



PART ONE MINUTES OF THE LOCAL ADVISORY BOARD MEETING

Date	Tuesday 4th December 2018 at 5pm
Venue:	Meeting room

Present	Helen Sweeney David Booth (Chair) Kim French Angie Robinson Hazel Harris Sam Davies Michele Noble Jayne Bunn	Headteacher Parent Governor Staff Governor Parent Governor Parent Governor Staff Governor Co-Opted Governor Co-opted Governor
Apologies		
Absent		
In Attendance	Nova Harvey (in part) Liam Lewis (in part) Debbie Tomkinson	School Business Manager Chief Financial Officer Clerk

The meeting met its quorum

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

AGENDA ITEM 3	DECLARATIONS OF INTEREST
Discussion:	<ul style="list-style-type: none"> Governors completed the GIAS form and the details were passed to HS. MN declared that she is working in a teaching and learning group across the MAT and with members of staff on a freelance basis.

AGENDA ITEM 4	DECLARATIONS OF AOB
Discussion	<ul style="list-style-type: none"> HS asked governors to consider reducing the credit limit for school meals to £0 to bring the school in line with other schools across the Trust and to reduce the work of the administration team. The current limit is £25. Q: What happens if the limit has been reached and a child needs lunch? A: Parents will be phoned and advised to either bring a packed lunch or can come into school and pay for a lunch. Many parents will pay for that lunch but they do not make payment to reduce the debt. In practice, the school would not allow a child to go without lunch. It was confirmed that the proposal would not affect children who receive Universal Free School meals or disadvantaged children who receive free school meals. From January the whole school will be cashless with the exception of snack money. Governors agreed to the proposal to reduce the credit limit for lunches to £0.
DECISION: To reduce the credit limit for school lunches to nil. All agreed.	

AGENDA ITEM 5	PART ONE MINUTES OF THE LAST MEETING
Discussion	<ul style="list-style-type: none"> The Part Minutes of the previous meeting were accepted as a true and accurate record. All agreed.

AGENDA ITEM 6	MATTERS ARISING
Discussion:	<ul style="list-style-type: none"> - MN to sign the Annual Declarations of Interest, Code of Conduct and Confirmation of Eligibility. Clerk to send and MN to electronically sign. ONGOING - Clerk to check re GIAS requirements. Governors signed at the meeting. COMPLETE - Clerk to send the current SoD to governors. COMPLETE - HS to circulate the SIP report prior to the next LAB meeting. HS had circulated the report and governors noted that it was a very positive report. COMPLETE - DB to discuss the role of the LAB at the Chair's Forum. - DB advised he had attended the forum and there had been a constructive conversation about the purpose of the LAB and the Trust has completed work on this. This will allow the LAB to be more effective. - The Trust follows the Cheshire East school holiday dates. Some parents are not happy they are not the same dates as the High Schools but this is because the High School choose different dates from those of the Local Authority. - Shavington has been visited by Ofsted and were judged to be good. There were some comments about the school website and the CFO has a task to check the website. HS commented that the Equalities and Diversity policy was not complete but when it is, the website will be compliant. - It was suggested that as there were new governors, a standard induction pack would be useful. Directors agreed but they do not currently have the resources. - COMPLETE

AGENDA ITEM 7	FINANCE
Discussion:	<ul style="list-style-type: none"> • LL was present at the meeting to talk about the three year plan following previous discussions in the LAB. • He advised the budget is set in March/April of each year and, at that point, it is not clear what funding will be received. The three-year plan is a worst-case scenario and includes a 2% staff pay increase each year. • LL advised that the school had received the teachers' pay grant and received £6k more than anticipated. • Q: Do you also measure against a realistic budget? • A: LL referred to the current budget. It is a realistic budget but there will be some changes. • The school only has up to October figures. On the main budget, the overspend is linked to classroom spending that it has been agreed could come of the reserves. • The Hive forecast at the end of the year is £8990, but that would not be the total profit for the Hive based on vacancies. • The forecast is reviewed every month as required by handbook and can change daily. • It was suggested that given that most of the financial responsibility lies with Directors, there was no requirement for there to be a finance governor. It was agreed that HS would provide governors with a summary update and details of any exceptional difference against the budget. This will allow governors to fulfil their responsibility of reviewing the in-year spend. • It was agreed that it was more useful for governors to concentrate on other areas. • NH and LL left at 17.20.

