



## PART ONE MINUTES OF THE LOCAL ADVISORY BOARD MEETING

<b>Date</b>	<b>Tuesday 1<sup>st</sup> October 2019 at 5pm</b>
<b>Venue:</b>	<b>Meeting room</b>

<b>Present</b>	Helen Sweeney Jayne Bunn David Booth (Chair) Angie Robinson Hazel Harris Sam Davies Kim French	Headteacher Co-Opted Governor Parent Governor Parent Governor Parent Governor Staff Governor Staff Governor
<b>Apologies</b>	Michelle Noble	Co-opted Governor
<b>Absent</b>	N/A	
<b>In Attendance</b>	Nova Harvey (in part) Debbie Tomkinson	Clerk

The meeting met its quorum

<b>AGENDA ITEM 1</b>	<b>INTRODUCTIONS &amp; APOLOGIES FOR ABSENCE</b>
<b>Discussion:</b>	<ul style="list-style-type: none"> <li>DB welcomed all to the meeting. The apologies of MN were accepted.</li> </ul>

<b>AGENDA ITEM 2</b>	<b>APPOINTMENT OF CHAIR &amp; VICE CHAIR FOR 2019-20</b>
<b>Discussion:</b>	<ul style="list-style-type: none"> <li>DB was nominated as Chair and he was unanimously approved by the LAB.</li> <li>It was agreed to defer the appointment of Vice Chair to the next meeting.</li> </ul>
	<b>RESOLVED: That DB be appointed as Chair. All agreed.</b>
	<b>ACTIONS</b> To appoint Vice Chair at the next LAB Meeting.

<b>AGENDA ITEM 3</b>	<b>ANNUAL DECLARATIONS</b>
<b>Discussion:</b>	<ul style="list-style-type: none"> <li>It was agreed that annual declarations would be completed on Trust Governor. Governors to complete this by the next meeting.</li> <li>The Code of Conduct based on the NGA Code of Conduct was approved for 2019.</li> </ul>
	<b>RESOLVED: That the Code of Conduct be approved. All agreed.</b>
	<b>ACTIONS</b> Declarations of interest to be completed on Trust Governor by the next meeting.

<b>AGENDA ITEM 4</b>	<b>FINANCE</b>
<b>Discussion</b>	<ul style="list-style-type: none"> <li>The budget and three-year plan were tabled at the meeting and NH provided governors with an update.</li> <li>HS and NH had worked on the budget in the spring term and it was then sent to the CFO for finalising. NH was confident that based on last year's spend it was a good budget and it will be finalised by the CFO.</li> <li>NH highlighted that there is a deficit in year three. This is typical as the budgets are</li> </ul>



	<p>based on worse-case scenarios with no additional funding included. Whilst no guarantees can be made, NH was confident that there would not be a deficit in year three.</p> <ul style="list-style-type: none"> <li>• <b>Q: Why is the income less that last year?</b> <b>A: LL works on a worst-case scenario which does not include additional funding such as Sport Premium and Pupil Premium funding that has not been guaranteed for next year.</b></li> <li>• <b>Q: Staffing costs are rising – is this due to the growth in the number of staff or higher employment costs?</b> <b>A: Employment costs.</b></li> </ul> <p><b>Q: Is it possible to monitor that the Trust is making savings for Wheelock?</b> <b>A: LL provided a list of services that the Trust provides from the Central Management Recharge. The number of central services has increased this year.</b></p> <p><b>Q: Does the school and its staff feel the benefit in school from these services and is it relieving people of burdens?</b> <b>A: This depends on the position that the school is in but the work of the CEO and CFO, CPD opportunities, site management team, centralised coaching and mentoring and the purchase of Trust Governor are all beneficial.</b></p> <ul style="list-style-type: none"> <li>• A governor expressed the importance of the LAB ensuring that the school is getting the best value it can.</li> <li>• NH left the meeting at 17.32.</li> </ul>
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<b>AGENDA ITEM 5</b>	<b>PART ONE MINUTES OF THE LAST MEETING</b>
<b>Discussion</b>	<ul style="list-style-type: none"> <li>• The Part One minutes of the last meeting were accepted as true and accurate record. All agreed.</li> </ul>

