



**Local Governing Body Meeting
Tuesday 2nd July 2019 at 3.30pm at DCE
Minutes**

Present:

Catriona Arundale	Foundation Governor
Sylvia Bradley	Foundation Governor
Simon Ball	Head of School
Paul Good	Chair (MDBE)
Emma Hooson	Staff Governor
Matthew Lee	Parent Governor
Philip Robinson	Parent Governor
Helen Stallard	Foundation Governor
Mark Vermes	Foundation Governor
Matt Whitehead	Executive Headteacher

Apologies

Andrew Ballantyne	Foundation Governor
Nick Bundock	Foundation Governor

In attendance

Kathy Crotty	Clerk
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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 Simon Ball.

2. Apologies for Absence

- Apologies were received and accepted from Nick Bundock and Andrew Ballantyne.

3. Meet the children

- Governors introduced themselves to the ten children present from the school council. Today was a school transition day so the representatives from Yr1 were not available. The representative for the reception class was present and the representatives of all other year groups were present. The children explained the election process and from Yr3 upwards a speech was written for the election. The children were aware of the term “democracy” and their involvement in the democratic process.

- Children were invited to talk about the work they had been involved in this year. The children had met the local MP Jeff Smith and had judged some anti-bullying posters. The children were aware of the work of the MP. The children have worked with their classes to devise school rules and it was explained the rules that were suggested by the school were summarised into categories of “ready, respectful and safe”.
- The children were invited to ask Governors questions. The children asked how often the governors meet; why people became Governor; and how much time is taken up with the Governors role.
- The Executive Headteacher explained the role of GBs within the education system to ensure accountability. This was linked to the school ethos and the mission statement. The Chair informed the school representatives that school is special as it is the oldest state school in Manchester, the first children came to this school in 1612. (Most schools in Manchester were created between 1870 – 2015)
- Governors reviewed the children’s work books and were impressed at the progress made and the range of subjects being taught including art, history and geography.

4. Declaration of pecuniary/non-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. Notification of AOUB and Confidential Items

- There were no items of any other business.

6. Minutes of Previous Meeting held 21st May 2019

Governors formally approved the minutes of the meeting held 21st May 2019.

Action: SB to share report of the GDPR audit undertaken today when available.

The GDPR audit was shared at the meeting. The school is fully complaint and there was one reminder about logging out when leaving the room for a short time.

Q: Is there a standard list of information identifying what is public or private?

There is not a list but most information is regarded as sensitive and private. All computers are password protected and computers at home are double password protected. There is a clear retention policy.

Q: Do the key computer screens have face on visual screens?

Action: The leadership team will discuss the positioning of computers to ensure people walking past cannot see the screens.

Action: MW to look at a standardised procedure across the Trust for applying sun cream

This item is to be carried forward

Action: MW to amend the other school versions of the Critical Incident Policy to include reference to church support

This has been actioned.

7. Head of School verbal update

Staffing update

- The written report was shared with Governors in advance of the meeting. Five children have left the school since the last report and two new children have joined

the school. Attendance remains excellent at 97%. PA has fallen from about seven children to five children, and at 2.7% this is well below the national average.

Safeguarding

- There have been no behaviour incidents since the last report or any new referrals. There is one CIN (child in need) and two Early Help cases.

Staffing update

- School staffing is stable for next year. There is a new appointment of an additional support staff to work with specific children and one more to be appointed. The school is moving away from the term '1:1 support' as children with SEND are encouraged to not rely on one adult and to work independently and in small groups. Additional support workers will work with the six children who have EHC plans. Children with EHC plans receive some funding from the LA but this does not cover the whole financial needs.

End of Key Stage results

- The data for the LA is now being collated for the end of each key stage. The SATs results will be available next week.

Q: Where is the data uploaded?

The EYFS data is sent to the LA; phonics and KS1 data is uploaded to "Perspective Light" on behalf of the government.

Q: Does the school receive any analysis back?

Yes, the school will receive reports on trends and comparisons with other schools.

- The raw data is subject to appeals especially for borderlines. The unvalidated data is available from September and the validated later in the academic year which could be the following February.

Q: Who lodges an appeal?

It tends to be the school; the school receives the scripts and can check the marking. There is a fee if you are unsuccessful and the fee is refunded if the appeal is successful. Schools will look at those children on the borderline including the borderline for GD. The school is confident the children did well but there are always unknown factors.

Action: Clerk to include the Ofsted changes on the 8th October 2019 agenda.

- From 2019 onwards internal data will not be reviewed by Ofsted. This may be due to reliability issues and this is related to workload issues. All the work undertaken by staff needs to add value to the children's learning.

Overview of vulnerable groups

- SEND children are not expected to attain the same as other children but progress measures are important.

Q: Do SEND children have different assessments?

They are included on the same assessment tracker but Ms Smith monitors these children closely and the percentage progress is monitored. The attainment of SEND children is included in the overall school data.

- The reports have been altered to accommodate the needs of children with an EHC plan. Ticks have been taken out of the reports as there were too many difficulties highlighted for SEND children. There is now an objective assessment and general report focusing on what the children have achieved.

