

**Directors/Governing Body Meeting
Wednesday 23rd March 2016 at 7.30 p.m. at West Didsbury Cof E**

Draft Minutes

Present:

Simon Ball	STAFF (T)
Sylvia Bradley	FOUNDATION
Nick Bundock	FOUNDATION (ex-officio)
David Finch	FOUNDATION
Paul Good	CHAIR OF GOVERNORS (MDBE)
Peter Horgan	FOUNDATION, ELECTED PARENT
Lucy Noden	ELECTED PARENT GOVERNOR
Helen Stallard	FOUNDATION
Matt Whitehead	STAFF (HT)
Mark Vermes	FOUNDATION
Catriona Arundale	FOUNDATION
Andrew Ballantyne	FOUNDATION (P)
Lisa (Lijie) Cui	COMMUNITY GOVERNOR for WDCE

In attendance:

Ben Edson	ASSOCIATE RECTOR SJE
Kathy Crotty	CLERK

1. Opening prayer was led by Rev Bundock.	
2. Welcome, Introductions and Apologies <ul style="list-style-type: none"> Apologies were received and accepted from Ms Arundale; Mr Ballantyne and Ms Cui. The Chair reported to governors that the clerk Isobel Freeman had formally resigned and the new clerk is Kathy Crotty. 	
3. Declaration of business / pecuniary interests <ul style="list-style-type: none"> There were no declarations of pecuniary / non pecuniary interests 	
4. Minutes of the meeting held 09.12.15 Top of the minutes should read 2015 not 2014. Pg. 8 should read Directors were asked to “think” not “thing” Subject to the above amendments the minutes of 09.12.15 were proposed by Simon Ball; seconded by Peter Horgan and	

agreed unanimously by Directors.

Matters Arising

MW to clarify with GL why his report is confidential

- MW is waiting for a response from GL.

Clerk to recirculate the School Visit Proforma

- This was circulated by MW.

PG to bring a concrete proposal at the next meeting on the new structure.

- This is on the agenda item 10

PG Draft Scheme of Delegation to be circulated

- This has been actioned

Proposed meeting schedule of the new structure to be prepared for the next meeting

- This is on the agenda item 8

5. Committee Reports:

Curriculum & Environment minutes 15.10.15

The Curriculum and Environment committee minutes of 15.10.15 were formally approved by Directors.

- The Curriculum and Environment Committee minutes 08.03.16 minutes were C/F until the committee has approved them. Mr Vermes gave a brief update from this committee and informed Directors that Mr Ball had delivered a report from Mr Briggs about the music provision in the school.

Resource Management minutes 22.10.15

The Resource Management Committee minutes of 22.10.15 were formally approved by Directors.

- The minutes of the meeting held 11.02.16 were C/F until the committee has approved them. David Finch had chaired this meeting and informed Directors the finances were discussed and generally this is positive. The school is waiting for guidance from the auditors about delegated limits of expenditure.

Admissions

- Directors were informed there had been an Admissions Committee meeting held on the 04.03.16 and the minutes had been circulated in advance of this meeting. Nick Bundock the chair of this committee reported on the main issues. There were 184 applications; all children with proven commitment (category 3) had been allocated a place. The Committee were pleased that all 60 places allocated for WDCE are expected to be filled. Not all 30 faith places will be filled, but all places allocated are local to the school.
- Page 3 final bullet point needs to include the total number of applications.

Clerk to contact JR for the total number of applications.

Directors asked about the minutes recording the impact of catholic children attending a non-Catholic primary school and asked if it was this schools responsibility to inform parents of this possibility.

- Directors were informed 'no' it is not the schools responsibility to inform parents about other schools admissions criteria. Parents are always advised to explore for themselves.

Directors asked about the distance category.

- Directors were informed the distance category is measured in a straight line from front door (school) to front door (home). All places issued at WDCE were within half a mile which is walking distance for every child.
- Directors were asked to formally agree these minutes as the next meeting will be in March 2017. The minutes were proposed by Nick Bundock and seconded by Sylvia Bradbury.
- Directors agreed to amend the minutes to include the insertion of the total number of applications received and for the insertion of "faith" on page 3 item 5 to read "...there were 22 faith applications which included the 5 children on DCE list. All of these 22 will be offered a place". (At WDCE)

Directors formally approved the minutes from the Admissions committee held 04.03.16 subject to the above amendments.

