

**Didsbury C of E Primary School Full Governing Body Meeting held on
Wednesday 24th June 2015 at 7.30 p.m. in the school**

Present:

Catriona	Arundale	FOUNDATION
Simon	Ball	STAFF (T)
Andrew	Ballantyne	FOUNDATION (P)
Sylvia	Bradley	FOUNDATION (MDBE)
David	Finch	FOUNDATION
Peter	Horgan	ELECTED PARENT
Helen	Stallard	FOUNDATION
Matthew	Whitehead	STAFF (HT)

Apologies:

Nick	Bundock	FOUNDATION (ex-officio)
David	Finch	FOUNDATION
Mike	McClean	LOCAL AUTHORITY

In attendance: Isobel Freeman (Clerk)

Notes	Action points
<p>1. Welcome and opening prayer The meeting started with a prayer at 7.35 p.m. The Chair asked if he could re-order the agenda to deal with committee reports before the Headteacher's report, and this was agreed.</p>	
<p>2. Apologies for absence and Declaration of business/pecuniary interest on any item on the agenda Apologies were received and accepted from Nick Bundock, David Finch and Michael McClean. There were no apologies received from Peter Horgan. A sheet was circulated for governors to declare any interests. There were no changes to interests declared.</p>	
<p>3. Urgent item of Any Other Business The Chair said he would like to briefly discuss governors' training and governors' duties as trustees of a Multi-Academy Trust</p>	
<p>4. Minutes of meeting held on 18th March 2015 and matters arising The minutes were agreed as a true record, with one amendment in section 7, paragraph 4 where the sentence about a child's accident was adjusted to: "The Headteacher said that after a child had fallen, <i>and received a head injury</i>, the school monitored the child but did not call home, when they should have done." Matters arising: Action Point 1 The Chair said that the Government's proposal to increase the number of nursery hours would make an increase in numbers of children in the nursery impossible. A governor asked if there was scope for a nursery at the new school. The Chair said that there was not. The Governor asked if that was a no, not now, or no never. The Chair said that the government favoured private provision for early years so certainly not at the moment. The Headteacher said that there was no space in the current plans for the school, so if nursery provision was desired there would have to be a new building, and finance to fund it would have to be found. Action Point 2 The Headteacher said that the Pay Policy had been discussed at the Resource Management committee meeting, and that committee had recommended that they delay any further changes to the policy while conversion to academy status was underway, as this would be too disruptive to staff. It was suggested, therefore, that the Pay Policy be discussed at a full governing body meeting in the autumn term. Governors agreed to this.</p>	<p>Action Point 1: Clerk: Pay Policy on the agenda of a FGB in the autumn term.</p>
<p>5. Reports from Committees Curriculum and Environment Committee held on 18th June 2015. The Committee Chair said that members of the School Council had attended this meeting and discussed their work with governors. Governors were impressed with the children and their work. The Chair of Governors asked the Headteacher to thank the children, on behalf of the</p>	<p>Action Point 2: Head to thank children for</p>

