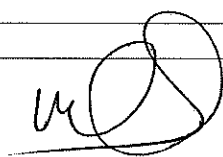




**PART ONE MINUTES
OF THE SHAVINGTON LOCAL GOVERNING BODY
MEETING**

**Learning for Life Partnership
Company no 9675372**

Date	Tuesday 15 th November 2016 at 6pm
Venue:	School; classroom

Present:	Andrea Fisher Rachael Nicholls Steve Lee (Chair) Mark Jones Sylvia Siddorns Wendy Bloor Emma Appleyard	Parent governor Head of School Parent governor Parent governor Co-opted governor Staff governor Co-Opted Governor	 7/2/17
Apologies:	Julian Goodier-Page Dan Thomas Becky Woolaston	Community governor (Chair of Trustees) Executive Headteacher School Business Manager	
Absent:	None.		
In attendance:	Sara Robertson	Clerk	

The meeting met its quorum

AGENDA ITEM 1	WELCOME & APOLOGIES FOR ABSENCE
Discussion	The Chair welcomed all to the meeting. SR read a letter to LGB from Melvyn Latham resigning as governor of the school. The LGB were sorry that ML can no longer continue in this role but looked forward to still working with him on the PTA. The Board thanked ML for all the work that he has undertaken during his time as governor. RN advised that she had spoken to DT about the current governor vacancy and it was recommended that the position be advertised as a Community based governor. The Board were in agreement with this. Action: RN to advertise the vacancy in the School newsletter. Apologies were received from Julian Goodier-Page, Dan Thomas, Becky Woolaston
Decision	Action: RN to confirm the vacancy in the newsletter. RESOLVED: Apologies accepted for JGP, DT & BW

AGENDA ITEM 2	DECLARATION OF PECUNIARY INTEREST & DBS CHECKS
Discussion	There were no further interests to declare. It was noted that EA needs to complete a DBS check. Action: RN to speak to Louise in the office to organise.
Action	RN to speak to Louise in the office to organise a DBS check for EA.



AGENDA ITEM 3	APPOINTMENT OF CHAIR & VICE CHAIR FOR 2016 – 2017
Discussion	<p>The LGB agreed that the role of Chair and Vice chair should be conjoined to complete on an alternate basis. Proposed: AF proposed SL and MJ. Seconded: By RN.</p> <p>SL and MJ advised that they would like further training. Action: RN to speak to DT and review the training for Governors and including safeguarding training.</p> <p>Training updated:</p> <ul style="list-style-type: none"> • Governor Training – Tuesday 17th January at either Shavington or Wheelock 4-6pm. Jeff Marshall will deliver this training. • RAISEonline data training – Date to be arranged but as validated data on Raise released end of Feb/ beginning of March would be best after then. Dan Thomas will deliver this training.
Action	RESOLVED: that SL and MJ be appointed as joint chair and vice chair. ACTION: RN to speak to DT about training for Governors and Safeguarding.

AGENDA ITEM 4	CONFIRMATION OF ELIGIBILITY – ALL GOVERNORS REQUIRED TO SIGN
Discussion	The LGB agreed that the confirmation of eligibility should be signed.
Action	SR to recirculate and for all governors to sign at the next meeting

AGENDA ITEM 5	COMMITTEE STRUCTURE AND MEMBERSHIP 2016 - 17
Discussion:	<p>Proposed Committee Structure:-</p> <ol style="list-style-type: none"> 1. Business 2. Standards <p>RN proposed that the Business and Standards meeting is conjoined to prevent duplication. The Board agreed that the dates for the Business and Standards shall remain the same with the time to change to 5-8pm.</p> <p>For Consideration:-</p> <ol style="list-style-type: none"> 1. Pay Appeals Committee 2. HT Performance Management 3. Pupil Discipline & Exclusion panel 4. Pupil Discipline & Exclusion Appeals panel 5. Staff Discipline & Dismissal panel 6. Staff Discipline & Dismissal Appeals panel <p>RN advised that all committees would be managed by the MAT with the LGB leading on the Pupil and Discipline & Exclusion panel.</p> <p>Confirm members for each Committee Confirm Chair and Vice Chair of Committees</p>
Action	The Business and Standards meeting to conjoin. The dates for the timetable to remain and time change to 5 – 8 The Chairs shall remain as SL and MJ

AGENDA ITEM 6	AGREE GOVENOR SUBJECT LINKS & LEAD GOVENOR ROLES 2016-17
Discussion:	LGB discussed the roles and responsibilities for the subject links and leads:-



Lead governors:

1. Child Protection lead - SS
2. SEN lead - SS
3. Premises / Health & Safety lead - MJ
4. Pupil Premium lead - SS
5. Governor training - MJ

Subject links:

1. English subject lead - AF
2. Maths lead - SL
3. Science lead - SL
4. EYFS - AF
5. ICT lead - SL
6. SEN - SS
7. History, Geography, international links - SS
8. RE - AF
9. Art, DT & Music & Languages - EA
10. PE - MJ

The LGB reviewed the Governor links and subject links and they were agreed as above.

