

**Local Governing Body Meeting
Thursday 20th September 2018 at 4pm at
at St. Wilfrids CofE Primary School**

Minutes

Present:

Jenna Bartlett	Staff Governor
Andrew Bradley	Chair of St. Wilfrid's (Ex-Officio)
Susanne Budgett	Co-opted Governor
Carolyn Macdonald	PCC appointment
Lynne Oldfield	Parent Governor
Geoff Stevenson	PCC appointment (Parent)
Paul Trainor	PCC Community Governor
Matt Whitehead	Executive Headteacher

Apologies:

Paul Good	Director
Helena Miller	Head of School

In attendance:

Kathy Crotty	Clerk
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Any text in red bold italics represents Governor question (Q); challenge (C); Governor and/or clerk support (S). Black bold upright represents decisions and actions.

1. Welcome, introductions and Opening Prayer

- The opening prayer was led by Andrew Bradley. This meeting was held the day before the feast of St Matthew.

Action: Andrew Bradley to approach Paul Good for an update on the Governor vacancy

2. Apologies for Absence

- Apologies were received and accepted from Helena Miller and Paul Good.

3. Notification of AOUB and Confidential Items

- Governor survey to be addressed before item 8

4.1 Minutes of Previous Meeting held 05.07.18 including Part 2 confidential minutes

Matters arising

Item 6 Governor induction pack: The Nolan Principles have been included.

This is to be launched and based on feedback reviews will be made as

necessary.

Governors agreed to review the Governor induction pack annually

Action: Clerk to include KS2 test data on the 20th September 2018 agenda.
See agenda item 6

Action: Clerk to include social media policy on each LGB in autumn 1
See agenda item 9

Action: Clerk to include on September agenda review of one-page summary of strengths and areas of focus for St. Wilfrids
See agenda item 10

4.2 Part 2 Confidential minutes

Action: Helena Miller will draft the response to the staff member.

This has been actioned.

Governors formally approved the minutes and the Part 2 Confidential minutes of the meeting held 5th July 2018 and these were signed by the chair.

5. Head of School Report

- St. Hilda's update is reported in Part 2 Confidential Minutes

Progress and attainment data overview

- Headline results were shared in advance of the meeting. The presentation of the data included a comparison of the data with national averages and the 2017/18 data. The GLD (good level of development) at EYFS is notable as very good. In KS1 disadvantaged boys are an issue but this can reflect small numbers in the cohort. The scaled scores are excellent compared to national and the progress scores evidence a diminishing of the gap. (1.2 where the average is 1). This is an improvement from last year. Results were not as good last year due to a cohort issue but these results demonstrate great progress.
- Attention was drawn to the summary SIP and the targets for 2018-19 are based on this attainment data. The school is addressing GD (greater depth) children; boys in reading and writing; PP across the school; and improving teaching and learning of foundation subjects. The SIP addresses interventions; outdoor learning; improving outcomes for pupils; and developing leadership capacity in English, subject leaders and phase leaders. St. Wilfrids aims to achieve the silver award in Rights Respecting Schools *behaviour* and to continue to embed growth mindset across the school.

C: Governors asked about the 2018/19 targets in priority one and asked where have these come from?

Governors were informed these targets are based on the last two years cohorts and it was acknowledged each of the cohorts are different. Reading is a priority in all classes and it was agreed this would feed into other areas such as writing. The national average is the minimum target and the aim is to exceed this where possible. Patterns across the school have been analysed and this informs the priorities. Target tracker is used to identify gaps of individual children. The school has undertaken much work to improve reading and to inspire a love of reading.

C: If Governors were to ask random staff would they identify reading is a top

priority?

Governors were reassured all staff understand the reading priority as the SIP determines the performance management top priorities and this is monitored through appraisal. These key priorities will be shared with parents.

Q: Where is boys' attainment in the new SIP

Yrs2 4 & 6 are the key cohorts for targeting.

Q: Do you have a sense of underlying common causes explaining gaps in attainment for example with boys?

This is a national problem and this school is buying more books aimed at boys. The school is looking at topics that might benefit boys more. The Forest School and outdoor learning may help. Last year the school used an outside Poet which worked well with boys.

Q: Is this the same for other schools in the Trust?

Yes, this is a common trend but some cohorts do buck the trend.

- A Governor who engages in reading in the school informed Governors many boys like fact books and girls do look for books that look "pretty". The children need guidance on selection of reading material.

