

**Local Governing Body Meeting
Thursday 6th July 2017 at 4pm at
at St. Wilfrids CofE Primary School
Minutes**

Present:

Andrew Bradley	Chair of St. Wilfrids (Ex-Officio)
Susanne Budgett	Co-opted Governor
Mandy Dhaliwal	Staff Governor
Kate Evans	PCC appointment
Ann Flatman	PCC appointment
Carolyn Macdonald	PCC appointment
Helena Miller	Head of School
Lynne Oldfield	Parent Governor
Geoff Stevenson	PCC appointment (Parent)

Apologies:

Paul Good	Director
Matt Whitehead	Executive Headteacher

In attendance:

Kathy Crotty	Clerk
Lauren Vermeulen	Humanities Lead

Abigail; Lily; Mwamba; Mateusz; Rupa; Jasmine; Tammy; Keidi; Lilia and Brooke.

The meeting was quorate

1. Welcome and Opening Prayer

- The opening prayer was led by Andrew Bradley

2. Apologies

- Apologies were received and accepted from Paul Good and Matt Whitehead.

3. Children to report

- Ten children presented to Governors informing how they have benefitted personally from being school councillors. The PowerPoint presentation including photographs of learning activities. The children presented on aspects of their learning and commented upon their learning. The children informed Governors the views expressed have come from a school survey. They shared views about literacy and all comments were positive. The children had been filmed by the BBC Terrific Scientific. Each child shared their character from World Book Day.
- The school council has run an anti-bullying campaign, launched and judged competitions; given assemblies and met with other schools the children have been part of a young Parliament group and been the "voice of all pupils". Being on the school council does provide new learning opportunities.
- The St. Wilfrids symbol shield was explained. Children have learned about identity in

conjunction with a local school and the whole school is looking at identity and individuality.

- The children had undertaken a questionnaire about bullying and their findings were shared. Girls were more likely to be bullied than boys; the most common form was name calling and the least was cyber bullying. Most children in this school do not experience bullying (85% of incidents were over a year ago). 78% of children knew what the anti-bullying policy was. The key points of the anti-bullying policy were described by the children. The actions taken were shared and school councillors can be approached. The school council have asked for worry boxes for each classroom instead of outside reception. There was an anti-bullying poster design contest.
- The children shared their conversations with John Bercow the Speaker of the House of Commons and this was a very positive experience for the children.
- The children have recommended new names for classes.
- The children have judged an anti-racism art competition and an anti-bullying t-shirt competition.
- The children explained the Golden Rules for the school. The after school club activities were outlined. The next steps included a questionnaire about school club activities.

Governors asked have you enjoyed being school councillors.

- All the children expressed they have enjoyed being school councillors

Governors asked why they have enjoyed this

- The responses included the school council makes the school a better place and has given different opportunities to the members.

Governors asked how do you become a school councillor

- Councillors explained there was an application form completed and then they were elected by each class.

Governors asked how often do you meet

- Governors were informed at the start of the year this is more often, sometimes weekly and sometimes monthly.

Governors asked was Mr Speaker (John Bercow) funny like he is on the television

- The children said yes he was and he signed the school council book.

Children's questions to Governors

How does it feel being a Governor?

- Governors enjoyed working with the school

Do you get put under pressure?

- Governors explained the Headteacher and school staff might feel under pressure as the staff are asked a lot of questions

Governors read a lot of papers, is this like being a lawyer?

- Governors explained there are legal responsibilities attached to their role.

4. Notification of AOUB and Confidential Items

- There were no notifications of Any Other Urgent Business

5. Declaration of non/pecuniary interest

- Geoff Stevenson has two children at the school and Mrs Stevenson works in the school. Geoff Stevenson works for a training charity connected to this school but there is no financial benefit.
- Anne Flatman is the Deputy Head at Trinity High school which can be the chosen High School for some pupils.

6. Minutes of Previous Meeting held 18.05.17 and Matters Arising Governors formally approved the minutes of the meeting held 18.05.17 subject to

an amendment on page 4. The data tracking meeting should read “Kate Evans will meet with the Head of School to review maths data”.

