

**Local Governing Body Meeting  
Wednesday 28th September 2016 at 7.30 p.m.  
at Didsbury CofE Primary School**

**Draft Minutes**

**Present:**

Simon Ball	Head of School
Sylvia Bradley	Governor
Chris Briggs	Staff Governor
Helen Stallard	Governor
Mark Vermes	Governor
Matt Whitehead	Executive Head

**Apologies:**

Catriona Arundale	Governor
Andrew Ballantyne	Governor
Paul Good	Chair

**In attendance:**

Kathy Crotty	Clerk
--------------	-------

<p><b>1. Welcome &amp; Introductions</b></p> <ul style="list-style-type: none"> <li>Governors were welcomed to the meeting by Matt Whitehead. It was explained there will be elections for a parent governor when new parents are familiar with the school and intention is to have an elected parent in place for the next LGB on 23.11.16.</li> <li>Chris Briggs the new staff governor was welcomed to the LGB. Five staff members had shown an interest in joining the LGB but in the end there was no election needed.</li> </ul>	
<p><b>2. Opening Prayer</b></p> <ul style="list-style-type: none"> <li>The opening prayer was led by Simon Ball who informed Governors about "Roots and Fruits" and explained the theme was generosity and he took a prayer from this.</li> </ul>	
<p><b>3. Apologies for Absence</b></p> <ul style="list-style-type: none"> <li>Apologies received and accepted from Cat Arundale; Andrew Ballantyne and Paul Good.</li> </ul>	
<p><b>4. Notification of AOUB and Confidential Items</b></p> <ul style="list-style-type: none"> <li>There were no items of AOUB</li> </ul>	

## 5. Approval of resolutions and paperwork to finalise our new Governance model for this year

### Reappointment of Governors

- Matt Whitehead explained to Governors the processes being followed as Governors change role.  
**Governors asked if there was to be any more expansion within the MAT**
- Matt Whitehead explained his own view is this is now a period of consolidation and all three schools need to be judged outstanding. St. Wilfrid's has very different results to DCE. It was noted that the Diocese might request expansion if another school went into special measures.
- Simon Ball reported that there will be internal growth in that WDCE is growing and St. Wilfrid's might become a two form entry.
- The new articles of association have been approved previously by governors.

## 6. Minutes of Previous Meeting joint school meeting 13.07.16 and Matters Arising

Clerk to send staff election procedure to Hannah Large.

- *This has been actioned.*

Clerk to include terms of office on the governor attendance list for the school website.

- *This has been actioned.*

Clerk to email new Governors the web page information for One Education; The Key and the National Governors Association.

- *This has been actioned.*

Governors raised corrections to the minutes:

- De Loitte should be spelt Deloitte
- Page 7: Governors asked about performance management and how different people observing lessons led to standardisation. It was explained how the paired observation operate. Governors agreed to change the wording from "This PM was undertaken by several people ensuring standardisation of decisions" to "had lesson observations that were observed by more than one person ensuring standardisation of decisions".
- Page 8 stated "Some children can be "dis-applied" from the test results; this school will not apply this" and this should read in 'Some children can be "dis-applied" from the test results; this school will not apply this in 2015/16'.

### Matters Arising

- Some updating is needed for the school website
- The staff election has occurred at WDCE and Julia Heatley has been appointed.
- Governors were informed that training information is circulated from One Education; Manchester Schools Alliance the Manchester Governors Association. All information will be sent via the clerk.

