



MINUTES – LOCAL ADVISORY BOARD

Date: 29th June 2021

Venue: Virtual Meeting via Microsoft Teams

Time: 18:00

Attendance:			
LAB Members	Category	LAB Members	Category
Dan Blagg (DB)	Parent	Victoria Robinson (VR)	Community
Geoff Bryan (GB)	Community	John Robinson (JR)	Community
Ian Burgess (IB)	Chair	Rachel Surch (RS)	Head Teacher
Kathryn Hopes (KH)	Community		
James Lee (JL)	Deputy Head	Others	
Jackie Peterson (JP)	Community (SBM)	Emma Maddison (EM)	Clerk

1	Opening
1.1	<p>Welcome & Apologies:</p> <p>The Chair welcomed the LAB to the virtual meeting. Apologies were received and accepted from Sally Love, Zoe Norman and Mangala Sekhar. The Chair updated the LAB that Zoe Norman had submitted her resignation to the LAB in March as she will leave school to take up a new post at the end of term. The Chair extended his thanks to Zoe for her contribution and on behalf of the LAB, wished her every success for the future.</p>
1.2	<p>Declarations of Interest or Conflicts in Agenda Items:</p> <p>There were no declarations or conflicts of interest in any agenda items.</p>
1.3	<p>Notification of Items of AOB:</p> <p>There were two items for AOB: Board Vacancies Staff & Parent Term of Office – James Lee</p>
1.4	<p>Adoption of Previous Minutes:</p> <p>The Chair invited adoption of the Minutes from the previous LAB meeting on 11th May 2021 and the Interim LAB Meeting on 27th April 2021 The LAB agreed both as accurate records of the meetings. This was proposed by DB and seconded by KH. Both sets of Minutes were signed by the Chair.</p>
1.5	<p>Review Outstanding Actions:</p> <p>There were 6 outstanding action from the LAB meeting on 11th May 2021</p>

	<p>Action: Governors to arrange photo for ID Badge once school open -Deferred</p> <p>Action: Link Governors to make any outstanding contact with subject/area leads to feedback at June 29th LAB meeting Closed</p> <p>Action: EM/KM/IB to organise Virtual Pupil Forum with LAB Ongoing</p> <p>Action: Clerk/LAB Members to notify interest in recording stories Ongoing</p> <p>Action: LAB Members to read Part 5 of 'Keeping Children Safe in Education' – <i>Child on Child Sexual Violence and Sexual Harassment</i> p69-82 and the presentation: 'Sexual Harassment and Abuse in Schools by Young People' Closed</p> <p>Action: LAB Members to sign up to NGA Learning Link platform Closed</p> <p>The Chair added that the Clerk would invite Becky, the DSL to attend a future meeting to go over the key findings of the recent Ofsted Review into Sexual Abuse in Schools</p> <p>Action: Clerk to invite Becky to feedback on Ofsted Review into Sexual Abuse in Schools</p>
<p>2</p>	<p>Performance, Standards & Behaviour</p>
<p>2.1</p>	<p>Head Teacher's Report - including Safeguarding, Attendance & Staff /Pupil Mental Health:</p> <p>The Chair thanked the Head for her report. Governors were invited to submit questions to the Head in advance of the meeting:</p> <p>From Mangala Sekhar:</p> <p>Hi Rachel, thank you for a very informative report!</p> <p>1.Exclusions report - the report shows recurring issues with the same child/ children. Is there anything we can do as a school to address this - to help the children? Is there a limit on how many temp exclusions a child can face before it becomes permanent? (apologies, I probably should be aware of this but cannot recollect!)</p> <p>Thank you for your questions.</p> <p>The children who have a number of fixed term exclusions are having support from the SEMH outreach team (a traded service). A permanent exclusion can be issued for a one off serious incident but we are not in the realms of this. There would need to be a significant number more fixed term exclusions to be considering this. What may be discussed is a change of placement if this continues.</p> <p>A reminder to LAB Members that the Exclusion Report details are confidential.</p> <p>2.Pupil wellbeing survey results - Looks like a lot of time has been well spent by teachers / ELSA support/ yourself talking to children to address any concerns or negative feelings. As we are approaching the summer break and anticipate more concerns when the children return in September, what are your plans for managing these please? especially if we go into remote learning again.</p> <p>The Pupil Perceptions survey will be repeated as well as the usual pupil survey so that we can continue to pick up any children that may need support. If we do move to remote education again, the same process as before will resume where our vulnerable children have regular phone call 'check ins'.</p>

3.SDP - you have mentioned that the updated SDP will be shared later. I just wanted to check please if the focus of the SDP is likely to change? We have pr-1: curriculum, pr-2: maths mastery, pr-3: reading, pr-4: mental health, pr-5: Artsmark (?) as our focus items currently, but maybe it is time to make wellbeing as one of the top-3 priorities?

