

**Local Governing Body Meeting**  
**Thursday 14<sup>th</sup> September 2017 at 7.30pm at DCE**  
**Minutes**

**Present:**

Catriona Arundale	Governor
Andrew Ballantyne	Governor
Sylvia Bradley	Governor
Simon Ball	Head of School
Chris Briggs	Staff Governor
Paul Good	Chair
Matthew Lee	Parent Governor
Helen Stallard	Governor
Matt Whitehead	Executive Headteacher
Mark Vermes	Governor

**Absence**

Hakima Nouar	Co-opted Governor
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**In attendance:**

Kathy Crotty	Clerk
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**1. Welcome , Introductions & Opening Prayer**

- Governors were welcomed to the meeting by Simon Ball who agreed to chair this meeting. The opening prayer was led by Simon Ball.

**2. Apologies for Absence**

- No apologies had been received by the clerk.

**Notification of AOUB and Confidential Items**

The meeting was informed of three items to be discussed during the meeting.

- Letter requesting leave of absence
- Admission and exit from the playground and use of the Astroturf in the playground
- Letter received from a parent

**4. Declaration of business / pecuniary interests**

- Andrew Ballantyne; Catriona Arundale; Helen Stallard and Mark Vermes have children in the school.
- There are no other declarations other than those listed on the school website.

**5. Minutes of Previous Meeting held 11.07.17 and Matters Arising**

- Action: MW to acquire the EAL funding information for Governor. This has been actioned.
- Action: Clerk to inform Paul Good the DCE meeting is 17<sup>th</sup> October at 7.30pm to prepare the one page summary of school strengths for Ofsted. This has been actioned. Paul Good explained the purpose of the Governors meeting and gave an update from the recent George Lloyd meeting. The planned session is to enable Governors to focus on strengths and area for development as part of being prepared for Inspection. The meeting will focus on evidence needed to demonstrate the strengths of the school.
- Action: Head of School report on 19.09.17 to include an update on safeguarding training undertaken and planned training for designated leads. See agenda item 9.

Corrections to the minutes were approved on page 3 - Mr Briggs is a staff Governor (singular) and page 7 change "will be" instead of "was"

**The minutes of the meeting held 11.07.17 were formally approved subject to the above amendments and signed by the Acting Chair Simon Ball.**

## **6. Behaviour and safety of pupils (Safeguarding) – update**

- Simon Ball explained behaviour and safety is a standing aspect in the Head of School report. There are no incidents to report from the summer term of 2016/17. The school aims to always improve behaviour and safety and there is sharing of good practice from the other schools in the Trust. Simon Ball reported that George Lloyd had suggested the schools in the Trust could be more visible about their safeguarding strategy and there are now posters in the entrance advertising the safeguarding officers including the link Governor. There is now information in the playground area. Parents and children should now have more clarity about contacting people
- Every person who is a visitor to the school is issued with a red lanyard if they are not DBS checked and a blue lanyard if they are DBS checked. All visitors are now given information about the school including safeguarding information. The welcome leaflet includes information on not using mobile phones and fire evacuation procedures.
- The school has recently undertaken an unplanned fire evacuation and there were no issues arising from this.

### Change of use of Astroturf

- One Governor raised an issue (this was an AOB item) about information received by parents which was confusing as it referred to safeguarding instead of safety. There is a restriction on the use of Astroturf and this was felt to be overly protective of children. It was argued this has affected children who like to be active before and after school. The new policy has an unintended consequence of the area being fenced off during Kids Club which prevents use. The Governor who raised this also felt Governors should have been consulted in advance of the change of policy.
- Simon Ball addressed these issues. The Astroturf issue should have been headed health and safety and not as a safeguarding issue. The nursery play area is in effect an outdoor learning area. The school wanted to discourage older children from playing in the outdoor provision which is set up for the nursery. The football has been a long standing issue and the children are aware of the restrictions. The scooters issue is a recent issue as children are wheeling into people. The drop off and collection times means there are toddlers and babies in prams. When the school is not supervising the children before the gates are locked there is concern about who is responsible when children are on the Astroturf. The legal situation is not clear. A personal injury lawyer has contacted the school citing an example of a case where the family brought action

