

Local Governing Body Meeting
Tuesday 25th September 2018 at 7.30pm at DCE
Minutes

Present:

Catriona Arundale	Foundation Governor
Simon Ball	Head of School
Andrew Ballantyne	Foundation Governor
Chris Briggs	Staff Governor
Paul Good	Chair (MDBE)
Emma Hooson	Staff Governor
Matthew Lee	Parent Governor
Helen Stallard	Foundation Governor
Mark Vermes	Foundation Governor
Matt Whitehead	Executive Headteacher

Apologies

Sylvia Bradley	Foundation Governor
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Absent:

Hakima Nouar	Co-opted Governor
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In attendance

Kathy Crotty	Clerk
David Finch	Member of the Trust

Any text in red bold italics represents Governor question (Q); challenge (C); Governor and/or clerk support (S). Black bold upright represents decisions and actions.

1. Welcome, Introductions & Opening Prayer

- Governors were welcomed to the meeting by Paul Good. The opening prayer was led by Mark Vermes.

2. Apologies for Absence

- Apologies were received and accepted from Sylvia Bradley

3. SEND update

SEND Identification Procedure DCE

Governors formally accepted this report.

SEND Report from Emilie Smith

- Governors were given a written report outlining the SEND need in the school. There are three children with an EHC Plan with one pending. There are 22 children receiving SEND support meaning there are 25 children in total. This amounts to 10.5% of school population which is below the national average of about 14%
- The four primary areas of need were outlined. There are eleven pupils with communication and interaction needs; ten pupils with cognition and learning needs; two pupils with social emotional and mental health needs and two pupils with sensory and/or physical needs. There are two children with a behaviour support plan; one child receiving 1:1 support; four children with Educational Psychology involvement; eight children receiving speech and language support and three children with CAMHS involvement.
- Four children with SEND needs left the school last year (4 from Yr6; one child from Yr5 and one child from the nursery) and there are two new pupils who have joined the school.
- The link to vulnerable groups were included in the report. Five children are pupil premium; five children are EAL; and thirteen children have summer birthdays.
- The main actions for the coming years are to establish a mental health working group; to evaluate the provision to ensure improved provision for staff and pupils. There is a new monitoring system for interventions and the emphasis will be focusing on interventions that can demonstrate impact. There is a new SEND tracking system to be implemented to show progress from EYFS to KS2. The school will produce learning journeys for pupils with high level need. This will show their development in all areas and this might capture all achievements.
- Emilie Smith will support staff to take ownership of EHC Plans and this will be monitored.
- There will be a new parent's meeting week for parents with children with SEND in February 2019. This initiative has been implemented in response to feedback from the SEND parent view.

Q: you are in the second year of tracking how is this working?

- Every child is unique and it is hard to provide an overview. The tracking system is working well and the trend for this year shows the children are making progress.

Q: The chair asked about the working group on mental health issues and reminded Governors last year parents made representations around some mental health provision. Could this work be shared with that concerned group of parents? This could demonstrate the school shares their concerns.

- Emilie Smith explained this Mental Health working group is still the early stages and the outcomes will be shared when there is something more concrete to report.

4. Notification of AOUB and Confidential Items

Non-attendance at meetings

- Directors have discussed the non-attendance of a co-opted Governor who had not attended for the full academic year of 2017-18. Governors were advised to end this co-option. The Governors determined to accept the recommendation and to end the co-option with immediate effect. The Executive Head would write and thank this Governor for her service. A replacement for this Governor would be sought. The Rector, Nick Bundock advised that he would be willing to accept a co-opted role.

The LGB approved these courses of action.

Action: School leadership to inform the co-opted Governor of the decision.
Action: Nick Bundock to be formally invited to be a co-opted Governor (Chair)

School profile in the community

- See Part 2 confidential Minutes

5. Minutes of the meeting held 10th July 2018.

Governors formally approved the minutes of the meeting held 10th July 2018.

