



PART ONE MINUTES OF THE LOCAL ADVISORY BOARD MEETING

2017

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| Date | Tuesday 7 th March 2016 at 6pm |
| Venue: | Meeting room |

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

The meeting met is quorum

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| AGENDA ITEM 1 | WELCOME & APOLOGIES FOR ABSENCE |
| Discussion | The chair welcomed everyone to the meeting. Apologies were received from Wendy Bloor. |
| RESOLVED | The apologies of WB were accepted. |

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| AGENDA ITEM 2 | DECLARATION OF PECUNIARY INTEREST |
| Discussion | There were no further or updated declarations of interest to receive. |

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| AGENDA ITEM 3 | DECLARATION OF AOB |
| Discussion | The was no further AOB to raise within the meeting. |

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| AGENDA ITEM 4 | MINUTES OF THE LAST MEETING |
| Discussion: | The minutes of the 07.02.2017 were reviewed. |
| RESOLVED | The minutes were approved as a true and accurate record of the meeting and signed by the chair. |

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| AGENDA ITEM 5 | MATTERS ARISING |
| Discussion: | ITEM 10: <ul style="list-style-type: none"> • RN and AF to discuss the moderating for English books and sit with WB to review. Item carried forward - DATE TO BE SET • RN to provide dates to EA to arrange the governor visit. Item carried forward - DATE TO BE SET |

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| AGENDA ITEM 6 | GOVERNING BODY BUSINESS |
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SHAVINGTON PRIMARY SCHOOL

Learning for life

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| Discussion: | <ul style="list-style-type: none"> To address any vacancies: Community Governor. There was no further update since the last meeting. Chairs Action. There was no further update since the last meeting. Any update from the Trust <p>DT advised that the start date for the CFO is the 01.05.17, Liam Lewis was a Finance Manager in Green Bank in Hertford and has previously worked for Cheshire West.</p> <p>The first phase of the Free School has been submitted, there will be a mock interview with National Schools taking place in May.</p> |
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| AGENDA ITEM 7 | FINANCE UPDATE |
| Discussion: | <p>The Finance report was circulated by BW within the meeting with the data taken from FMS showing the allocated budget; what has been spent to date and what is remaining of the budget this year.</p> <p>BW advised that the income under Consultancy will include any consultancy reports that are written and bids made. It was noted that Julia has introduced consultancy work for SEN of £3000 but this income has been used for staff training.</p> <p>It was noted that the residential trips are paid for in advance which does affect the budget, this shall be recouped throughout the year.</p> <p>BW advised that the EFA funding (page 2) has been coming in directly to the school budget; since February this is paid into the MAT then the surplus is provided to the schools. DT noted that this issue is due to the accounts package that is used. There is a new system in place from September which will rectify the issue.</p> <p>Nursery fees predicted were £21k and to date the nursery fees generated are £26k. It was noted that this is due to the hard work of Justine.</p> <p>Q: MJ asked what the financial year runs from? A: BW advised that it is the same as the school year, September to August.</p> <p>Q: MJ asked where the budget is up to? A: BW advised that the school are on track, that the school are half way through the budget. It was noted that there have been some staffing changes but this has fallen within the budget.</p> <p>Q: MJ asked if there would be a surplus on the budget? A: DT advised that the school work on a worst-case scenario for the budget. It was noted that there have been additional support staff to support children, this has been achieved due to a surplus on the budget. This is not funding that the school receive. This will need to be reviewed for next year.</p> <p>Q: SL asked for copies of the previous budget reports to review the trends of the budgets. ACTION: BW to provide a copy of the reports to SL.</p> <p>DT advised that the budget is currently on a month by month basis. When LL starts, it is likely that there will be a further analysis of the budget provided for the LAB meetings.</p> |
| ACTION | BW to provide a copy of the budget reports to SL. |

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| AGENDA ITEM 8 | DIRECTORS REPORT |
| Discussion: | <ul style="list-style-type: none"> The Spring Term Directors report |



The contents of the report were noted. RN advised that the points on exclusion and school funding formula should be particularly noted.

DT advised of the fair funding formula, there is a push for parental participation. DT advised that there are other issues for the increases in NI, pension contributions for support staff, increments in wages which should also be considered which will affect the income of the school. The fair funding formula only affects 20% of the reduction in the income.

DT advised that if there are changes to the funding formula it will not plug the gap with the other items which will affect the income of the school. The Trust have also made changes to save about 50% of the adjustment to the income of the schools. DT noted that the budget is healthy to cover these changes.

