

**Local Governing Body Meeting
Tuesday 23rd January 2018 at 7.30pm
Minutes**

Present:

Andrew Ballantyne	Foundation Governor
Sylvia Bradley	Foundation Governor
Simon Ball	Head of School
Chris Briggs	Staff Governor
Paul Good	Chair
Mark Vermes	Foundation Governor
Matt Whitehead	Executive Headteacher

Apologies

Catriona Arundale	Foundation Governor
Matthew Lee	Parent Governor
Hakima Nouar	Co-opted Governor
Helen Stallard	Governor

In attendance:

Kathy Crotty	Clerk
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The meeting was quorate

<p>1. Welcome , Introductions & Opening Prayer</p> <ul style="list-style-type: none"> Governors were welcomed to the meeting by Paul Good. The opening prayer was led by Simon Ball.
<p>2. Apologies for Absence</p> <ul style="list-style-type: none"> Apologies were received and accepted from Catherine Arundale: Matthew Lee; Hakima Nouar: and Helen Stallard.
<p>3. Notification of AOUB and Confidential Items</p> <ul style="list-style-type: none"> Governors wanted to raise an issue relating to the Safeguarding policy, specifically parental contacts, and photographs during school visits. Governors agreed to discuss in item 9.
<p>4. Minutes of the Previous Meeting held 21.11.17 and Matters Arising</p> <p>There were no actions from this meeting.</p> <p>The minutes of the meeting held 21st November 201 were approved as a true record and signed by the chair Paul Good subject to the amendment of the Executive</p>

Headteachers report was presented by the Head of School.

5. Head of School Report

- The written report was circulated in advance of the meeting and an amended version was issued at the meeting which contained information about the SIP. The report highlighted new staffing appointed to support children with EHC Plans. The two new children are in Yr4 and Yr6. Mrs Morgan has been appointed to replace Mrs. Noller who resigned at the end of the last academic year. It was explained that Mrs Morgan was originally interviewed for a post at St. Wilfrids and was offered this post. She is settling in very well and the school is pleased with this appointment.

School Improvement Plan update

- The SIP categories reflect the Ofsted categories. There were 21 priorities and 5 key priorities listed for Governors with the actions and impacts. The SIP included specific evidence and shows the actions against every single priority. This will be added to after the spring term. There were no questions on the SIP.

Pupils progress and assessment issues

- Attainment was previously the main issue and this year the focus includes progress from KS1 to KS2. 60% of schools are seen as average. DCE is average for progress but the percentage of children meeting ARE's is high and this places DCE 25th in Manchester schools. If you look at the achievement of children attaining the higher standard (GD – greater depth) DCE is ranked number one in Manchester. The school is very pleased that 33% attained the highest standard. The Yr6 cohort had many new children who joined the cohort. The responsibility for their progress sits with DCE if they have a KS1 score and have been in the school more than six months. Progress measures for schools with high numbers of EAL children show great progress. The highest performing schools for progress in Manchester generally have the highest numbers of EAL at KS1. Attainment can still be lower.

Governors asked was this information about progress communicated to parents

- Parents were informed in the January 2018 newsletter as the data was released late December 2017.

Targets for 2018.

- It was explained to Governors the standardised score of 100 or more is the expected standard and below 100 means the child is below the expected standard. The Yr2 predictions were shared and the expectation is that 21 children out of 30 will attain the expected standard in RWM (reading, writing, and maths). The national floor target is currently 65% for this combined attainment but this may rise.
- KS2 includes GPS but this is not included in the combined score. 72% is the expected score for RWM.
- The phonics attainment in DCE has been 100% for Yr1 for the last two years and the expectation is 87% of the current cohort and on target and this is expected to rise. The school target is 90%.
- The EYFS standard of GLD (good level of development) has been between 70% and 73%. DCE currently has 77% of children on target to attain their GLD which is above the target of 75%

Governors asked is there a target for the higher achievers

- This progress and attainment of the higher achievers becomes more evident nearer the assessment dates and is hard to judge at this time in the year. The new system

enables predictions.

