

**Local Governing Body Meeting
Thursday 29th September 2016 at 7.30 p.m.
at St. Wilfrids CofE Primary School
Draft Minutes**

Present:

Andrew Bradley	Chair of St. Wilfrids (Ex-Officio)
Suzanne Budgett	Co-opted Staff Governor
Anne Flatman	PCC community or appointment
Helena Miller	Head of School
Geoff Stevenson	PCC appointment (Parent)/ Director
Matt Whitehead	Executive Headteacher

Apologies:

Paul Good	Director
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In attendance:

Kathy Crotty	Clerk
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<p>1. Welcome, Introductions and Apologies</p> <ul style="list-style-type: none"> Andrew Bradley welcomed everyone and introductions and roles were discussed. Apologies were received and accepted from Paul Good 	
<p>2. Opening prayer</p> <ul style="list-style-type: none"> The opening prayer was led by Andrew Bradley 	
<p>3. Declaration of business / pecuniary interests</p> <ul style="list-style-type: none"> 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 a feeder school for some pupils. 	
<p>4. Notification of AOB</p> <ul style="list-style-type: none"> The declaration of pecuniary interest; governor eligibility; Terms of Reference for this Committee and code of conduct had not been circulated by the clerk so this agenda item will be carried forward to the meeting on 08.12.16 	<p>Clerk needs to circulate the relevant paperwork for item 11</p>
<p>5. Approval of resolutions and paperwork to finalise our new Governance model for this year</p> <p>There was a unanimous agreement to the written resolution of the MAT restructuring and the supporting documents and minutes.</p> <ul style="list-style-type: none"> Andrew Bradley has signed the correct documentation and he will sit on the Members Board of the Trust. Matt Whitehead explained 	<p>MW to seek clarification of ex-</p>

<p>the structure of the MAT including the Members Board and the Directors Board. The Directors board has seven members: Matt Whitehead; Miriam Jones; James Dunbar; Paul Good; Nick Bundock; Paul Blackburn and Geoff Stevenson. Each LGB will have nine members.</p> <p>Action: Matt Whitehead to seek clarification of the ex-officio role with the Diocese</p> <ul style="list-style-type: none"> • Governors were informed the elections for the PCC are next Wednesday but one person is on holiday so this will be deferred to a standing committee. • Helena Miller will run the parents elections when new parents are more familiar with the school. <p>Action: Clerk to send Helena information to run a parents election to the LGB.</p> <ul style="list-style-type: none"> • Andrew asked about PCC role descriptions and Matt will share relevant information <p>Governors agreed to share emails and for the clerk to not use the bcc function.</p> <ul style="list-style-type: none"> • Governors were informed that for the staff Governor election there have been two nominations - Suzanne Budgett and Mandy Dalliwell. <p>Governors agreed if Mandy is elected, the Suzanne can be co-opted onto the LGB.</p> <ul style="list-style-type: none"> • The clerk reminded Governors the staff composition on any committee can be no more than one third so the co-option cannot occur until there are nine governors in place. 	<p>officio role with the Diocese</p> <p>Clerk to send Parent election Info asap</p> <p>MW to share PCC role description for Governors</p>
<p>6. Minutes of the meeting held 16.05.16</p> <p>The minutes of the meeting held 16.05.16 were formally approved by the LGB and signed by the chair.</p>	
<p>6. Matters Arising</p> <ul style="list-style-type: none"> • Acting Headteacher to Email HMI to ensure that he is aware of the timeline to conversion on 1 July 2016. (by 23.05.16) This has been actioned • Paul Good to arrange for a response from the MAT to the parent who raised concerns about the proposed chair of the LGB. (by 30.06.16) This has been actioned • Chair of IB to verify whether there is any business that needs to be concluded at a final meeting of the IEB. (by 23.06.16) This has been actioned 	
<p>7. Behaviour and safety of pupils (Safeguarding) – update</p> <ul style="list-style-type: none"> • Helena circulated a written report to Governors. Attendance is excellent in the school a 97.8%. PA (persistent absence is 6.4% due to holidays and penalty fines have been requested. • The most pleasing news reported by Helena is there are no incidents of bullying in the school. There are no exclusions; racist incidents; or homophobic related incidents. • There are no child protection issues and one CIN (child in need) meeting has been attended. • There has been an incident reported by a parent that Helena explained to Governors and this is discussed in the Part 2 confidential part of the minutes. 	<p>Governors agreed the Cof G will send a letter to the parent</p>

