

**Local Governing Body Meeting of DCE  
Tuesday 22<sup>nd</sup> January 2019 at 7.30pm  
Minutes**

**Present:**

Simon Ball	Head of School
Sylvia Bradley	Foundation Governor
Nick Bundock	Foundation Governor
Paul Good	Chair (MDBE)
Emma Hooson	Staff Governor
Matthew Lee	Parent Governor
Mark Vermes	Foundation Governor
Matt Whitehead	Executive Headteacher

**Apologies**

Catriona Arundale	Foundation Governor
Andrew Ballantyne	Foundation Governor
Helen Stallard	Foundation Governor

**In attendance**

Kathy Crotty	Clerk
Kathryn Thompson	RE co-ordinator
Emma Lomas	Assistant Head of School / English Lead KS2
Liz Gandee	TLR / English Lead KS1 & EYFS

*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 Paul Good.

**2. Apologies for Absence**

- Apologies were received and accepted from Catriona Arundale; Helen Stallard and Andrew Ballantyne.

**3. Notification of AOB and Confidential Items**

- There were no items of any other urgent business. Sincere thanks were given to the school staff for an excellent SIAMs inspection. Formal thanks were given to Governors who attended to meet the inspectors. The process is rigorous and the formal report and grading is expected to be available before the end of January.

#### **4. English Presentation - Emma Lomas and Liz Gandee**

- Liz Gandee presented on the Marking Policy and informed Governors this process is now embedded. The marking codes were shared with Governors and it was explained how this system has a positive impact on writing development. Children have individual targets and the school promotes a high standard of presentation. Progress and effort are praised. The school ethos is to promote pride in their work and children are encouraged to present their best work. Children who need interventions can be praised for progress and children are expected to aim high.
- Emma Lomas shared a piece of writing from a Yr6 pupil to show the impact of the changes to the writing. The school provides purposeful writing opportunities and the standard is very high. This reflects a high level of planning. The expectation is for a high level of grammar and the planning process ensures this is interesting for the children. The standard shown was at the expected standard and it was explained this is not GD (greater depth) until there is more consistent punctuation. This piece of writing is retained as evidence of their achievement. A copy of the writing, a letter was one of a number sent to the Environment Secretary, Michael Gove, raising concerns over the use of plastics.
- In Yr6 there has been a new initiative which may be rolled out to other year groups if this proves to be successful. This is a reading log promoting reading and children are encouraged to log how many of the 58 books they can read before they leave the school. The books have been purchased by the school. The majority are fiction. There are three specific books to support children's well-being. The children's reading is displayed in the classroom.

**Q: Are some of the books more accessible to children who do not read so much?**

There are some books the children have read, so all children can start having read at least one book.

**S: Governors were complimentary of this initiative and thought this was an excellent idea**

There is a new book club for all children and the aim is to attract reluctant boy readers. There are 14 children attending and this includes nine boys. This club meets for 15 minutes every Tuesday. The children will be encouraged to review the books they are reading.

**Q: Did all children write their letter on the same subject?**

Yes, they all were all writing about plastic pollution, but each child had to identify three solutions of their own. All letters were actually sent to the Department for the Environment, this work was also linked to a PSHE unit on caring for the world. There was a response from the minister to all children.

**Governors praised the staff for the outstanding work to promote reading in the school and for the progress in handwriting.**

#### **5. Minutes of the Previous Meeting held 20th November 2018**

**Governors formally approved the minutes of the meeting held 20<sup>th</sup> November 2018 subject to the following amendments**

- Page 6 correction of "mans" to "means".
- The Executive Headteacher reported there is a projected in-year deficit of £27,111 which is good due to the healthy carry forward.
- The YTD income and spending shows a deficit of £3,000. This is good as if this was each half-term this would be £18,000 is less than the projected £27,000.
- Page 8 replace form with from.

Action: The tracking information to include half termly progress updates showing how the picture changes from the previous half term.  
This has been actioned.

Action: All Governors to sign they have read "Keeping children safe in education".

**Action – Governors to email Simon to say they have read "Keeping children safe in education" asap**

**Action: Clerk to send Keeping children safe in education". to Nick Bundock**

Action: MW to seek advice from One Education regarding the requirement of Governors to be using school email addresses.

The Executive Headteacher has contacted One Education for advice about Governors needing a School Email address and the advice received stated the clerk can use personal emails as all minutes etc are published on the school website. Confidential minutes are not emailed and hard copies are brought to the meeting.