Action: The Head of School will produce figures of predictions of the percentages of expected higher attainers at the next two meetings.

Whole school assessment report

- Governors were informed the reporting style has changed as the previous system only recorded targets met rather than progress. The school now records progress against KAC (key assessment criteria) in the following way.
 - A child is “below” if they have met up to 20% of KAC.
 - If a child has achieved 20% to 49% of KAC they are “emerging.”
 - If a child has attained 50% to 74% of KAS they are “developing.”
 - If a child has met 75% or above of KAC they are at the expected standard.
- Higher standards will be a focus for the final term. In autumn the children should be emerging and the data shows some children are ahead of this. The numbers in the “below” and “emerging” categories will reduce as the year progresses. Most children are in the emerging category which means they are on track.
- 13% of children are below in reading; 18% in writing; and in maths 26% of children are below. This reflects the curriculum and the teaching. In Maths the teaching is structured to develop building blocks of learning and you can only mark off criteria met after the topic has been taught. Towards the end of the teaching children will complete most criteria. In reading and writing children can demonstrate skills they may have if they are competent readers. The school is confident these children will progress more rapidly towards the end of the year.
- Each term is roughly a third of learning but Yr2 KS1 SAT’s are early in the summer term. The Yr2 and Yr6 teachers have more to cover in a shorter space of time. Within the data shared it was acknowledged some children will be near the percentage boundaries so some are nearer the next progress category.
- The number of KAC (key assessment criteria) varies for each year group. The criteria also vary so it is difficult to directly compare across year groups. There are more SEND children in the school than previously and these are included in the data. Children not on target receive specific support and interventions.
- The Head of School report provided data on the vulnerable groups and this is positive. Not all SEND issues relate to cognition which partly explains the positive data.

SEND progress

- Some children will never progress from the “below” category. Ms Smith has analysed expected progress and actual progress of individual children who have a support plan. SEND children are expected to make three PIP progress over the year. For example, in Yr3 the SEND children have made 26% progress, and this is comparable to non-SEND children’s progress. SEND cohorts are small.

Quality of teaching and learning

- DCE has changed the performance management arrangements. The school no longer uses the terms ‘outstanding’ and good etc. to describe observed lessons as Ofsted have stopped using these definitions. Lesson observations are triangulated with recorded work in the children’s books along with other data from learning walks and children’s progress measures. The feedback from SLT staff members shows the quality of teaching in DCE is good across the board and often better. The report back from observations to staff is more detailed and staff meet with their manager to discuss progress and achievements towards targets negotiated in September. This is revised again in July meaning there are three PM (performance management) meetings per

year. This new appraisal policy was introduced across the Trust in September 2017. This is a more thorough system and the staff governor explained this is more of a two way process. The Head of School walkabouts support this process.

- The Executive Headteacher explained the rationale for the new performance management system. Ofsted do grade the school using this language but there has been a move away from the emphasis on individual lessons which only provide a snapshot on the day. The new PM is more robust including a wider range of evidence of the quality of teaching and learning.
- The Head of School report outlined the staff development undertaken and attention was drawn to this.

Pupil attendance update

- Attendance for the autumn term is 97.4% for the school which is pleasing.
- The PA (persistent absence is more than 10%) is 5.1% which is lower than the national average of 8%. There are 12 children who have less than 90% attendance. This reflects hospital admissions and as the academic year progressed their average attendance should improve. Absent children are followed up by a letter but this is done sensitively as many absences are due to medical appointments.

Subject leadership

- Chris Briggs has taken subject lead responsibility for IT until the end of the academic year (replacing Ms Noller).

