

## Local Governing Body Meeting Thursday 23<sup>rd</sup> November 2017 at 4pm at **St. Wilfrids**

### Minutes of Meeting

#### Present:

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

#### Apologies:

Lynne Oldfield	Parent Governor
Paul Trainor	Community Governor

#### In attendance:

Kathy Crotty	Clerk
Lauren Vermulan	
Katie Swinburn	EYFS Lead
Jos Goodwin	Maths Lead
Children who presented: Lily; Imogen; Bethany; Mateusz; and Evan	

*The meeting was quorate*

#### 1. Welcome, introductions and Opening Prayer

- The opening prayer was led by Andrew Bradley. Paul Trainor is a new governor and his appointment needs to be ratified by PCC

#### 2. Presentation from the school council

- The children informed Governors this is a 'Rights Respecting School'. The children explained their understanding and interpretation of rights. Governors were asked for their definition of rights and children shared some of their interpretations. Children were aware they have 42 rights which are written in the Convention on the Rights of the Child and there are other rights which relate to Governments.

- Governors identified rights including the right to an education; to practice their religion and to have food. School councillors identified the right to have their own opinions and explained article 28 as a theme of the school which is the right to a good quality education and the right to learn means no one is distracted in lessons. Governors were shown a video from UNICEF children's rights. The children informed Governors about the recent shoebox appeal and how this links to the right to play and be cared for and the rights to good health.
- Current school co. KS1 children are introduced to superheroes for rights to make this easier to remember. There is a class folder to explain rights; refreshers on rules; recycling bins in each class reflecting the rights to respect the environment and there will be an award for the best right-respecter in each class.

**Governors asked the children which right is the most important.**

- Each child identified a different right including the right to good health and to be happy; the right to one's own opinion; the right to eat healthy food and to have clean water; and the right to a good education.

**Helena Miller and Governors formally thanked Lauren Vermeulan for the work undertaken with the school council.**

### 3. Presentation from subject leads

Katie Swinburn - EYFS update

- The presentation opened with Katie Swinburn explaining there were four main points to report on. The school has been successful in a lottery bid. The school has introduced the Reggio Emilia approach in reception which has led to environmental changes such as beige walls and the inclusion of more natural resources. This has had a big impact and is bringing the outdoors into the school and linking indoor learning to the outdoors. The learning environment has more earth colours and has involved stripping back the over stimulated environment. This has created a more calming environment which helps with children with behaviour and emotional issues.
- The school is working with staff from the Forest School in Haveley Hey and Jo Peters was welcomed to the team. This all links to growth mind set. This approach has increased the engagement of boys, SEND children and vulnerable children are now more centre stage. There has been a push to involve parents and carers and there has been much explaining of why the children might be muddy. Puddle suits are needed to spend more time outside. The Batman trail has been fun for the children and many resources are now open and creative. There has been some self-selective outdoor writing by the children.
- There is an increase in the evidence of progress of children understanding the outside world. Katie Swinburn explained some of the learning activities the children have been involved with.
- There are many gifted children in EYFS and there is a three phase planning in literacy being utilised. EY2P guidelines are being followed; children peg up their work immediately. The outside learning environment mirrors the inside learning environment. Parents are involved in filling in gaps and working with the children on the next steps.
- The next steps are to discuss further the Reggio Emilia approach and roll this out into nursery in collaboration with WDCE. There is a learning walk planned to celebrate the good practice such as excellent questioning from teachers and TA's. The improvement of the online footprint to promote the learning opportunities is also a next step.
- Helena Miller informed Governors Reception data is not yet updated for 2017, the

more able children are doing very well, but governors need to monitor the lower ability children and ensuring access to high quality teaching. Prospective parents are impressed with the EYFS provision. There is funding allocated for 2018 to make the nursery furniture similar to Reception.

- Governors identified a need for an EYFS Governor. **Paul Good offered to be the link Governor for EYFS. Governors agreed the offer.**

***Governors asked are there any children who struggle with the outdoor learning?***

- Katie Swinburn explained some children have their own puddle suits and are more comfortable with outside learning and some children do not like getting muddy and take longer to adapt.

**Katie Swinburn was formally thanked for her presentation which was very interesting.**

Mandy Dhaliwal - English update with a particular focus on writing.

