



PART ONE MINUTES OF THE LOCAL ADVISORY BOARD MEETING

Date	Tuesday 7 th February 2016 at pm
Venue:	Meeting room

Present:	Andrea Fisher Rachael Nicholls Steve Lee Mark Jones (Chair) Sylvia Siddorns Wendy Bloor Emma Appleyard Dan Thomas	Parent governor Head of School Parent governor Parent governor Co-opted governor Staff governor Co-Opted Governor Executive Headteacher
Apologies:	Becky Woolaston	School Business Manager
Absent:	None.	
In attendance:	Sara Robertson	Clerk

The meeting met the quorum

AGENDA ITEM 1	WELCOME & APOLOGIES FOR ABSENCE	
Discussion	The Chair welcomed everyone to the meeting.	
RESOLVED	There were no apologies to receive.	

AGENDA ITEM 2	DECLARATION OF PECUNIARY INTEREST	
RESOLVED	There were no further pecuniary interests to declare.	

AGENDA ITEM 3	DECLARATION OF AOB	
Discussion	<ul style="list-style-type: none"> • Links and reporting mechanisms between Directors and Governors <p>MJ advised that this was discussed at the Governor training and the reporting mechanism between the two Boards. JGP advised that he would be happy to attend both meetings. DT advised that a Director will attend the LAB and the Governors are invited to attend the Directors meeting as observers. JGP has circulated the dates to the LAB.</p> <p>Q: MJ asked how the Governors would raise an issue for the Directors to address? A: DT advised that items will be included within the agenda and this will then be discussed. Any requests or items for discussion are to be submitted at least one week in advance of the meeting.</p> <p>The LAB agreed that if the chair produced a report there would be a duplication from the minutes. It was agreed that the best way forward was to include specific items for discussion when the need arises.</p>	




AGENDA ITEM 4	MINUTES OF THE LAST MEETING	
Discussion:	Meeting of 4 th October 2016 and 15.11.2016	

7/3/17



SHAVINGTON PRIMARY SCHOOL

Learning for life

 Business Minutes of 04.10.2016	 Standards Minutes of 04.10.2016	 FGB minutes 15.11.2016
RESOLVED	The minutes were approved as a true and accurate record of the meetings. The minutes were signed by the Chair.	

AGENDA ITEM 5	MATTERS ARISING
Discussion:	<p>Business:</p> <p>ITEM 12:</p> <ul style="list-style-type: none"> DT to provide copy policies to SR to circulate COMPLETED <p>Standards</p> <p>ITEM 5:</p> <ul style="list-style-type: none"> SR to circulate details for the Channel Link Training COMPLETED SR to provide Governors with the Local Authority training details COMPLETED DT to review the training, referring back to the Articles of Association and arranging training across the Trust. TRAINING TOOK PLACE ON 17.01.2017 DT to provide Safeguarding report to SR to circulate to the committee. <p>ITEM 7:</p> <ul style="list-style-type: none"> RN to coordinate the dates for the Governor Link Visits/Governor of the Month. To be reviewed at the LGB COMPLETED AT THE FGB RN to send SR the list of Governor Links to circulate prior to the LGB COMPLETED <p>ITEM 10:</p> <ul style="list-style-type: none"> RN to include promoting the facilities in the newsletter <p>FGB</p> <p>ITEM 1:</p> <ul style="list-style-type: none"> RN to advertise the Governor vacancy in the School newsletter <p>ITEM 2:</p> <ul style="list-style-type: none"> RN to speak to Louise in the office to organise a DBS check for EA COMPLETED <p>ITEM 3:</p> <ul style="list-style-type: none"> RN to speak to DT about training for the Governors and Safeguarding. TRAINING TOOK PLACE ON 17.01.2017 <p>ITEM 4:</p> <ul style="list-style-type: none"> SR to circulate the Confirmation of Eligibility to sign at the next meeting <p>ITEM 5</p> <ul style="list-style-type: none"> The Business and Standards Committee to conjoin. The dates of the timetable to remain and time changed to 5-8pm. The chairs remain as SL and MJ <p>ITEM 6:</p> <ul style="list-style-type: none"> Governor of the month be reintroduced and commence in January 2017 <p>ITEM 11:</p> <ul style="list-style-type: none"> RN to speak to DT for a report to feedback from the Board to the LAB <p>ITEM 12:</p> <ul style="list-style-type: none"> RN to speak to DT to organise the training on RAISE online

AGENDA ITEM 6	GOVERNING BODY BUSINESS
Discussion:	<ul style="list-style-type: none"> To address any vacancies: Community Governor <p>DT advised that there has been an advert placed on SGOSS for the community vacancy. RN noted that the vacancy has also been advertised in the school newsletter. MJ advised</p>



that there were potential candidates at the PAN Consultation. DT suggested to approach appropriate candidates and discuss the vacancy with them.