<p>Governors agreed the Chair of Governors will send a letter to the parent apologising for the error.</p> <ul style="list-style-type: none"> • Helena reported to Governors all staff have undertaken Safeguarding training. There are four designated members of staff for Safeguarding and Helena has attended single central record training. <p>Governors asked if it is statutory for a Governor to have the Safeguarding responsibility</p> <ul style="list-style-type: none"> • Governors were informed 'yes' and this has been carried out previously by Ann Flatman. Helena needs to meet with a Governor soon as this is a key Ofsted concern so on this basis Governors agreed to appoint tonight. Anne Flatman volunteered on the proviso that when the LGB is fully constituted this will be revisited. Anne is safeguarding and safer recruitment trained. • The Clerk explained the first meeting of the academic year usually includes the agenda item of Governor responsibilities and this will be on the next meeting agenda 08.12.15 • DBS checks were requested by Helena. <p>Action: Governors to liaise with Helena to complete the DBS forms in the next seven days.</p>	<p>apologising for the error.</p> <p>Clerk to ensure Governor responsibilities is on the agenda 08.12.16</p> <p>Govs to complete DBS forms</p>
<p>8. Admissions Update</p> <ul style="list-style-type: none"> • Helena had issued Governors with a written report in advance of the meeting. There are 281 children excluding the nursery and 311 children including the nursery. In Reception there are 37 children compared to 43 last year. • Yr1 has 42 children; Yr2 has 50 children; Yr3 42 children; Yr4 40 children. The school cannot take any more Yr1's. When Yr1 go into KS2 this will become complicated. • The nursery had two adults, but the only time there is 26 children is on a Wednesday morning. The 15 hour provision and top up hours is complicated. Parents tend to choose Monday, Tuesday and Wednesday morning and so the school cannot take any more children on these sessions. Parents do have the option of the preferred 15 hours to boost the places and give flexibility. Some parents chose 5 mornings. Some children are full- time with top up funding. <p>Governors asked about the split of Yr1 and Yr2</p> <ul style="list-style-type: none"> • Helena reported half a class does not work well. This year there was a letter sent to parents and there was only one parent who was unhappy with the arrangement. The issue was the child was not with her group of friends. • Governors noted when the status of the school increases ideally there will be a two form entry and this will avoid the split class. The teaching of a split class is difficult for teaching with a new curriculum. There is a space on the school grounds to expand the premises. <p>Governors asked is there a timeframe in mind yet for the expansion</p> <ul style="list-style-type: none"> • Governors were informed there is no timeframe because confidence in the school needs to grow first and this is difficult to judge. Also there needs to be external funding for this expansion. The nursery has a lot of new families which is positive news. • Helena will discuss the nursery at a future meeting. Matt 	<p>MW to acquire costings from</p>

<p>Whitehead will speak to the WDCE contractors and get a price of two mobile classrooms and toilets to share with the LA.</p> <p>Action: Matt Whitehead to acquire costings from contractors for mobile classrooms</p>	<p>contractors for mobile classrooms</p>
<p>9. SEND update</p> <ul style="list-style-type: none"> • Suzanne gave the report to Governors and identified there were 25 children excluding the nursery children with additional needs. The foundation stage lead does not think there are any children who will need additional support. • There is one child already on EHC Plan and one coming into the school. This child will attend two hours a day so the funding allocation is not yet known, but the expectation is there will be a full time specialist TA. The child may go to a specialist school in September. She has been given permission for a deferred entry at the parent's request. • There is one LAC in the school and one Early Help and there have been no exclusions. • Matt Whitehead informed Governors that he has observed the work undertaken with Suzanne and this has been outstanding and she has been working closely with Ms Livesley from DCE. She has RAG rated all children and set up files meaning the provision is now outstanding. • Suzanne informed Governors she has enrolled on the National Accreditation course for SEN in two weeks' time. Matt Whitehead explained to Governors the Manchester LA system for an assessment and how a child's needs can be met with good teaching and medication. Parents do not always support this course of action. Governors understood the anxiety faced by parents of children. <p>Governors asked about the accredited course</p> <ul style="list-style-type: none"> • Governors were informed this is a course of one year and the recognised specialist course for SENCO's. This will involve working with parents as Suzanne will be producing case studies. <p>Governors asked about parental anxiety and views about the school</p> <ul style="list-style-type: none"> • Parents evenings are 1st and 2nd of November and there will be a questionnaire for parents <p>Governors asked how often are questionnaires issued</p> <ul style="list-style-type: none"> • There are two questionnaires a year. The last one was very positive and this reflects the better relationships between the Head of School and the parents. Matt Whitehead reported parents feel more relaxed about the school and there is clearly now a happy environment. • Governors were informed sometimes there are parental disputes which spill into the school but these are challenged and managed. Staff reported there have been comments about the school on social media which have been challenged. The form of communication is the school newsletter. • Three parents declined the request to not post negative comments about the school. Governors noted a lot of progress has been made in the school over the past year. 	
<p>10. Head of School Report including <u>2015/16 Pupil Progress Results – review</u></p>	