- A written report was circulated to Governors which updated on the progress of children this academic year. The first table outlined the SAT's updated data for reading and Mandy Dhaliwal explained the skills to focus on from last years cohort have been analysed to see if there are gaps in teaching. Inference is an area to monitor and the January INSET will include inference training.
- Table 2 outlined the data on grammar and two key findings were the need to focus more on verb forms and punctuation. There has been staff CPD with a spelling and grammar expert. She has taught lessons and staff have observed her, she has trained TA's and delivered a staff meeting followed by Q-A surgery time.
- A key area of focus this year has been to update the policies; there has been a refresher of the handwriting policy and staff now set out planning expectations. The school is undertaking CPD with the Literacy Company where each year group is given a unit of learning. They then give staff a model of medium term plan. The feedback from staff is the planning is time consuming and the planning documents might not be needed.
- There is a focus to raise standards in the teaching of spelling and grammar following the SATS results. Ruth Robson is providing some CPD to address this. She is working with Mandy Dhaliwal on book scrutiny, and on short term writing targets for staff. Writing is a huge area to tackle. Staff have been given their targets and the trends in each key stage have been identified. Teaching is now improved using whiteboard strategies. This impact will be ongoing.
- There is a continued focus to raise standards in writing with the aim of more middle attainers to progress to higher attainment. White British boys are a target group and reading texts have been discussed and changed to engage this cohort more. WOW days have to hook in children's learning and there are many ideas on the One Education website being utilised.
- Moderations and learning walks indicate impact from the new focus and initiatives. The marking codes have been simplified to make it easier for children.
- Carolyn Macdonald the link Governor has visited the school. Pupil Voice will include carrying out spot checks on reading. The children's activities were identified and the Roald Dahl day was very positive. The book fair has raised £701.41. Mandy Dhaliwal outlined her activities during the autumn term.
- Carolyn Macdonald attends the school every week and shared with Governors her experiences with the children including children who are reluctant readers. Building the story was described and the atmosphere in classrooms is very learning focused. The

visual learning environment was commended. The teaching methodology was very different in Yr1 and Yr2. Carolyn Macdonald noted the skills of the teachers in delivering a varied lesson.

**Governors asked how the school chooses CPD providers.**

- The Head of School explained the needs are identified for e.g. spelling was an issue and then recommendations are sought often from other Headteachers. Feedback from staff is also important. The Headteacher briefings and Headteacher cluster meetings are areas where this information is shared.
- Governors noted English is not doing as well as they would like but noted there has been great improvements in this area.

**Governors gave formal thanks to Mandy Dhaliwal for her presentation.**

Jos Goodwin - Maths update

- Jos Goodwin explained there has been a learning walk with the link Governor Kate Evans where some good strengths were observed. There has been good engagement in maths tasks across the school; a good range of resources used; learning walls are used well; TA's are used effectively with targeted children; all lessons were differentiated and inclusion was addressed well. There was evidence of challenge and enjoyable games being used. Teachers had clear guidelines of success criteria for the children and the children were able to follow the systems. This was not as consistent a year ago so real progress has been made in this area.
- The next steps were outlined and this includes updating all learning walls and the visual calculation policy needs to be used 100%. The school now undertake pre-assessment to help direct planning before a new topic. This is now labelled in the children's books consistently. This avoids children repeating work.
- The book scrutiny shows a clear set of objectives being utilised and high expectations from teachers. Staff provide good opportunities for open ended tasks for more able pupils. The marking policy is now followed more consistently.
- Overall in Maths, Jos Goodwin summarised how children are still enjoying maths. A wide range of resources have been purchased to develop the maths curriculum. The marks where children failed was mostly in 'measure' so the school now has additional resources to address this. The school has recently purchased learning links which are plastic links which can be used to develop measurement at a very early age. Teachers are still covering times tables in class to support the home learning initiatives. There is a focus on problem solving in the coming weeks.