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| AGENDA ITEM 9 | HEAD OF SCHOOL REPORT |
| Discussion: | <ul style="list-style-type: none"> • Key Facts <p>RN advised that there has been one pupil change in Y4 since the last meeting. RN has reviewed the applications for reception with DT. There have been 53 applications. The school are pushing for 60 places for September 2018. RN advised that the cut off for distance from the school would be 0.2 miles. The consultation is in place with a view to take the 53 pupils for September 2017. There will be a bubble year across 3 years. The PAN will then increase to 60 for September 2017.</p> <p>DT advised that there are 39 pupils in the maintained school nursery.</p> <p>Q: EA asked if the current reception class will remain as 2 classes going into year 1? A: RN advised that moving forward that year will remain as 2 classes. DT advised that the current Y1 class remained as one class as there were not the pupils to have the increase of classes.</p> |

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| AGENDA ITEM 10 | ATTENDANCE |
| Discussion: | <p>RN advised that the attendance is at 96% for this term.</p> <p>RN advised that on review of the Raise Online from the data from last year, the SEN children and free school meals were at 21%. There has been a review on this data which indicated that one pupil has caused an issue with attendance. This has been addressed with the parents.</p> <p>There are 5 boys where there is an issue. There was one pupil in hospital and another where the parents live abroad. The attendance issues are high for the school, the data has been tracked and a plan has been put in place.</p> <p>DT advised that the Governors should review if the attendance within that group is an issue when the new data is released. It was noted that SS will review this on the SEN Governors visits.</p> <p>It was noted that any unauthorised absences are still reported to the LA, however they are not taking any action at this stage. RN noted that this is not an issue for the school, however until the legislation changes it is unlikely that any action will be taken.</p> |



MJ noted that where there are long absences it put pressures on the teachers to allow the pupils who are absent to catch up. This is also noted where children are late for 1:1s.

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| AGENDA ITEM 11 | FINANCIAL ACCOUNTABILITY |
| Discussion: | <ul style="list-style-type: none"> • SEN <p>RN advised that the LA have agreed to complete a needs assessment with a view to creating an EHCP. RN advised that the school have worked with the family to help support this. This is where the additional staffing costs have been incurred. This was discussed in item 6.</p> <p>There are currently results waiting for an EHCP submitted in February.</p> <p>The school have been approached to be an 'attachment aware' lead school. A grant of £3k has been provided which allows access to training and further resources. There have been 2 sessions which have been run for emotional wellbeing of the children and the staff.</p> <p>RN noted that training has been arranged for emotional wellbeing which is the current big push. This promotes the wellbeing across the school. The school have been appointed as the emotional friendly lead school for Crewe and Nantwich which brings in further funding. It allows the school to have staff who are specialised in this area.</p> <p>Q: MJ asked if the school can look at health training and getting the parents involved? A: RN advised that this has been discussed with Julia and is something that the school will look to introduce. If the health and emotional wellbeing of the pupils are more stable, then the academics should also improve. The project is about supporting the parents as well as the pupils. RN noted that the feedback from the parents has been very positive.</p> |

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| AGENDA ITEM 12 | ATTAINMENT & ACHIEVEMENT |
| Discussion: | <ul style="list-style-type: none"> • Pupil Progress <p>RN noted that attainment and achievement have continued to improve. The SEF covers 6 areas: what kind of school Shavington is, the teaching, the behaviour and the EYFS. RN and DT are reviewing this to update the SEF with the data that has been obtained. Once this report has been completed it shall be presented to the Governors to review. This needs to be considered against the Ofsted ratings.</p> <p>Q: MJ asked if there is anyone in the Primary sector who was an Ofsted inspector to bring in as a consultant? A: DT advised that this is the role of the phase leaders of the school. The Governors could consult with an expert within this area, however this is one of the roles that DT undertakes across the schools. It was noted that when Ofsted come in, they spend a day within the school. The data will be reviewed previously and questions will be asked about where there are any concerns and where improvements have been made. Ofsted will spend 2 days within the school if the ratings should be changed or the school believes that the rating should be changed. DT advised that evidence needs to be obtained to show that 4 out of the 5 areas are outstanding for Ofsted to consider a change of ratings.</p> <p>RN noted that the data shows that some areas show outstanding outcomes. The remaining data needs to be reviewed to make improvements to work towards outstanding. It was noted that the teaching is good and outstanding but the data does not</p> |