**Governors formally approved the minutes of the meeting held 13.07.16 subject to the above amendments.**

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

- Simon Ball gave an update of safety of pupils and explained every month there are checks undertaken for lighting fire and alarms. Two new members of staff have been briefed on fire evacuation procedures and there was a fire drill undertaken early. This went well but highlighted some areas of improvement.
- The Trust has provided asthma training today.
- The second Inset in September 2016 included a full morning on safeguarding with an external specialist safeguarding trainer. This was done for TA's; teachers and some office staff. This training was accredited at Level 2.
- The school is about to send some staff on paediatric first aid and this will be linked with WDCE.
- The school has made a big improvement in safeguarding and entry into school. The front area has been remodelled and is now safer regarding visitors to the school. All parents are encouraged to use the main entrance when wishing to speak to someone in the school office. At the start of the school day, parents are encouraged to allow their children to come into school independently. This promotes safeguarding; an efficient and less congested start to the school day and means that any separation issues between parents and children are dealt with in the playground and not outside the classroom.
- The Government has recently issued a new guidance document "Keeping Children Safe in Education" and this has been read and signed by staff to confirm this has been read and understood. Governors had also received this document. The key changes relate to internet safety and the need for schools to have robust filtering systems for internet use. The other key changes relate to 'honour based' crimes and the procedures for schools to adopt. Children suffering neglect and abuse; the prevent strategy; gender based violence; peer against peer abuse were all areas covered in the new guidance.
- The school has also undertaken the process of staff declaring 'disqualification by association' documentation which is part of the new DBS requirements.

### **Governors asked if language has worsened in relation to abuse.**

- Simon Ball explained that language changes and staff have to keep up to date with this. The school has done a lot of work for instance on the term "gay". The view was shared that there has always been abusive language and the school takes a strong stance on encouraging good and positive relationships. Governors noted the school is doing an excellent job in keeping abreast of new developments.
- School staff felt schools are now "hubs" with more and more issues to be addressed, for example this year children will be weighed as part of the anti-obesity strategy.

## 8. Admissions Update

- Last year the school lost some children and the main reason was transferring into the private sector. Some children have moved out of area. Governors discussed the process of how the local preparatory schools link to a grammar school place. Mr Ball was pleased to report all vacant places were filled. There were two new children in Yr3; two in Yr4; two in Yr5; and four in Yr6.

### **Governors asked if this bring challenges from the new ten children.**

- Nine of these children were from ethnic minorities; two were NIA (new international arrivals with limited English). This is expected to affect the

attainment. Those coming into Yr6 new into the country can be dis-applied from the SAT's results. Governors were informed that each child would be tracked and supported. It was confirmed that the decision to dis-apply is decided on a case by case basis.

**Governors asked what was the selection process for the 10 who had been given places**

- Governors were informed places are allocated on a first come first served basis. The admissions criterion only applies for when the school is oversubscribed.

**Governors asked if the school advertises the vacancies**

- Governors were informed the LA is aware of all places and will direct people via the In Year Fair Access Protocol meeting. The newly admitted children all had Didsbury addresses.

**Governors asked if a child has ESOL can they catch up**

- Staff explained this depends on each child, children learn a new language much quicker than adults do. The staff explained how the children cope in the school with an individualised educational programme. These challenges reflect the changes that are happening in the local community.

**9. SEND update**

- Simon Ball updated Governors there is a new SENCO. Ms Smith is being supported by Mrs Livesley and working across two schools, DCE and WDCE. There is SEND need in DCE and WDCE especially around EHC Plans. This school has EHC plans for two children undergoing a phased entry into school. There are two support members of staff but this is part financed by the school and part from the LA. The parents are delighted with the provision provided by the school. One of the children uses Makaton and there has been training in the school and WDCE colleagues joined in with this training.
- The school has also put on autism training for DCE and WDCE and there are many children that might have tendencies so this training has a wider application than just those children with a diagnosis. The staff learned some useful strategies which benefit all children in the school.
- The school is putting on specific training on Downs Syndrome. There is also training planned also around visual impairment.
- Matt Whitehead explained the SEND report will be verbal for the first meeting in the term and there will be a written report for the second meeting in the term.