## 6. Head of School Report

### Staffing Issues

- A member of staff from the Kids Clubs has been employed as a TA to work with a SEND child, and a new cleaner has been employed.
- Many teachers are attending a health and well-being group across the Trust to explore initiatives for children and staff.

### Mobility Issues

- There has been a change of numbers on the school roll, two boys joined the school, one in Yr5 and yr6 and they have since left. In KS2 as children who replace leavers tend to be NIA (new international arrivals) and recent international arrivals plus children with academic issues sometimes needing an EHC plan. This is a challenge for KS2 as this intake is different to the children leaving. Children may come from countries where the educational levels can be lower for the age-related expectations in this country, even if English is the child's first language.

#### ***Q: Is this inevitable as there must be other types of families moving into the area***

The experience of this school is the children are often from further afield than Europe. Local children tend to come with an element of additional need. This might reflect the reasons for the movement. Children rarely leave DCE for other state schools unless relocating. This school is developing an excellent reputation for working with children with SEND needs. This can have a positive affect for the dynamics in the school.

#### ***Q: Is there a waiting list for places at DCE?***

Yes, but in the younger classes there are less vacancies. The vacancies tend to be in the older classes where children leave for the independent sector. A weekly list is received from the LA and people contact the school directly. There are categories of over-subscription which still apply such as a regular attender at SJE would be at the top of the list.

- The census is taken on October 4<sup>th</sup>. The pupils in-year fair access admissions protocol (PIYFAP) was explained. This is a LA process which allocates pupils needing a school place during the school year. There is a monthly meeting and children without schools are allocated one.

**Q: Can you be forced to take pupils that take you above the PAN (pupil admissions number)?**

Not if there were vacancies in other schools. The school can be named and this school is often not named as the families in these categories tend not to live in Didsbury because of house prices.

**Q: Is there anything this school can do to stop the loss of children into the independent sector?**

The opening of the Didsbury High School may mean parents have a good alternative as children can leave DCE in Years 3-5 to gain access to independent prep schools and so gain easier access into the Independent sector secondary schools. Manchester schools are performing well despite the social problems. Some former fee-paying grammar schools are now becoming academies. Parrs Wood and Trinity High schools seem to not be the choice for DCE parents as they were previously. The children from DCE do well, whichever high school they progress to.

### **Pupils progress and assessment issues**

Of 160 Manchester schools there are 131 with KS2 children that return KS2 data. DCE is ranked number one for the combined attainment at expected standard. There is an average reading score of 111 out of 120 which ranks the school number two in Manchester and also in maths. One child is the difference between the 96% attained. This was one child who joined the school late and did not take the tests due to his complex needs.

- Progress scores are a challenge for this school as the KS1 attainment is high. The progress is average for writing (which means the children are progressing with the middle 60% of children) but above average for maths and reading.

**Q: Have these results been reported in the parent newsletter?**

Yes, this has been reported.

- The scores are unlikely to be as high this year or next year due to cohort differences. There is a higher level of need in both the current Yr6 and Yr5.

**S: Governors appreciated cohorts are different.**

The targets for the year were shared.

### **EYFS**

- In EYFS 73% of children are expected to attain a GLD and 27% of children are not on target.
- In Phonics 27 children (90%) are expected to attain and three children (10%) are not on target to attain.

### **KS1**

- In KS1 87% of children are expected to attain the expected standard in reading; 90% in writing; and in maths 87% of children are on target.
- The school target for the combined is 70% which is above the floor target of 65%. This is lower than previous targets as this year there are children who may not attain in individual subjects. 27% of children are expected to attain GD in the combined scores.

## KS2

81% of children are on target to attain the expected standard in reading, writing, maths and GPS (grammar punctuation and spelling). The school target for the combined score is 71% (the national average is 65%) - this is less than previous year group targets. The GD target is higher at 26%.

### **Q: How many children are on roll in Yr6?**

There are 28 children roll in Yr6 as of 22 January 2018.

### Autumn 1 to Autumn 2 progress

- In the column “below” up to 19% of children are not on track to reach the expected standard by the end of the school year. The “emerging” column this means between 20 and 49% of the key assessment criteria has been achieved and these children are on track to reach the expected standard by the end of the school year
- The Yr3 autumn two figure shows not a huge move, and this reflects the amount of the curriculum covered. There will be greater progress in the spring term.
- In Yr4 there is a disparity between English and Maths and some intensive maths work is needed with this cohort. Also, there will be more curriculum coverage in the spring term and also some children will be near the criteria. Spring 2 is where a real shift is expected.
- Yr2 and Yr6 are further along as the curriculum has to be covered by the May SATs.
- 25% of Yr5 children are SEND
- This tracking system has been in operation now for three years.

