



**PART ONE MINUTES
OF THE LOCAL ADVISORY BOARD MEETING**

Date	Tuesday 16 th May, 2017 at 6pm
Venue:	Meeting room

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

The meeting met is quorum

AGENDA ITEM 1	WELCOME & APOLOGIES FOR ABSENCE
Discussion	<ul style="list-style-type: none"> The chair welcomed everyone to the meeting. Apologies were received from Sylvia Siddorns.
RESOLVED	The apologies of SS were accepted.

AGENDA ITEM 2	DECLARATION OF PECUNIARY INTEREST
Discussion	<ul style="list-style-type: none"> There were no further or updated declarations of interest to receive.

AGENDA ITEM 3	DECLARATION OF AOB
Discussion	<ul style="list-style-type: none"> The was no further AOB to raise within the meeting.

AGENDA ITEM 4	MINUTES OF THE LAST MEETING						
Discussion:	<ul style="list-style-type: none"> SL is to review the minutes of the 07/03/17 and to advise the clerk if any amendments are required. SL will sign the minutes once they have been approved. 						
ACTION:	<table border="1"> <thead> <tr> <th>Who</th> <th>What</th> <th>When by?</th> </tr> </thead> <tbody> <tr> <td>SL</td> <td>To approve and sign the minutes of the meeting of 07/03/17.</td> <td>ASAP</td> </tr> </tbody> </table>	Who	What	When by?	SL	To approve and sign the minutes of the meeting of 07/03/17.	ASAP
Who	What	When by?					
SL	To approve and sign the minutes of the meeting of 07/03/17.	ASAP					



AGENDA ITEM 5	MATTERS ARISING
Discussion:	<ul style="list-style-type: none">• ITEM 7: BW to provide a copy of the budget reports to SL. COMPLETE• ITEM 12: A training session to be arranged for the Governors once the data is available. Training on Raise Online has been provided to governors but DT advised the board that the RO service will close and will be replaced with an alternative system.• ITEM 19: To include the staff capability policy and staff discipline policy. COMPLETE• ITEM 20 RN to request the visit forms that Wheelock use from HS. RN will request a copy of the visit form that is used by Wheelock primary school.

AGENDA ITEM 6	FINANCE UPDATE TO INCLUDE BUDGET FORECAST
Discussion:	<ul style="list-style-type: none">• The CFO has reviewed the budget and is happy with the current position.• There is an in-year deficit of £70k due to, for example, an overspend of £30k on schools meals.• The school figures have increased and so this figure should right itself after the school census.• There is a carry-forward of approximately £130k and the figures from the nursery have not been included in the budget forecast.• BW stated that some parts of the budget will be up and some will be down and that there is the opportunity for some in-year savings.• A new financial package will be used from September which will allow line-by-line analysis of the budget.

AGENDA ITEM 7	SCHOOL DEVELOPMENT PLAN UPDATE/ SEF/ HEAD OF SCHOOL REPORT
Discussion:	<ul style="list-style-type: none">• RN provided governors with the updated numbers for children entering Reception in 2017.• There have been 53 acceptances for children entering Reception in 2017, 1 place has been offered and RN has shown around another family who want to move their child to Shavington.• DT advised that he had been speaking to the LA who had stated that it was a low-birth year with low numbers across Cheshire East.• Governors discussed the impact on other schools and it was agreed that it was in the interests of the children within the community to accept children from the area.• It was also noted that it was important that school admissions numbers were healthy in order to help financially.• MJ advised governors that there had been comments on social media regarding the figures of 60 children and expressing concern that there was insufficient staff for these classes.• RN assured governors that there always had been and will be sufficient staff appropriate to the number of children.• RN addressed the issue of attendance in her report.• The attendance figure is 97.3%• There has been an increase in the number of leave of absence requests from



parents and the vast majority of these requests have been for family holidays.

- The only requests for absence that have been granted have been related to a child's parents' wedding and some absences related to academic reasons.
- RN advised governors that the requests for absence were becoming an issue due to the large number of requests being made.
- DT noted that schools are not legally allowed to authorise absences except for exceptional circumstances.

