

Local Governing Body Meeting Thursday 21st September 2017 at 4pm at **St. Wilfrids**

Minutes

Present:

Andrew Bradley	Chair of St. Wilfrid's (Ex-Officio)
Susanne Budgett	Co-opted Governor
Mandy Dhaliwal	Staff Governor
Kate Evans	PCC appointment
Carolyn Macdonald	PCC appointment
Helena Miller	Head of School
Lynne Oldfield	Parent Governor
Matt Whitehead	Executive Headteacher

Apologies:

Paul Good	Director
Geoff Stevenson	PCC appointment (Parent)

In attendance:

Kathy Crotty	Clerk
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The meeting was quorate

1. Welcome and Opening Prayer

- The opening prayer was led by Andrew Bradley. The prayer was from the teachings of St. Matthew.

2. Apologies

- Apologies were received and accepted from Paul Good and Geoff Stevenson.

3. Notification of AOUB and Confidential Items

- There was a formal request for leave of absence from a staff member.
- Visitor and volunteer safeguarding agreement

4. Declaration of non/pecuniary interest

- Geoff Stevenson has two children at the school and Mrs Stevenson works in the school. Lynn Oldfield has one child in the school. Geoff Stevenson works for a training charity connected to this school but there is no financial benefit.

5. Minutes of Previous Meeting held 06.07.17 and Matters Arising

Chair to organise meeting with Matt Whitehead to be held in September 2017 for Governors to spend time on preparing for Ofsted.

- The Executive Headteacher explained WDCE met first and Governors identified school strengths and weaknesses and this was compared with the school SEF following the Ofsted categories. This was useful and practical which is why this is being replicated in the other schools.

Governors agreed to meet Wednesday the 11th October 2017 from 4 – 6pm

Clerk to contact Matt Whitehead for Governors login for The Key.

- This has been actioned and St. Wilfrids is in the process of subscribing to The Key. Governors will be sent login details when this is finalised.

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

- This is ongoing and Carolyn Macdonald submitted her reports reviewing the literacy provision.

Governors formally approved the minutes of the meeting held 06.07.17 and these were signed by the chair Andrew Bradley.

6. Report from Directors

- The Executive Headteacher explained the school is due to have an Ofsted inspection and Directors are keen for this to happen sooner. The proposal was put to Governors that the Executive Headteacher would write to the RSC to request an inspection in 2017/18 to enable the judgement to be changed.

Governors felt there were compelling arguments and supported the proposal.

- There is a challenging cohort in the school but each cohort is making excellent progress. Governors discussed how prospective parents do look at the grade and this is not reflecting the immense progress the school has made since the last inspection.

Action: The Executive Headteacher will share the letter at the next LGB 23.11.19

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

- The Directors strategy meeting had discussed the George Lloyd visit and the suggestion for increased visibility of safeguarding procedures around the school. This has now been introduced in all three schools with posters identifying the key contact people.
- The Executive Headteacher has audited the single central record. The section 128 direction requires assurance that the people running the school are fit and proper in run the school. All Governors now have an enhanced DBS including the clerk.
- The HR files have been devised and all staff files are now kept in a secure locked file. The Executive Headteacher has audited the files and relevant Governors can undertake the same process.
- The training register now includes a safeguarding checklist. The register is re-done and has been shared with other schools in the Trust. Safeguarding update training has occurred for all staff and further training is occurring in September and October 2017. Governors were invited to this updating training.

Action: Clerk to resend link for Prevent Duty training.

- The Head of School informed Governors the CPOMs (child protection online monitoring) demonstration is occurring for Helena Miller, Susanne Budgett and Pat Mulligan and Governors will be updated when this has occurred.

- The Head of school reported in half term 1 there are 6 children who need additional support / are at risk. The school has received referrals from the police for four children.
- There are three Early Help referrals. (Early Help has replaced the CAF).

Governors asked if the number of referrals have increased as a result of the training of staff

- The Head of School informed Governors all staff are aware of pinpointing support for families who may need support. There are two children in EYFS and one family needing language support. The Early Help system undertakes the assessment. Governors welcomed the half termly breakdown.

Governors asked about the perimeter fencing and asked is it high enough at the back of the school.

- Governors were informed the fence at the back has been repaired. One Governor had made enquiries and the fencing has been redone to just less than six feet. The Condition Improvement Funding (CIF) bid is being explored to make the fencing higher across the school. The school wants to extend the EYFS area and this will include the fencing. If this bid approved the work would not start until next summer.

Action: Helena Miller will update Governors on the CIF bid at a future meeting.

Governors asked if there is any statutory guidance on fencing height

- Governors were of the view there was no statutory guidance and were concerned this would be another academic year before the fencing was improved. Governors sought reassurance from the LA safeguarding team the fencing is satisfactory. Governors were informed this will be highlighted at the safeguarding audit.

Action: Matt Whitehead to contact the LA about guidance on fence height and for reassurance the current fence complies with safeguarding guidelines

Governors asked is the fence to keep children in or others out

- Governors were informed the concern is to stop children getting out of the school premises. There is some composting area which can be scaled.