<b>AGENDA ITEM 6</b>	<b>MATTERS ARISING</b>
<b>Discussion:</b>	<ul style="list-style-type: none"> <li>• <b>Bus company to be informed that a bus was clocked speeding at 40mph by the junior safety officers.</b> HH to continue working with the junior safety officers and PCSO to support their projects. No further action on this point. <b>COMPLETE</b></li> <li>• <b>A newsletter notification stating that governors are disappointed at the number of absences.</b> DB reflected that this is not the role of the LAB. HS put a general reminder re holidays in term-time. After further consideration, it was agreed that a letter of this nature should not be written from the LAB. No further action from the LAB.</li> <li>• Governors discussed the issue of unauthorized attendance and HS confirmed that it was Trust policy for details to be sent to the Local Authority for any child that has had five days unauthorized absence. HS can only authorize time off during term-time in exceptional circumstances.</li> <li>• <b>Q: If a child has a long-standing illness does the school have to send tutors?</b> <b>A: There has not been a situation where that is needed.</b></li> <li>• Attendance is good at the school and is well-monitored and managed but there are some families who would prefer to pay the fine.</li> <li>• It was agreed that AR would complete an attendance monitoring visit. <b>NEW ACTION</b></li> <li>• <b>Wednesday 17th July at 3.30pm - a “get together” for governors and staff.</b> This was a positive event and staff were pleased to see governors and they value knowing who the governors are. It was agreed that another ‘get together’ be arranged for Wednesday 11<sup>th</sup> December at 3.30pm to 5pm. HS to ask staff about the purpose of the meeting. <b>NEW ACTION</b></li> </ul>



	<ul style="list-style-type: none"> <li>• School Development Plan to be discussed termly. <b>COMPLETE.</b></li> </ul>
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AGENDA ITEM 7	HEADTEACHER'S REPORT
<b>Discussion:</b>	<ul style="list-style-type: none"> <li>• The headteacher's report was circulated as pre-reading.</li> <li>• A new Teaching Assistant (TA) and Deputy Manager of the Before and After School Club have been recruited.</li> <li>• All actions relating to the building and premises have been completed over the Summer.</li> <li>• <b>Q: When will the field be ready to use?</b></li> <li>• <b>A: If it is used too early it will be ruined and so HS reported that she is waiting until the grass is firmly established.</b></li> <li>• <b>Progress and Attainment</b></li> <li>• ASP summary data was provided as pre-reading.</li> <li>• Writing progress is below average but better than predicted and attainment is in line with national.</li> <li>• <b>Q: Why is the writing progress below average?</b></li> <li>• <b>A: It was always known that progress would be low this year. Attainment is in line with national but as that group were a high performing cohort it was always known that their progress would be low. Progress scores were predicted to be -4 and so -2 progress is a testament to the intervention work that has taken place.</b></li> <li>• There was one child whose progress was very low and if that child is taken out, the progress scores would be -1.68 which brings the data within the tolerance level. Outliers can no longer be taken out of data.</li> <li>• <b>Q: Will the next cohort be better?</b></li> <li>• <b>A: It was anticipated that they will be but nobody knows what progress measures are going to be used. Progress will be measured after the children have sat their SATs tests and the results have been received. The CEO of the Trust has produced a guesstimate of the progress measure and this will be used in conjunction with the Y6 data.</b></li> <li>• <b>Q: Is there a way to support staff following the change to the inspection framework and is there anything that governors need to know about it?</b></li> <li>• <b>A: Governors need to know the data but also need to know that that school knows the children, their levels any gaps and the capacity to address the gaps.</b></li> <li>• Part of the role of the LAB is to set targets for the headteacher to work towards. Governors need to be realistic in their expectations and it was agreed that MN would complete a learning walk about writing which will aid governors' understanding.</li> <li>• The new Framework has less of a focus on data and more on the curriculum and quality of learning.</li> <li>• Governors noted that staff well-being is an area of focus in the new framework and requested information on staff well-being in the next headteacher's report.</li> <li>• Clerk to send details of webinar training on the new Ofsted Framework.</li> <li>• School Development Plan (SDP)</li> <li>• The SDP has been redesigned in line with the new Framework. A summary of the priorities was provided to governors and HS explained that further, more in-depth actions sit behind this document.</li> <li>• Quality of Education – the aim is to achieve a progress score of 0. This is a continuation from the previous SDP as part of a two-year plan. There will be a focus on spelling. The focus in the previous year was times tables and the school had been successful in engaging the children in the area. Spelling is a weakness of children's writing. Children generally perform well in the phonics test but not all words are spelled phonetically – there is a need to get children excited about spelling. Children will not be given a spelling test and a lot of work will focus on getting children to read widely.</li> </ul>