Matters arising

HM: Target tracking meeting date to be circulated

- This has been actioned and a numeracy meeting has been arranged for the 19th July 2017.

HM: PP meeting date to be circulated

- This has been actioned and is arranged for 13th July 2017

MW: Send the Section 175 report to Governors

- This has been actioned

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

- A written report was circulated by the Head of School and there were no major changes since the last report. There have been no exclusions this academic year. There were some friendship issues between the girls and the school has introduced an initiative with some Yr3 girls.
- Behaviour is good except the usual Yr6 rise which is typical of this time of year. There will be a Yr6-end of year production 19th July and all Governors are invited.
- The Head of School gave an attendance overview and reported one child has poor attendance due to mental health concerns. This child will not be attending school until at least -October 2017. Of those children with less than 90% attendance, one joined St Wilfrid’s in the spring term and has an EHCP but the attendance is improving.
- The school has been involved in one strategy meeting and two social service enquiries. The school has signposted one family to a food bank.
- The school has received one formal complaint, an investigation has occurred and a letter will be sent to the parent.

Governors asked 2.6% absence means the 97.4% is the school attendance?

- Yes this is correct and there are seven children with attendance which falls below the expected levels. Meetings are occurring with the seven families. One family is not engaging.

Governors asked at what point do you contact parents

- Parents receive a letter if attendance falls below 97%. If attendance falls below 95% there is a meeting with parents/carers. Governors noted this is a real improvement from last year

Governors congratulated the school for the excellent attendance

8. Head of School Verbal Report

KS2 Results

- The Head of School was delighted to report 61% of children at St. Wilfrids met the ARE (age related expectation) in reading, writing and maths in 2017 compared to 47% IN 2016.
- The average for reading is 71% and St. Wilfrids has attained 78% which is excellent. Last year 65% of children met the ARE’s so this is a great achievement of the children and the school.
- In Maths the national average is for 75% of children to meet the ARE and this year 83% of St. Wilfrids met the standard or exceeded the expected standard. This compares well with local schools
- The national average of children achieving SPAG is 77%, and this school attained 80%
- The national average to attain the expected standard for writing this year is 76% (it was 74% in 2016) and 72% of pupils at St. Wilfrids achieved the standard. Last year 82% achieved the standard. This has been externally moderated informally and so the school is confident these teacher assessments are accurate.
- The LA has congratulated the school for its results. The national average for the

combined attainment is 61%. The Manchester average at the moment is 55%. The school is above the Manchester average.

- Four children achieved GD (greater depth) in reading writing maths GD. This is 11% of the cohort and is above the national average of 5% and one of these children is PP. One child was one mark below the pass mark in Maths so it was almost five children who attained GD in all areas.

Governors asked when will this data be made public

- Governors were informed reports are going to parents Friday 7th July 2017 reporting the teacher assessments and test results. This will then go onto the school website.
- Governors were keen to ensure the local community knew the good news about the KS2 results. Governors reported some Trusts are advertising their increase in percentage achievement.

EYFS

- The national average for GLD is 69% and 76% of St. Wilfrids children attained the target which is above the national target. The national average point score is 34.5% and for St. Wilfrids this is 34.8%.

Phonics

- Yr1 phonics was a priority area for the school as last year 72% achieved and this was below the national expectation. 88% of St. Wilfrids children achieved their phonics and this is above the national expectation of 81%.
- In the Yr2 phonics 14 children had to do a resit and 12 have passed and the two children who did not attain this are on the SEND register.

Governors formally recorded the congratulation to the SLT, all of the school staff and the children for the outstanding results.

KS1 teacher assessments Year 2 results

- 23% of this cohort is on the SEND register. The Average score for reading is 102.1. 31% of children are below ARE where the national average is 26%. The average score for reading is plus 2.8 whereas last year it was 0.02. 69% of children are at the expected / GD level against a national average of 74%.
- In writing the average score is 101.9, based on test scaled score from the SPAG test. 37% of children are below ARE against a national average of 35%. 63% of children are at the expected / GD level against a national average of 65%.
- In maths the average score is 102.9. 65% of St. Wilfrids children are at the expected / GD standard against a national average of 73%. 35% of St. Wilfrids children are below ARE against a national average of 27%. This reflects the learning needs in this cohort.