6. Headteacher's report

Analysis of RAISEonline 2015 & School Improvement Plan

- Simon Ball compiled the report for Directors and he informed Directors this is the first report separated for the two schools. Attention was drawn to exclusions; there was one three day fixed term exclusion which occurred after the previous full governing body meeting. This situation has now been dealt with and this is being monitored and there have been no incidents since. The incident did happen outside of the school grounds at the end of the school day.
- There were no Prevent issues to report. Training has occurred and all staff are conversant with the requirements.
- Mobility in autumn term: Directors were informed three children have joined the school and four children have left the school.
- Simon Ball referred to the report compiled by Hannah Large which showed the numbers for WDCE are increasing all the time. There are ten new children in the school and one had left. There are now 51 children in total on roll in the new school.
- Mrs Shaw's retirement has led to a change in the swimming provision and this is now being moved to Yr3.
- The school has reviewed and changed the assessment

system moving from a 1 – 3 to a 1 – 5 system to allow for more differentiation. The government is still clarifying the assessment for May 2016. The Yr2 and Yr6 teachers are still working without the final clarification and changes are still being introduced. A score between 80 and 130 will be converted to a raw score with 100 being the benchmark. Of the KS1 Children the school anticipates five children will not make 100 in writing and maths and seven children may not attain 100 in writing, reading and maths.

- The Reading Writing & Maths benchmark is for 65% of children to attain 100, the school target is 75%. Children have to attain 100 in all three areas. This might change next year.
- In KS2 reading, four children are not expected to attain the score of 100; five children are not expected to attain the score for writing, five in maths and seven in SPAG (spelling, punctuation and grammar). The school target is 75% across all areas, the national target is 65%.
- Measurement of progress between KS1 and KS2 is currently not possible due to the new assessments; the system to be used will not be clarified until July. There will be an aggregate of the old 2a to the new measure of expected progress, after the averages are worked out. Some schools are taking the test early to provide the government with the information to ascertain the standards.
- Key Ofsted priorities were discussed with Directors and Directors were informed all teachers have been observed teaching a literacy based session. All lessons observed were good or outstanding. Section 2.5 was highlighted and materials for teaching SPAG are finally being developed. Yrs. 2, 5 & 6 have discreet grammar sessions and this will be rolled out to Yr. 3 next. There was a feeling among staff that this topic is quite “dry” to teach. The staff are keeping a broad balanced curriculum as best they can. The school is keen for academic rigour in readiness for high school. Balancing the academic subjects with a broad curriculum is the challenge for the staff.
- Directors noted that children need room for creativity as well as formal grammar education. Directors noted that the school is managing the balance between government directives and children’s needs.
- Attendance is currently 97% (3% absence) which is outstanding.
- Simon Ball reported he is confident the school is doing well in key areas. School trips are continuing to ensure the broad curriculum.
- Staff training on safeguarding is ongoing
- Simon Ball reported on liaison with the school. The clergy have attended the schools regularly and thanks were given

<p>to the Clergy leading acts of collective worship.</p> <ul style="list-style-type: none"> • In relation to Finance DCE has a C/F £54,000. At WDCE £700 is the projected C/F as there has been much expenditure in advance of the pupil numbers growing. • RAISEonline has already been reported but this report focused on impact which has been highlighted in bold in the written report circulated to governors. The school is doing well. Disadvantaged children are doing better than other PP children nationally if not quite as well as the national average. The numbers of PP are small in this school and this impacts significantly in percentage terms. The aim is to attain the national average and the school is not far off achieving this. Simon Ball expressed his tribute to teachers for the excellent work being undertaken and Directors shared this view. 	
<p><u>Period 9 Budget Monitoring– for review</u></p> <ul style="list-style-type: none"> • Period 9 Budget Monitoring had been agreed by the Finance committee. The Academy is now half way through as the new budget year is from September. There has been an overspend in the WDCE budget which has occurred due to the purchase canopies and for resurfacing work in the playground. The school had purchased mesh to stop nettles in the playground. There is an upfront top loading to build up the school capacity. A climbing frame is the next main expenditure for this school. The school is funded on 41 children who were in the school at the last census date and there will be an adjustment in the next budget to account for the increased numbers. 	
<p>Directors asked if this adjustment is backdated</p> <ul style="list-style-type: none"> • Matt Whitehead explained this is still unclear, the school expects to be above 110 children next year. The October census is probably next point, which will be in October 2016. Matt Whitehead is enquiring about this point with the EFA. • Free schools are not expected to reach their numbers until they have been established for over three years and this school is surpassing the expectations and there seems to be not mechanism for the D of E to cope with this. • Financial Management and Governance self-assessment (FMGS) had been discussed at the Finance Committee. 	
<p><u>Behaviour and safety of pupils (Safeguarding update)</u></p> <ul style="list-style-type: none"> • Directors were informed there are two ongoing safeguarding situations with families and these are being addressed through the proper procedures and support structures. 	
<p>7. 2016 Admissions update (statutory)</p> <ul style="list-style-type: none"> • See agenda item 5 with the committee reports. • The Admissions Committee has planned a review meeting 	