- Governors were informed the school is disappointed with the Maths results as four children missed by one mark. Each child equated to about 3% so this was considerable. 59% of children in this school attained ARE (Age Related Expectations) against a national benchmark of 70%. Reading was 65% against a national benchmark of 66%.
- Writing came out high and the school was externally moderated by the LA. The results were excellent, 82% of children met the ARE.
- The Maths coordinator has changed. There was a lot of catch up for Maths with this cohort as the group had had about 13 teachers. This year there are booster sessions but some parents are not engaging. The numbers of children attending the booster sessions is slowly increasing. The booster sessions are after school.
- The Assistant Head is leading on Writing. Matt Whitehead reported the writing will be moderated with DCE and this has started at Early Years. Key subject leaders have met and discussed phonics; reading; writing; and maths to share good practice. The Dave Godfrey Maths training is excellent. There are high level skills required in the new curriculum and Dave Godfrey brings much fun and vibrancy to this curriculum area.

Governors asked about SPAG attainment

- Governors were informed new resources have been purchased and staff training has occurred. SPAG was only 56% against a benchmark of 72%. The technical knowledge and application was the focus. Helena has undertaken a book scrutiny and there is evidence of impact from the new resources.
- The Head reported she was disappointed with the phonics attainment. Learning walks indicated phonics is not always being taught so there is a new phase leader tasked to monitor and track the children who did not attain in Yr1. Phonics has to occur every day. There is one member of staff who will be sent to WDCE for inspiration.

Governors asked how did you find out that phonics were being taught and then not being taught?

- The lesson observations were announced and phonics was being delivered and then unannounced observations occurred and this produced the evidence of staff not teaching this. There is set time of the day to deliver phonics and the TA can support this as Yr1 do this at a different time to Yr2.

Governors asked if the member of staff not delivering this regularly is being monitoring

- This is being monitored by the SLT and book scrutiny is occurring.
- Helena reported on progress measures in reading and maths. The school has met the floor standards for reading and writing but not for maths (this was missed by 0.2). When the school roll was done the school was top heavy with SEN children. The SEN numbers are decreasing in this school.
- Matt explained the final table of percentiles to Governors. Last year there was no comparative data. The age related expectations have changed. The data is now based on an average score called a scale score of 100. The average can vary from this score of 100 and then each child can be measured as to whether above or below the average. St. Wilfrids were just outside the top 60% of schools. Minus 0.8 puts the school in the 61st percentile. The

scale scores are different in each subject.

- The QA meeting with the LA in October produces an easy to understand proforma and Governors were invited to this meeting. Paul Good has indicated he can attend at the meeting on Wednesday 19th October at 1pm. The officer is Shirley Bush who was a Maths specialist.

School Improvement Plan - review

- Governors were given an overview of the SIP with the post-Ofsted Action Plan in summary format. This is work in progress and there are expanded comments based on the key priorities.
- Helena informed Governors Priority 3 states the school is fully staffed but the school were informed on 1st September that a TA who started in February has written a letter of resignation, leaving on Friday 30th September. A supply TA for the time being is starting on Monday 3rd October. This is someone who was a qualified teacher and when there is clarity on the budget a decision will be made about replacing the TA.
- Singapore Maths training is occurring. All KS1 staff have received three days training and undertaken joint work with St. Marys in Moss Side. The school has invested heavily into this for Yr1 and Yr2 and this will be rolled into Yr3. Feedback so far from staff is that they like this scheme but there is a lot of content to get through. There are many skills to develop in advance but it does develop and the resources are excellent. Singapore Maths has dovetailed with the Dave Godfrey training. Parents now need the training to ensure continuity at home. The intention is to film the workshop at home and put this on the school website.
- Pupil voice is occurring and there has been an election for school council.
- Governors were informed there is an event next week in the school with Manchester Council on healthy schools.

Governors asked Helena what keeps her awake at night, what are the issues of concern

- Helena reported Phonics KS1; SPAG in Yr6 and teaching in Yr3. Reading needs promoting and new library is nearly ready. Reading for pleasure is a priority for the school. Maths is a concern but writing good.
- The ethos of the school is wonderful, there is lots of CPD and an excellent atmosphere but the attainment needs to improve. The school tends to be compared with other schools in Didsbury but this is unfair as the social intake is very different in this school. In this context the school is doing very well. Given the school was in special measures when the tests were taken, then the school did exceptionally well and Governors noted this was encouraging.
- Staff Governors also talked about the coming year and feel the team is stronger and the school is heading in the right direction.

Action: Diane Martindale who was a member of the IEB will be invited to the school.