KS2 teacher assessments

- In reading the average point score is 102.8 which is a positive progress measure of plus 2.8. 78% of children are working at the expected level against a national average of 71%
- In writing the average point score is 104.7 and this is a positive progress measure of plus 4.7. 58% of children are the expected level against a national average of 74%.

Governors asked about the expected level in writing of 58%

- It was explained if you add the 14% working at GD makes this is 72% and the national average is 74%.
- In Maths the average point score is 104.8 with a progress measure of plus 4.8 which is excellent progress. 83% of children are at the expected level against a national average of 75%.
- 80% of St. Wilfrids children have attained the expected level for grammar punctuation and spelling against a national average of 77%

Pupil Progress from KS1 to KS2 (current Yr6)

- Progress measures were shared from KS1 to Yr6. This shows average point score and shows the progress made for low, middle and high achievers. In reading the average score is 102.8 which is a positive progress measure of plus 2.8. In writing the average score is 104.7 which is a positive progress measure of plus 4.7. In Maths the average score is 104.8 which is a positive progress measure of plus 4.8. In SPAG the average score is 104.7 which is a positive progress measure of plus 4.7

Pupil Premium

- 75% of PP children in EYFS achieved a GLD (four children) and the one who did not achieve is on the SEND register.
- Yr1 phonics all three children achieved which is 100% against a national average of 81%. The Yr2 phonics also shows 100% pass mark for 6 children (plus one who passed and moved schools).
- There are seven PP children in KS1 and interventions are needed as they are minus 5 for writing. The reading average score is 100.9.
- The KS2 tests for reading show a progress score 104.1 which is excellent. In reading 72% of PP children are at the expected level against a national average of 66%.
- There are 3 PP children who are below ARE in writing, 8 children at the expected level and two children at GD. 27% of children are below ARE against a national average of 26%.
- In Maths 3 PP children are below ARE; 8 are at the expected level; and 3 children are at GD. 72% of PP children are at the expected level against a national average of 70% and 27% are at GD against a national average of 17%.

Governors asked is this the same PP child not achieving ARE

- Governors were informed no it is different children. One pupil achieved GD which was not expected. One PP child has GD for combined. The national average is 5% and this school is on 9%. Governors noted this is brilliant especially as the national has increased. Last year the combined achievement was 47% and is now at 64%. This cohort has exceeded expectations.
- The results have been shared with all staff and this has been celebrated. 25% of children had extra time which was 10 children and this has helped.
- There are two children were below their expectations and the parents will be invited in to discuss this. This can only be due to 'on the day performance' as the teacher assessments indicated the children were working to expected targets. Some children had not read the question properly so there is still work to do on test technique.

SEND children

- The average point score for St. Wilfrids for GLD is 18 against a national average of 34.5%. There is one child in EYFS who is at the "emerging" level.
- There are 13 children in KS1 with some children working at the expected level but most are below ARE.
- There are 5 children in KS2 who are below ARE for reading and writing and two children are at the expected level for maths and GPS.

Governors gave formal congratulations to staff for these excellent results

Governors asked what is the timeline for setting the targets for next year

- The Yr5 cohort is expected to be below expectations and from September there will be after school provision for targeted children. This planning on setting targets for next year will be starting now. Governors were aware the school cannot always expect year on year increases as cohorts are different. The Yr2 cohort has not performed as well as but there are many SEND and low ability children. Over time some of these children might come off the SEND register.

Governors asked are the Yr2 and Yr5 similar cohorts

- The Head of School acknowledged there more children with learning needs in these cohorts.

Governors asked are you embedding a better style of practice and how are you doing this

- The school has implemented new interventions this year and staff training has occurred for Maths teaching. For writing the school realised to achieve ARE then spelling strategies were needed for Yr6 and training has been arranged for staff from September. The Maths programme will continue as this is an area demonstrating improvement. Literacy training is occurring. Guided reading is moving to the start of the day from lunchtime. Children who arrive late for school might be affected and this will be monitored.