<p>with the admission panel on 15.07.16 to review the admissions policy for the following academic year.</p>	
<p>8. 2016/17 Academy calendar for review and approval</p> <ul style="list-style-type: none"> • The dates for meetings next year have yet to be devised given the new governance structures required for the MAT. (see agenda item 10) • The Curriculum committee meeting date is 14th June and this is the meeting with school council. • On Wednesday 15th June the school will host a service of dedication at 1.30pm at WDCE, all Directors are invited. 	
<p>9. St Wilfrid's update</p> <ul style="list-style-type: none"> • The chair reported the integration of St. Wilfrid's school into the MAT is progressing well. A second HMI visit has occurred and this was highly encouraging. Key points from this inspection were highlighted. The broad issue of leadership is now resolved. It was noted that the school has made considerable progress and this has been maintained. The school is now judged somewhere between RI and Good in this short space of time. The third inspection in the summer term is likely to be a section 5 to officially categorise the school as "good". The chair reported the staff have worked hard to turn the school around under a high quality leadership team. • The inspector has worked with all senior leaders on lesson observations to verify their observations and grading. He has great confidence in what they saw, the judgements have been mirrored. Simon Ball and Matt Whitehead have been involved in this process and determining the judgements. • Directors were informed the improvement plan is fit for purpose. There are some future developments identified over the next term. This inspection has been positive for the staff and will lift morale even more. There is still much work to be done. This inspection confirms the feeling about the school having the capacity to change. • There was a huge amount of praise for the partnership with Crossacres with the EYFS provision and the input from this Trust to develop Ethos, PSHCE. Safeguarding and Welfare has progressed very well and this reflects the input from the Diocese. The support and advice offered through the Local Authority was also highlighted. • The previous area for improvement in the teaching of Maths is now sufficiently secure for the focus to move away from the core subjects onto the foundation subjects such as History. The school is developing further partnerships to consolidate the teaching of mathematics. <p><i>Sylvia Bradbury left the meeting at 9pm and Lucy Noden informed a governor she had turned up for the meeting and could not get</i></p>	

into the building.

- The consultation period is now closed and this will be shared with all school communities before the next break. Not many responses had been received, but the responses received are in favour of the school joining the SJE MAT. The chair reported that land and legal issues now need to be resolved and finalised.
- The interview for the new Headteacher for St. Wilfrid's school is occurring on the 24.03.16. There were eight applicants, narrowed to a shortlist of two very strong applicants. One of the two applicants has since withdrawn due to being appointed to another CE School. The IEB selection board agreed previously that it would be appropriate to proceed with the appointment process should the shortlist drop to one candidate.
- The LA had provided a temporary acting deputy head from another school and this person has formed a strong working partnership with both the Acting Head and the Executive Head and is making a significant contribution to school improvement

Directors asked about the deputy head post which is likely to be vacant after tomorrow

- Directors were informed 'yes' and this will be looked into next term.

10. Governing body matters:

- Paul Good informed Directors he is now Manchester Diocesan Board (MDBE) representative exchanging with Sylvia Bradbury who is now a Foundation Director.

Review of GB structure to reflect Director responsibilities

- A report had been circulated to Directors in advance of the meeting. The chair explained the recent Government announcement of academisation of all schools could have a significant impact on the Trust and that we should consider developing Trust governance in line with the proposal accepted by the Regional School Commissioner as part of the sponsorship application and shared at the last directors meeting. The chair proposed moving to the new governance structure. The document was introduced as focusing on the values and ethos of the trust. The Members, the Incumbent St James and Emmanuel, PCC representative and the Diocesan Board of Education representative will have the ultimate responsibility for operation of the trust and will appoint directors.
- The Board of Directors will take a strategic view and each school will have its own LGB (local governing body) covering most of the functions they currently undertake.

Essentially the structure was described providing independent governance for constituent schools, but answerable to a Board of Directors with all parties working in a close supportive network and partnership build around a shared ethos, values and commitment to excellence.

