



PART ONE MINUTES OF THE LOCAL ADVISORY BOARD MEETING

Date	Tuesday 5th February 2019 at 5pm
Venue:	Meeting room

Present	Helen Sweeney Jayne Bunn David Booth (Chair) Kim French Angie Robinson Hazel Harris Sam Davies	Headteacher Co-Opted Governor Parent Governor Staff Governor Parent Governor Parent Governor Staff Governor
Apologies	Michele Noble	Co-Opted Governor
Absent		
In Attendance	Debbie Tomkinson	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 MN were accepted.

AGENDA ITEM 2	DECLARATIONS OF INTEREST
Discussion:	<ul style="list-style-type: none"> There were no declarations of interest that had not already been declared.

AGENDA ITEM 3	DECLARATIONS OF AOB
Discussion	<ul style="list-style-type: none"> HS to discuss her health and safety report.

AGENDA ITEM 4	PART ONE MINUTES OF THE LAST MEETING
Discussion	<ul style="list-style-type: none"> It was noted that in the attendance, JB was noted as being both present and absent. JB was present at the previous meeting and clerk to amend the minutes to reflect this. Subject to the amendment, the minutes were accepted as a true and accurate record. All agreed.

AGENDA ITEM 5	MATTERS ARISING
Discussion:	<ul style="list-style-type: none"> DB to discuss the Trust's position on school sleepovers at the next Chairs' Forum. DB confirmed that provided the sleepovers were adequately staffed and risk assessed, the Directors were happy for school sleepovers to take place. COMPLETE.

AGENDA ITEM 6	HEADTEACHER'S REPORT
Discussion:	<ul style="list-style-type: none"> The head teacher's report was tabled at the meeting. NUMBERS There are four new starters, one in Reception, Y1, Y3 and Y4. Three children in Y4 have left the school. There are 319 children on roll. This is over PAN but there are some spaces in Y4.

- There are six children with EHCPs and seven children with a School Focus Plan which is a child who has some special educational needs but does not have an EHCP.
- The number of children with special education needs is increasing and this has an impact on the budget and staffing but it was acknowledged that their needs do need to be met.
- There are no major concerns regarding attendance and there has been a reduction in the number of children who are persistently absent.
- **ATTENDANCE**
- Parents will be written to if their child's attendance falls below 90% and whilst some parents are not happy when they receive a letter it would be unfair to let attendance slip without addressing it.
- **STAFFING**
- A Teaching Assistant (TA) has been recruited for one to one support for a looked-after child in Y3. The costs of the TA are in addition to the staffing budget for the year but HS was able to negotiate with the Virtual School who will pay the first £6k.
- The School Business Manager is now working part-time for the Trust. A new clerical assistant has been appointed.
- The Deputy Manager at the Hive is leaving and will need to be replaced. Recruitment for the role is difficult because of the hours worked.
- **BUILDINGS AND PREMISES**
- The EYFS has a new tower which is very popular with the children.
- Outdoor furniture has been furnished including a new literacy storage shed. There needs to be a review of what other items need to be renewed and this will form part of a rolling programme.
- The water wall is due to be completed. The planned gardening area has been put on hold as health and safety advice stated that gardening equipment would have to be constantly put away. This means that the children would not be able to access the area independently. The possibility of using plastic gardening tools was discussed.
- The Trust have approved the use of some of the carry-forward to replace the ceiling in the Reception class. This will be completed during the Summer holidays and the classroom will be painted at the same time.
- The school has received an additional £12k capital funding to be used on capital items with a life of more than one year. £1500 of this will be used to fund laptops for staff so they are able to complete their PPA time.
- HS proposed that some of the additional money be used to remove the pillar in the Owls classroom as it makes it difficult to teach. HS was unsure at this stage of the potential costs. If the costs are more than the capital funding she suggested that the money be held over until next year when a request can be made to the Trust to spend some additional carry forward.
- Schools are not required to use specific contractors for such projects. Three quotes do have to be obtained but these can be from contractors the school has used previously.
- **FINANCE**
- There is a £16k overspend on the main budget due to the additional SEN staffing and the new cleaning contract.
- There has been £7200 more income from the Hive and £25k for the building work has been taken from the reserves. The overall budget position at the end of P3 is £16k in credit.
- The end of year summary for 2017/18 shows that there was a balance of £115k in credit at the end of the last academic year. With the carry forward of £29k this is a £144k balance at the end of the year.
- It is anticipated that there will be a carry-forward of £83k at the end of the year so the school is in a stronger position than expected.
- **CURRICULUM**
- Staff are working on the coverage, area, review and action of their subject area and staff are starting to take more control over this.