SEN

- RN provided governors with an update on the SEN figures for the school. There are currently 25 children with SEN support or in receipt of EHCP.
- The school has been awarded top-up funding of 13 hours for tow terms to meet the needs of a KS2 child. The child has been receiving a significant amount of support and parents and the school were hoping that the LA would agree to complete a Needs Assessment.
- The LA have not agreed to the Needs Assessment and the parents are, with the school's support, considering challenging this decision.
- There are two children in pre-school who have been receiving support from the Early Years Outreach service. Advisors have visited the school to support families and staff in meeting the needs of these children.
- RN reported on the Action Research project which is linked to the SDP and which aims to improve children's resilience.
- RN advised governors about LINKs, a specialist programme for two KS2 children whose behaviour was having a detrimental impact on teaching and learning.
- RN stated that the school had reacted to the needs of all of the children, staff and parents.
- DT advised that a request had been made for additional funding for resource provision.
- Governors discussed the lack of specialist provision for such children. The school are doing all they can to help the children but RN noted that they could be difficult to work with and mainstream education may not be the most appropriate setting for them at this point. There is no other provision for them and so the school are doing all they can to try and help the children and obtain additional funding.

STAFFING

- Two mid-day assistants, Liz Proudlove and Lydia Hurry, have resigned from their posts.
- RN acknowledged the impact that both members of staff have had on the school, its children and parents.
- Lydia Hurry, lunchtime supervisor has been an important part of the school for 24 years and has been much more than a mid-day assistant. The school has plans to celebrate her work for the school.
- Further discussions on staffing took place under the Part Two Agenda.

PARENTS AND COMMUNITY

- The PSA are organising the summer festival to be held on Friday, 14th July, at 5pm.

AGENDA ITEM 8	PUPIL PREMIUM & 2 YEAR SPORTS FUNDING UPDATE
Discussion:	<ul style="list-style-type: none"> • There are 15 children who are eligible for pupil premium. • Measures have been put in place to publicise what pupil premium is and how to benefit from it. • A mentoring system for all of the pupil premium children has been set up and



each term a mentor will meet with each child and they will go through a questionnaire.

- The purpose of this is to get the pupil's voice and to try and find out if anything is missing. The aim is to put the child at the centre of what the school does.
- The mentors will then meet with RN to discuss if there was anything that the school was not already aware of.
- This has enabled the school to support children to attend clubs and to play musical instruments.
- RN advised that the sports premium is being reviewed in order to see if the sports provision can be offered through premier sports.

AGENDA ITEM 9	PUPIL PROGRESS AND ATTAINMENT
Discussion:	<ul style="list-style-type: none"> - Year 6 and Year 2 SATS • RN advised governors that the Y6 SATS had taken place in the week commencing 8th May 2017. • The school applied for extra time for nine of the children taking their SATS and two children were provided with a scribe to assist them. • Not all of the children had assistance for every paper but all of the correct procedures were followed. • In order to assist children prior to the SATS, the school provided booster classes. • RN stated that although some of the questions were difficult, they went well. Pupils were very well prepared and there was nothing contained within the SATS papers that had not been covered by the school. • RN praised the children and the staff involved in the SATS who had worked very hard to prepare the children both academically and emotionally. • RN was also proud that a child working on a part-time timetable in Y6 had been able to complete their SATS. This was achieved providing the correct support and guidance to the child. • The governors discussed the Yr 6 predictions including the figure that 67% of children are expected to achieve reading, writing and maths at expected or above. This compares with 60% of children in the previous year. • DT commented that if the predictions are correct, the school will be very pleased with these results. • Q: AF asked about the progress from KS1 • A: This is based on the national data set but if the results are as expected, this would show an improvement in progress. • RN stated that it will depend on how the children have performed in the tests on the day and this will not be known until the papers have been marked. • The governors then discussed the Y2 SATs. • The procedures for Y2 SATs are very different from KS2 but there still strict guidelines to be followed. • Under the guidelines, the SATs can be taken at any time during May and do not have to be taken by all of the children at the same time. With the exception of children who are on holiday, RN advised that all of the children will take the tests at the same time in order to ensure fairness. • This is also important as the Y2 SATS are used to inform teacher assessment and so the way that the tests are administered has to be correct. • RN also advised governors of the predictions for EYFS. 70% of the current Reception class are predicted to get GLD. This compares with last year's cohort where 73% achieved GLD and 69% nationally.



