

Local Governing Body Meeting
Wednesday 17th May 2017 at 7.30pm at DCE
Draft Minutes

Present:

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

Apologies:

Sylvia Bradley	Governor
Helen Stallard	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 Paul Good.
- The opening prayer was led by Matt Whitehead.

2. Apologies for Absence

- Apologies were received and accepted from Sylvia Bradley and Helen Stallard.

3. Notification of AOUB and Confidential Items

There was no notification of urgent business or confidential items

4. Minutes of Previous Meeting held 21.03.17 and Matters Arising

Clerk to send amended version of the policy review timetable which includes the Drugs Education Policy.

- This has been actioned.
- There were no other matters arising.

The minutes of the meeting held 21.03.17 were formally approved by Governors as a true and accurate record

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

- Governors were informed the school had issued a fixed-term exclusion. On Friday 24th March it came to staff attention that a Yr6 pupil had a knife in his bag. Governors were informed the knife had never left the bag. The Executive Headteacher made the decision to a one day fixed term exclusion and the child's parents were informed. The Police were contacted and a representative will visit the school to speak to the child and the Yr6 class. CEOP (Child Exploitation Online Protection) were also contacted. The Executive Headteacher wrote to all Yr6 parents explaining the issue and the actions taken by the school as, other children were aware of this incident. Since then there has been some media interest about knives in schools generally. The LA press office have advised the Executive Headteacher to ignore the press requests for a statement from the school. Today the press have contacted school looking for a story and a comment. There is a statement ready to be issued if there is a media story about this incident.

Governors asked about how long was the fixed term exclusion for

- The exclusion was for one day as there were other relevant issues and more crucially this was in the lead up to SATs when the child would be best served by being in school.

Governors formally thanked the Executive Headteacher and the Head of School for all the careful work undertaken on this issue

- The second safeguarding incident occurred during the Easter holiday. The Executive Headteacher and the Head of School spoke before school reopened and sought advice and checked the policy. The LCSB (local children's safeguarding board) advised the school to refer this to the multi-agency safeguarding hub (MASH) who screen the information sent. The school followed the advice given, undertook more exploratory work with the child and MASH spoke to the parents, then took the decision this case would not be taken further. The case is now closed. MASH did contact the parents which led to the parent having a meeting with the Chair of Governors (CoG), the Executive Headteacher and the Head of School. This meeting was satisfactorily concluded with some basic action points. The school explained the issue was investigated thoroughly and even though this was a third party allegation the school had explained their priority was the emotional well-being of the child. The allegation made was not malicious. The Chair of Governors emphasised to the family the correct procedures had been followed by the school and such allegations have to be investigated.

6. SEND update

- The Head of School Simon Ball reported on the most recent half term and the update report was from the SENCO Emilie Smith. Emilie Smith has undergone CAMHS update training and can now refer children directly to CAMHS without having to go via a GP/school nurse. She has also been on Lego Therapy training. She has completed motivational maths training and has delivered a ten week intervention course with 2 children.
- The one page SEN profiles have been amended to include a signature for parental consent and these are now signed.

Governors formally thanked Emilie Smith as this agenda is particularly important in this school.

Formal thanks were given to Mrs Livesley for the quality of her work in her previous role as the SEND coordinator and the school is grateful for her

consultancy work this year to support Emilie Smith at DCE and WDCE.

- Paul Good will formally write to Mrs Livesley to convey thanks from Governors.

7. Head of School Report

- The Chair of Governors introduced the Head of School report and explained the first part of the report is the contextual aspect; the second part focuses on pupil progress against the targets; and the third part is the progress made in priorities and targets identified in the SIP (school improvement plan).
- The Head of School reported staffing is stable in this school and there were no changes to report.
- There has been movement on class numbers and four new children have joined the school since the report was written.
- The safeguarding issues are reported in agenda item 5
- A girl in Yr6 won a competition with the young chef academy and this has had positive benefits to the class.

Governors asked about trips and days out and noted Yr2 have not had trips this term

- Governors were informed trips are organised by the class teacher. Yr2 were very focused on the challenging tasks for SAT's in the spring term. Trips are planned for later this academic year and there had been a trip in the autumn term. It was explained that spring term does not always have a trip as this tends to be a shorter term with more focused literacy and numeracy work. It was explained to Governors the trips try to link specifically to curriculum learning.