**Governors asked about the problem in KS1 data**

- The Head of School informed Governors this will be shared with staff on the 8<sup>th</sup> December 2017 and can be discussed further at the next meeting. Governors noted the enthusiasm and hard work of the staff in this area.
- The Head of School reported there is an external consultant working on maths and writing books and Governors were informed maths is a significant strength of the school and the children's books are impressive. There is a gap between maths and writing. The progress in maths represents a general trend across Manchester and this school has had much CPD in the previous academic year and this is now a strength. The Maths CPD is continuing this year. Yr2 and Yr6 TA's and teachers are attending training days. The Yr4 teachers are undertaking training on new times tables sets (the expectation is children will have to have a 3 second recall for times tables).

**4. Apologies**

- Apologies were received and accepted from Lynn Oldfield and Paul Trainor.

<p><b>5. Notification of AOUB and Confidential Items</b></p> <ul style="list-style-type: none"> <li>• One Confidential item was discussed in the Part 2 of the meeting.</li> </ul> <p><b>6. Declaration of non/pecuniary interest</b></p> <ul style="list-style-type: none"> <li>• Geoff Stevenson has two children at the school and Mrs Stevenson works in the school. Lynn Oldfield has one child in the school. Kate Evans has one child in the school. Geoff Stevenson works for a training charity connected to this school but there is no financial benefit.</li> </ul> <p><b>7. Minutes of Previous Meeting held 21.09.17 and Matters Arising</b></p> <p>Action: The Executive Headteacher will share the letter to the RSC at the next LGB 23.11.19</p> <ul style="list-style-type: none"> <li>• Matt Whitehead has shared this letter and will send to the Governors. The RSC suggested the Trust contact Ofsted directly and Governors discussed this and decided to wait. The inspection is due in 2017/18 or 2018/19. The children's books are now excellent but the leadership need to ensure total consistency across the school.</li> </ul> <p><b>Action: The LGB will review the decision about asking Ofsted to undertake an early inspection at the next LGB meeting 25<sup>th</sup> January 2017.</b></p> <p>Action: Clerk to resend link for Prevent Duty training.</p> <ul style="list-style-type: none"> <li>• This has been actioned.</li> </ul> <p>Action: Helena Miller will update Governors on the CIF bid at a future meeting.</p> <ul style="list-style-type: none"> <li>• See agenda item 6</li> </ul> <p>Action: Matt Whitehead to contact the LA about guidance on fence height and for reassurance the current fence complies with safeguarding guidelines</p> <ul style="list-style-type: none"> <li>• The Executive Headteacher informed Governors he has spoken to the LA and to One Education and there is no clear guidance regarding fence height. On reflection the leadership has looked at fence and replaced several panels and the height is well beyond the height of children. Governors were assured the height is such that an adult could not reach over and lift a child out.</li> </ul> <p>Action: Carolyn Macdonald to explore careers education opportunities further</p> <ul style="list-style-type: none"> <li>• Carolyn Macdonald reported there are many initiatives available which might benefit the school. Manchester University has an interactive work project to introduce children to higher education linked to subjects and careers. They work with Yrs5 &amp; 6 and this involves work with John Rylands and Manchester Museum and the art gallery in Yr5. There are resources for pupils and teachers and HE students will come into the school to work with children.</li> <li>• MMU have a similar project which is more focused on transition and involves schools visiting MMU. The next events are on the 6<sup>th</sup> and –7th of June 2018. MMU students will come into the school to talk to pupils. This project is called Shock absorber and uses HE students as ambassadors to help with the transition to Yr7.</li> <li>• Carolyn Macdonald also contacted Recording Achievement who provide careers advice in primary schools and this was set up by a former head teacher. This aims to raise the aspirations of children and schools invite occupational experts into school to talk the children. They will organise these occupational experts to talk to the children.</li> <li>• These schemes are all free and are all designed to raise aspirations. Governors were</li> </ul>
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asked to consider careers work before children take their SATs as this can help develop work ethic prior to the SATS. Recording achievement projects have always been keen to develop achievement at the earliest age.

**Action: Carolyn Macdonald to meet with Helena Miller to develop careers education 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.

## **8. Headteachers verbal report**

Update on CIF bid (condition improvement funding for building works)

- The Executive Headteacher reported there is some money left over in a current allocation and the school has experienced some drainage problems and is exploring if they can use this surplus money on another area of the roof.
- The first bid related to the heating condition across the school especially the radiators on corridors which need updating.
- There is a second bid relating to mental and physical well-being which is a one off fund for academies funded via sugar tax. The Trust has included a bid for each school. In St Wilfrids the bid has 3 parts. The first is at the back of the EYFS area and will extend the infant play area and give direct access to other classes. The second area to develop is the outdoor area to put in a tarmac running track around the perimeter of the field. The third area of the bid is for a sensory room. The school will receive information of the progress of the bids at Easter 2018
- The PTA is raising money for the new play area for KS1 and KS2. Pupil voice is occurring to see what the children would like.