**10. Head of School Report including  
2015/16 Pupil Progress Results – review**

- Simon Ball reminded Governors of the previously reported headline results. The school now has attainment data with the context from the FFT (Fischer Family Trust) which is the new version of the governor's dashboard.
- Governor's attention was drawn to school scores in comparisons with similar schools. In each category DCE attained more than 20% above. Only self-assessed writing was less at 12% above the other comparisons.
- The average scale scores in reading and maths (dashboards) were analysed. This school had a scaled score of 107.5 when the benchmark is 100. This school had 76% of children who reached the expected standard against a national average of 52% which is excellent. This schools progress in reading and maths was 4 points above the national average.
- Attention was drawn to a graph showing the combined attainment scores and

the progress of the school which has dropped slightly along with the national average. This school is significantly well above average. The category data shows lots of plus points which means children from all categories such as free school meals achieved above the national average.

- There is a limited science test which this school undertook and the results were pleasing, the dips reflect the national trend. The Maths & SPAG is well above the national picture. The writing did not meet the levels attained in the previous year but this was a new assessment and reflects the national position.
- The school is really pleased with the results. The Yr6 teacher last year had a lot of work to do on the new curriculum but the whole school had previously put in the required building blocks.

#### **Governors asked why there was no external assessment on writing.**

- It was explained that writing was the assessment with the most challenges for examiners leading to the most re-marking of scripts. It was felt that this assessment was then put back onto schools to mark internally. There are external moderations of 25% schools and schools have to moderate with each other.
- It was felt the standard expected is a grey area and expectations will vary. The writing marking for KS2 may well have great disparities between schools. There is an emphasis on grammatical devices rather than creative writing. Concern was expressed writing has become mechanical and can affect long term the standard of writing. Governors were informed this school still emphasises creative writing as this is what the children like. This school delivers eleven subjects a week and delivers a broad curriculum.
- Progress measures show this school was in the 83<sup>rd</sup> percentile (which means 82% of schools are below). The progress measure was explained in detail to Governors and how this links to percentiles. In Maths the school is in the 95<sup>th</sup> percentile. The school is very pleased also with Reading attainment.
- Governors discussed the progress of those children who did not achieve the ARE (Age Related Expectations). One child had increased 43 percentile points whilst at the school and even though this child did not attain the ARE the measurable progress was immense.

#### School Improvement Plan - key areas for improvement 2016-17

- Governors had been sent the document in advance of the meeting. Simon Ball reported on training being undertaken by staff.
- Governors were informed the library has been refurbished.
- Simon Ball shared with Governors the opportunities for reflection and how the school had invested in 'Roots and Fruits'. A new syllabus has been introduced for RE, this was trialled and now rolled out across the whole school.
- In relation to the quality of teaching and learning, the school has previously identified the need for high quality grammar and punctuation and the school has found "No Nonsense Grammar" which includes discrete lessons as well as integrated teaching.
- In relation to the effectiveness of leadership & management Simon Ball reported that last year was quite 'organic' and the growth of the MAT brought challenges. This is now stabilised. The school feels they are entering a period of stability.