C: None of the leadership and management priorities relate to the SLT – what are the priorities.

The main priorities are to implement the SIP and ensuring the school community are familiar with the school priorities. The SLT have to ensure a consistent message with robust monitoring.

- Governors reported section four was clear and this was praised.

C: Could the EYFS priority be more challenging as 'maintaining' is not challenging enough. Governors felt the priority should be to improve or continue to develop

The leadership agreed Governors could be given a greater degree of clarity of the work being undertaken.

Staffing issues

- The staffing structure had been shared in advance of the meeting. The vacancy in Reception has been filled and the new staff member is starting this Monday. Areas of responsibilities have been changed slightly to reflect staff strengths and developments and this was outlined to Governors.

Q: Governors asked about the "tbc's"

Action: Susanne Budgett will share the updated staffing database with Governors.

Q: Has the PAN (pupil admission numbers) been raised?

There are 44 children this year. The budget increased last year by £40,000 with the additional children. There is anecdotal evidence this school is more popular in the local community. The clerk confirmed the school PAN is 50 children, the increase was agreed in 2017. Governors noted in Yrs. 3/4 last year there was only eight girls. Governors were informed in EYFS there were more girls.

Action: Matt Whitehead to inform Governors of pupil numbers over the last three years using the October census days which were submitted to the DfE

Q: The Head of School report stated 17 children joined the school in July. Is this correct?

Governors were aware of the children who have left and six children left from one family.

Action: Susanne Budgett to clarify for Governors how many children joined the school in 2017-18.

- There are two Teach Manchester students. This is a project with MSA (Manchester Schools Alliance) which provides teacher training places for graduates. This replaces a university based PGCE. The students are in St. Wilfrids for one term, during spring term there is a swap with another school and the same graduates return for the summer term. There will be two new appointments needed in the Trust in the next academic year. The Trust is impressed with the programme. The Altius Alliance is also working with DCE and WDCE as the schools have to be judged good or outstanding.

Health & Safety Update

- The school is up to date with all routine tests and all statutory obligations are being met. The written Head of School report detailed the work undertaken.

Head of School evaluation

- The Head of School summary was shared and this included an evaluation of job satisfaction. Governors have noted a more positive ethos of school and the Children were polite and courteous.

6. Behaviour and safety of pupils (Safeguarding)

- The updated 'Keeping Children Safe in Education' has been shared with Governors in advance of this meeting. The main changes relate to peer on peer sexual harassment and abuse. **Governors were advised to ensure they read and digested Part 1 and Part 5 along with Annex A and B.**

Action: Matt Whitehead will share an overview of key changes in the Keeping Children Safe in Education document

- The Executive Headteacher reported on his audit work including behaviour. The Section 128 check has been undertaken for all staff and Governors. The SCR has been reviewed. The file was checked for the newest member of staff to join the school. This ensures all safeguarding protocols are being followed and this will be a process undertaken by Ofsted to ensure safer recruitment procedures are being followed. The Executive Headteacher audits each school in the Trust each half term.
- The training register and CP records have been audited. There is a pending CP referral. There are 12 children needing additional support including CP; CIN and vulnerable pupils. Jenna Bartlett is the pastoral lead and is an assistant SENDCO supported with a TA.

Q: Is there a practice Ofsted inspection?

This is an ongoing process and the school is always Ofsted ready. Vital information is shared across the Trust. Governors discussed the process and what they wanted Ofsted to see in the school. Heads of Schools have been given guidance from the point of view of senior leaders. Paul Trainor will share information to help with the communication with the wider staff team.

7. SEND update

SEND Identification Procedure St. Wilfrids and SEND Information Report St. Wilfrids

- These documents are on the school website. Governors praised the staged approach and the language used to explain the process.
Governors formally agreed the reports.

8. Governing Body Matters including:

Terms of Reference for Governing Body

Governors formally approved the terms of reference for the LGB 2018/19 subject to replacing RAISEONLINE with ASP.

Action: Clerk to amend the TOR to remove reference to RAISEONLINE with ASP

Code of Conduct

Governors formally approved the Code of Conduct for LGB's and this was signed by the chair on behalf of the LGB.

Declaration of Pecuniary Interest

Each Governor present completed the PI declaration

Declaration of Governor Eligibility

Each Governor present completed the Governor Eligibility declaration

Governor self-evaluation & training identified

- The Governor questionnaire /end of year evaluation was completed in June. This was overwhelmingly positive and Governors discussed the challenges in data and results and monitoring. Governor satisfaction was high.