- Andrew Bradley agreed to deliver a session for staff to embed Christian values by leading a twilight meeting about reflective areas in classrooms – date to be confirmed. Matt talked about reflective postcards to encourage discussion.

Action: Andrew Bradley to deliver session to staff on embedding

HM invite Di Martindale into the school.

AB to deliver a session to staff on Christian values

Christian values.

Curriculum update

- Helena informed Governors the main update with the curriculum is the school now has the WOW leader advising staff about engaging children. For example today there was a KS1 had a walk around Northenden; the whole school are looking at Black History Month, with UPKS 2 visiting The Royal College of Music for a celebration of Black History Month; and KS 2 have had a colours day.

Budget update (resources and expenditure issues)

- A written balance and Reserves budget update report was given to Governors. The trust cannot give a predictive budget at this stage. The situation is the LA account closed 30.06.16 and were advised to leave this for three months to allow for unreconciled items. The new academy funding is based on a monthly remittance based largely on pupil numbers. There is a healthy carried forward and the budget was closely monitored by the IEB. Budget officers are introducing consistent systems across the schools. St. Wilfrids needs to close down its old accounts at the end of September.
- The report shows the bank account balance on 01.09.16 is £77,353.24. The likely balance to be transferred is £42,245

Action: Matt Whitehead to share the GAG for St. Wilfrids and the LA budget so Governors can see the different income streams.

- The LA still pays for EYFS; SEND and FSM. The GAG pays PP and Sports premium. The GAG is slightly larger due to there being no LA top slice. This tends to be spent on audit so primary schools do not really notice any difference. There is a carry forward for contingency.

Governors asked does the budget year run the same

- LA budgets run April to April and Academies from the 31st Aug each year. The trust will do returns for each financial year end to the auditor. SLA's (Service Level Agreements) have to be put into the right financial and tax year.

Update on premises

- Geoff Cowan has undertaken an audit of the building and will be back to look at the front of the building. Mr Cowan used to work for Total Property Management and has serviced the school as a building consultant for some time. He works with the trust on lottery bids and he has helped with building improvement bids.

Governors asked if there were any problems from the recent bad weather

- Governors were informed there were no storm problems

Governors asked about the school needing three quotes for any work undertaken.

- It was explained that the quotes are acquired if the building grant is allocated. The company take a percentage of the fees if the Condition Improvement Fund (CIF) is allocated.

11. Governing body matters:

- This agenda item was carried forward as the clerk had not emailed the relevant paperwork. See item 4.
- A governor self-evaluation to identify training needs will be emailed by the Clerk. Completed evaluations will be returned to Matt Whitehead for analysis.
- Robert Haigh is meeting Andrew Bradley to support him in his new

<p>role of chair at St. Wilfrids</p> <ul style="list-style-type: none"> The Key was discussed as a source of useful information for Governors. Action: Matt Whitehead MW to inform Governors of how access to The Key. 	MW to inform Governors of access to The Key
<p>12. Any Other Business</p> <ul style="list-style-type: none"> Helena conformed the Head of School PM (performance management) is on the 03.11.16 at 9am. <p>Governors agreed Paul Good and Andrew Bradley would be on the PM committee.</p> <p>Governors asked if KPI's are set by Matt Whitehead</p> <ul style="list-style-type: none"> Governors were informed discussion about performance targets will occur by this committee and Matt will be involved from the trust 	
<p>13. Dates of next meetings</p> <ul style="list-style-type: none"> Thursday 8th December 2016 @ 4pm Thursday 2nd February 2017 @ 4pm Thursday 30th March 2017 @ 4pm Thursday 18th May 2017 @ 4pm Thursday 6th July 2017 @ 4pm 	
<p>14. Closing Prayer</p> <ul style="list-style-type: none"> The closing Prayer was led by Andrew Bradley 	

Signed.....Date.....
Andrew Bradley (Chair)

Meeting closed at 21.45pm

Summary of actions

- Clerk to circulate for the 08.12.16 meeting the declaration of pecuniary interest; governor eligibility; Terms of Reference for this Committee and code of conduct
- MW to seek Clarification of ex-officio role with the Diocese
- Clerk to send Parent election information to Helena asap – *this has been actioned*
- Matt to share a PCC role description for Governors with Governors
- Governors agreed the Cof G will send a letter to the parent apologising for the error.
- Clerk to ensure Governor responsibilities is on the agenda 08.12.16
- Governors to liaise with Helena to complete the DBS in the next seven days.
- Matt Whitehead to acquire costings from contractors for mobile classrooms
- Diane Martindale who was a member of the IEB will be invited to the school.
- Andrew Bradley to deliver session to staff on embedding Christian values.
- Matt Whitehead to share the GAG for St. Wilfrids and the LA budget so Governors can see the different income streams.
- Matt Whitehead MW to inform Governors of how access to The Key