Targets and assessment

- The Head of School reported the KS1 data has not been updated since the report at the end of January. However the children are improving all the time and moving towards their ARE's. (Age related expectations).
- In KS2 the Yr6 class have a particular context and there has been much mobility in this cohort. Many children in this class have emotional issues. The school target for attaining the ARE's was revised to 71% from the last report of 61%. Due to the excellent work undertaken, the school is confident the target of 71% is achievable reflecting the hard work of the staff. Last year the national figures were 53% achieved combined ARE's. As previously reported the cohort has undergone significant change since KS 1.

Governors asked about the target of 71% as some subject areas had a higher target attainment

- It was explained the combined score is in reading, writing and maths and there is variance of attainment in specific subjects, the 71% refers to children who meet the standard in all three subjects.
- Governors noted there has been a significant increase of 10% in KS2 predictions since the last HoS report. The CoG commented on the commitment of the staff and children to make this progress.

Governors formally recorded their appreciation for the hard work and interventions with this cohort to attain these excellent results.

Phonics

- There are no changes since the last report. The school is very cautious and confident the targets and results will match. 83% of children in Yr1 are on target to achieve the phonics standard. Five children,17% are not expected to be successful at this stage target.

EYFS

- 75% of children, 24, are on target to achieve a GLD (good level of development). There are six children (25%) who are not on target and intervention work is occurring. The external moderator has visited school and was very pleased with the assessment decisions. Miss Evans, in her first year of teaching, was pleased to have her assessments moderated and be found to be accurate.

Governors gave formal thanks to Miss Evans for this excellent moderation report in her first year of teaching and noted this was a great achievement.

- The Head of School explained the children's progress is analysed and formal assessments only occur in Yr2 and Yr6. The school is tracking progress in the other year groups and informed Governors it was difficult to be precise. The school can buy packages for tracking pupil progress, but these too are not precise. In reading for example the assessment criteria can be vague. The school is erring on the side of caution and the target of 75% of children achieving ARE's across Reading Writing and Maths is realistic. We aim to reduce the 25% of children below the expected level through intervention strategies. The school always works to provide a broad and balanced, rich curriculum. Governors were reminded the national results of 53% show this school is performing better than the national average.
- Vulnerable groups were highlighted and it was explained small numbers can be statistically complex. For example there has been a real shift in the CLA (Children Looked After) statistics because 50% of the small cohort (eight pupils) left the school as two families relocated. Some children present in more than one category e.g. EAL and summer birthdays. Last year the high performers at KS2 were summer birthdays, results do not always follow recognised patterns. There is a gap between recent EAL and English speaking children. All the vulnerable children experience individual interventions to support their progress and reduce the attainment gap.

Governors asked is it feasible to produce data on EAL who arrived more recently. Governors want to see evidence of progress made with these children over the years.

Action: Governors to be given progress data of EAL children identifying the number of years in the school.

- The example was given of nine EAL children in Y5, for those children who have been in school from the start, there is no achievement gap. Some EAL can also be English speaking, so it is important to know each child. It was explained the school records the language competence on entry onto the SIMS system and agreed to share this with Governors. SIMS grades the levels of English competence on entry to the country. The issue of language development becomes less of an issue over time. The school with greatest progress measures often have larger numbers of EAL children. Some children have many languages and this can be an asset for children.
- The individual class data is monitored and this was shared with Governors. In a one form entry the actual numbers of children can affect the percentages significantly. Governors were in agreement when analysing achievement and progress data to not forget the children and their learning and acknowledged the tests do not always reflect their actual development and progress children make.

School Improvement Plan 2016 / 17 (review)

- The main points in the SIP were highlighted by the Head of School. In March 2016

61% of lessons observed were graded as outstanding (see 2.1). Across the year 66% of lessons have been graded as outstanding. The target is for 70% of observed lessons to be outstanding. Ofsted no longer give a grade and the school will move towards the new system over time.