	<ul style="list-style-type: none"> <li>• Modern Foreign Languages – there is some difficulty in teaching French as there are no French speaking staff. There will be a review of resources available to staff and how to help staff feel confident in teaching French.</li> <li>• <b>Q: Does it have to be French or could it be another language?</b> <b>A: It doesn't have to be French but if a new language was introduced, all the work that has taken place on French would be lost.</b></li> <li>• <b>Q: Could parent volunteers be utilised to help?</b></li> <li>• <b>A: The could but this would not be a strategic approach to the problem.</b></li> <li>• <b>Disadvantaged children and SEND.</b></li> <li>• There will be a focus on how well these children develop the skills and knowledge for their future lives. One idea is to set up a pop-up café which will help them develop life skills and show how maths and literacy is applied in real life.</li> <li>• <b>KS1</b></li> <li>• lot of money was spent on the EYFS outdoor area in the previous year and the KS1 area will be a priority for the current year.</li> <li>• <b>No outsiders</b></li> <li>• HS discussed the No Outsiders project which aims to promote equality and this links with the school's respect vision. Further resources are needed to reflect the diversity of life in Britain and HS was keen to ensure that they become normal reading material for the children.</li> <li>• HS referred to another school who ran a Pride Day and who experienced a backlash from parents and parental reaction needs to be taken into consideration.</li> <li>• <b>Personal development</b></li> <li>• Will focus on staff confidence and competency in challenging views and encouraging debate in radicalisation and Prevent and other forms of extremism.</li> <li>• <b>Behaviour and attitudes</b></li> <li>• The school does a lot of work on behaviour and attitudes but one area of focus will be online safety. There is ongoing work to do, including work with parents.</li> <li>• <b>EYFS</b></li> <li>• KF has identified some low areas around social communication and language and resources will be reviewed to look at how this can be promoted in the curriculum.</li> <li>• <b>Q: Is there are a problem with children coming to school in nappies?</b></li> <li>• <b>A: Two were until the holidays but they are out of nappies now. Speech and language issues are more prominent and this year behaviour is an issue but there is a plan, including Treetops provision, in place.</b></li> <li>• <b>Q: Does poor behaviour have an impact on other children?</b></li> <li>• <b>A: Due to staffing levels there is not really an impact.</b></li> <li>• <b>Subject leadership</b></li> <li>• to ensure subject leaders know their subjects so that children can leave with the skills and knowledge on a par with children nationally. As the school runs a different curriculum there is a need to show that children leave school at a comparable level with other children and that there is a rigorous and well-planned curriculum. Monitoring needs to be in place to evidence this.</li> <li>• Governors thanked HS for her report.</li> </ul>
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<b>ACTIONS</b> <b>MN to complete a learning walk with a focus on writing.</b>	
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<b>AGENDA ITEM 8</b>	<b>LAB MEMBERSHIP</b>
<b>Discussion:</b>	<ul style="list-style-type: none"> <li>• There is one vacancy. One person had expressed an interest and HS suggested a meeting but there has been no further response from them.</li> <li>• Governors were keen to ensure that the vacancy be filled by a person with links to the school. If governors did not consider that this was something that needed to be done at this stage.</li> </ul>