Formal thanks were given to Matt Whitehead for his work on this evaluation

Governors formally agreed the following link Governor roles

Area of responsibility	Link Governor	Staff to liaise with
Ethos	Andrew Bradley	Annabel Clark
Safeguarding	Andrew Bradley	HM SB SH LS
Pupil Premium	Geoff Stevenson	Helena Miller
SEND	Lynn Oldfield	Susanne Budgett
Sports and PE Premium	Paul Trainor	Jenna Bartlett
English	Carolyn Macdonald	Kate Will
Mathematics	Paul Trainor	Jos Goodwin
Balanced Curriculum	Paul Good	Helena Miller & all staff
Ethos	Andrew Bradley	Annabel Clark

Geoff Stevenson left the meeting at 5.45pm

Governor self-evaluation & training identified

- Lynn Oldfield asked for SEND training. Paul Trainor recommended a contact with The Oaks School in Bolton which is an outstanding school to visit to share good practice. (SEND and Maths)

Action: Paul Trainor will send Matt Whitehead contact details for The Oaks School in Bolton (his wife) to enable a visit to be arranged to review SEND and Maths provision

- Carolyn Macdonald is interested in training on reading initiatives. Governors

discussed useful websites and were informed LA Chairs Briefings are useful. Governors were directed toward The Key; the NGA website and there is a new DfE Governor website called Governor Space. (<https://www.governorspace.co.uk/>)

Andrew Bradley left the meeting at 6pm

9. Policy approval

Social Media Policy

This is on the school website.

Governors formally adopted the Social Media Policy

ST. Wilfrids Positive Handling policy 2017

The Executive Headteacher explained the need for this policy

Governors formally approved the Positive Handling Policy

St. Wilfrids SEND Policy 2018-19

There are some minor amendments relating to pupil rights

Governors formally approved the SEND Policy

10. One-page summary of strengths and areas for improvement of St. Wilfrids

Action: St. Wilfrids SLT to devise the one- page summary of strengths and areas for development. Clerk to include as agenda item on 8th November meeting.

11. Any Other Business

Wonderful Work of Watkins update

- The Watkin Times will be published in November 2018. The banner will be in the Church and will be available for use. Saturday 26th January is the celebration day showcasing the work the children have completed.
- The Bio-Blitz has been undertaken by the Greater Manchester Ecological Unit where experts undertook 24 hours of wildlife recordings. They uncovered there is 249 different things to see. Carolyn Macdonald will undertake work with the children and parents. Some of the £27,000 lottery grant has been spent on the woods. This is now a site of scientific interest is currently a grade C and will be recommended as a grade A. The city council will now maintain these grounds. These woods enhance the extra curricula activities.
- Governors raised the issue of parking at the school on zig-zag lines and on the pavements. The school does receive complaints from the neighbours. The school will continue to raise this in parent's newsletter and will raise this with the LA traffic control. The school will discuss a banner highlighting safety aspect.

Action: PCSO's to be contacted and cones to be explored to alleviate parking problems.

12. Date & Times of 2018/19 Meetings

- Thursday 8th November 2018 @ 4pm
- Thursday 17th January 2019 @ 4pm
- Thursday 7th March 2019 @ 4pm
- Thursday 9th May 2019 @ 4pm
- Wednesday 3rd July 2019 @ 4pm

<p>13. Closing Prayer The closing Prayer was led by Matt Whitehead</p>

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

Meeting closed at 18.20

Summary of actions

- Action: Andrew Bradley to approach Paul Good for an update on the Governor vacancy
- Action: Susanne Budgett will share the updated staffing database with Governors.
- Action: Matt Whitehead to inform Governors of pupil numbers over the last three years using the October census days which were submitted to the DfE
- Action: Susanne Budgett to clarify for Governors how many children joined the school in 2017-18.
- Action: Matt Whitehead will share an overview of key changes in the Keeping Children Safe in Education document
- Action: Clerk to amend the TOR to remove reference to RAISEONLINE with ASP. This has been actioned
- Action: Paul Trainor will send Matt Whitehead contact details for The Oaks School in Bolton (his wife) to enable a visit to be arranged to review SEND and Maths provision
- Action: St. Wilfrids SLT to devise the one- page summary of strengths and areas for development. Clerk to include as agenda item on 8th November meeting.
- Action: PCSO's to be contacted and cones to be explored to alleviate parking problems.