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| | <p>reflect outstanding. DT advised that the school is working towards excellence across the board and not just for an Ofsted review.</p> <p>MJ noted that if there is an external review of the data they may have a different opinion which may be useful for the Governors and the teaching staff. RN advised that this is where the SEF comes in, to ensure that leadership are aware of what the levels should be. RN and DT have reviewed this together, it has been taken to the SLT. The data then needs to be considered by the Governors to review for confirmation of if the Governors agree with the levels set. ACTION: A training session to be arranged for the Governors once the data is available.</p> |
| Action | A training session to be arranged for the Governors once the data is available. |

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| AGENDA ITEM 13 | TEACHING AND LEARNING UPDATE |
| Discussion: | <ul style="list-style-type: none"> • RN reported there has been a lot of work around the Y6 SATS. • RN noted that RR has arranged training with new staff, utilising the staff skill set within the school. This allows the NQTs to have the best training available. • DT noted that RR is supporting a teacher at Wheelock with mentoring support and it is having a very positive effect. • RN noted that there has been further training for the support of the teaching staff and how resilient they are. The training was arranged following a recommendation of one of the parents who is also a teacher. DT noted how hard the teachers work within the school and the MAT support the teachers to ensure that teachers can only work at such a high level with good support in place. • RN advised that the school has been on Sky News, which has been updated on the school website. It was covering Sex and Relationship Education which will become a compulsory part of the curriculum. RN advised that in 2011 the school took part in the Christopher Winters Project. Due to the work involved from the school, which has a major impact, they were selected to discuss this on Sky News showing a Y3 class and an interview with RR. This was also on Signal Radio. The feedback from Sky News was positive, that the children were very confident and have a recognition which reduces safeguarding issues. The teaching has had a very positive impact. |

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| AGENDA ITEM 14 | PARENT AND COMMUNITY |
| Discussion: | It was noted how hard the PSA are working for the upcoming events. |

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| AGENDA ITEM 15 | HEALTH & SAFETY |
| Discussion: | <ul style="list-style-type: none"> • Behaviour and Safety • Any incidents to report • Health and Safety report <p>There have been no incidents to report.</p> <p>There have been 2 exclusions which have taken place over this term. RN noted that this is a formal process completed through the school office. The children are on the SEN register and were excluded due to physical assaults.</p> <p>DT explained that where an exclusion has taken place due to the SEN, then the children should not be excluded if the incident is as a direct result of the SEN. RN advised that the biggest issue is when parents do not believe that exclusion is a punishment, that it is</p> |



viewed as a day off. The parents have been supportive in the 3 incidents which have taken place this year, due to the support that the school put in place for SEN children.

AGENDA ITEM 16 SCHOOL DEVELOPMENT PLAN & SEF

Discussion: *To receive an update of the SDP and SEF.*

Governors were asked to consider the following points;

- 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**

SEF review

RN advised that the data has been provided. The SDP is working as hoped and the SEF is currently being reviewed.

Q: SL asked if the writing which is lower within the data is on the SDP? **A:** RN advised that this is included within the SDP.

AGENDA ITEM 17 SAFEGUARDING

Discussion: **Q:** MJ asked about the security passes? **A:** RN advised that the photographs have been used from the website for the passes. RN noted that this is being chased up by Lucy.

AGENDA ITEM 18 GOVERNOR OF THE MONTH /GOVERNOR TRAINING

Discussion

- To receive any reports from Governor visits since the last meeting
- Governors were invited to report on any training attended since the last meeting.

This item was carried forward from the last meeting. The Governors are to email with RN with the dates and this shall be confirmed.

SL advised that the Raise Online training was very good and positive. EA noted that the training made the data much easier to read.

AGENDA ITEM 19 POLICY/PROCEDURE REVIEW/APPROVAL

Discussion: There were no policies to review. DT noted that there shall be further policies following the Directors meeting. This will include the staff capability policy and staff discipline policy.

ACTION **To be included for the agenda at the next meeting.**

AGENDA ITEM 20 ANY OTHER BUSINESS & ITEMS FOR NEXT MEETING

Discussion: DT advised that there has been an update of the development of the expansion to the school. The consultation has now closed.

It was noted that the majority of responses were positive although there have been some residents' issues around parking. The issues around parking and roads have been discussed with the Directors who have made a resolution that there will be an expansion. DT has provided the details to the Secretary of State in relation to the funding agreement.