Governors asked for clarification of the grade and what this entails

- The grade is from observation of two lessons linked to discussions with the SEND coordinator, pupil tracking and interventions. The autumn term observation focuses on numeracy and maths; in the spring term the focus is on literacy. This is collated and produces data for the formal PM appraisal. There are seven elements viewed during the observations. The formal observations are supplemented by “walkabout” observations. The School is introducing a more holistic approach to observing lessons.
- Item 3.5 in the SIP identifies the excellent attendance figures. Overall attendance at the end April 2017 was 97.2% against a target of 97%. The attendance data for each year group were shared. The outstanding attendance of 98.5% in Yr2 means very few sessions missed within the class.
- The PA (less than 90%) data shows there are seven children in the school. Six are linked to illnesses. Two had delayed starts due to additional needs. Only one child is a concern and this is due an unauthorised holiday. Without this holiday this child would not be PA.
- Governors noted this means the other children are attending very well. The school has not taken any family to court this academic year as the school is still currently working closely with families. Parents are informed this option of a fine is in the attendance policy.

Governors asked does the ability to fine parents still apply to academies

- The Executive Headteacher informed Governors the school does not have to follow the LA guidelines. The school view is about what is detrimental to the child. If an Academy did become involved in a court case the academy will have to fund legal fees.

Governors asked did the parents ask for permission to take the child on holiday.

- Governors were informed there is a formal application process and the family did apply for authorised leave. This was discussed by SLT and a holiday is unauthorised leave. Sometimes there might be a situation where the partner's holidays are limited, but authorised absences are very specific for example for a family event such as a funeral. There is less room for Headteachers discretion regardless of the child's attendance record. Governors discussed the many types of reasons for authorising or not authorising. The Executive Headteacher explained the rationale influencing decisions which will include a review of the child's current attendance and curriculum issues. Holidays are usually not granted but there are other reasons why absences are requested.
- Governors were satisfied the school has the correct approach as supported by the data.

Formal thanks were given to Simon Ball for the detailed report on the school data on progress.

- Governors were informed on Thursday 18th May 2017 there is a teaching and learning review day with an Ofsted inspector which will review this progress data also. Cat Arundale will attend this day. The school is keen for this day to provide external corroboration of the outstanding grading of the school.

Governors asked will this report from the teaching and learning review be shared with Governors

- Governors were informed it would be as it has been commissioned by the school.
- Governors wished the school well on what will be a challenging day.

Action: DCE to share the report from the 18th May 2017 teaching and learning review with Governors.

Governors formally thanked the Head of School for the report and asked Simon Ball to convey to staff Governors are appreciative of their efforts in improving the progress measures of the children.

Budget update (resources and expenditure issues)

- The Executive Headteacher reported the school budget is on target. The school is running a slight in-year surplus of approximately £3,000. Prudent budgeting has enabled some carry forward surplus. The carry forward surplus is decreasing and the Trust is monitoring budgets closely. There is no need to review the staffing structure for the next two years. The cost centre summary spend is as expected. All three schools are in a similar financial position.
- There is a Finance Committee meeting on the 22nd May 2017.

Action: The Executive Headteacher to send a summary document to all Governors after the finance committee has met and the Directors have approved the report.

Update on premises

- Governors were informed there are further safeguarding improvements in the playground, most recently some fencing has been replaced. A tree has been removed in the infant's playground as this was starting to affect the wall.
- Fire alarms are regularly checked.
- The Trust has applied to the school improvement fund (for Academies) for a new boiler at a cost of £65,000. Cowan and Company, the appointed building consultants undertake the bid process, for a commission fee. This company has secured over £1m of works in recent years. This grant is allocated from capital funding bids. The planned work is currently out to tender and the school hopes the work is completed over the summer.

Governors asked is £65,000 to meet the costs of the work

- Governors were informed the school offered to pay £7,000 towards the cost from the devolved formula capital. Previously the school would have paid 10% contribution towards capital works.
- The CoG reassured Governors this company has a proven track record and has now secured money for St. Wilfrids and they have great expertise in this area. All tender meetings are chaired by the building consultations.

8. Governing Body Matters

Governors year planner

- This document has been circulated for information only and the chair reported this will inform the planning for the next academic year.

Proposed dates for DCE LGB meetings in 2017/18.