- The Executive Headteacher reported as part of the three-year budget approval Governors agreed to increase pupil numbers at KS2. The budget forecast predicted a deficit and the preliminary budget closedown indicates that the carry forward is healthier than predicted. The UIFSM (universal infant free school meals) is paid in July and is included in the closedown figures and some of this budget might be moved into the new financial year. There is a higher income than predicted in UIFSM, there was approximately £20,000 more on the 31st August 2018. Income from trips increased and the devolved formula capital increased as well as a greater uptake of school meals. SEND income has increased. There was an approximate £50,000 increase but some of this is off-set with additional costs. Prudent budgeting saved £3,000 on staff. Last year the school ran almost a balanced budget which is a huge achievement.

The Executive Headteacher gave formal thanks to Simon Ball and Jean Robinson the SBM. The chair gave formal thanks to all the staff involved.

Q: Does this mean £150,000K is the carry forward surplus?

- Yes, this is a good percentage of about 8% which is a healthy carry forward.

6. Head of School Report

Governors were issued with a written Head of School report.

End of key stage results 2018

EYFS

- The results for EYFS children are a combination of achievement in 17 goals. The first 12 have to be achieved for a GLD and this is the benchmark. 81% of children achieved and this is the highest percentage of children in the last 4 years. This is 10% above the national average. Five areas of the 17 have declined and this is related to physical and emotional development. The school is still attaining at the national average in these five areas.
- Boys last year had 30% gap and this is now a 1% gap in favour of boys. This is unusual and the school is pleased to have closed this gap.

The Chair on behalf of the LGB gave formal thanks to the staff in EYFS for these outstanding achievement results especially the improvement in boys attainment.

KS1

- In reading 90% of children achieved the expected standard which is 14% above the national average. Writing attainment is 73% and this above the national average yet this has dipped. Maths attainment is 73% which is 2% below the national average and is also a dip which is unusual. The expected standard is a higher than in previous years.

Q: Is the writing attainment irrespective of cursive?

- The children did have to produce joined up writing for the higher standard but not for the expected standard.

Q: Is writing teacher assessed or exam based?

- At KS1 the children take their SATs informally in the classroom, and take tests at the expected level and higher level and these inform the teacher assessments. Teacher assessments override test results. At KS2 there is still teacher assessment for writing whereas the other subjects are from tests. The school was moderated this year in KS1 and the moderator agreed with the school's assessments.

Q: Does this underperformance carry into KS2?

- Interventions will now be utilised to ensure the children meet the expected standard and expected progress.

Q: Do the parents know their children might have underachieved?

- In yr2 and Yr6 there is an extra report about the assessments. The old levels were removed as parents did not understand them. The parents are informed and there should be no surprises as parents were informed at the parents' evenings in November and February. There were five children in the cohort on the SEND register and the parents were aware of their children's progress and attainment. Governors reported the sheet used at parents evening was clear.
- Performance data for key vulnerable groups is only two children so is 100% for reading and 50% for writing.
- The school has achieved excellent results at GD in reading, writing and maths where 33% of children attained at GD which is substantially above the national average. Some classes can be compact in the range of attainment and other classes are more widespread. The GD results are excellent

KS2

- Two children will be disapplied for figures and the unvalidated data of 93% is expected to move to 97%. This 97% does include some children on the SEND register in the data.
- There are four PP children and 75% attained the expected standard in the combined reading, writing and maths. The national average for PP children in RWM is 43% so this excellent although small numbers. Boys did well in that 88% achieved although 95% of girls achieved.
- 48% of DCE children achieved the higher standard in reading and 38% achieved the higher standard in writing. In maths 45% of children achieved the higher standard and 66% achieved in SPAG which was described as 'amazing'.
- In the combined scores writing is teacher assessed. An incorrect code has been entered where one child who was GD was entered as expected. This was reported immediately and the school has attained 28% for GD RWM but the data set is currently showing 24% and this will be corrected. At 24% this places the school second in Manchester for achievement at the higher standard and this is expected to rise to first place in Manchester after the corrections have been made.
- Girls are outperforming boys but the gap is closing.