### **Q: Do teachers like this tracking system**

Yes, this KAC (key assessment criteria) seems to be working well. It is useful for identifying individual learning needs.

- Governors were informed there is one high performing pupil who will be out of the country in the summer term which will affect the data negatively. (The child’s parent is taking research leave overseas)

**S: Governors were complimentary about the visual presentation of how classes are developing and thanked Simon Ball for his presentation of the data.**

### Vulnerable groups

- Quite a few of the children are “emerging” but within this level they are making good progress. Summer birthdays are performing well especially in maths. Some EAL and summer birthdays are in the developing group.

### **Q: What interventions are being run for the PP children where they are behind in maths**

These children are targeted. In maths many children partly achieve an objective which does not count. The maths is weak in the data due to part attainment and this will be completed by the spring term.

**Action: Governors asked for a progress report for vulnerable groups.**

- Ofsted inspections do focus on how the PP grant is spent. There is a report on the website and a link Governor for this area.

**Action: The 19<sup>th</sup> March 2018 meeting to include a presentation of interventions and case studies. This will include “motivational” maths.**

- Previously Looked After children (PLAC) are allocated an additional £2,300 PA. FSM and Ever6 children are allocated an additional £1,320. This recognises that LAC have greater need. This school has a relatively high level of PLAC children.

### **Quality of teaching and learning**

- Children are enjoying many trips. Lesson observations focused on RE lessons and the standard of the work is judged to be excellent. Lisa Horobin, the SIAMS inspector, external validation supports these judgements. She is informing the Diocese of the outstanding standard in the school. The standard of the questioning in reception and nursery and throughout the school was highlighted as a strength. "I wonder" questions occur in the RE lessons enabling the children to engage in reflection.

### **Pupil attendance update**

- Two children who were deemed missing in education are now off roll and the attendance is now 97%. Governors noted this is very good.
- Punctuality is monitored by the school. The school is closing the back gate five minutes earlier to ensure punctuality remains high.

### **Links with SJE church**

- These were highlighted in the Head of School report.

### **SEND update**

- Emilie Smith had provided a report for the Head of School who shared this with the committee. There is one additional EHC plan (this is the fourth for the school) since this was last reported. This requires additional staffing and the additional funding does not cover the actual costs.

#### ***Q: What would happen if this became unsustainable?***

This can be an issue. The LA cannot meet the demand for places. The LA is consulting with schools to ask for support for a levy of 0.5% to cover SEND needs. This was seen by SJE Trust leadership as not the best solution, as this reduces individual school capacity to support additional need. This is an issue which the LA has taken to the DfE as this is a national problem having impact across the system. The system of identifying support needed is slowed due to the lack of funds. This is a developing problem.

- This school is just below the national average for the numbers of SEND pupils at 10% (the national average is 12%)

### **Finance update**

- The Executive Headteacher reported the budget forecast is a deficit and this has increased slightly. The YTD (year to date) income spend is slightly higher. Staff costs are as predicted but EHC plans can change this. Non-staff costs have increased slightly with a large spend on ICT at the start of the year. There is more to be spent and this higher spend reflects some front loading.
- The school budget is minus £13,500 after four months which is about £39,000 over the year as predicted. There will be minimal costs in July and August. The deficit is acceptable due to the healthy carry forward.

## **7. Behaviour and safety of pupils**

- There is one Child In Need case as the family have broken a court order.

## **8. GDPR update**

- The DPO for DCE is Hannah Large from WDCE. There was one action point from the recent information audit. The school needs to purchase encrypted USBs. There will be additional work on the school server over the summer holidays and there will be a refurbishment of the computer suite, supported by the PTA.

**Q: Has the school looked at schemes where the school leases equipment?**

This was explored when the school purchased IPADs in the summer term. If you keep the hardware longer than three years then it is more cost effective to buy them and the school tends to use them for six years. The school is spending about £5,000 on the server as the current system is slow. Solid state drives were recommended. (SSD hard drives). The school has budgeted about £500 per computer.

- Governors were reassured the school is largely compliant with the requirements of GDPR.