- Joanna Young had a focus on phonics during her SIP visit. The Key Stage Leader was confident that the dip in attainment was in line with the particular cohort and that the current cohort will be on track.
- The Acorns Room is being used in lots of different ways. Children with special educational needs access the room and the school may not have been able to support the children without the use of the room which helps the children feel calm and stable.
- Some children have asked for a pass to the Acorns room as they recognised that they were struggling outside and governors commended the children on the maturity they showed in recognising this.
- A member of staff will check on the children to ensure they are using it for the right purpose.
- Reasoning skills have been written into all action plans and some money has been received for Think Creatively boxes which teachers can use with their class to promote problem solving and strategy.
- Vocabulary is a target and all classrooms have a vocabulary wall. Subject leaders have written vocabulary lists for all subjects.
- All staff are engaging in CPD. Cross site CPD can be challenging to access because of the times the sessions are arranged.
- It is anticipated that Y2 will below the national standard for KS1. There are four children who were at the expected level in reading and writing at the end of the Early Years Foundation Stage and five who were at the expected level in maths.
- The measures could be said to be unfair as the Early Years and KS1 curriculum do not match up. A series of interventions in place for those children who are likely to achieve the expected level but consideration has to be given to the level of support provided as they will be expected to remain at the same level in KS2 which makes it more difficult to keep up.
- The children are working very hard. The data indicates that children enter Reception in line with national, by the end of the Early Years Foundation Stage they are above national and the KS1 data is below national.
- **Q: Why has there been a dip?**
- **A: When the children are assessed in Reception, the band for the expected level is very wide and for a child to write a very basic sentence is classed as being at the expected level. When a child has to write paragraphs using punctuation, that is a big difference.**
- Some schools take a different approach to SATs such as working one to one with an adult. The creation of high KS1 data is not fair to the teachers or the children. Teachers know what level a child is at and they don't want to force results that are higher than what is right for that child.
- The data in Y6 is positive and is an increase on the previous year. They are a strong cohort and the KS2 data is in line with the KS1 data.
- Progress in writing is not as good and there may be a dip because of the way in which the progress score is measured. This is the last year of the old progress system but when progress is calculated it won't reflect how well the children have done.
- **TRUST NEWS**
- To create additional capacity, the Trust has appointed Joanna Young from Leighton Academy as Director of Primaries who will be responsible for standards, teaching and learning, and school improvement across all of the primaries. If the Trust grows, the Director of Primaries will be responsible for 4-5 schools in a cluster.
- **Q: Who will pay for the appointment?**
- **A: It will come out of the top-slice.**
- **Q: Do LABs have any ability to influence salaries within the Trust?**
- **A: This is the Directors' decision and there is no influence on what is spent. As more schools have joined the Trust, schools have not had to increase the % payable to the Trust but are receiving more services for the same money.**
- It was confirmed that DT is talking to other schools about becoming academies. The



	LFLP is a Trust that has been earmarked for growth and this will secure the Trust's vision and values. This may include Secondary schools.
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AGENDA ITEM 7	SCHOOL DEVELOPMENT PLAN
Discussion:	<ul style="list-style-type: none"> This was not discussed in the meeting.