Governors congratulated the school for DCE being the leading school for attainment at the expected standard and at GD in Manchester.

Staffing issues

- The staff changes were outlined and the changes in subject leadership.

Admissions update

- There are 237 in the school. The previous admissions number was 236 and there has been agreement at KS2 to increase to 32 children per class giving an extra 8 across the school. This compensates for the lower numbers in Yr5 and Yr6 where there tends to be more mobility. However, in this year's Yr5 there are now 30 pupils.
- The budget still includes two LAC children who are no longer in the school. They were adopted and then left the country. They have been registered with 'Children Missing in Education' team as the school does not have contact details. This all happened over the summer holidays and the school was informed they have to put the children back on roll until this is resolved.

Q: Will this have an impact on DCE attendance?

- Yes, but attendance is high at this school. If they are still on the school roll on the October 4th 2018 the school will benefit financially. The school has followed all advice given. The school did off-roll these pupils and were asked to put them back on roll. The case worker is in South Wales and is currently not in work which is why this is taking some time to resolve. This is all minuted on CPOMs.
- There have been 9 children who have left the school and there are 11 children who have joined.

Attendance data 2017/18

- The school attendance is 96.9% which is above the national average and the school was aiming for 97%
- The PA is low at 3.85% and this is six children. This data is just over 3% of the statutory school age children and this is below the national average of 8%.

Parent voice

- Feedback from parents is mostly positive. Two years ago, the data suggested there might be an issue about bullying and the data is the same this year. However, the school believes this is a questionnaire design fault where the no answer relates to the respondent having no experience of bullying to comment.
- The most popular answers about what parents like about the school relates to the school community; the nurturing aspect of school; the quality of teaching and approachable staff.

Action: Simon Ball to share formal thanks to all school staff for consistent attainment of national benchmarks and the achievements at the higher standards.

School Improvement Plan

Governors were given a one-page summary of the SIP priorities in preparation for inspection.

7. Behaviour and safety of pupils (Safeguarding) – update

- The written report to Governors indicated there were no racist incidents and no equality or disability issues. There were two accidents on the play equipment. One resulted in a broken wrist and the other in a dislocated elbow. The Astroturf has been replaced by a thicker rubber surface.
- There were some issues reported at the July meeting. The Prevent team were contacted regarding one child, this child did not meet the threshold but is being monitored.

- A referral was made to children’s services on July concerning the emotional well-being of two children in the school. Social services took up the case but after investigation felt it did not warrant further action.
- A child has received five fixed term exclusions for a total of 12 days in the summer term. This child is now in a different school.
- Keeping Children Safe in Education has been updated and there are key changes on peer on peer abuse. The document has been circulated to all Governors in the Trust by the clerk. The Head of School reported on training planned and Governors were invited to attend the training.
- Governors were invited to attend the staff meetings where Kerry Dawson (an outside consultant) is delivering training on the key changes from 3.30pm – 5.30pm on Wednesday 3rd October and Wednesday 10th October

8. Governing Body Matters including:

Terms of Reference

Governors formally approved the terms of reference

Code of Conduct

Governors formally approved the Code of Conduct for LGB’s and this was signed by the chair on behalf of the LGB.

Declaration of Pecuniary Interest

Each Governor present completed the PI declaration

Declaration of Governor Eligibility

Each Governor present completed the Governor Eligibility declaration

Link Governor roles

Action: Clerk to resend the visit proforma for Governors to complete.

- Governors agreed to include an area for RE and ethos as there is a SIAMs inspection due and the school has not had an Ofsted for ten years due to the school being consistently outstanding.

Action: Paul Good to confirm with Nick Bundock co-option onto the GB and to take Governor responsibility for ethos and RE

- Safeguarding link Governor role was explained and the Designated Safeguarding Leads were identified. It was clarified these areas of responsibility have replaced the class link role.