Governors thanked Kate Evans for the work undertaken and for raising this issue.

7. Admissions Update

- The school has 327 children including nursery children which is a significant rise from 2016. The percentage of EAL children is being reviewed as the identification changes over time as children develop their English language. Children who have left the school have done so due to relocation and to enter specialist provision. The PAN is 45 and the admission to reception is 50. There were 42 admissions.
- The school is now taking enquiries for nursery places in 2018.

8. SEND and inclusion update

- Susanne Budgett explained her role and the register now has 32 children. Staff development plans for SEND were outlined. There has been a staff briefing on EAL inclusion. All EYFS staff have speech and language training. Susanne Budgett's SENCO training is almost complete. Susanne Budgett is attending cluster meetings working with other SENCO's. The professional involvement with the children is vast. The school is pleased to announce there will be a school nurse who will have a huge impact on support for children. To support children the school now has 'place to talk' which is a support for vulnerable children.
- The SEND funding notification was shared and the Executive Headteacher explained most of the high needs funding is for staff costs such as the 1-1 TA support. The high needs funding does not cover all the costs of staffing. Some notional SEND funding is

for interventions as well as resources.

- Governors were reminded there are parents coffee morning and review meetings occur three times a year with the class teacher.
- The EAL provision was outlined. The school is in the process of making sure this information is up to date and accurate.

Governors asked about NASSEA

- NASSEA is an assessment process for EAL children. (Northern Association for Support Services for Equality and Achievement.)
- Susanne Budgett reported she has produced an EAL pack for staff. EAL children need an assessment on their levels and this is then input onto SIMS. This affects the funding the school receives. The child's status will change over the year as the child's language develops. All teachers now have a "new to English" resource pack to help the children.
- Susanne Budgett assured Governors the monitoring procedure is continuous across the year.

Governors asked how are you monitoring EAL and SEND

- Suzanne Budgett explained the monitoring occurs by observing lessons and checking all children's needs are being met. This is also monitored in book scrutiny and pupil voice. Target tracker tracks EAL pupils and the search will look at progress in key areas. Monitoring of the interventions is also done to check the impact on the progress of the child. Governors noted the EAL at KS2 had best results of all vulnerable groups. Attainment is not high but progress made is excellent.

Governors gave formal thanks to Susanne Budgett for her excellent report.

9. Head of School Report including

Governors had been issued with the Head of School report in advance of the meeting.

Update on safeguarding training undertaken and planned training for designated leads

- The Date of the updating training for the designated leads is 08.11.17. All staff are having a two hour and one hour training session in the school.
- Helena Miller and Susanne Budgett are attending Safer Recruitment training and there is an advert out for a maternity cover so they will be trained in time for this appointment process.

Outcomes of statutory assessments for Y6, Y2, and EYFS

- The reports were shared with Governors in advance of the meeting. The results were positive especially from the KS2 expected standards. The SIP priority was in writing and now the priority is on spelling. The new SIP is driven by these results. There is a consultant working with the staff and TA's from October involving training; team teaching and observing lessons all intended to improve the writing outcomes. Mandy Dhaliwal has led a staff meeting about the writing. All staff are involved in literacy training to improve writing.
- Maths is still a priority with the focus on consolidating and embedding from the training last year. Spot checks will occur to monitor this.
- Phonics attainment was 88.1% and the school will raise this target to 90% this year. There is no additional training needed. Reception is 'girl heavy' and will be interesting on the data summaries.
- In KS1 14% of the cohort are on the SEND register. Mandy Dhaliwal is tracking these children. There are half termly progress meetings for Yr2 and Yr6 and these might also include Yr3 as the year progresses.

Staff deployment for the coming year

- There is one new staff member in reception 2 and this teacher has started well. She is making good progress on relationships with parents and children.
- Subject leadership roles were shared with Governors.

Key curriculum developments / changes planned for the year ahead.

- A key main issue for the school is maintaining a broad and balanced curriculum and this is being approached with the WW1 project. Yr5 are undertaking a year-long study with the British Legion. The Yr3 and Yr4 topic is not yet confirmed as there is a lottery bid in progress. This bid is to enable a project encompassing local history, ecology; and will include a drama expert working with the school and the children will produce a newspaper.

Governors asked when will you hear about the bid

- The bid stated the curriculum work would start in November if approved.
- Positive behaviours for learning and “Growth Mindset” is being introduced. Children have already started this topic.
- All phase leaders are in discussion about the WOW events with staff and one trip to Quarry Bank Mill has occurred. KS1 is looking at space and a TA dressed as an astronaut will be visiting the children.
- UNICEF Rights of the Child is being introduced to enable the school to work towards a Recognition of Commitment award progressing to the Level 1 ‘Rights Respecting School’s award.
- Whole school worship is undertaking “a big question” and currently this is “who am I?” “What would I like to achieve?” Class worship involves some work around these big questions. The Head of School reported the children have some great ideas to share. The attention and behaviour in assemblies is outstanding.

Governors noted the British values are published and asked will the “big questions” be published?