AGENDA ITEM 8	PREMISES/ HEALTH AND SAFETY UPDATE
Discussion:	<ul style="list-style-type: none"> • HH had reviewed the health and safety report that had been completed in October and had requested clarification on certain aspects as there appeared to be some miscommunication in the reports or the information provided by teaching staff. • There was a discussion about sleepovers. It stated that the Trust do not want school

	<p>sleepovers to happen. HS advised that the sleepovers had been risk assessed and there are adequate ratios of adults to children. She had not received any communication from the Trust that sleepovers should not happen.</p> <ul style="list-style-type: none"> • DB will seek clarification on the policy at the next Directors' meeting. • Another concern raised in the audit was that that school entrance is on a slight incline. The report stated that this could be slippery in icy weather and that the other entrance near to the main road should be used. HS advised that a sign had been ordered to highlight the area may be slippery but that the risk was greater in diverting all children through an entrance by a main road. Governors agreed with this approach. • Other points raised in the report included the risk that children could climb on a water feature (no children had ever attempted to climb on it), concern over potential stagnant water despite there being a water pump and that logs and bricks in the allotment could be used as missiles. Governors noted that there were many items within any school that could potentially be used as missiles. • The report also flagged that the school was not up to date with fencing regulations. The first notification that had been received from the Local Authority about the change in the Regulations was the day prior to the governors' meeting. • There is a 15cm height different but it was suggested that it would have been more helpful to advise of the change in the regulations and then provide a timeframe for compliance. A CiF bid has been made for the work on the fence. The Trust will write the bid but it will be several months before the school knows if it is successful. • Governors were concerned that the tone of the report could have an impact on the curriculum. One of the important parts of the school's curriculum is for children to have access to outdoor education. It was explicit in the curriculum that children should be able to identify risk and the possible outcomes of different courses of action. • HS was not available to participate in the meeting with the Inspector and some incorrect information had been provided by staff. HS confirmed that she would attend future meetings. • There was a discussion about the suitability of the provider of the Health and Safety audit and it was confirmed that feedback had been provided and, going forward, a new provider will be commissioned. • HH advised that she had visited school to talk to the young safety officers and one of their main topics of concern was that the crossings by the school could be safer. • How to cross a road safely is discussed with children on a regular basis and they are all advised to wait until cars have stopped before crossing a road even in the green man is flashing. • The children were enthusiastic and knowledgeable and it was suggested that the junior safety officers could write a letter to their MP and the council expressing their concerns about the road crossing.
	<ul style="list-style-type: none"> • ACTION • DB to discuss the Trust's position on school sleepovers at the next Chairs' Forum.

AGENDA ITEM 9	POLICY REVIEW/ APPROVAL AT LAB LEVEL
<p>They Discussion:</p>	<ul style="list-style-type: none"> • Governors considered the Admissions Policy and it was agreed that there would be no plans to change the admissions criteria. • The Sex and Relationships Policy was agreed by governors. HS advised that the school want to create an appendix of appropriate vocabulary to introduce to children and the age from which it would be taught. • From 2020 schools have to teach sex and relationship education but schools are not told what to teach. In primary schools the emphasis will be on relationships and so the correct terms need to be used. • The Equalities and Diversity policy needs to refer to the Equality Act 2010. • Governors discussed the fact that the LAB is not a very diverse group and that this



	needs to be taken into consideration when recruiting new governors.
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AGENDA ITEM 11	LAB MEMBER TRAINING REQUIRED/ATTENDED
	<ul style="list-style-type: none"> • There was a discussion about the training opportunities provided by the Trust. • Training can also be requested from the Trust if the skills audit identifies areas of need. • Governors completed their termly training log for the clerk who will collate the information and pass to the Trust.