Q. SL asked how to move forward with the subject links. **A:** RN advised to go back to the Governor of the month and the subject links shall be reviewed on a monthly basis which shall commence from January 2017. The visits shall take place and the governors shall write a report to address strengths, weaknesses and any actions required. The governors shall attend as follows:-

- January – AF
- February - EA
- March – SL
- May – SS
- June - MJ

RESOLVED

That the LGB set the Governor Leads and Subject links.
Action: Governor of the month to be reintroduced and commence in January 2017.

**AGENDA
ITEM 7**

TERMS OF REFERENCE 2016-17

Discussion

Governors to agree the terms of reference for the following committees:

1. Local Governing Body
2. Business & Standards committee

RN confirmed that this has been updated by DT and the school do not have a parent panel.

Q: MJ asked if the Governors need to be more approachable in relation to any issues or complaints as in the past he has referred them to RN or the school. **A:** RN advised that the school have procedures and policies in place and if there are any complaints the parent or person complaining need to follow the process. EA advised that she was in agreement with this.

MJ advised that one of the issues that he had heard was providing medication to a child. RN confirmed that the policy in school is a medicine policy where there is a list of staff members who can administer medication and a record is kept following authorisation from



	<p>the parent.</p> <p>RN advised that if any issues are brought to her attention she is happy to address this within the newsletter. This was done when the medicine policy was change.</p>
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AGENDA ITEM 8	MINUTES OF THE LAST MEETING OF 23.06.2016
Discussion	The minutes were circulated prior to the meeting and agreed as a true and accurate record of the meeting.
RESOLVED	That the minutes be accepted as an accurate record of the meeting. The Chair signed the minutes.

AGENDA ITEM 9	MATTERS ARISING
Discussion:	<ul style="list-style-type: none"> • ITEM 5: JGP to write to parents for parent governor nominations. Completed. The LGB have agreed to have a Community Governor. Action: RN to circulate in the newsletter and SR to make enquiries in the wider community. • ITEM 8: ToR for LGB and committees to be circulated and governors to comment on them if necessary. Completed • ITEM17: Itemise Community Links on next LGB Completed
Actions	Community Vacancy: RN to circulate in the newsletter and SR to make enquiries in the wider community

AGENDA ITEM 10	GOVERNING BODY BUSINESS
Discussion:	<ul style="list-style-type: none"> • To address any vacancies: 2 parent governors and 1 co-opted governor. Addressed above. • Update from JGP re Trust activities – Completed at last meeting • To receive Scheme of Delegation - Completed

AGENDA ITEM 11	CHAIR'S ACTION
Discussion	<p>There was no Chair's action to report.</p> <p>Q: MJ asked what the link between the LGB and Trust is A: RN advised that DT is the link between the MAT at Director level and the Governors. DT reviews the minutes with RN and any information will be fed back within the meetings. RN advised that BW feeds back on the financial matters. This has been covered for this meeting following the first Audit as a MAT.</p> <p>Q SL asking if there should be a report from the Board? A: RN advising that this will be addressed when DT attends the LGB meetings but is happy to confirm to DT that the LGB request a report from the Board to be kept updated. SL advised that it would be useful to have a meeting with DT to have a discussion for the feedback.</p> <p>Trust interaction updated:</p> <ul style="list-style-type: none"> • All minutes from governing body meetings (Shavington and Wheelock) are circulated to Dan as CEO. Those minutes are shared at formal Directors meetings. • There will be a termly report from CEO submitted to the governing body. • Dan Thomas will attend governing body meetings when specific agenda items are CEO objectives or when the governing body invites him. • A Finance update will be reported to each governing body meeting.



Action: RN to speak to DT for a report to feedback from the Board to the LGB.