against the school as the incident was on school premises. The school position needs more clarity stating exactly when the school is responsible and the policies will reflect this. The end of day arrangements will be clearer. The school has reviewed the concerns raised and will now inform parents there will be an opportunity to use the Astroturf before and after school and there will be signs displayed making this clear this will be a parent's responsibility (before 8.45 and after 3.10pm). The equipment is checked as part of the premises checks in line with agreed policies and procedures. The original decision was explained as in reaction of a concern of litigation. The end of day arrangements are in the Health and Safety Policy and they do need to be reviewed identifying clearly the responsibility.

***Will children only be able to use the Astroturf if parents are present***

- Children are released to parents; if parents do not arrive the children remain with their teacher. The supervision and duty of care is handed over to parents and at this point the children can use the play area. Some older children walk to and from school unsupervised and the school will now ask parents to sign a letter to confirm their permission and this letter will make clear the school is not supervising the child until the school day starts and after it ends. The School will communicate the policy more effectively.

***Governors asked about signing the letter and asked does the school know which children are allowed to travel to and from school unsupervised***

- The Executive Headteacher explained the Yr6 children tend to be the children who travel home unsupervised and parents up to now have orally informed staff. The school will be more rigorous about recording this information. Traditionally the child has been released to the person who brings them to school and children who bring themselves take themselves home. It was acknowledge the world is now different and the expectations are now different.

***Governors sought clarification that if a child is dropped off at 8.30am can the child use the Astroturf without the parent supervising***

- It was clarified the child can use the Astroturf when the parent has been made clear they are responsible for their child during this time slot. The school staff described some of the behaviour of children when using the school equipment. The Executive Headteacher reassured Governors that if there were an accident the school would intervene and offer first aid assistance. The school is merely aiming to protect itself from litigation as well as create a safe environment.
- The After School club wants to make a start at 3.30 and so the playground is closed at 3.30. If a child has not been collected by 15.20 they come back into the school as they do now.

## **7. Admissions**

- The Executive Headteacher reported the school has two new looked after children and the school has to enrol the children. They have entered reception and Yr1 and the class size is now 31 in both classes. The children have settled in well. The school has some vacancies in Yr5 and Yr6.

## **8. SEND Update**

- Ms Smith is now the SENCO across two schools and works Monday Tuesday and Wednesday morning at DCE. In September 2017 there were thirteen children on the SEND support plan register; including one child with an EHC Plan. This is 5.6% of the school population which is below the national average. Every class except one has a child with SEN support. There is also an EHC Plan for a child in nursery.
- There are three SEND children who are PP which is 23% of the cohort. There is one

EAL child which is 7% of the cohort. There are seven SEND children with summer birthdays which is 54% of the SEND cohort.

- In the autumn there were two new children with SEND joining the school; seven children left the previous Yr6 class. Governors confirmed there is no correlation between summer birthdays and SEND.

## **9. Head of School Report**

### Staffing update

- The report was circulated in advance of the meeting and included the new staffing structure and outlined the new staff appointments.
- The chair has received some correspondence from parents of a child who was on the SEND register. (AOB item). This is not a complaint but contained useful feedback for Governors to consider. The details of the incident are reported in the confidential Part 2 minutes. The lessons for the school related to what the school can offer and it was agreed this school is not the right setting for all children with SEND.
- The HoS report included a curriculum report and outlined the school trips planned.
- Simon Ball reported on staff development and identified the designated safeguarding leads as Matt Whitehead and Simon Ball. There are only three courses provided by the LA and the school is waiting for a place for Ms Lomas and Mrs Gandee.
- Update training will occur and Governors will be invited.