#### Curriculum update

<ul style="list-style-type: none"> <li>• Governors were informed there is a big emphasis on handwriting. The school has invested in 'Letter-Join'.</li> </ul> <p><u>Budget update (resources and expenditure issues)</u></p> <ul style="list-style-type: none"> <li>• Matt Whitehead explained to Governors the Trust has been trying to close St. Wilfrid's LA budget which went up to the 31.07.16. The budget officer is Jane Flanagan and she is making the systems the same for all three schools.</li> <li>• The city council Total School Indicative Income sheet was handed out to governors along with the GAG (General Allocation Grant) statement. Matt Whitehead had also produced a summary sheet for Governors of all income and expenditure for DCE. Matt Whitehead explained the Block Budgets and the Grants and explained what is purchased. Grants included PP; Sports Premium; FSM and high needs (SEND).</li> <li>• The academy budget runs August to August whereas LA budgets are April - April. The expectation is for DCE to carry forward approximately £30,000 and the budget is healthy and balanced.</li> </ul> <p><b>Governors asked if the school was not full what would be the financial impact</b></p> <ul style="list-style-type: none"> <li>• Governors were referred to where this information is kept and the amount per child is £3,120 with the weightings. The additional 10 children who joined the school over the summer equates to about £30,000.</li> </ul> <p><u>Update on premises</u></p> <ul style="list-style-type: none"> <li>• The entrance has been reported in item 7 and the library refurbishment noted above.</li> <li>• Some work is being done on the stonework to make this safer. This work was grant funded due to this relating to safeguarding.</li> <li>• The school is applying for a grant to improve the heating system and a new boiler for the kitchen area of the school.</li> </ul>	
<p><b>11. Governing Body Matters including</b></p> <p><u>Terms of Reference for Governing Body &amp; Committee structure</u></p> <ul style="list-style-type: none"> <li>• <b>Governors formally accepted the ToR for the committee.</b></li> </ul> <p><u>Code of Conduct – for annual approval</u></p> <ul style="list-style-type: none"> <li>• <b>The code of conduct was formally approved</b></li> </ul> <p><u>Declaration of Pecuniary Interest - each governor to complete form</u></p> <ul style="list-style-type: none"> <li>• Each Governor present completed the declaration of pecuniary interest form</li> </ul> <p><u>Declaration of Governor Eligibility – each Governor to complete form</u></p> <ul style="list-style-type: none"> <li>• Each Governor present completed the Eligibility to be a Governor form.</li> </ul> <p><u>Governor self-evaluation</u></p> <p><b>Action – Matt Whitehead &amp; Clerk to send the matrix for governors to self-evaluate their skills.</b></p> <p><u>Governor Training</u></p> <ul style="list-style-type: none"> <li>• Governors were advised to look out of relevant training from One Education; Manchester Governors Association and the Manchester Schools Alliance.</li> </ul>	
<p><b>12. Any Other Business</b></p> <p><b>Governors asked about complaints and if the way parents often approach governors and asked if this process changes in the trust.</b></p> <p>Governors agreed it would make sense to have most complaints to be dealt with by the LGB. The structure of this committee was explained in relation to the</p>	

<p>rest of the MAT. It was confirmed the Pay committee members will be Directors.</p> <p><b>Action: Matt Whitehead will check the scheme of delegation to see where complaints are dealt with.</b></p> <ul style="list-style-type: none"> <li>• The Admissions Committee will comprise Nick Bundock; Paul Good; Sylvia Bradley and one Governor from each school.</li> <li>• Governors were informed Paul Good and Nick Bundock will lead on Performance Management</li> </ul> <p><b>Action – Clerk to ensure the next meeting has an agenda item of Governor responsibilities and class links.</b></p> <ul style="list-style-type: none"> <li>• Governors were advised to continue with their class group as usual.</li> </ul>	<p>MW Check complaints Procedure</p>
<p><b>13. Date &amp; Time of Next Meetings:</b></p> <ul style="list-style-type: none"> <li>• Wednesday 23rd November 2016 @ 3.30pm</li> <li>• Wednesday 25th January 2017 @ 7.30pm</li> <li>• Wednesday 22nd March 2017 @ 3.30pm</li> <li>• Wednesday 17th May 2017 @ 7.30pm</li> <li>• Wednesday 28th June 2017 @ 3.30pm</li> </ul> <p><b>Action: Clerk to send Helen Stallard information about time off for Governor duties</b></p>	<p>Clerk to send HS info on time off work for Gov duties</p>
<p><b>14. Closing Prayer</b></p> <ul style="list-style-type: none"> <li>• The closing prayer was led by Simon Ball.</li> </ul>	

Signed.....Date.....  
*Mr Matt Whitehead (Acting Chair)*

**Meeting closed at 9.30pm**

**Summary of Actions**

Action – Matt Whitehead & Clerk to send the matrix for governors to self-evaluate their skills.

Action: Matt Whitehead will check the scheme of delegation to see where complaints are dealt with.

Action – Clerk to ensure the next meeting has an agenda item of Governor Responsibilities and class links.

Action – Clerk to send Helen Stallard information about time off work for Governor duties – *this has been actioned.*