**Governors asked about the sums of money being bid for**

- Governors were informed the consultants have this information.

**Action: MW to inform Governors of the financial details of the CIF bids in progress at the next meeting 25<sup>th</sup> January 2018**

- Governors were updated on the details of the initiative of the Rights Respecting School which is aiming for an International School Award. The leadership have met with a consultant and the details of this will be on the school website. St. Wilfrids is linking with a school in Spain. There will be some CPD for staff and some staff are going to Sweden to explore some areas of good practice in relation to children's rights.

**Andrew Bradley signed the International School Award Policy**

- A Fire drill has occurred and the action points are being updated. This was four seconds less than the last evacuation

**Governors asked was an exit blocked on this evacuation**

- Governors were informed 'yes', one exit was blocked in this evacuation to monitor the response. A safe evacuation was accomplished..
- There is a Health and safety audit planned which starts at 6.30am on the 24<sup>th</sup> November 2017.

SEND and Inclusion update – Susanne Budgett

- Governors were informed there are 34 Children receiving SEND support with plans.

Four children have 1-1 support. Two children have an EHC plan in process and one EHCP application is pending. The current cost to the school for the extra support we have put in with 3 children, whilst further evidence is collected to support any future applications for extra support or and EHCP, is £1760 a month and this has to be funded before any application can be made. This is a pre-requisite for the support

- Three children are currently on a reduced timetable, one in nursery, and two in reception.
- CPOMs is now being used and this records issues and interventions and will reduce the need for paper files. The staff are very impressed with this system.
- Inclusion team meeting occur weekly and reviews and actions are identified with the next steps.
- The school nurse attends every Friday and offers a once a month a drop in for parents which is excellent.
- The school is working towards the Inclusion Quality mark

#### **Governors asked how does the 34 children needing support compare to last year**

- Susanne Budgett reported this is more than last year when there were 26 children, but children come off the support register when interventions have had an impact and other children may join the register so the list is fluid.
- Susanne Budgett explained why inclusion is a more accurate term than SEND support. Some children may have referrals for example to CAMHS but are not on the support register. Social and emotional issues are a growing national issue.
- The recent coffee morning for parents was not successful but that might be a good sign as parents have no issues. Lynn Oldfield has met with Susanne Budgett as part of her link Governor role.

#### **9. Behaviour and safety of pupils (Safeguarding) – update**

- Safeguarding audit is 24<sup>th</sup> November 2017 and this will be reported at the next meeting.

#### **Action: Clerk to include the Safeguarding audit on the agenda 25<sup>th</sup> January 2018**

- To improve the data management of child protection the school introduced the CPOMS in October 2017 and all staff can log in to record issues. Helena Miller; Pat Mulligan; Sharon Hellier; Matt Whitehead and Susanne Budgett have authenticator rights to manage this system. This system enables the build-up of cases and actions are identified immediately. Patterns of behaviour and safeguarding issues are now monitored much more effectively.
- Pat Mulligan, Susanne Budgett, and Helena Miller have attended updating safeguarding training.
- There were three behaviour issues and Sharon Hellier is taking a lead role on team work and friendship groups. Two children are having time out of class.
- The school is now working with Operation Encompass and there has been a high number of referrals. Staff training has occurred and parents have been informed via the newsletter. This enables the school to provide appropriate support immediately.