- Chairs Action – There were no actions to be raised or that have occurred since the last meeting.
- Any update from the Trust

DT provided an interim report from the Directors. DT advised that following the release of the national funding formula there will be a short fall of £200k by 2018 across the two schools. This will have an impact on both schools. The message from the School's Minister is that this is the amount of money which is within the system. It is unlikely that this figure will significantly change as the funding formula has reduced to 72%. This is now a focus of the Trust as an issue which needs to be addressed. There is a further meeting on Thursday to discuss the funding.

DT advised that one of the key issues is a CFO position to support and overview the Business Managers in the School. This will bring the position in-house, allowing time for a review of funding and what bids are available.

Q: SL asked what impact this would have on the school? **A:** DT advised that the funding formula stages the cuts which is the real turn inflation costs, a cut of £10k. There is the Education Schools Grant which is being reduced to £20 per pupil. There are also things to take into consideration which are the costs of pay increases of 1%, increase in living wage, increase in NI. This is in the region of £30k. There is a reduction of £15k. This affects the budget by £55k.

DT advised that as a Trust they knew this was coming and savings have been made. DT noted that changes need to be made and this is for changes for September 2018. DT advised that the funding allocations have not been made yet.

Shared leadership options were put in place in preparation for this.

DT advised that one of the main reasons for the building for the juniors being knocked down and rebuilt is due to the cost of the maintenance and utility bills going forward. There will be a survey done to consider this further. If the building is extended there will be some funding available.

DT ran through the budget and finance key figures for January within the report. There is a surplus this month of £24,261. The surplus has been built up over the last 12 months in preparation for the cuts. It was noted that a flat budget will be set for next year.

Q: MJ asked how the two heads of the school work with DT and how this is going to work as the Trust expands? **A:** DT advised that he works 3 days a week within the two schools with the remainder of his time spent working to expand the Trust.

DT advised that the position for the CFO will grow as the Trust grows. DT advised that the salary funds have been earmarked for the next 12 months. The CFOs first role will be to audit, review the budget and look at where savings can be made across the Trust. Applications for the position are currently being reviewed for this position. It was noted that the cuts will have an impact within the budget but that this cannot affect the teaching staff. There is no capacity to be able to do this.

DT advised that the Trust will need to grow by September 2018 in relation to the funding and this is a key issue for the Trust. It is a challenge that the schools and the Trust need to work around the budget.



Q: SL asked if the Trust, from the Budget view point, is ok until September 2018 and when the consultation period is? **A:** DT advised that it is ok. The consultation of the 2-form entry school and the growth funding need to be considered. The Trust will have an expansion project to mitigate their losses moving forward.

Q: MJ asked when does the school look at the budget for 2018? **A:** DT advised that it is usually this time of year that the budget is assessed for the following year. The new CFO will review the budget and the formula funding with the School Business Managers. DT advised that there will be an update for the next meeting.

RN ran through the figures from September to January for this year and the increase in numbers. The Governors agreed that the figures for the children should not increase past 32 for Y3 and across KS2 to enable the needs of the children to be met.

RN advised that the application date for the numbers for September 2017 in Reception have now closed. There are currently 18 siblings included within the 53 applications and 48 that are within the catchment area.

DT advised that the school will lose 30 children from this year's Y6 and gain 53 children if the 60 intake is agreed. This hits the quota for the growth funding.

DT advised that the growth plan for SEN is not being considered for the school field as the LA have identified a suitable premises. This is being reviewed with the conversion within the Trust.

Q: MJ asked if the SEN free school needed a Headteacher? **A:** DT advised that they would need a Headteacher. The Trust is also in talks about 2 sponsored schools to potentially join the Trust. There are not many funding opportunities within Cheshire East. If there are sponsorship opportunities, it is for DT to review and put plans in place to make improvements within the school. The Trust are one of two within Cheshire East who are registered at being sponsors.

DT advised that free schools and conversions shows the strengths of the Trust but a conversion does pose some risks. The academies funding agreement is to support another school. If there is a conversion it does provide capacity funding to the Trust.

MJ advised that this is where the link between the Directors and Governors is important, to ensure that the quality of the school is not lost. DT advised that the schools are reviewed individually but the Trust is reviewed across the board.

Q: MJ asked how far the Trust can spread without another Executive Headteacher? **A:** DT advised that the formula works with 3 schools and if a fourth school is considered another Executive Head will be needed. If a strong Headteacher came into the Trust with a school, they could become an Executive Head with Headteachers working with them. The Trust would grow on this formula. This will provide further opportunities for staff within the Trust. RN noted that this is reviewed within the schools as well so that the quality is not affected.