### Attainment

- The Manchester Integrated Data Set was available and this is a 40 page document and is not yet validated by the DfE. In EYFS there are 18 girls and 12 boys currently in Yr1 and their attainment is just above national average. There is a disparity between boys and girls in attainment. For GLD children have to attain the expected standard on 12 criteria. One boy did not achieve GLD due to one area yet had attained exceeding in all other areas. The attainment was 71.4% against the national average of 70.7%. 54.5% of boys attained GLD and 82.4% of girls. The APS is 38.9 which is two points above the national average. The children who are still emerging will join intervention groups. 100% of children achieved their Phonics against the national average of 81.2%.
- In KS1 there are 13 boys and 17 girls. 90% of children attained the standard against a LA of 70.9% and national average of 76%. In writing the school attained 90% against a LA average of 65.1% and a national average of 68%. In Maths the attainment was 86.7% against a LA average of 71.6% and a national average of 75%.
- At the higher standard in reading the attainment was 36.7% against a LA average of 20.2% and a national average of 25%. In writing the attainment was 26.7% against a LA average of 13.8% and a national average of 16%. In Maths the higher standard attainment is 26.7% against a LA average of 13.8% and a national average of 16%.
- This school compared to national is strong especially in writing. In reading and writing there is a 10% gender gap where girls outperform boys but this amounts to two or three children. The 10% gap in maths is where boys outperform girls and in science there is no gender gap.
- The KS2 figures are out of date as one child has been disapplied. This increased the figures by 3% in every category. The school is above the LA and national average in every area and this cohort had a high percentage of children with support needs. Simon Ball reported he is pleased the school is above national average. Girls are ahead of boys in all areas. When this group was KS1 this was reversed. The Greater Depth attainment shows the school is above national in all areas.

- The IDS from Manchester LA shows this school is ranked in the top ten out of 130 schools for the combined scores. This school is categorised as first at the greater depth attainment.
- Simon Ball reported the broad and balanced curriculum was a priority for all children even though there were some concerns at the start of the academic year with this cohort. The broad curriculum gives the children many opportunities to develop their Maths and English learning also.

**Governors formally recorded thanks to the staff team for a superb set of results especially given the high level of SEND children in this cohort.**

Premises update from summer 2017

- A new boiler has been installed in the cellar below the kitchen.
- Children's toilets have been repainted
- Outdoor provision has been improved for the reception class with activities and equipment placed in the small playground.
- Fencing has been replaced around the KS1 playground and a pagoda in poor repair has been replaced.

## 10. School Improvement Plan

- Governors were issued with a summary booklet outlining the priorities for the coming year.
- The Performance Management process was outlined for 2017-18 which included increased attainment in EYFS; ARE's at KS1 and KS2 to be 80% and to continue to maintain attendance at 97%. The 10% Persistent Absence refers to the amount of children who have attendance at less than 90%. The percentage in this school is 2.69%. The target is for PA to be under 3%. The national average is 8.2%. Less than 3% absence is excellent.
- The key improvement priorities overview focuses on the five Ofsted areas. There is a priority identified; success criteria identified and an action plan. Outcomes for pupils is maintaining high standards and diminishing the difference in the vulnerable groups' achievement.

### **Governors asked about the Dave Godfrey training**

- Dave Godfrey is a Maths consultant who is developing staff to promote maths in a variety of ways such as with music. There is a sound theory base and lots of activities and resources have been purchased by the Trust. This year this approach needs embedding.
- In relation to the quality of teaching and learning the school was using an assessment tracker which did not show sufficient progress so this is being changed to a system which shows progress clearer.
- In personal development welfare and behaviour the visit from Andre Coleman revealed the teaching is excellent but British Values needed to be more explicit. Simon Ball explained the four areas of British Values. These are letter of the law; liberty; democracy; and mutual respect and tolerance for people of other faiths. The school also promotes the prevent agenda and is currently organising school council elections.
- EYFS is inspected independently and there are priorities to improve what is already a strong area. A key priority is to continue to provide high quality small group work to facilitate above average progress in all areas.
- Effectiveness of leadership and management focuses on DSL training for SLT; joint practice across the school; and the "staff voice" / staff questionnaire indicates the support from the Trust is beneficial.