<p>AGENDA ITEM 12</p>	<p>HEAD of SCHOOL REPORT</p>
<p>Discussion:</p>	<p>RN circulated the Headteacher's report and the RAISE online inspection dashboard confirming the data for 2016. The following points were highlighted:</p> <p>RN reported that the age range is now 2-11. RN advised that for September 2017 the PAN is set at 30 but the school can take up to 60. At the moment the school do not have provisions to take the children moving through the school. The school would need to be extended to accommodate this.</p> <p>Q: MJ asked how the school would accommodate this A: RN advised that the school would not be able to build upwards due to the foundations of the building. The school need to look at the internal layout of the building to be able to accommodate further classrooms. The school are in consultation about this at the moment.</p> <p>Q: MJ asked if the school could be forced to take more children A: RN advised that the children are within the Shavington catchment area but there is not the room in the school which is why the school is in consultation to expand.</p> <p>Q: MJ expressed concern about the building timescales if the work goes ahead A: RN advised that if the funding can be obtained then the project will have a project manager. The work would have to take place over the summer holidays. RN advised that CE Local Authority would have to allow the funds to ensure that the children within the catchment have a place in a local school.</p> <p>RN referring back to the report, provided the data for pupil attendance.</p> <p>Q: AF asked about the increased number of unauthorised absences? A: RN advised that people are still taking children on holiday during term time and this falls to unauthorised absences. This has increased due to the very public case where a parent won their case in the Isle of Wight to not pay a fine for taking their child out of school for a holiday. If the absence is over 5 days the matter is referred to the Local Authority but at the moment CA Local Authority have not issued the fines.</p> <p>RN advised of the finance accountability which relates to the information from BW. The Auditors have been into the school over a period of 2 weeks and are pleased with the results. It shows that the MAT are in a strong position. Once the accounts are signed off they will be published and a copy shall be provided to the LGB.</p> <p>RN referred to the SEN data and there are currently 18 children who have SEN support or in receipt of an ECHP.</p> <p>Q: EA asked what an EHCP is? A: RN advised that this is an Educational Health Care Plan</p> <p>RN advised that the school receive funding for children who have SEN support or who are on an ECHP. It is then up to the school to use the funding to support the child, this is used for staffing interventions and training needs.</p> <p>RN advised that there are 3 children on a CAF which is a Common Assessment Framework, this covers working with Health Professionals and Social Care for further support.</p>



RN advised that Julia is working with the EHCP panels. Whilst she is not allowed to work with the schools pupils it provides a further insight for the school. She has also completed her ?? Diploma which means that she is qualified to assess children with dyslexia and there is not a need for external resources.

RN advised that the school have set up a SENCO support cluster group who meet termly to run through any educational needs. It offers support within the community.

RN referred to the RAISE online data sheets which takes all the information on the school and pulls out key strengths, key weaknesses and puts it into a contextual data and provides a summary. RN ran through the strengths and weaknesses. For the first time the school have a measurement from EYFS right through to KS2.

RN advised that the school met all of their floor targets and the school are really pleased with the results.

Q: MJ asked what a disadvantaged child is? **A:** RN advised that this is a child who is or has been in receipt of free school meals. RN referred back to the discussion of PP in the previous meeting.

RN discussed the strengths in 2016 and referred to the data sheet which is drilled down data for the information for the pupils of the school. The levels for EYFS is emerging, expected or exceeding the standard. The areas which are drilled down on the data sheet are reading, writing and maths.

RN advised that the expected children are in line with the national average. RN advised that in KS1 the expected children were slightly above national.

Q MJ asked if more disadvantaged children come through in KS2? **A:** RN advised that at the moment they don't. However, she has spoken to HS about a letter going out to parents as now all children in KS1 are entitled to free school dinners to make the parents are aware of the Government incentive.

RN advised that the KS1 weaknesses, the reading was below the national average. The first 2 points refer to children who have left reception to the end of KS1. This is the current Y3 cohort. RN advised that if a child were at 'expected' when they left Reception which of those children went to greater depth, which is the expectation at the end of KS1. RN advised that 9% got to greater depth but nationally 20% achieved greater depth. RN and WB have reviewed the data and the school have missed the national average by 2 pupils.

WB and AF advised that it is difficult to compare for the reading as the difference to EFYS and the end of KS1 is so different. It is very hard to compare as the reading is a written paper in KS1.

Q SS asked if this was reviewed by parents who were concerned that the data refers to only 2 children. **A:** RN advised that yes this can be confirmed to the parents. It is important that the school have the data but that the assessments are reviewed and what action is taken resulting from the data.

WB advised that this process will be used across schools moving forward and the data will be compared.

RN advised that analysis considers pupils across the board, it then looks at disadvantaged children and it also looks at boys and girls. RN advised that none of the boys converted



from EYFS but 19% nationally did. RN ran through the data and confirmed that this was again due to 2 pupils. RN advised that these pupils will be monitored and kept an eye on if an intervention is needed.

Q: SS asked if any of these children are July children. **A:** RN advised that she would need to check this but at least one child is.

RN advised that in the data where the child has not converted at greater depth interventions can be put in place to ensure that they achieve the expected targets.