AGENDA ITEM 10	QUALITY OF TEACHING AND LEARNING
Discussion:	<ul style="list-style-type: none"> - Emotionally healthy schools • RN reported on the whole school INSET-training day which had as its focus the importance of being resilient. • The focus of the training was about how resilient staff were and how this may be impacting on their work/life balance. • Staff from Wheelock primary school were invited to attend the training as this is something that both schools are working on in their SDP. • RN stated that the training was excellent and there had been great feedback from staff following the training day. • All classes are walking a golden mile in which is important for the physical and emotional health of staff and children. • RN acknowledged the work of Rachael Rivers who has been supporting and training NQTs. RN stated that NQTs in other schools do not get as much support as RR provides.

AGENDA ITEM 11	POLICY/PROCEDURE REVIEW/APPROVAL
Discussion:	<ul style="list-style-type: none"> • RN advised that the current medication policy does allow staff to administer medication to children with parental consent. • RN acknowledged that there is no requirement on schools to do this but there are staff within the school who are happy to do this. • Governors were advised that following a change in legislation, schools are no longer able to administer medication to children under the age of 5. • RN stated that she has amended the medication policy to reflect the change in the law and the policy now states that medication can only be given to children in years 1-6. There were no other changes to the policy. • Governors discussed how this change can be communicated to parents. • The main method of communication is through the school newsletter in an effort to reduce the number of letters sent home. The school also uses text messages. • The medication policy is also on the website for parents to view. • Governors were happy to accept the amendments.
Decision:	<ul style="list-style-type: none"> • Governors agreed to accept the suggested amendments to the medication policy.

AGENDA ITEM 12	ANNUAL GOVERNANCE STATEMENT
Discussion:	<ul style="list-style-type: none"> • It was agreed that governors should have their annual governance statement prepared by the end of June. • MJ noted that it was important to show that governors were having an impact.

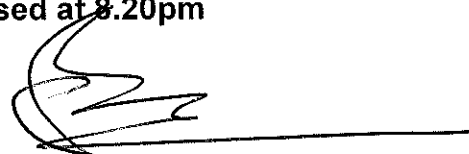
AGENDA ITEM 13	BUILDINGS
Discussion:	<ul style="list-style-type: none"> • DT provided governors with an update on progress on plans for the building work at the school. • The final plans are to be submitted to the planning department on Monday, 22nd May, 2017. • There have been extensive discussions on all aspects of the work down to what type of glass the windows are to be made of. • RN has been fully involved in the decision-making process and has had a significant say in what happens.



- The governors discussed the plans for the 'top' car-park which needs extending as one parking space per FTE member of staff is required. This amounts to approximately 50 spaces.
- The designs have included a 'drop-off zone' for parents to drive into a space and drop their children off.
- There are plans for 29 of these spaces and the idea is that it will provide a safer route into school for children, ease congestion at peak times and so improve the area for the local community.
Q: MJ asked if the Highways Department were aware of the proposals.
A: DT advised that the department had been involved with the plans.
- There was some concern about KS1 children as it is generally the parents in KS1 who like to stay with their children.
- The school plans to open the school doors slightly earlier so that once children arrive they can go straight into school and parents will not need to wait until their children are in school.
- RN is to announce a trial of the new procedure in the school newsletter.
- **Q: MJ asked about what was happening to ensure the ongoing supervision of the budget.**
A: The Sales Management Consultant is acting as the project manager who will supervise the budget.
- **Q: MJ asked where is the contingency if the project goes over budget?**
- **A: The consultants have a legal guarantee to complete the project on budget. The consultants will received tenders from people they think can complete the project on budget.**
- DT advised that measures are being taken to save money and the governors discussed measures to save costs of the building work in order to get value for money such as reusing items from the school.
- DT advised that demolition work will begin when the school is closed but it may be that work will be ongoing when the children return to school. In this case, mobile classrooms will be used.
- Governors were shown pictures of the mobile classrooms which are fully-functioning classrooms which include toilet facilities.
- There is a plan to hand back the school in Mid-August and there will be significant financial penalties if this is not the case.
- **Q: MJ asked about the impact of the neighbours if weekend work is required.**
A: If weekend work is required towards the end of the project then it will generally be internal work and so any impact should be minimal.
- DT acknowledged that it may be a difficult 12 months for the community and a letter will be sent to neighbours to apologise for any inconvenience.

AGENDA ITEM 14	DATE AND TIME OF NEXT MEETING
Discussion:	Tuesday, 13 th June 2017, at 6pm

There being no further business the meeting closed at 8.20pm


 13/6/17