S: Governors noted the children work very hard at DCE and attainment and progress are outstanding.

- Governors were informed the Art work of the children has been externally commended, the Yr5 work is of an exceptional standard. The Yr5 is a cohort which is expected to dip the results in Yr6 and Governors were pleased these children are able to excel in other subjects such as Art. English and Maths are fundamental for later life, but Governors noted the confidence building aspect of these wider curriculum initiatives.

S: Governors commended the breadth and balance of the curriculum delivered in an imaginative way. The ethos of the school is to provide an enriched curriculum and this was commended. Governors gave formal thanks to the staff at DCE for their efforts over the last year.

8. Executive Headteacher update

Accounts to end of May 2019

- The DCE original budget for this academic year projected a £30,000 deficit, and the YTD report shared shows the school is currently in credit as it has spent less than projected and there is a slight increase in income. The figures presented do not include committed expenditure and staff ordering is now occurring. The £50,000 current projected deficit is expected to be less.
- Non staff costs increased due to ICT expenditure. There is PTA income coming into the school and this year it is about £17,000. This is a remarkable sum of money, which has a significant impact on the school budget. The ICT suite can be completely refreshed and the playgrounds can be re-tarmaced. A sum of £15,000 was originally allocated for ICT, but the expenditure for a more extensive upgrade is nearer £45,000.
- Variance over 4% has to be explained to Directors. The percentage YTD is close to projections. The Executive Headteacher produces monthly reports for Directors. The UFSM grant and the PP grant are paid at the end of the period, explaining the extra income.

C: How do you undertake the procurement for ICT?

One Education are the ICT provider and they acquired the quotes from the three companies asked to tender. There is a sub group of Directors who look at finance and check for best values when considering SLAs (service level agreements)

Q: Is the ICT the same across all schools in the Trust?

One Education provide the service for all schools but each school is on a different purchase cycle. WDCE had the newest equipment. WDCE computer allowance as a free school was about one third of a million pounds to be staggered for each new year group.

Q: Does the Trust purchase or lease IT equipment?

The Trust has looked at both options but at DCE purchased iPads as this was the cheaper option.

Q: What happens to old IT equipment?

Disposal of assets has to be done by specialist companies and there is a procedure to be followed to ensure data is wiped and resources are accounted for. IT equipment is often recycled often to poorer countries via a company.

Update on St. Elisabeths

- The Trust is currently supporting the school and the Board of Directors is supportive but the due diligence process is not yet complete. The Trust is waiting for the LA to

acquire and share an actuarial valuation on pensions. The Trust has been granted £25,000 from the RSC (Regional Schools Commission) to progress with legal fees and this has enabled the legal work to begin on land and buildings. The actuarial pension valuation is expected soon and this will be considered by Directors and then staff and parents will be informed.

- St. Elisabeths performance is progressing, the behaviour of the children and the quality of teaching and learning is not an issue. There has been a positive meeting with parents. The school has previously overestimated the progress of the children and this will impact on future performance data. There have been three staff resignations and there have been no issues in recruiting replacement staff. Pupil numbers seem healthy despite the last poor Ofsted judgement. The local community seem to maintain confidence in the school. The Trust will have to focus in raising pupil attainment and achievement.

Q: Will you need to replace any of the leadership team?

No there are no issues with the leadership, they are enthusiastic about joining SJE Trust and the leadership are working well with parents. There is a clear sense of purpose. The previous Headteacher is no longer at the school. The EYFS was judged as good and the new leadership appointment is a very strong appointment.

9. Policies for adoption

DCE Primary School EYFS Outdoor Play Policy June 2019

This policy has been updated with the EYFS team and revisions are minor. Risk assessments need to be added to this policy

Governors formally approved the DCE Primary School EYFS Outdoor Play Policy

DCE School Personal Care Policy June 2019

Governors formally approved the DCE School Personal Care Policy

Q: How do policies get disseminated to staff?

There is a shared staff area of the intranet and statutory policies are on the school website.

10. Governing Body Matters

Training attended by Governors

- Paul Good has attended the Heads and Chairs briefing by One Education exploring Ofsted changes and the LA Head and Chairs briefing.
- Simon Ball and Paul Good attended the Diocesan Heads and Chair briefing.

11. Any Other Urgent Business

There were no items of any other urgent business.

12. Dates of future meetings

- Tuesday 8th October 2019 @ 7.30pm
- Tuesday 19th November 2019 @ 7.30pm
- Tuesday 28th January 2020 @ 7.30pm
- Tuesday 17th March 2020 @ 7.30pm
- Tuesday 19th May 2020 @ 7.30pm
- Tuesday 30th June 2020 @ 3.30pm



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

Meeting closed at 17.35 pm

Summary of actions

- Action: The leadership team will discuss the positioning of computers to ensure people walking past cannot see screens.
- Carry forward action: MW to look at a standardised procedure across the Trust for applying sun cream
- Action: Clerk to include the Ofsted changes on the 8th October 2019 agenda.