#### **10. Policy Review**

Governors were informed the staff are involved in the development of the school policies

Teaching statement

**Governors formally adopted the Teaching Statement**

British Values Policy

## **Governors formally adopted the British Values Policy**

### Behaviour Management Statement

## **Governors formally approved the St. Wilfrids Behaviour Statement**

### Anti Bullying Policy

## **Governors formally approved the Anti Bullying Policy**

### Drugs Education Policy

## **Governors formally approved the Drugs Education Policy**

### Relationships and Sex Education Policy

## **Governors formally approved the RSE Policy**

## **11. Governing Body Issues**

### Governor training

- Geoff Stevenson, Andrew Bradley, Paul Good, and Matt Whitehead had attended training St. Catherine's which is a MAT in Bolton. This was organised by three different MAT's all at different stages of development. Matt Whitehead is in the process of developing a draft induction pack outlining the responsibilities. The training looked at how the LGB's work. The SJE scheme of delegation is being developed to be more user friendly and this has to be agreed by the Board of Directors. The need to collaborate was a theme of the training.
- Andrew Bradley and Paul Good attended the Chairs briefing in Manchester. The items discussed were finances Ofsted inspection changes; and the general overview of attainment and progress across the city. 93.5% of primary schools in Manchester are offering a 'good' education. The government's target is for 100% of primary schools to be judged 'good'. There are only 65% of Secondary schools that are judged good and this has declined. This might reflect changes in the examination structure.
- A new secondary school is planned for West Didsbury by the Laurus Trust (the lead school is Cheadle H.S). SJ&E Trust is interested in a potential partnership and is to explore being involved in their School Initial Teacher Teaching (SCITT) programme school. This project also involves two new Laurus schools in Cheadle (a primary and a secondary). Governors noted the children from the Primary sector are the best ambassadors for high quality secondary school education. Governors were keen to work with the secondary sector to offer continuous provision.
- Andrew Bradley will attend update Safeguarding training.

### Governors Visits

- Kate Evans reported on her link Governor visit for Maths which occurred on the 18th September 2017. Pupils needing additional support are receiving this and there has been significant investment in this area. The behaviour of the children was outstanding. Prior to this learning walk Kate Evans has met with the Head of School and reported there have been significant improvements since the last visit as indicated by the data. The systems were described as robust.
- Geoff Stevenson reported on his two meetings about PP. The funding has declined by about £25,000 PA due to falling numbers and this does impact on strategies being implemented. Geoff Stevenson has worked with the Head of School on the strategy statement which is published on the school website and this outlines the breakdown on the spending. The Yr6 data for PP children is outstanding but this is a different cohort and there is one group currently behind in their expectations. The PP grant is funding a

full time TA in this class to provide relevant interventions.

- Andrew Bradley reported he has received photos from Hazel Deeley on prayer spaces in the classroom (ethos).

## 12. Any Other Business

### Financial update

- The Executive Headteacher had circulated an update budget for this meeting. He reported on the in-year underspend over £5,000. St. Wilfrids however has invested in additional 1-1 support whilst an EHC plan is being reviewed. The previously reported predicted £5,000 underspend is now a predicted overspend of approximately £15,000 in -year deficit. Governors were informed SLA's are paid in advance. The carry forward from last year was approximately £110,000 and so this overspend can be absorbed. The predicted carry forward for next year is approximately £90,000 to £95,000. The pupil numbers increased this year so next year's budget will increase and this is expected to be a trend year on year if the school expands.
- Governors were informed the accounts have not yet been audited and Directors are meeting with the auditors on the 13<sup>th</sup> December 2017. The national funding formula has not been implemented as expected and this was not going to be too detrimental for the next few years but may really bite in 2020-21.

### Building issues

***Governors asked if the Yr2 children who are in the younger part of the school are placed in the right part of the building.***

- Governors were informed the children don't seem to mind as this has always been the case. The school would like to remodel and if the school moves to a two form entry there might be opportunities to put all of KS2 children in the main block of the school. Governors would like the whole building to be physically linked. Long term there might an opportunity for this to happen if the school can work with a creative architect.

### Staffing update

- Rebecca Taylor has informed the school of the commencement of her maternity leave on the 8<sup>th</sup> January 2018

## 13. Date & Time of Next Meetings:

- 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 18.40**

**Summary of actions**

Action: The LGB will review the decision about asking Ofsted to undertake an early inspection at the next LGB meeting 25<sup>th</sup> January 2017

Action: Carolyn Macdonald to meet with Helena Miller to develop careers education further.

Action: MW to inform Governors of the financial details of the CIF bids in progress at the next meeting 25<sup>th</sup> January 2018

Action: Clerk to include the Safeguarding audit on the agenda 25<sup>th</sup> January 2018