The focus of the SDP will change and be shared with the LAB. SLT have a day in July where the bulk of this will be written. Mental Health and well-being will definitely be a priority on the new plan.

Becky Taylor (DSL) had submitted her Safeguarding report to the LAB in advance of the meeting,

From Ian Burgess (Chair):

Question to the DSL:

Hi Becky, hope you are well. I have just been reading the safeguarding update and have a question please.

You mention the waiting list for children needing Pastoral and ELSA support. Is it possible for you to share the following please:

- How many children are presently receiving support and how many children are on the waiting list?
- How many children are normally receiving support?
- Do we have any idea how this compares to Orchid Vale or any other primary schools we are in contact with?

Hi Ian, I am well thanks, I hope you are too.

I have attached a document detailing numbers for the different support avenues we have at Red Oaks. Music Therapy is new for this year. We were part of a pilot scheme initially and then invited to continue at a discounted rate. The therapist will be returning in September to make up for the term we lost due to lockdown, but I'm not yet sure if this will continue after that.

In terms of numbers usually receiving support, I would normally have 6 or 7 children at any one time, and Lindsey 5 or 6.

With regards to Trailblazer, we would normally have more children open than on the waiting list, but I think the current situation is reflective of the demand and capacity of the practitioners.

I'm not sure how it compares to other schools, but I will contact Orchid Vale to try and find out.

I hope this helps, but do please let me know if you have any other questions.

There were no further pre – submitted questions.

The Chair invited the Head to update the LAB on any further updates on her report.

Head of School Role - Changes from September:

The Head had notified the LAB in advance of the meeting that there would be changes to her role:

From September, I will be stepping away from my current role and a new Head of School will be in post. I will still be in school on a regular basis and will work closely with the new Head of School to ensure we sustain and continually improve and evolve the good work of our team;

	<p>The Chair asked the Head if she could give the LAB some more details on what her new role would look like.</p> <p>The Head advised the LAB that a panel including herself and the Chair had been held that day and had successfully appointed a new Head of School, this has yet to be announced publicly. The Head explained that she is moving to a more strategic role as Executive Primary Principal so will not be involved in the day to day running of the school. The Head added that she will still be involved in overseeing key area such as Finance, Staffing and Health & Safety and would meet regularly with the new Head, SLT's and SENCo. The Head assured the LAB that she would be keeping an overview of the school.</p> <p>VR asked the Head if she would continue to attend LAB meetings. The Head explained that she would attend the first few meetings to support and assist with the transition. The Head added that she would still have a base at both Red Oaks and Orchid Vale.</p> <p>The Chair added that the Head had created a solid foundation at the school and that he was very confident that with guidance the new Head of School would continue to build on that.</p> <p>The Head had a number of updates following on from her report:</p> <p>Early Years Audit: Sarah Jerman:</p> <p>Sarah Jerman (Early Years Adviser) had visited Early Years with JL on June 29th. The Head advised the LAB that her feedback was really positive especially regarding the children themselves as well as the teaching environment.</p> <p>JL continued that Sarah had spent the morning with him in Nursery and Reception and she had fed back that the level of challenge was just right. She was also impressed with the outdoor area, engagement and learning and added that practice was sustained and well embedded. JL added that feedback was enhancements only.</p> <p>The Chair added that the Team were doing an amazing job and the feedback from Sarah was very well deserved.</p> <p>The Head said she would share Sarah's Note of Visit with LAB members in due course.</p> <p>CEO Visit:</p> <p>CEO Benedick Ashmore Short had visited the school on Tuesday 15th June to undertake a review of whole school learning. Benedick had feedback with great positivity and this had been shared with both Staff and LAB Members.</p> <p>SBI Manager:</p> <p>As explained earlier by the Chair, Zoe Norman the SBI Manager is leaving at the end of the term. The Head explained that the school had great difficulty in recruiting a replacement as the skills required are in such shortage. The Head added that as the SBI children have access to a Teacher of the Deaf the Job Description was adapted to have more of a managerial element.</p> <p>The Head was delighted to announce that Hannah Egerton, who already works at the school has been appointed. The Head added that this is a real success story as Hannah has progressed and developed her knowledge of BSL and deaf education from scratch.</p> <p>The Chair added that this was indeed wonderful news.</p> <p>There were no further questions on the Heads Report.</p>
2.2	<p>Finance Reports:</p> <p>The Chair thanked JP for the finance reports which had been posted to Governor Hub with questions invited in advance of the meeting.</p>

From the Chair:

Questions to the SBM:

From Ian (Chair) and Mangala:

Thanks for your update Jackie and just one question on the budget document please

I'm not clear if the Red Oaks budget is carrying all of Rachel's salary when the recently announced changes take place. If not then what percentage falls under our budget and if so surely some of this this should also be carried by Orchid Vale as a recipient of her services.