- Tuesday 19th September 2017 @ 7.30pm
- Tuesday 21st November 2017 @ 3.30pm
- Tuesday 23rd January 2018 @ 7.30pm
- Tuesday 20th March 2018 @ 3.30pm

- Tuesday 15th May 2018 @ 7.30pm
- Tuesday 3rd July 2018 @3.30pm
- The move to a Tuesday was explained to reflect the earlier meetings which clashed with staff meetings being held on a Wednesday. Governors asked for the 3.30pm meeting to be reviewed and the timing of the early meeting was discussed. Governors agreed to review this further at the 18th July 2017 meeting.

9. Any Other Urgent Business

- The chair informed Governors that WDCE decided to have an extra meeting this term as this school will be inspected in the next academic year. Matt Whitehead and Paul Good had attended a seminar with DfE advisors and it was suggested the school must direct the inspection agenda to ensure Governors and the school can demonstrate clearly the school is outstanding. Governors also have to be confident they know why the school is outstanding. WDCE are meeting as a group to agree the key messages to share with an inspection team. This will result in one sheet of A4 to capture the key points of the school strengths. Governors felt the whole Trust should be inspected together but the expectation is Ofsted will inspect one school but also the role of the Directors of the Trust.

Action: the chair will send provisional dates for DCE LGB to meet in the autumn term to undertake a similar exercise to WDCE of Governors meeting to agree key positive messages to share with Ofsted Inspectors.

One Governor had a question from a parent about the school employing a chaplain.

- The Executive Headteacher explained the school did advertise for a post which was a team vicar and chaplain combined with a teaching role for ethos teaching across the three schools. Governors were informed a job description and a person specification were agreed. This team vicar role / chaplain role was expected to deliver high quality RE teaching in the school alongside pastoral and spiritual support. There was an agreement from the Diocese for a joint appointment. This post was advertised, there were five applicants; two were shortlisted and interviewed. Unfortunately no appointment was made.
- It was acknowledged there is a pressing need for the clergy team to grow after Rev Bed Edson left. The intention is to now advertise for a 0.5 clergy position. The Trust remains committed to the appointment of a chaplain when appropriate, but this has to be worked through regarding the role specification and budget issues. The Trust is cautious about employing new staff at a time of projected budget contraction.
- Governors were informed the input from the clergy is now no less than five years ago before the Trust was developed. The Wednesday worship still occurs; the spiritual input is much increased and improved at this moment in time. The collective worship Roots and Fruits programme is improved. The CofE ethos is as strong as ever even though the clergy team are stretched. The school has staff trained to deliver Godly Play, which was previously delivered by the clergy. There are worship and reflection areas in each classroom. The school has an important emphasis on Christian based values.
- Rev Nick Bundock works closely with the school. The school also had clergy informally in the school, as parents and this informal link has worked really well. The Trust is aware of the need for such wider pastoral support. The strong pastoral link to the school coming from clergy with children in the school was discussed.

There is usually a team rector and then a vicar or curate and this continuity normally occurs. Next year there may be a break in continuity, depending on the appointment of part-time vicar.

- The chair has reflected on the role of the chaplain to the school and acknowledged this is a complex role requiring someone able to work with a group of faith communities. The role does require experience of working with church families and young people. The Trust will focus on this role and how it can supplement the needs of the school. Governors were reassured the faith dimension in the school is not reducing. This might involve upskilling staffing or appointing a highly skilled individual.
- The parent was invited to speak to the school leadership about this further and the Governor agreed to pass this invitation to the parent.

10. Dates & Times of Next Meetings:

- Tuesday 11th July 2017 @3.30pm to meet with the school council
- Tuesday 18th July Review session at WDCE at 7.30pm
- Friday 21st July - evening social team building event to be held at Burnage Rugby Club - Heaton Mersey from 8pm - 12pm. Governors from all three schools are invited. Mrs Robinson has emailed all Governors and the invite
- Thursday 18th May – teaching and learning review day with Ofsted inspector

11. Closing Prayer

- The closing prayer was led by Paul Good.

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

Meeting closed at 9.50pm

Summary of actions:

Action: Governors to be given progress data of EAL children identifying the number of years in the school.

Action: DCE to share the report from the 18th May 2017 teaching and learning review with Governors.

Action: The Executive Headteacher to send a summary document to all Governors after the finance committee has met and the Directors have approved the report.

Action: the chair will send provisional dates for DCE LGB to meet in the autumn term to undertake a similar exercise to WDCE of Governors meeting to agree key positive messages to share with Ofsted Inspectors.