- Governance Handbook and Competency Framework

DT advised that as the updated data for the school is received then training will be put in place.

RESOLVED

The Governors agreed that the figures for the children should not increase past 32 for Y3 and across KS2.



AGENDA ITEM 7	FINANCE UPDATE to include
Discussion:	The Budget update forms part of the Trust update at Item 6
AGENDA ITEM 8	BUDGET FORECAST RETURN 2016-17
Discussion:	The budget draft is not yet available for 2017, carried forward to the next meeting. DT advised that the Trusts accounts have been published on the Trusts website.
AGENDA ITEM 9	HEADTEACHERS REPORT
Discussion:	<p>RN advised that her report has focused on Spring Term. The school has had a visit from the EWO, there were no actions picked out. There is an SEN pupil who is working on a part time timetable where the EWO offered advice for what data should be recorded. The feedback has been very positive.</p> <p>There has been an increased request for unauthorised absence. The policy has not changed. Unless there are exceptional circumstances it is unauthorised. It is reported to the LA if the child is absent for 5 days or more.</p> <p>Q: MJ asked if there is a figure for the year? A: RN advised that the EWO has reviewed this and there are 2 children who are under the annual target of 96%. If there is a long-term illness or a medical issue it is how the absences are recorded. This is for where there is lack of information or if a child is consistently late.</p> <p>RN advised that the auditors had attended at the time of the last meeting. The accounts have now been published.</p> <p>RN advised that there are 22 children who have SEN support or a higher level need with an EHCP. This has increased significantly. The support and provisions are detailed with the attached report.</p> <p>There has been training in place for a motor skills group and attachment disorders. There is also a SENCo group in place to offer support. This is part of the networking group. DT advised that the Trust is going to be the lead for Healthy Minds within Cheshire East.</p> <p>RN advised that for attainment and achievement the school is working within the network to assess and cross-moderate. This is reviewed across the whole school to get the judgements right for moderating.</p> <p>RN noted that all staff are now using the new package to track the progress of the children.</p> <p>Teaching and learning: there is a teaching plan in place. RN and DT carried out a walk through the school; this term the focus was on challenging children and the higher ability learners. Staff are then provided with feedback and it is reviewed as a whole in SLT; key issues are identified for strengths and issues for interventions for progression. The marking policy has been changed to show impact on the data. It is a clear structure for staff to know what they are working on and which areas have been identified as needing improvement.</p> <p>A meeting has been held with parents to gain information for SATS and the way Y6 are working has been changed. They are working within smaller groups to meet the needs of the children.</p>



RN advised that there have been issues at playtime with the children falling out; there has been work with social interaction and other ways for children to address their needs.

RN advised that as part of the performance management for the SLT development they can attend what used to be the Deputy Headteachers meetings to allow them to share good practice. The SLT have their own group of staff who they meet with where targets are set and to discuss their own performance management. All staff are meeting with their senior leader to assess if they are on track for their target, if any resources are required and if any additional support is needed. DT advised that this also provides a review towards the staff members pay review throughout the year.

RN provided a staffing report which is noted under part two confidential minutes.

There has been a child exclusion for a half day. This child does have an EHCP, but procedures were followed and the school had the support of the parents.

RN advised of the pupils' voice and the staff have been working with the children to encourage the classes to get involved with the Local Council. RN noted that there has also been a safer internet day. This has become an issue for the school with the children's activities outside of school. RN advised that if parents become aware of this to inform the school to help deal with any issues that are raised. This will then have a minimal impact on learning. Y5 and Y6 did a lot of extra work last week to address the needs.

Q: MJ asked if it is a safeguarding issue? **A:** RN advised that if there is an issue that has arisen, it is discussed with the parents and if there is no improvement then it would be reported to CHECS.

RN advised the PP is being used for the My World project, it is working very well with positive feedback from the children working on developing a positive mind set and skills. There will be a presentation, for the children where parents and governors are invited to come along.

RN advised that they have taken part in Young Voices: over 8000 children took part within the MEN. 35 children across Y4, 5 & 6 took part.

RN advised that there has been a visit from the Cheshire East Catering Service, the feedback from the visit was good with the interaction that took place. They have done 2 visits and the group are now going to come back to the school to film the children following KS1 and KS2 who have packed lunches, hot dinners, and what clubs and groups are available that the children take part in over the lunch period. Once it is produced the film will be provided. The film will be used to show good practice across Cheshire East.