Governor agreed the following areas of responsibility

Area of responsibility	Link Governor	Staff contact
Safeguarding	Paul Good	Simon Ball
SEND	Cat Arundale	Emilie Smith
Pupil Premium / LAC	Mark Vermes	Simon Ball
Sports and PE Premium	Matthew Lee	Kate Evans
English	Sylvia Bradley	Emma Lomas / Gandee
Mathematics	Andrew Ballantyne	Elizabeth Lugsden / Liz Gandee

Balanced Curriculum	Helen Stallard	Simon Ball
EYFS	Paul Good	Liz Gandee
Health & Safety	Paul Good	David Robinson & Paul Good
Ethos & RE	Nick Bundock	Kathryn Thompson

Governor self-evaluation & training identified

- Governors were advised to register with the National Governors Association and The Key which the school subscribes to.

9. Policy approval

Social Media Policy

- This policy is on the school website. This is a Trust wide policy and has not been changed. This policy was revisited due to an incident in another school where Governors had been privy to discussion on a social media forum which then precluded those Governors (prior knowledge) from being involved in a parental appeal even though they had not been part of the social media discussions.

Q: Reference to the new Facebook procedure has been included in the parental newsletter. Not all people are on Facebook and are therefore excluded so can information be shared in other forums.

- The school does put photographs of the children's activities in school newsletters but this is limited due to space. The Facebook is additional to the normal school communication. Facebook allows instant reaction. Many schools are using twitter and DCE has not adopted this. Consent is being sought for using these platforms. Governors suggested the update can be linked to the school website so non-Facebook users can still share the instant information.
- The school has bought an app to inform parents of when there is an update and this has not been launched yet. Ms Emma Lomas has been tasked with communication with parents and it was suggested she links with other schools in the Trust.

Action: Simon Ball to ask Emma Lomas to link with St. Wilfrids and WDCE on ICT communication with parents

- Governors noted the update of the class page on the school website will be included.

Q: Governors asked if staff and Governors should follow the Facebook page.

- The clerk advised no unless you are confident you are able to do settings tightly (friends only access). Governors discussed the need to have clear settings on Facebook.

Q: Does someone approve the inclusion of people in the group – is it a closed group or open.

- Governors think it is an open group and it needs to be a closed group. The pictures are anonymised.

Action: SB to investigate the Facebook page being a closed group restricted to pupils, staff and family.

Matthew Lee volunteered to work with the school on any of the privacy issues.

Governors formally adopted the Social Media Policy

DCE Positive Handling policy 2017

Governors formally re-approved the Positive Handling Policy

DCE SEND Policy 2018-19

There are some minor updating and the approach to SEND is clearer. This is based on the theoretical and practical application within the school.

Governors formally approved the SEND Policy

10. Any Other Business

Gold Awards

- Governors raised the issue of gold awards which appear to have changed and the children are dissatisfied. The quality was questioned as it was felt that the card was thinner

Action: Simon Ball will investigate the thickness of the Gold Award certificates and report back

11. Date & Times of 2018/19 Meetings

- Tuesday 20th November 2018 @ 7.30pm
- Tuesday 22nd January 2019 @ 7.30pm
- Tuesday 12th March 2019 @ 7.30pm (change of date)
- Tuesday 14th May 2019 @ 7.30pm
- Tuesday 2nd July 2019 @ 3.30pm

12. Closing Prayer

- The closing prayer was led by Paul Good

Signed.....Date.....

Mr Paul Good (Chair)

Meeting closed at 22.00

Summary of actions

- Action: School leadership to inform the co-opted Governor of the decision.
- Action: Simon Ball to share formal thanks to all school staff for consistent attainment of national benchmarks and the achievements at the higher standards
- Action: Clerk to resend the visit proforma for Governors to complete. This has been actioned
- Action: Paul Good to confirm with Nick Bundock co-option onto the GB and to take Governor responsibility for ethos and RE
- Action: Simon Ball to ask Emma Lomas to link with St. Wilfrids and WDCE on ICT developments

- Action: SB to investigate the Facebook page being a closed group restricted to pupils, staff and family.
- Action: Simon Ball will investigate the thickness of the Gold Award certificates and report back.