AGENDA ITEM 8	QUALITY OF TEACHING AND LEARNING REPORT
Discussion:	<ul style="list-style-type: none"> Governors received a comprehensive report from MN which provided valuable feedback and gave a very good overview of how good the lessons area. Governors discussed the new curriculum which is in its second year. There are different approaches to the curriculum across the Trust and the LAB discussions reinforced that the LAB agreed with the approach to the way the children are being taught at Wheelock.

AGENDA ITEM 9	POLICY REVIEW/APPROVAL
	<ul style="list-style-type: none"> HS sent the Protection of Staff, Visitors and Pupils Policy as pre-reading. There was a discussion about whether there should be reference to social media in the policy. It was agreed the social media was out of the scope of the Staff Visitors and Pupils Policy. There is an Acceptable Use policy and HS will review the policy to ensure parents are respectfully when using social media. There was a further discussion about dogs being tied up on the playground fence and whether they should be allowed to do so. The Staff, Visitors and Pupils policy states that dogs should not be tied up in the area. It was agreed that this reference be removed from the policy. The Staff and Visitors and Pupils policy was approved by the LAB. All agreed. There was a wide discussion on the school's approach to negative or potential defamatory comments on social media. HS advised that she would write to parents in the first instance and escalate if the issue continue. There have been no major changes to the Business and Critical Incident Policy and the LAB approved the policy. All agreed. The Attendance and Punctuality policy has been updated and the school is strict on following the processes contained within the policy to reduced persistent absenteeism.
	<ul style="list-style-type: none"> ACTIONS HS to review the Acceptable Use Policy to ensure there is reference to respectful conduct on social media.

AGENDA ITEM 10	MAT COMMUNCIATION
	<ul style="list-style-type: none"> DB provided an update on the Chairs Forum The Trust is looking to expand and are looking to find an office for central trust staff. Staff are currently based at Shavington Primary school. The Trust have identified that there is scope to employ a PA for the CEO and CFO. The Central Facilities Management role is being grown which will encompass three days working for the Trust. A Director of Primaries has been appointed. The Trust have decided to establish a challenge Board including the Director of Primaries, Trust Directors, Headteachers and Chairs of LABs. They will meet every term to review school performance and attainment across the Trust.



	<ul style="list-style-type: none"> • Q: How does this fit with the role of the LAB? • A: The Directors are accountable for performance across the Trust and when the Trust grows it will not be possible for DT to know about all of the schools in detail. There has to be a structure of accountability. Each cluster will have a Board to report to Directors. • It was confirmed the LAB does not need to change their current approach. • Some concern was expressed about the necessity of such a Board and the workload impact on HS. There was a view that the Directors may not trust the work of the LABs and that structurally money was being spent in the wrong direction. • It was noted, however, that the costs to Wheelock for Trust services has not increased. • There has to be capacity in the top level otherwise the Trust would not be able to grow. HS referred to the appointment of a CFO who was initially funded by the schools but it would not have been possible to grow to the current level without this appointment and so the advantages outweigh the frustrations. • The Trust is working on developing a back office function for centralised systems but the money is not currently available.
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AGENDA ITEM 11	AOB
	<p>Health and Safety</p> <ul style="list-style-type: none"> • HH provided governors with an update on Health and Safety and confirmed that following work taking place at the school over the Christmas period a new 'check out and check in' procedure has been implemented when tools are being used. • HH discussed with teachers measures to promote the use of helmets when riding bikes and scooters. This will be the focus of the children's topic work in March. • Concern was expressed that parents were still walking across the car park. The car park is officially shut between 8.30 and 9.15am but people still open the gates to the car park. • It was agreed that this issue will be raised in the newsletter and with the Facilities Manager for the Trust.
	<p>ACTIONS Issues of people walking across the car-park to be raised with the Trust Facilities Manager and referenced in the school newsletter.</p>
AGENDA ITEM 13	DATE AND TIME OF NEXT MEETING
	Tuesday 2nd April 2019 at 5pm

There being no further business, the meeting closed at 19.08.