Hi Ian and Mangala, thank you for your question.

All of Rachel's salary is in the Red Oaks budget, which equates to part of our deficit as we have put a Head of School in as well. Rachel discussed this with the Trust but as it was at the time we were compiling the budgets she was asked to include it in Red Oaks budget for the time being as although the schools complete individual school budgets we all come under the Trust as a whole.

It will remain on our radar and we are hoping a firmer decision of which budget Rachel comes out of will be decided in the future.

Please let me know if you have any further questions.

From Mangala:

Hi Jackie,

Thank you for the finance reports for our LAB on the 29th. I have a couple of queries across the summary/update and the detailed cost centre report please.

2) Please could you clarify the high actuals against "B4-other staff (playleaders)"? It is showing over budget of 15000%! Is this a typo error or was this incorrectly budgeted for?

3) Please could you also clarify the actuals for "B11-support staff (TAs)" which is showing as over budget by almost 200%?

2.Question 2 and 3. In a previous report I mentioned that the coding for staffing was incorrect and we thought we had fixed this on the budget system but unfortunately it didn't. We have spent a lot of time looking at this and we have now found the way to ensure it is correct for the 2021-22 budget. This is why I have included overall totals at the side of the report so you can see the total staffing costs.

B4 is supposed to be the playleaders but their budget at the moment is under B1 but has been coded correctly when inputting into the Finance System.

B11 is supposed to be both CLAN and SBI TA's but SBI TA's budget is under B1 but has been coded correctly when inputting into the Finance System.

As mentioned above, we are working on this for the next budget to be allocated to the correct staffing code.

Apologies if this sounds pedantic, please could we look at maintaining consistent formatting across the columns - some have decimals (I think it's just on the D0 cost centre code).

Sorry I must have missed the change of format for those two figures.

If you have any other questions, please let me know.

	<p>From John:</p> <p>Hello Jackie</p> <p>I have compared the figures for 2020/21 and 2021/22. I noticed a big difference in Other Government Grants reducing from 724.3 to 567.8. Is this the result of the unknowns mentioned in your report?</p> <p>Hi John, thank you for your question.</p> <p>With regards to the difference in last year's and this year's Other Government Grants, we did have some unexpected income received this financial year, for example extra Teachers, Pay and Pension Grants, Free School Meal Grants, Covid Catch Up Grant. This all went towards the overall cost being higher than budgeted for. At the time of completing this year's budget we did not know if Sports Premium was continuing for 2021-22 so we did not include it in the income or expenditure. This has now been confirmed so will be approximately just over £20,000. Also, the Teachers Pay and Pension Grant is now included in the overall budget for Red Oaks so we will not be receiving separate payments.</p> <p>For next year we have also decided to post our Early Years Income into a different nominal so that is not in the overall budget for 2021-22.</p> <p>The difference does not have anything to do with the unknowns. I hope that answers your query. Please let me know if you need any further information</p> <p>The Chair asked JP if there were any updates. JP replied that the Budget hasn't gone to the Trust Board yet. JP continued that there are a lot of unknowns due to both not knowing how many CLAN children will be coming into school and also what the staffing situation will be. By September JP hopes she will have a clearer picture on both.</p> <p>The Head added that the Trust have recognised why it's over budget.</p> <p>The Chair added that the role of the LAB now is that it really only needs to be concerned with Finance if it's having an impact on the School's performance but continued that it was good that the information is still shared.</p> <p>There were no further questions and the Chair thanked JP for the update.</p>
2.3	<p>Educational Standards:</p> <p>Pupil Premium:</p> <p>JL had shared the following document: Pupil Premium for School Governors and Trustees: Closing the Gap with LAB Members in advance of the meeting. The Chair had shared his recent Pupil Premium Link report also. JL explained that he would like to include Pupil Premium reporting at regular LAB meetings, hopefully Terms 2,4 and 6.</p> <p>JL continued that Pupil Premium funding stands at £1345 for FSM eligible children and £2345 for Looked After Children. Catch up funding for 2020/21 only is £80 per child. JL explained the funding isn't attached to specific children but that it is for the whole school.</p> <p>JL continued that he would like to invite greater scrutiny as to how the money is spent. JL added that there are some very good questions for LAB members to consider in terms of how the Pupil Premium is spent on page 2 of the document e.g.: Can you identify from the specific actions in the Pupil Premium plan the activities that are working to close the gap and those that are not?</p>