Enriched curriculum and residential trips

- The Head of School report outlined the trips and residential activity which occurred in the autumn term. Reception children undertook an autumn walk in Didsbury Park. Yr1 children undertook an autumn walk in Didsbury Park, Manchester Bus Museum. Yr2 children visited the Hale synagogue, St James' Church, and Blue Planet Aquarium. Yr3 children had a Rainforest visitor talk. Yr4 children visited Bramall Hall. Yr5 children went to Parris Wood School for a Computing session; to Dunham Massey, and undertook a residential at Condover Hall. Yr6 children experienced the Condover Hall residential, and the God and the Big Bang,

Finance update

- The Executive Headteacher gave the finance report and the DCE finance management accounts were shared with Governors in advance of the meeting. The accounts have been filed successfully and the audit of 15th December 2017 raised no issues. Governors were informed the budget is set for September to August and the income arrives monthly. There is more income than the original projections and some of this is from the 30 hour funding for EYFS. The percentage of YTD (year to date) income is 42% which is positive.
- Staff costs up to the end of December 2017 were 33% spent which shows the budget is on target.
- Non-staff costs were 36% spent. Some of this reflects SLA's paid in advance for the year. There are no significant variances apart from the additional staffing for children with an EHC Plan. There will be a small in-year overspend and this can be met. The Executive Headteacher reported the finances are positive across the Trust.
- The October census of 2017 provides the numbers for the budget and St. Wilfrids had 16 extra children which mean approximately an additional £50,000 in their budget next year. However there is a lag of a year in the funding and some of the St. Wilfrids

children need TA support out of this year's budget.

The Executive Headteacher commended Joanne Love and Jean Robinson as well as the Finance Committee for the accuracy of forecasting and work done for audit.

- Governor discussed how costs such as pension contributions will increase year on year and pay may increase above the 1% and 2% awarded this year.

Governors noted there has been a 10% variance and asked for a reason.

- The Executive Headteacher explained the increased spending reflected some inflation in costs such as the energy facilities and also additional spending due to the healthy budget
- Action: Finance Committee to review the presentation of reports. It was suggested variances need to show minus and income should be a plus. The variance also needs a percentage value. Variances should be explained if greater than 10%.

6. Behaviour and safety of pupils

- There are no safeguarding issues to report in the autumn term. Simon Ball and Emma Lomas have undertaken DSL (Designated Safeguarding Lead) training at Level 3 on the 14th November 2017 and Ms Smith has also undertaken this training on the 16th January 2018 Matt Whitehead and Simon Ball have undertaken Safer Recruitment training on 9th January 2018.
- Governors were reminded the Safeguarding and Child Protection Policy was combined in response to the audit of policies at the inception of the Trust.
- In December 2017 The Trust has purchased the CPOMS system (child protection online monitoring system) which is used by many Manchester schools. Staff have different levels of access as required. TA's can report and log information on the system but not review data which has been inputted. When information has been inputted an email is sent immediately to relevant staff.

Governors asked is this system used across the Trust

- CPOMS is used in St. Wilfrids and DCE but not yet in WDCE.

Governors asked is there a system where the designated leads can work across the schools. For example can a Head of School be consulted for advice?

- CPOM's sends an email to people with full access whenever there has been an uploading of information. The system is fully encrypted. Heads do consult each other especially where a discussion is required about a referral. There is also the MASH team (multi agency safeguarding hub). This Trust has an experienced network of staff able to support each other on potential safeguarding issues.
- The school is now working with Operation Encompass which is a Greater Manchester Police initiative. If a child has witnessed domestic violence the police shares information with the school the morning after so the child/children can be supported.

Action: Future of Head of School reports to include Child In Need; Early Help; and Child Protection activity being undertaken by school staff

7. GDPR - General Data Protection Regulations

- Governors were issued with information about the information audit; privacy notice for pupils; privacy notice for school workforce; and privacy notice for DCE in advance of the meeting. The Trust is also intending to ask parents to sign privacy notices. Parents will be made aware of the new requirements of the school. Governors discussed how the regulations have a huge impact for schools even though the legislation is aimed more at private businesses.