## 9. Policy Review

**Governors agreed these policies do not have to be reviewed annually. The clerk advised only admissions and child protection needs annual approval.**

### First Aid Policy

Governors asked about certain categories of children needing to be never left alone.

This includes asthma, diabetic, children needing EpiPen's etc.

**Action: The First Aid Policy needs an additional paragraph explaining which medical conditions require that children are never left alone.**

**Q: Is there a revolving cycle of training in the policy?**

There is a three-year cycle for a one day paediatric first aid. EYFS have to complete an additional six hours training (2 days in total). First aid at work is a three-year programme and this is a one day online and one day training course. The senior LO is first aid trained.

**Governors formally approved the First Aid Policy subject to the additional paragraph about children not being left alone.**

### Trips and Visits Policy

**Governors formally approved the Trips and Visits Policy**

### Health and Safety Policy

**Governors formally approved the Health and Safety Policy**

### Mental Health and Well Being Policy

This is a new policy and Governors felt this was very comprehensive. There was one suggestion about the church clergy being available as "listeners". The church does have access to professional counsellors and the clergy have been trained in suicide prevention.

**Action: Emilie Smith will be asked to contact Nick Bundock to discuss support from ST. James and Emanuel Church regarding mental health and well-being.**

The school staff meetings aim to improve expertise and child bereavement is the discussion at the next staff meeting.

**Governors formally approved the Mental Health and Well Being Policy**

## 10. Governing Body Issues

#### Governor monitoring visits to the school

- Paul Good has submitted reports on link Governor visits. One report was linked to the relationship of the school with the church and the local community. The second report was about attending the school nativity event which links to school ethos of “Belonging, Becoming, Believing”.

#### Governor training attended

- Governors were reminded of all training opportunities including online information from The Key and NGA (National Governors Association)

#### Review of Governance Structure

- Paul Good had spoken to Stephen Mercer from the Diocese and this review uncovered an oversight that there should be two elected parents. The Trust had interpreted the structure as having two parents including the PCC parent who was not elected. The correct interpretation is to have two elected parent Governors. Directors agreed all schools to have a further election this term for a second parent Governor. The review also clarified that the Executive Headteacher is to be formally recognised as a member of the LGB, so the LGB will have 11 governors. Trustees recognised that this is a big commitment and that the Executive Headteacher may have to consider flexible working hours on weeks when there are numerous evening meetings.
- At St. Wilfrids the Deputy Headteacher is a Governor along with the Head of School and the elected staff Governor. It has been agreed all Assistant / Deputy Headteachers will be invited to attend as Associate Governors (with no voting rights) as this will enhance their professional development and offer continuity.

#### **Q: What if you had a co-opted governor and this would affect the PCC balance?**

- This would affect the balance and the total number would be 12. The chair can use a casting vote if there were a tie during a vote.
- Paul Good explain other benefits of co-option such as maintaining skills of parent governors. Sub-committees can be used to deal with specific issues. It was suggested it might be useful to clarify that the LGB would only co-opt one person and this is determined by Trustees. Governors thought the Associate Governor option is an excellent way for succession planning.
- There will now be an election for one parent Governor every two years, each one serving for four years.

#### **Q: How are nominations sought for foundation governors**

- The PCC identifies a person specification and job specification and applications are invited. The PCC then selects from the applicants.

#### **11. Agree core subject presentations for future meetings.**

**Governors formally approved the cycle of presentations suggested by Simon Ball.**

#### **12. Any Other Business**

- There were no items of Any Other Business.

#### **13. Date & Time of Next Meetings:**

- Tuesday 19th March 2019 @ 7.30pm (*Maths and PP interventions; History; Geography; and Music*)
- Tuesday 14th May 2019 @ 7.30pm (*Science*)

- Tuesday 2nd July 2019 @ 3.30pm (*meet the children*)

#### **14. Closing Prayer**

- The closing prayer was led by Nick Bundock

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

*Meeting closed at 9.50pm*

#### **Summary of actions**

- Action – Governors to email Simon to say they have read “Keeping children safe in education” asap
- Action: Clerk to send “Keeping children safe in education”. to Nick Bundock
- Action: Governors asked for a progress report for vulnerable groups.
- Action: The 19<sup>th</sup> March 2018 meeting to include a presentation of interventions and case studies. This will include “motivational” maths.
- Action: The First Aid Policy needs an additional paragraph explaining which medical conditions require that children are never left alone.
- Action: Emilie Smith will be asked to contact Nick Bundock to discuss support from ST. James and Emanuel Church regarding mental health and well-being.