- Governors were informed RAISEonline has been replaced by “Analyse School Performance.” Action plans from staff members sit behind this SIP making this a robust process.
- Governors liked the format and felt the targets were challenging for KS1 and KS2.  
**Governors agreed the phonics target should be more challenging and increase from 75% to 80%.**

## 11. Governing Body Matters

### Terms of Reference for Governing Body

- Governors were informed the recent Directors meeting agreed to delegate more to LGB’s and this is work in progress. The ToR is likely to be amended during this academic year.

### **Governors formally approved the ToR**

### Code of Conduct

**The code of conduct was agreed and signed by the Chair on behalf of Governors**

### Declaration of Pecuniary Interest

**Governors present completed the declaration on Non/ Pecuniary Interest forms**

### Declaration of Governor Eligibility

**Governors present completed the Governor Eligibility forms**

### Governor areas of responsibility and interest:

The chair explained the rationale for the current link Governor roles Governors agreed the following areas would be allocated to the following Governors:

<b>Area of responsibility</b>	<b>Link Governor</b>	<b>Staff to liaise with</b>
Safeguarding	Cat Arundale	Simon Ball Matt Whitehead
SEND	Chris Briggs	Emily Smith
Pupil Premium	Mark Vermes	Simon Ball
Sports and PE Premium	Andrew Ballantyne	Chris Briggs
English	Sylvia Bradley	Emma Lomas / Liz Gandee
Mathematics	Matthew Lee	Lisa Taylor / Liz Gandee
Balanced Curriculum	Helen Stallard	Simon Ball
EYFS	Paul Good	Liz Gandee
Health & Safety	Paul Good	David Robinson and Jean Robinson

- The SLT meet most Mondays 3.30 – 5.30pm and Governors were invited to consider using this time to catch up with the point of contact. Governors are still encouraged to visit classes.

***Governors asked how often is good practice for the link Governor to meet with their staff with responsibility***

- This depends upon the area of responsibility but at least termly. The Trust is keen to bring Governors together from each school to share good link governor practice.

**Action: Clerk to circulate the link Governor lists from all three GB's to all Governors to facilitate contact with each other**

Governor self-evaluation update

- Governors had met in the summer term and the Executive Headteacher has produced a summary of accountability and the policy review cycle. The intention is to issue more responsibilities to LGB's and to delegate more financial decisions. The Executive Headteacher explained this Trust does not top- slice and explained the intention going forward. This has implications for Governor training.

Governor Training

- Governors were informed of training from One Education; Manchester School Alliance; Diocesan training and access to the NGA and the Key.

**Action: Paul Good to share information about Diocesan training available**

**12. Policies for adoption**

Safeguarding Policy

- There has been some tweaking of this policy based on the recent safeguarding audit. Governors were informed the LA LADO needed specific reference. Other changes include reference to FGM; honour based violence and gang violence in line with changes across the city.

**Governors formally adopted the Safeguarding Policy**

Child Protection Policy

- Governors were informed this policy relates to where there are major concerns which lead to a referral. This school has been involved in CIN meetings; and Early Help referrals for a variety of reasons. This policy overlaps with the Safeguarding policies. This policy will be reviewed and might be referred back to Governors.

**Governors formally adopted the Child Protection Policy**

SEND Policy

- This policy has not changed as there have been no legislative changes. This policy is specific to DCE.

**Governors formally adopted the SEND Policy**

Pupil Premium Policy

**Governors formally adopted the Pupil Premium Policy**

**13. Any Other Business**

- There was a request for unpaid leave which is reported in the confidential part 2 minutes.

**14. Dates & Times of Next Meetings:**

- Tuesday 21st November 2017 @ 7.30pm
- Tuesday 23rd January 2018 @ 7.30pm
- Tuesday 20th March 2018 @ 7.30pm (parents evening)
- Tuesday 15th May 2018 @ 7.30pm
- Tuesday 10th July 2018 @3.30pm (this is a change of date)

**15. Closing Prayer**

- The closing prayer was led by Simon Ball.

Signed.....Date.....  
*Mr Paul Good (Chair)*

***Meeting closed at 21.20***

**Summary of actions**

Action: Clerk to circulate the link Governor lists from all three GB's to all Governors to facilitate contact with each other

Action: Paul Good to share information about Diocesan training available