	<p>JL concluded that there will be a new Strategy Statement around November time</p> <p>The Chair thanked JL for the update and added that this is a useful document for reference. The Chair added that it's important the LAB has an understanding of whether Pupil Premium funding is being spent effectively</p>
3	<p>Support</p>
3.1	<p>Link Governor Visits & Reports Since Last Meeting:</p> <p>The Chair thanked LAB members for the Link updates received since the last meeting on May 11th which included Pupil Premium, Mental Health & Wellbeing and SEND. The Chair added that the Link areas will change in September which will hopefully coincide with being able to undertake face to face meetings. The Chair will update the LAB once he has more information to share. There were no further comments, feedback or questions on Link reports.</p> <p>Link Governor Vacancies:</p> <p>Following on from the resignation of Gillian Cullen, the Chair thanked the LAB Members who had offered to pick up the vacant Health & Safety Link Governor role but added that this would be looked at in September</p>
3.2	<p>LAB Member Training & Preparation:</p> <p>LAB Member Mental Health Training with National College:</p> <p>The Chair asked if LAB Members could undertake the following two Online Learning Modules on the National College Learning Platform. The Chair added that this shows the LAB's commitment to the Carnegie Award for Mental Health:</p> <p>Action: LAB Members to undertake the following two modules on the National College training platform by the start of 2021/22 academic year:</p> <ul style="list-style-type: none"> • The importance of Staff Wellbeing as part of a whole school approach to Mental Health. • A Mentally Healthy School: Foundations for Success. <p>LAB Member Mental Health Survey:</p> <p>The Chair invited LAB Members to contact him if they would be interested in helping with the LAB Member Mental Health survey.</p>
3.3	<p>Admin & Clerk Update:</p> <p>Next Year's Meeting Dates:</p> <p>The Clerk confirmed the LAB meeting dates for the next academic year:</p> <p>28th Sept 2021 16th November 2021 18th January 2022 8th March 2022 10th May 2022 21st June 2022</p>

	<p>National College Learning Platform Sign Up:</p> <p>The Clerk reminded the LAB Members to ensure that they had signed up to both the National College and NGA Learning Link training platforms. Instructions have been circulated. The Clerk advised the LAB that the Trustees will be recommending a selection of training through these Virtual training platforms.</p> <p>September Forms:</p> <p>The Clerk advised that where possible the September LAB Member forms and confirmations would be made available virtually through Governor Hub, details will follow. This had partly been introduced last year due to the Pandemic</p> <p>TPAT Governance Event 2nd July 2021: The Park Academies Trust- our Vision, our Values, our Strategy, and the Importance of Outstanding Governance</p> <p>The Clerk reminded the LAB about accepting invitations for the above event which will now be via Teams.</p> <p>The Clerk asked LAB members to contact her if anyone needed assistance with any of the above.</p>
4	<p>AOB & Any Other Points</p>
4.1	<p>AOB: Matters Arising:</p> <p>Board Vacancies Staff & Parent:</p> <p>The Chair confirmed that with the resignations of both Gillian and Zoe there were two LAB Member vacancies; Staff and Parent respectively and that elections would take place in the new academic year.</p> <p>Term of Office James Lee:</p> <p>James Lee's Term of Office ended on the 27th June 2021. James had expressed a strong desire to continue. There were no objections from the LAB and all were in favour of a second term of office for James. This was proposed by JR and seconded by VR.</p>
4.2	<p>Date of Next Meeting:</p> <p>28th September 2021 - 6pm.</p> <p>The Chair extended his thanks to the Head and the LAB for their attendance at the final meeting of the academic year. It will be confirmed in due course if the next meeting will be virtual or in person</p>

The Meeting concluded at 18:59 pm

Full LAB Meeting Dates 2021/22	
28 th September 2021	8 th March 2022
16 ^h November 2021	10 th May 2022
18 th January 2022	21 st June 2022

Abbreviations:	
TPAT	The Park Academies Trust
SDP	School Development Plan
SLT	Senior Leadership Team
SENCo	Special Educational Needs Co-ordinator
SEMH	Social, Emotional and Mental Health
ELSA	Emotional Literacy Support Assistant
SBI	Sign Bilingual Inclusion
CLAN	Complex Learning and Additional Needs
FSM	Free School Meals

Key Actions:	By whom:	Completed:
Action: LAB Members to arrange photo for ID Badge once school open	All	Closed
Action: EM/KM/IB to organise Virtual Pupil Forum with LAB	EM/KM/IB	Closed
Action: Clerk/LAB Members to notify interest in recording stories	All	Closed
Action: Clerk to invite Becky to feedback on Ofsted Review into Sexual Abuse in Schools	Clerk	02/07/21 Closed 28/09/21
Action: LAB Members to undertake the following two modules on the National College training platform by the start of 2021/22 academic year: · The importance of Staff Wellbeing as part of a whole school approach to Mental Health. · A Mentally Healthy School: Foundations for Success	All	Ongoing

Signed:	Print:
	Signature:
Date:	