AGENDA ITEM 12	ASSURANCE FRAMEWORK
	<ul style="list-style-type: none"> • There was a discussion about the Trust's Assurance Framework for LABs. • The Trust have provided an annual planner to ensure that LAB cover all of their duties during the year. • The Terms of Reference for LABs have been circulated to governors and this sets out clear expectations. • The School Development Plan is a work in progress and the job of the LAB is to agreed the school is setting the right development points during the year. • The two areas of interest to governors are leadership and management. • The progress scores were not as expected and this is partly because of the transition between the old and new curriculum. The previous Y6 were the last group who had the old curriculum but had been tested against the new specifications. • The SEF is the document that Ofsted will judge the school on. There was a discussion about the questions that help the school make the judgment. This is the first time that the headteacher has rated the school as Outstanding overall. Going forward, the Ofsted Framework will have a focus on the curriculum and with the changes to the curriculum already made by Wheelock, the school is in a good position. • Whilst it is positive that the Framework will have a focus on the curriculum it is important that the school operates in the context that it believes in regardless of the provisions of any inspection framework. • The SIP had pointed out during her visit that one argument Ofsted may make is that how can Leadership and Management be Outstanding when outcomes are 'Good'. • HS was of the view that if good academic outcomes and progress can be achieved whilst also providing a balanced and fun experience which children become better skilled in life then it can be argued that the school is Outstanding. • It was noted that outstanding outcomes could be achieved but to do so would mean narrowing the curriculum. Outcomes should not be purely measured on data and Ofsted is starting to agree about looking at pupils as individuals. • Governors agreed with the judgment in the SEF and said they would be happy to meet with Ofsted an argue this point. • A further risk of evaluating the school as Outstanding is that Ofsted could say that the school is not aware of its weaknesses. The SDP links to the SEF and these are the plans for the school to move forward and it is important that governors are aware of the contents of the SDP. • MAT Communications • Governors discussed the successes of the LAB and noted that the LAB now has a better understanding of what the school does and the conversations in the current meeting are an example of this. • Governors need to consider the diversity of the LAB when recruiting new governors. • Governors need to develop their understanding of data. • It was agreed that there should be more interaction with staff and governors and there are plans for staff and governors to meeting.



	<ul style="list-style-type: none"> • Governors are an important part of the leadership outcome and need to be aware of what progress looks like and what HS is doing about improving progress. • There was a discussion about the communication with the Trust. There was concern that it did not appear to be a two-way process. • The Chairs' Forum is the Trust's way of communicating with the LABs but it was suggested that following the meetings, the Trust publish a series of actions which can be sent to all schools. • MN will complete a Learning Walk to look at teaching and learning and will look at if teaching and learning of a standard so that children of all ages and abilities are making good progress. • Going forward, MN will review the vocabulary rich curriculum but this is not ready to be reviewed at this stage. • AR will complete a governor visit on Looked After Children. • The next SIP visit will concentrate on vocabulary.
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AGENDA ITEM 13	AOB
	<ul style="list-style-type: none"> • AR had provided the PP report following her visit. She was thanked for the report and governors did not have any questions arising from the report. • Governors were invited to Christmas drinks with staff and it was also agreed that staff and governors will also meet in the June Inset day. • Governors confirmed they were happy for Part One minutes to be circulated to staff.

AGENDA ITEM 14	CONFIDENTIAL MATTERS
	<ul style="list-style-type: none"> • There were no confidential matters for discussion.
AGENDA ITEM 15	DATE AND TIME OF NEXT MEETING
	Tuesday 12 th February 2019 at 5pm

There being no further business, the meeting closed at 19.15