	<ul style="list-style-type: none"> <li>• It was agreed that governors would complete the skills audit on Trust Governor.</li> <li>• The Complaints Policy is being reviewed by the Trust and it was agreed that any panel would be convened on an as needed basis.</li> </ul>
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AGENDA ITEM 9	AGREE LAB MEMBER SUBJECT LINKS & LEAD LAB MEMBER ROLES
<b>Discussion:</b>	<ul style="list-style-type: none"> <li>• The following subject links and lead roles were agreed:</li> <li>• Teaching and Learning – MN</li> <li>• Health and Safety – HH</li> <li>• Safeguarding – JB</li> <li>• Chair – DB to include sight of monthly finance information.</li> <li>• Pupil Premium and Looked After Children – AR</li> </ul>

AGENDA ITEM 10	SCHEME OF DELEGATION 2019-20 & TERMS OF REFERENCE
<b>Discussion:</b>	<ul style="list-style-type: none"> <li>• The SoD had been circulated prior to the meeting. The current version is in the process of being reviewed to ensure greater clarity and will be discussed when the updated version has been completed.</li> </ul>

AGENDA ITEM 11	LAB MEMBER TRAINING PLANNING
<b>Discussion</b>	<ul style="list-style-type: none"> <li>• Governors identified the following training needs           <ul style="list-style-type: none"> <li>- Ofsted Framework</li> <li>- All governors to complete basic awareness safeguarding training including Prevent.</li> </ul> </li> <li>• A governance conference training is taking place on 11<sup>th</sup> October and governors to advise HS if they wish to attend.</li> <li>• <b>Q: Is the training paid for by the Trust or the school?</b></li> <li>• <b>A: This will be paid for by the school.</b></li> </ul>

AGENDA ITEM 12	AGREE LAB PRIORITIES
<b>Discussion</b>	<ul style="list-style-type: none"> <li>• The main priority for the LAB was to understand new Framework and how the SEF and SDP look in the light of that.</li> </ul>

AGENDA ITEM 13	LAB MEMBER VISIT PLANNING
<b>Discussion</b>	<ul style="list-style-type: none"> <li>• The following visits were agreed:</li> <li>• Autumn Term:           <ul style="list-style-type: none"> <li>- Teaching and Learning – MN with a focus on writing, especially in KS2</li> <li>- Safeguarding – JB</li> <li>- SEND - AR</li> </ul> </li> <li>• Spring           <ul style="list-style-type: none"> <li>- Pupil Premium – AR</li> <li>- Safeguarding – JB</li> <li>- Health and Safety – HH to be included in the annual audit and to meet with the junior safety officers.</li> </ul> </li> <li>• Summer           <ul style="list-style-type: none"> <li>- Safeguarding – JB</li> <li>- Looked After Children – AR</li> <li>- Teaching and Learning – to review the success of the SDP.</li> </ul> </li> </ul>



<b>AGENDA ITEM 14</b>	<b>ANY OTHER BUSINESS &amp; ITEMS FOR NEXT MEETING</b>
	<ul style="list-style-type: none"><li>• Governors received the Stress Management Policy as pre-reading and unanimously approved the policy.</li></ul>
<b>Decision</b>	<b>RESOLVED: That the Stress Management Policy be approved. All agreed.</b>

<b>AGENDA ITEM 15</b>	<b>DATE OF NEXT MEETING</b>
<b>Discussion:</b>	Tuesday 26 <sup>th</sup> November 2019 at 5pm