- The main issue relates to devices in the school and to ensure the encryption is sufficient. The school needs to appoint a DPO (data protection officer) and at this stage it might be a role for the Executive Headteacher. The understanding is the officer has to be independent of the user of the data. Another option is Heads of School monitor each others school.

- Governors suggested on the pupil information notice, the four bullet points need clarification. (Where it refers to “and” and should maybe be an and / or situations)

Action: The Executive Headteacher to seek advice from the LA about the wording on the pupil information notice, the four bullet points need clarification.

Governors asked if May 2018 is the date of the legislation or the date this needs to be effective from

- The GDPR is operational from this date; it is a European Directive which will remain post-Brexit.

8. Approval of 2018/19 term dates

- The leadership proposed a minor change to LA term dates and this is to avoid split weeks. The proposal is to make Friday 4th January 2019 an INSET day and children to return on 7th January 2019.

The term dates proposed are:

- 3rd September 2018– 20th December 2018 (half term 22nd October – 26th October)
- 4th January 2019 – 5th April 2019 (half term 18th February – 22nd February)
- 23rd April 2019 - 23rd July 2019 (Half term 27th May - 31st May)

Governors formally accepted the proposal to accept the term dates recommended

9. Policy Review

First Aid Policy

- This policy has been tweaked to make single reference to DCE and the use of the term Head of School

Governors formally approved the First Aid Policy

Trips and Educational Visits Policy

- This policy has been tweaked to make single reference to DCE and the use of the term Head of School

Governors formally approved the Trips and Visits Policy

Health and Safety Policy

Governors formally approved the Health and Safety Policy

Leave of Absence Policy

- Governors were informed staff have reviewed this policy and following previous Governor and Director discussions and the request for leave during term time is now made to the Head of School and appeals will come to the LGB. The policy now informs staff of statutory rights to time off and explains which is paid and which is unpaid.

Governors formally approved the Leave of Absence Policy

Safeguarding and Child Protection Policy.

- The Head of School reported all staff reviewed this policy and the Data Protection Policy at the recent training.

<ul style="list-style-type: none"> Governors raised an issue relating to this policy. One of the update sections relates to use of mobile phones and technology. <p>Governors raised the issue of parents volunteering on school trips not being allowed to take photographs or contact other parents by text or social media. Governors asked what danger to the children does this pose</p> <ul style="list-style-type: none"> The actual policy is more proscriptive as it includes calls and emails. The concern is parents are volunteers and what if a parent rang the volunteer. The Head of School explained phones are mini computers and the concern is the lack of attention if answering the phone. Volunteer parents will have risk assessments to follow when on the trip and the spirit of the policy is to protect children. The comparison was made with driving a car and the need to not be distracted. The management of information is important and social media is not always effective. The Trust is also keen to ensure the communication is through agreed channels which is the staff member(s). Mark Vermes and Simon Ball will work on revised wording. <p>Governors agreed to formally approve the Safeguarding and Child Protection Policy subject to amended wording</p>
<p>10. Any Other Business</p> <ul style="list-style-type: none"> There were no items of Any Other Business.
<p>11. Date & Time of Next Meetings:</p> <ul style="list-style-type: none"> Tuesday 20th March 2018 @ 7.30pm Tuesday 15th May 2018 @ 7.30pm Tuesday 3rd July 2018 @3.30pm (meet with the school council)
<p>12. Closing Prayer</p> <ul style="list-style-type: none"> The closing prayer was led by Paul Good.

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

Meeting closed at 21.30

Summary of actions

- Action: The Head of School will produce figures of predictions of the percentages of expected higher attainers at the next two meetings.
- Action: Finance Committee to review the presentation of reports. It was suggested variances need to show minus and income should be a plus. The variance also needs a percentage value. Variances should be explained if greater than 10%.
- Action: Future Head of School reports to include Child In Need; Early Help; and Child Protection activity being undertaken by school staff
- Action: The Executive Headteacher to seek advice from the LA about the wording on the pupil information notice, the four bullet points need clarification.