- For clarity the recommendation is to use the term Governor for the LGB of each school and Director for the Trust. There is currently an Executive Headteacher - Mr Whitehead, and each school will have a 'Head of School' to focus on maintaining high quality teaching and learning together with high levels of pupil progress, achievement and attainment.
- The chair provided a detailed breakdown of delegation of the activities of the different groups in the trust. The unknown is now if other schools ask to join the SJE MAT given the recent government announcement for all schools to convert to academies by 2020.

Directors asked is there a minimum requirement of schools in a MAT

- It was explained initially there were some single MAT set up but these are intended to grow. In future all schools have to work in partnership with others to ensure the economies of scale.
- This school has been able to build and change the schools in the current MAT. This could be problematic if a school that is already successful with strong leadership is forced to join a MAT. So far the schools in this MAT have grown together.
- This Structure is work in progress and Directors thanked PG for the work done on this.
- Directors discussed when to implement this new structure. The view was expressed to move quickly. The St. Wilfrid's school sign off to join the SJE MAT is expected to be by the 1st June 2016.

Directors Agreed WDCE does not need a Head of School just yet as this school is small and being supported by the Executive Headteacher.

- In the new governance structure each LGB is reduced in size in line with government recommendations. However the proposal was to wait for natural wastage and some of this board will become Directors.

Directors agreed the optimum size of LGB would evolve over time.

Directors asked how will the St. Wilfrid's school governing body will be chosen

- The IEB (Interim Executive Board) leadership is aware of some of the effective governors who were on the previous governing body. The previous chair would welcome an

opportunity to return to a governor role and he had only been in post for a few weeks when the GB was disbanded. There are previous governors from DCE who have offered their services to help and support and develop the work at St. Wilfrid's school.

Directors agreed to become governors again and wait for people to apply to the Board for a Director position. Directors agreed to accept this structure for the new academic year.

PG proposed a formal resolution which was read out:

“The Board of Trustees (Directors) of St. James and Emmanuel Academy Trust resolve to accept the Scheme of Delegation creating a Trust Board of Directors and Local Governing Bodies to be responsible for the constituent schools within the Trust.”

Directors voted unanimously for this resolution to accept the proposed Scheme of Delegation to be affected from 01.09.16

- The Scheme of Delegation will apply to St. Wilfrid's school when the funding agreement is signed off.

Directors asked for clarification about the PCC advertising board positions that were to be appointed by PCC meetings.

- Ben Edson and Nick Bundock agreed to produce short job descriptions for Directors. Members of this body will be welcomed to apply.

Directors asked what is the time commitment of a Director

- This will be identified along with the times of meetings so that applicants for Director positions are clear of the required commitment.

Governor / Director self-evaluation

- A governor self-evaluation template had been circulated in advance of the meeting and some of the criteria had been compiled by Matt Whitehead. This was identified as work in progress and each governor needs to individually look at this.
- It was noted that each new LGB will need to evaluate their strengths and areas for improvements so this work needs to be carried forward to the new academic year when the new governance structures are in place.

Governor / Director training

- This agenda item was carried forward until after the governor self-evaluation process has identified areas of training need

Governor / Director visits to the school

Clerk to put on agenda for LGB's in the new academic year

<ul style="list-style-type: none"> • Matt Whitehead reported these are being responded to positively. He has received the SEND report from Nick Bundock and Paul Good has submitted his report previously • Directors had attended assemblies and evaluation and visits are occurring <p><i>SB was asked to leave the room at 21.40 for a part 2 agenda item</i></p>	
<p>11. Policy Review</p> <ul style="list-style-type: none"> • This agenda item was C/F. • Matt Whitehead reported he has updated the whistle blowing policy and this will go to the next Finance and Resources committee for review. 	
<p>12. Correspondence</p> <ul style="list-style-type: none"> • One Education handbook had been previously circulated to Directors. • Paul Good reported he had been attending the chairs meetings organised in the city, where there has been little support for academisation from many school chairs. At Manchester Governors Association and Local Authority level it has already been identified that the move to Academies is the future organisational education structure. The LA is currently working around the ideas of federations before formal partnerships. 	
<p>13. Dates of future meetings</p> <ul style="list-style-type: none"> • Wednesday 13th July 2016 at 7.30 p.m. 	
<p>14. Closing Prayer</p> <ul style="list-style-type: none"> • The closing prayer was led by Nick Bundock 	

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

Meeting closed at 21.50