.  Writing remains an issue, moderation has taken place for year 6 with 3 scores downgraded (2 from GD to EXP and 1 from EXP to WT). |

|  |  |
| --- | --- |
| **AGENDA ITEM 19** | **DATE OF NEXT MEETING/S** |
| **Discussion:** | * 6.10.22 * 24.11.22 * 19.1.23 * 16.3.23 * 4.5.23 * 22.6.23   Times will remain 5-7 pm. |

Part 1 meeting closed at 18.00 pm