DT advised that the architects have devised a scheme which is £3.4 mill, the LA provided an offer of £1.6 mill. There is a final agreement of £2.277mill. DT advised that this calculation comes from the contribution for the developer's contribution against the school pupil numbers. This is based on an expansion of 210 pupils. DT advised that the legal paperwork is currently expected.

The management company who are in place are currently working for free, there has been no contract signed. There has been a letter of guarantee from the LA for the funding. The revised plans were circulated to the LAB. The plans still include two storeys but not a full two storeys. DT advised that the sports hall is to remain, the kitchen is to be next to the hall to allow for lettings. The before and after school clubs move into this area which allows for 16 children. There is a further reception desk so EYFS has their own entrance.

In the other wing in the new build will be Y3 and Y4. There will be a change to the front of the building. Y1 have where the current staff room is to allow the 2 year groups to be together. The nursery shall remain as it is.

The new structure will allow each class to have their own entrance.

In the second storey, will be Y5 and Y6 and the links library.

It was noted that the classrooms will not be full for 3 years which allows scope for development.

DT noted that the changes will come in on budget. The budget has been drafted on a worst-case scenario.

Q: MJ asked what happens if the budget does fall short? **A:** DT advised that there is no further money, but should the budget fall short there are arrangements that can be made to items such as a reduction in the tiling. There are also schemes in place for funding for the replacement of the boilers. This cost would be recouped where the utilities are more cost effective.

Q: MJ asked if the liability for the shortfall falls to the school? **A:** DT advised that the liability does fall to the school, but the contract will be completed on a fixed cost build. DT advised that the budget allows for furniture for 8 classrooms and only 4 are required. There will be changes that can be made where necessary. The Development company have advised that they are confident that the build will come in on budget.


Q: SL asked how long these plans are projected to last for? **A:** DT advised that the school need the mobile classrooms on site 10 days before the end of term. The demolition will then take place during the school holidays.

DT advised that the school are considering a further build where the construction is done off site and prefabricated. DT advised that the planning and applications have been submitted. There is a meeting to take place in the next 7 days to advise on what surveys are required as part of the planning process.

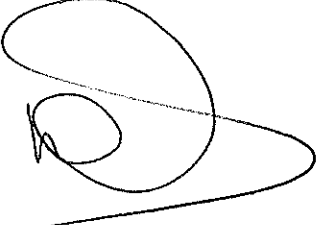
Q: MJ asked if there are concerns within the buildings? **A:** DT advised that when the refurbishment of the school was done there was nothing that would be affected. There were no asbestos issues at this stage. It was noted that as the building is the same footprint it is unlikely that an environmental survey will be required.



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| | <p>DT advised that once the survey work has been completed this is when the fixed price contract shall be completed.</p> <p>Q: SL asked where they are not building up for the two storeys, will the school be able to extend in the future? A: DT advised that the foundations shall be implemented to all for expansion in the future.</p> <p>DT advised that the other outstanding matter within the next month is the bid submitted for the roof and the installation. This will provide funding of up to £340k.</p> <p>DT advised that there will be further bids which the school can apply for under healthy schools. This would be to include sports halls. It was noted that LL has experience of this from his previous school. He will be able to provide advice on what funding is available.</p> <p>DT noted that he was confident with the development team due to their experience. They will also be the company who are accountable for the penalty clauses.</p> <p>RN noted that the project has been designed around as minimal disruption as possible.</p> <p>It was noted that where items can be recycled, such as the kitchen from the staffroom and the reception desk to reduce costs, these items shall be utilised.</p> <p>DT asked based upon the consultation and the questioning if they were happy to proceed?</p> <p>It was unanimously agreed that the project should go ahead.</p> <p>Q: SS asked when the Safeguarding audit is due and if there will be training for the Governors? A: RN advised that there is not a requirement for a safeguarding audit. The last one took place 2 years ago. RN noted that it was a good process to follow. DT advised that the safeguarding for Governors falls under the Governor monthly meetings. ACTION: SS to provide dates to RN to arrange a safeguarding audit.</p> <p>DT noted that Wheelock have a visit form, RN to request forms from HS.</p> |
| ACTION: | RN to request the visit forms that Wheelock use from HS |

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| AGENDA ITEM 21 | TIME & DATE OF NEXT MEETING |
| <p>Discussion:</p>  <p>Meeting schedule 2016 - 2017</p> | <p>16th May 2017 at 5.00pm</p> <p>All meetings to be set at 6pm. LL to be invited to the meeting to discuss the budget.</p> |

The meeting ended at 8.00pm


13/6/2017