<p>governors, for the work they had put into the School Council and for attending the governing body meeting.</p> <p>Resource Management Committee held on 14th May 2015</p> <p>The Chair highlighted the point about the salaries of certain staff in the multi-academy trust. He said that as there would be an increase in the numbers of children and staff being managed, this needed to be reflected in the pay of staff who operated across both schools. He said that he was seeking advice from the diocese, and hoped that an independent adviser would help them to review the pay of these staff.</p> <p>The Chair also mentioned that Elm Grove Kids' club had gained outstanding for their Ofsted inspection, and that this was reassuring as they will be setting up an after school club at West Didsbury. He said that in the initial stages the school would support Elm Grove Kids' Club financially, as they may have to run at a loss due to low numbers.</p> <p>A governor asked about pupil numbers at West Didsbury. The Headteacher said that 4 had declined places, 12 had not responded yet, as they probably had appeals. The Head thought that there would be about 48 at the start of the year, and that the number would probably grow throughout the year.</p> <p>Membership of Committees</p> <p>The Chair of the Curriculum and Environment Committee said that they had lost two committee members this year, and that they had not been replaced. This meant that achieving a quorum was sometimes difficult. The Chair of Governors said that from September 2015, when the Multi-Academy Trust was fully established, there would be two governor vacancies for a staff governor and a parent governor at West Didsbury. The people who took up those positions could be asked to join the Curriculum and Environment Committee.</p> <p>Governors were asked if they were happy with that, and there were no objections. Governors were asked if they wanted to change committees, but all were happy with the committees they were on.</p>	<p>their work on the school council.</p> <p>Action Point 3: Chair to ask new governors to join Curriculum and Environment Committee.</p>
<p>6. Headteacher's Report</p> <p>The Headteacher highlighted the fantastic drumming performance, and said that if the group returned to the school, he would invite governors to attend.</p> <p>The Headteacher said that they were making good progress on the School Improvement Plan, and he hoped to share it electronically with governors before the end of the summer term, and provide hard copies in the autumn term.</p> <p>He said that the school was working on assessment of the new curriculum to ensure that it was informative and built on the children's key skills. Good practice was shared through paired observations. With regard to phonics, he said that no child had scored below 31 out of 40. The school still did not know where the government threshold was, but there was a rumour that it might be 32, in which case only 1 child would not pass. The Headteacher said that Learning Ladders had supported children in thinking how they can improve their writing. Children did self-evaluation of their work which helps them reflect on how to improve. Mr Ball and Miss Lomas had prepared the Year 6 pupils well for their SATs, so that they were relaxed despite the formal test conditions.</p> <p>The Headteacher said that every class had done some sort of formal test, which helped in their preparation for external exams.</p> <p>A governor asked if SATs would become optional when the MAT was established. The Head said that SATs would still exist, but they wouldn't be reporting on levels. No one was yet sure how they would be reported. The government had also hinted that children might have to re-take SATs in Year 7 at high school if they did not achieve an appropriate level for their age while in Year 6.</p> <p>The Headteacher said that Learning areas in the school have helped children to prepare transferable skills. He said that differentiation was trickier with open-ended exercises, but staff had risen to the challenge. He felt that children in the foundation stage and KS1 had more</p>	<p>Action Point 4: Head to send out new SIP by end of term – if ready.</p>

opportunities for independent learning than older children.

The Headteacher said that the R.E. Coordinator liaised with Rachel Bundock on the spiritual curriculum and collective worship. The school would probably change the R.E. syllabus to the Blackburn syllabus. The R.E. coordinator would attend training in the autumn term on the new R.E. syllabus in order to prepare for implementation in September 2016.

The Headteacher said that the School Improvement Plan would be slightly different in the next academic year, as the OFSTED framework had changed.

The Headteacher said that all senior staff had attended Safeguarding training. He said that there was an increase in the number of families needing social services support and in the number of children on child protection plans.

The Headteacher thanked governors, the Deputy Headteacher and staff for their support while he had been dealing with West Didsbury issues. He said that he and the Chair had met with staff from the DfE on Monday as part of the preparation for becoming a Multi Academy Trust.

The Chair asked if the Headteacher could provide more information on performance management of teachers, so that governors would know that teaching is good or better and be able to make year on year comparison. The Headteacher said he would send out more information on this.

With regard to the targets set, the Head said that they were aspirational, but he also felt that they were achievable.

Some governors had not received the target information, so the Headteacher said that he would arrange for copies to be sent to them.

With regard to Behaviour and Safety, the Head said that there had been no bullying or racist incidents. There were 2 child protection cases.

With regard to accidents, he said that there had been one after school, when children had been supervised by their parents while using playground equipment. A child had fallen and suffered concussion.

The Head then mentioned the Budget to governors, details of which were in the minutes of the Resource Management Committee meeting. The Head thought that full budget papers had been sent out to governors, but they had not, so he said he would arrange for this to be done.

The Headteacher reported that the school would be carrying forward a surplus of £67781.91, this being the sum of the carry forward of the previous year of £34661.67 and the in-year surplus of £33120.24.

The Headteacher said that income for 2015-16 was down about £20k on the budget for 2014-15. He said that funds were decreasing, as other grants were falling, though the pupil premium was slightly higher at about £33k. He said that there had been extra income from nursery.

A governor asked if there would be any benefit to Didsbury CE Primary School during the next financial year, from its liaison with West Didsbury CE Primary School. The Chair said that both schools were contributing to the cost of the Headteacher, the Business Manager, and the Site Manager so Didsbury CE Primary School should see some savings. The Headteacher said that the budget for West Didsbury CE Primary School (WDCEP) had not been finalised yet, as numbers may increase.

A governor asked about the Diocese's insistence that the Executive Headteacher post initially being a secondment for 3 years. The Chair said he was seeking advice from the diocese on this and independent advice on the remuneration package for the Headteacher given the increased responsibilities. The Chair said that the Headteacher was highly regarded and was now on the National Board of Education for the Church of England.

The Chair said that each school would have a separate budget and that they would both be top-sliced to pay for staff working across both schools.