- The “big questions” will be published in the school newsletter. The children are now engaged in deeper thought about the British Values.
- The Executive Headteacher stated the start to the school year has been incredibly calm reflecting the ethos of the school and formal thanks were given to staff for the raised expectations. Good behaviour is now the norm in the school enabling learning and development to occur. The staff is now stable and this has helped. The Yr6 results were excellent and the current Yr6 has enjoyed more stability

Governors asked how much careers education is there in the curriculum.

- Careers education is part of PSHE and is mainly taught with Yr6 when SATS have finished. Manchester Airport deliver some work with Yr5 and Yr6 on aspirations. Aim Higher and Centre for Recording Achievement did promote careers throughout primary education.

Action: Carolyn Macdonald to explore careers education opportunities further

Health and safety report

- The Head of School reported the new EYFS toilets have been renovated and school is pleased with these. The main corridor has been repainted and noticeboards have been removed as they looked tatty. A professional photographer (who is a parent) is working in the school to take photos of children. The roof repairs are due to finish before October half term. A Fire drill has occurred and there were no issues. Trips planned and risk assessments were shared.
- The EYFS area has had £10,000 of new furniture. There are now designated areas of

learning which are designed to develop independent learning. There is a water room and a sand room and the teachers also move classrooms to ensure movement of children.

10. School Improvement Plan

- Governors were informed this plan gives an overview of the priorities of each Ofsted area. The priority for 2017/18 is writing and a broad and balanced curriculum.
- Ruth Levy the EYFS consultant is still working with the school to review the progress made in this area. She will look at Yr1 transitions where further support is needed.

11. Governing Body Matters

Community Governor Vacancy

- Kevin Green is the new head of Health Academy and is keen to maintain the links and will recommend a senior staff member. The PCC have to ratify this appointment. Most children from this school went to the Health Academy. There has traditionally been a strong link between St. Wilfrids and that school prior to its conversion to an academy.

Terms of Reference for Governing Body & Committee structure

- It was explained the Directors are reviewing the Tor for this committee. Directors had agreed as far as possible there would be more delegation to the GB including the financial affairs of the school. The focus so far has been on the ethos of the school and the curriculum and going forward there will be more focus on the finances. This was welcomed by Governors.

Governors formally approved the ToR for the LGB

Code of Conduct

Governors asked about the new school visitor agreement and ask was this consistent with the code of conduct.

The visitors guide is to identify the safeguarding lead and highlights who to report to.

Governors formally approved the Code of Conduct and this was signed by the chair on behalf of the GB

Declaration of Pecuniary Interest

Governors present signed the PI declaration.

Declaration of Governor Eligibility

Governors present signed the NGA Eligibility declaration

Action: Clerk to contact Geoff Stevenson to acquire signed declarations

Governor areas of responsibility and interest:

Governors agreed the following areas would be allocated to the following Governors:

Area of responsibility	Link Governor	Staff to liaise with
Safeguarding	Andrew Bradley	HM SB Pat Mulligan
SEND	Lynn Oldfield	Suzanne Budgett
Pupil Premium	Geoff Stevenson	HM & Gill Argles
Sports and PE Premium	Paul Good	Jenna Bartlett
English	Carolyn Macdonald	Mandy Dhaliwal

Mathematics	Kate Evans	Jos Goodwin
Balanced Curriculum	New Governor MHA	Helena Miller & all staff
Ethos	Andrew Bradley	Hazel Deeley

- The clerk will be sharing the link Governor roles with all Governors so that Governors can liaise with each other.

Governors asked how often they are expected to visit the school.

- It was explained this may depend on what is being reviewed but at least termly

Governor self-evaluation update

- The Governor self-evaluation completed last term is now linked into the SIP. This will be discussed on Wednesday 11th October 2017.

Governor Training

- Governors were reminded of the training opportunities which will be advertised this term and it was noted the programmes are currently being published. Governors were reminded of Diocesan training; One Education training and NGA online information
- Lynn Oldfield and Andrew Bradley have undertaken safeguarding training in the NHS

12. Any Other Business

- The request for leave of absence was discussed. This is reported in the confidential part 2 minutes

Action: Andrew Bradley to reply to the staff member requesting leave of absence in writing informing her of the Governors decision.

13. Date & Time of Next Meetings:

- Governors agreed to meet 11th October 2017 4 – 6pm to discuss Ofsted
- 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

14. Closing Prayer

The closing prayer was led by Andrew Bradley

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

Meeting closed at 18.00

Summary of actions

- Action: The Executive Headteacher will share the letter to the RSC at the next LGB 23.11.19
- Action: Clerk to resend link for Prevent Duty training. *This has been actioned.*
- Action: Helena Miller will update Governors on the CIF bid at a future meeting.
- Action: Matt Whitehead to contact the LA about guidance on fence height and for reassurance the current fence complies with safeguarding guidelines
- Action: Carolyn Macdonald to explore careers education opportunities further
- Action: Clerk to contact Geoff Stevenson to acquire signed declarations. *This has been actioned.*
- Action: Andrew Bradley to reply to the staff member requesting leave of absence in writing informing her of the Governors decision. *This has been actioned.*