AGENDA ITEM 10	SCHOOL DEVELOPMENT PLAN UPDATE/ SEF/ ACTION PLAN UPDATE
Discussion:	<p>Governors were asked to consider the following points;</p> <ul style="list-style-type: none"> a) That the Budget is on track to sustain the costs of the school improvement priorities b) Outcomes of any external/internal monitoring visits influencing the SSDP - including Link Governor monitoring visits (governor of the month). c) External visits / external consultants/SIP reports d) Review SSDP Priorities and action plans e) SEF review



	<p>AF advised that the Governor of the month is to be completed this month. EA will carry out the visit for February.</p> <p>DT advised that based on the governor visits in Wheelock one of the governor's roles would be to keep track of budget and provide a report for any questions to be raised. SL agreed to take this role.</p> <p>RN advised that the school are on target for the priorities set and the action plans.</p>
ACTION:	<ul style="list-style-type: none"> • RN and AF to discuss the moderating for the English books and sit with WB to review. • RN to provide dates to EA to arrange the governor visit.

AGENDA ITEM 11	PUPIL PREMIUM & 2 YEAR SPORTS FUNDING UPDATE
Discussion:	<p>a) Pupil Premium b) Sports premium</p> <p>The PP is linked with the project with Bentley and there is a project working across the MAT to parents to make them aware of what PP is and what the free school meals are. This has had a positive impact where families have come forward.</p> <p>The majority of the SP is used for the coaching facility that is available.</p>

AGENDA ITEM 10	PUPIL PROGRESS & ATTAINMENT
Discussion:	<p>DT advised that for the consultation for the Pan increasing to 60 children, there have been 4 responses to date.</p> <p>RN advised that the parents who did attend the consultation were surprised that there was a low turnout. Those parents who did attend that had concerns left the meeting feeling that their concerns were addressed.</p>

AGENDA ITEM 11	QUALITY OF TEACHING AND LEARNING UPDATE
Discussion:	RN advised that there were no further updates other than what has been provided with the Headteachers report.

AGENDA ITEM 12	SAFEGUARDING
Discussion:	RN advised that there are no further updates other than what has been provided with the Headteachers report. The safeguarding training has been arranged for March.

AGENDA ITEM 13	BUILDINGS – HEALTH & SAFETY – SECURITY
Discussion:	<p>DT advised of the options for the building, which are an extension by the before and after school club. There is also an option to fill the gap between the old and the new building.</p> <p>The other option is to knock down the build at the junior's side of the building which would be rebuilt and would be 2 storeys. The upper floor would be KS2.</p> <p>DT advised that he is waiting to hear from the LA to discuss how much funding is going to be received. This should be decided by the 1st of March. It was noted that plans for the build including times and budget are being carried out by property consultants.</p>



	<p>Q: MJ asked how the build goes out to contractors to bid? A: DT advised that the property consultants will deal with the contractor groups for the bids and the work carried out.</p> <p>RN advised that there will not be a compromise on the LINKS or the library. The options will need to be considered once the funding is in and it is likely to be a hybrid of the two designs they currently hold.</p> <p>RN advised that one of the issues raised by the school council is the crossing. DT advised that the consultation has been done and under the legislation is the line of sight. The other issue now is that the school will need to fund a staff member. There is likely to be a crossing on Crewe Road following the development.</p> <p>SL advised that he has written to the Parish Council in relation to the speed camera, but he has not had a response. DT advised that this will be pushed but this will not affect the expansion of the school.</p> <p>Health and Safety report: MJ advised that he has spoken to Ray this evening.</p>
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AGENDA ITEM 14	PARENT AND COMMUNITY LINKS
Discussion:	RN noted that the PSA have events arranged for each month throughout the term

AGENDA ITEM 15	GOVERNOR OF THE MONTH /GOVERNOR TRAINING
Discussion	<ul style="list-style-type: none"> • To receive any reports from Governor visits since the last meeting • Governors were invited to report on any training attended since the last meeting. <p>MJ to discuss training: -</p> <ol style="list-style-type: none"> 1. Cheshire East – a new programme of training is to be released shortly for the new year 2. DFE – gov.uk training which looks comprehensive <p>DT advised that further training will be arranged. The training has now been put in place for 28th February 2017.</p>

AGENDA ITEM 16	POLICY/PROCEDURE REVIEW/APPROVAL
Discussion:	There are no further policies to approve at this stage

AGENDA ITEM 17	ANY OTHER BUSINESS & ITEMS FOR NEXT MEETING
Discussion:	There was no further AOB to discuss

AGENDA ITEM 18	TIME & DATE OF NEXT MEETING
Discussion:	7 th March 2017 at 6.00pm

The meeting ended at 19.30