Action Point 5:
Head to send out information on management assessment of teaching.

Action Point 6:
Head to ask Jan Halliwell to print off copies of target documentation for Mark and Sylvia.

Action Point 7:
Head to ask Jan to print off budget papers and send out to all governors.

Action Point 7:
Head to send electronic version of staffing structure to Clerk to be sent to all governors

<p>A governor asked about the Assistant Head teacher post at WDCEP and the Deputy Head post at Didsbury CE Primary School. The Chair said that was differentiation between these posts and the Executive Headteacher post and once the final structure was in place for the Headteacher these would be adjusted accordingly.</p> <p>The Headteacher mentioned the staffing structure, and said that the main change was a reduction in the number of 2 Teaching Assistants, as the two children they were supporting would no longer be in school.</p> <p>The Headteacher said that they were coming to the end of the Performance Management cycle, so reviewers would be meeting soon to discuss targets and performance. He said that they would be reviewing targets for this academic year, and setting targets for the coming academic year. He said that there were some targets across all staff, and some individual targets based on responsibilities.</p>	
<p>7. MAT update</p> <p>The Chair said that they now had the Articles for the St James and Emmanuel Academy Trust. This document was accepted by the DfE for WDCEP but from 1.9.15 should apply to the MAT over two schools. He said that it was a document agreed between the Church of England and the DfE, with additional information from the MAT on how the trustees were appointed and who they were. He said that there was no change to how the current governing body was constituted, except that there was no longer a Local Authority governor. He said that in law trustees could make appointments, but the church preferred to appoint trustees nominated and endorsed by the PCC. Parent governors/trustees would be elected from parents with children in the schools, but that trustee would have to resign when the child left the school, whereas a Foundation governor with a child in the school, would not have to resign when the child left.</p> <p>The Chair referred to the MAT Consultation which had been sent out to governors prior to the meeting. He said that over 90% of responses were positive. He said that staff had been consulted on TUPE with professional representation from their unions. Property Tectonics had carried out a survey of the school premises. He said that the Trust was likely to be given a 99 year lease by the diocese to run the school.</p> <p>The Chair said that while initially they had hoped to convert Didsbury CE Primary School to an academy from 1.6.15, it made more sense for this to happen from 1.9.15 in line with the school year and the financial year for Academies. He said that the final legal work was being done by staff at the diocese and at solicitor Slater Heelis.</p> <p>The Headteacher said that WDCEP was almost a reality. Staff had been appointed, and pupil numbers were sufficient. He said that planning permission had been granted. Demolition had started on buildings on site that were not required. The new building was expected to be built by the early part of 2016. He said that the Creative Studio would then be developed in the existing old building and should all be completed by March 2016.</p> <p>The Chair said that activities to welcome new parents and pupils were being organised. He said that the Assistant Head appointed was currently a member of DCE staff, and that she had been selected through a rigorous and fair selection process. He said that a professional adviser from the diocese had been involved in the recruitment process. Two teachers had been appointed; – one new-qualified and one recently qualified. He said that there would be two Teaching Assistants and one administrator.</p> <p>Finally the Headteacher said that he and the Chair would meet with OFSTED representatives on Friday 3rd July for a Readiness to Open meeting.</p>	
<p>8. Nursery Numbers</p> <p>The Headteacher reported that numbers were good and reminded that from 2016 the</p>	

government would be funding 30 hours of nursery education per week.	
9. Correspondence There had been no correspondence.	
10. A.O.B. The Chair said that he would like to arrange a training day for the governing body to look at the new Education Act and their duties as trustees. He said that he would email governors with possible dates towards the end of September or in early October. The Chair said that he would write to Michael McClean thanking him for his service as a Local Authority governor, and inviting him to become an Associate Governor in the Multi-Academy Trust (MAT). The Chair thanked the governing body, the Headteacher and the Deputy Headteacher for their support while the MAT and West Didsbury CE Primary School were being developed. A governor expressed thanks to the Chair for all his hard work in that process.	Action Point 8: Chair to send out possible dates for training day to all governors. Action Point 9: All to indicate which dates were suitable. Action Point 10: Chair to write to Michael McClean.
11. Date and time of the next meeting The Clerk proposed a schedule of meetings for the next academic year for governors to consider. There some amendments including scheduling all Curriculum and Environment Committee meetings on a Tuesday, and the Clerk said she would send out the calendar with the amendments.	Action Point 11: Clerk: to send out calendar of meetings for 2015-16
12. Closing Prayer The meeting closed with a prayer at 9.45 p.m.	