Governors asked will the move of literacy to the start of the day impact on Maths?

- The plan is to start every day with Guided reading and Maths next. Lower KS2 will not be set for Maths next year to be more efficient with time.
- Reflective Friday is being introduced; the children will look at their English and Maths books and spend time to take on board teachers comments, focusing on achievement on targets and setting targets for the following week to help inform teacher's planning e.g. I am still struggling with subordinate clauses.
- There is only one staff member leaving the school due to moving abroad and there is an excellent staff team. Governors noted this is all good news for Ofsted and should help the school move from RI.

Governors asked about Ofsted and the school priorities and Governors being ready and prepared

- The school has been focused on Teaching and Learning and improving results and going forward this is ensuring the broad and balanced curriculum. Directors have agreed to replicate the WDCE meeting where Governors had met to identify what they see as the strengths and areas of development for the school. This enabled Governors to familiarise with the School Improvement Plan.

Action: Chair to organise meeting with MW to be held in September for Governors to spend time on preparing for Ofsted.

9. Governing Body Matters

Action: Clerk to contact MW for Governors login for The Key

Link Governor reports including SEND from Lynn Oldfield

- Lynn Oldfield had met with Suzanne Budgett the school SENCO and found out there were 41 children on the register and the figure is now 39. Lynn had explored the issues the children are experiencing and reported the files are extremely detailed. The SENCO meets with staff and maintains records on all aspects of the children's development. Lynn Oldfield noted the role of the SENCO and it was noted this role requires a great degree of administration. Lynn Oldfield noted the open door policy was exceptional and suggested the class teacher might take a greater role for dealing with some issues. Suzanne Budgett explained the overlap with her Deputy Headteacher role.
- Lynn Oldfield's second report detailed a parents coffee morning she attended and even though it was poorly attended the parents who did attend were very engaged. This was an informal meeting run by Suzanne Budgett and this meeting focused on the support available for children at St. Wilfrids. The EHC plans were explained. The main questions from parents were about how to help the children at home. The school website provides some online tools for SEND and signposts to advice that is available. Parents were happy and appreciative of the school efforts but were often "lost". Parent workshops are planned and this is work in progress. Target practice sheets for the children to work at home were discussed.

- Lynn has also met with Tracy Marshall at WDCE who is the link Governors for SEND and Safeguarding.

Governors asked is the low parent attendance at the coffee morning usual

- Governors were informed there were more parents who attended last year and this meeting was well advertised. Those who attended found this useful. The parent workshops for KS2 did not have any parents attending. The school consultant suggested using TA's to run workshops instead of teachers and to run them after children's assembly when the parents are more likely to be attending to see their children perform. Governors suggested that small numbers of parents attending could be a reflection of parents being satisfied. Governors also discussed how low parental attendance at meetings and workshops might reflect the open door policy is meeting all parents' needs and this is more private. The parents who did attend were new parents to the SEND register. The school is considering the parents meeting having a theme.

Action: All Governors to send their link Governors reports to HM by the end of term.

10. Any Other Urgent Business

- There were no items of any other urgent business.

11. Dates & Times of Next Meetings:

- 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.
- Yr6 end of year production 19th July 2017 at 9.15am
- School Service at St. Wilfrids church on the 20th July 2017 at 9.30am

Agreed dates for St. Wilfrids LGB meetings in 2017/18.

- Thursday 21st September 2017 @ 4pm
- Thursday 23rd November 2017@ 4pm
- Thursday 25th January 2018 @ 4pm
- Thursday 22nd March 2018@ 4pm
- Thursday 17th May 2018 @ 4pm
- Thursday 5th July 2018 @ 4pm

12. Closing Prayer

The closing prayer was led by Andrew Bradley

Signed.....Date.....

Andrew Bradley (Chair)

Meeting closed at 17.50pm

Summary of actions

Action: Chair to organise meeting with MW to be held in September for Governors to spend time on preparing for Ofsted.

Action: Clerk to contact MW for Governors login for The Key

Action: All Governors to send their link Governors reports to HM by the end of term.