Two members of staff have been on the inference training, reading for boys have been pushed and WB has worked with the library resource to ensure that the library can be promoted. The library is being turned into a reading garden and a reading assessment tool is being used. There are lots of actions to do to go with the data

RN ran through the maths data and confirmed that it is a very similar situation where there is a small number of children not making the standard and what interventions are needed. RN advised that the children have been put on tracker sheets, interventions will be put in place.

Q SS asked if there is any link with understanding the words and literacy in maths? **A:** RN advised that the assessments were very different this year and KS1 were not allowed any equipment. AF advised that there were approximately 25 questions in 20 minutes.

Q: SS asked if this was a question of speed? **A:** AF advised yes it is but that the children are not used to not having a visual aid. BW advised that pupils were previously allowed to use a 100 square. RN advised that this is counterproductive as they are spending time drawing the visual aid.

AF apologised that she had to leave early and left at 8.20.

Q SS asked if anything is taken in to account for when the pupil's birthday is? **A:** RN advised that there is not.

RN ran through the rest of the data for boys and girls converting from the higher end of EYFS to KS1.

RN advised that the strengths at the end of KS1 and the end of KS2 and again the assessments were different. RN advised that the schools year 6 questions which used to be exceeding are now what are expected. RN advised that everything has tiered down so the School is therefore pleased with the results. RN advised that the data has been drilled down to see if any interventions are required or where the children are hitting the expected or exceeding the school can confirm what is working.

Q SS asked if as things become more difficult are there any issues with the children becoming anxious? **A:** RN advised that they are not. In KS2 there were no issues in SATS week as the staff provided the support. RN advised that leading up to SATS the parents are becoming more anxious as the standards are so high. RN advised that this is why it is right to ensure that assessments are correct. RN and DT expressed their delight with the results and where there are any weaknesses there are actions that can be put in place.

RN reported that a learning walk was undertaken and the staff are using up to date teaching methods.

RN explained the impact of the PSA and the events that are taking place. The school are



	<p>fortunate that the parents support the events. SL advised that in light of some members approaching the end of their term more people are needed to get involved. RN advised that the School is addressing this.</p> <p>RN ran through the current staffing structure and the changes to the staffing which was covered in the last meeting.</p> <p>RN referred to the residential trips and there are sufficient numbers. When the numbers are confirmed LGB consent will be sought.</p> <p>RN confirmed that DT is happy to provide training to the Governors on RAISE online. Governors agreed that this would be useful. Action: RN to speak to DT to organise the training.</p> <p>RN advised that the data provided is invalidated data. It was noted that when the data is reviewed and training carried out it is carried out with Wheelock and the other governors.</p>
Action	RN to speak to DT to organise the training on RAISEonline.

AGENDA ITEM 13	REVIEW OF SCHOOL DEVELOPMENT PLAN & SEF
Discussion:	To receive an update of the SDP and SEF. This was completed at the last Business and Standards meeting.

AGENDA ITEM 14	COMMITTEE REPORTS
Discussion:	<ul style="list-style-type: none"> • Business committee (4.10.16) • Standards committee (4.10.16) <p>The minutes were noted.</p>

AGENDA ITEM 15	CE DIRECTOR'S REPORT
Discussion	The report was noted.

AGENDA ITEM 16	GOVERNOR OF THE MONTH FEEDBACK
Discussion:	To receive any reports from governor visits since the last meeting.
Action	To start from January 2017.

AGENDA ITEM 17	COMMUNITY LINKS
Discussion:	<p>RN advised that ML is still involved with the crossing patrol and the car park and will feed back to RN. RN noted that the Church have raised the crossing for the elderly as well as the children.</p> <p>RN advised that whilst ML will continue with this, it would be useful to have a new community governor to get involved with this.</p>

AGENDA ITEM 18	GOVERNOR TRAINING ATTENDED / REQUIRED
Discussion:	<ul style="list-style-type: none"> • Governors were invited to report on any training attended since the last meeting. Governors should consider any training they may individually or collectively require and make representations to JGP.



AGENDA ITEM 19	POLICY/PROCEDURE REVIEW/APPROVAL
Discussion	The board noted the following policies which were approved by the Trust:- <ol style="list-style-type: none">1. Code of Conduct2. Complaints Policy3. Dignity at work, harassment and bullying4. Maternity & Paternity policy and procedure5. Staff Absence6. Staff Grievance7. Whistle blowing procedure8. Pay Policy. <p>A copy of the policies are embedded into the business and standards minutes.</p>
AGENDA ITEM 20	ANY OTHER BUSINESS
AGENDA ITEM 21	DATE OF NEXT MEETING
Discussion:	The date of the next meeting is 07.03.2017 @ 6pm Action: SR to circulate schedule and invites to MJ

The meeting ended at 21.00pm

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