



**Local Governing Body Meeting  
Wednesday 3rd July 2019 at 4pm at St. Wilfrids  
Minutes**

**Present:**

|                   |                                     |
|-------------------|-------------------------------------|
| Andrew Bradley    | Chair of St. Wilfrid's (Ex-Officio) |
| Mandeep Dhaliwal  | Staff Governor                      |
| Paul Good         | Director                            |
| Carolyn Macdonald | PCC appointment                     |
| Helena Miller     | Head of School                      |
| Geoff Stevenson   | PCC appointment (Parent)            |
| Matt Whitehead    | Executive Headteacher               |

**Apologies:**

|                |                           |
|----------------|---------------------------|
| Adam Hossen    | Parent Governor           |
| Lynne Oldfield | Parent Governor (elected) |
| Paul Trainor   | PCC Community Governor    |

**In attendance:**

|                 |                    |
|-----------------|--------------------|
| Jenna Bartlett  | Staff member       |
| Susanne Budgett | Associate Governor |
| Kathy Crotty    | Clerk              |

*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.*

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| <p><b>1. Welcome, introductions and Opening Prayer</b></p> <ul style="list-style-type: none"> <li>The opening prayer was led by Andrew Bradley. Today is the feast of St. Thomas the Apostle (known as doubting Thomas) and a poem was shared. The point was made that questioning can be healthy.</li> </ul>  |
| <p><b>2. Apologies for Absence</b></p> <ul style="list-style-type: none"> <li>Apologies were received and accepted from Adam Hossen, Lynne Oldfield and Paul Trainor.</li> </ul>   |
| <p><b>3. Meet the children</b></p> <ul style="list-style-type: none"> <li>There were 14 children who introduced themselves to Governors. Some of the school council children are also eco-warriors. The children took turns to speak, each child having an opportunity to inform the Governors of what they enjoy in their learning; the outdoor learning; and the unique opportunities offered at St. Wilfrids. The children explained the Pupil Parliament and had worked with other schools on recycling.</li> <li>The children explained Rights Respecting Schools with examples shared from each</li> </ul> |

class. The children explained the ethos of the school and could elaborate on what this meant for individual children in the school. The children presented on the clubs available and explained how Mental Well Being is being addressed in the school. The children included their views of the church and worship in the school. Outdoor learning is popular with the children.

- The children were able to suggest changes they would like to see in the school. The children have held a successful “paperless day” but were unable to keep this up for one full week. The children are keen to stop plastic straws and cups in the school. The recycling has been successful again with paper and batteries. The school has been involved in the local Great British spring clean and some children have been on the BBC Blue Planet. The children are recycling crisp packets and receive £2 per Kg and are now recycling oral care products.

**Q: *Governors asked questions including how to encourage more children to become involved in church services?***

The children gave many sensible suggestions (including more singing, more questions).

**Q: *Have you any plans for reducing and reusing to compliment the work achieved on recycling?***

The children provided a range of practical suggestions including the use of yoghurt pots for art work; empty water bottles as bird feeders: encouraging children to have a healthier diet to discourage the eating of foods with wrappers; avoid using things with palm oil; and reducing plastic overall.

**The Executive Headteacher suggested the eco group meet with Manchester Fayre regarding the catering.**

Governors suggested the children speak to their grandparents about saving items for reusing as many years ago there was less waste. The children were aware of changes in their classrooms such as sticking paper into books and not using as much paper in learning. The children were aware that people are moving from plastic to paper and were able to articulate this causes deforestation and suggested looking at Bamboo and other products.

**S: *The Governors were impressed the children are considering improvements for change and at the enthusiasm from the children.***

#### **4. Declaration of pecuniary/non-pecuniary interests**

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

#### **5. Notification of AOB and Confidential Items**

- There were no items of any other business or confidential items.

#### **6. Minutes of Previous Meeting held 9<sup>th</sup> May 2019 including Part 2 Confidential Minutes and matters arising.**

**Governors formally approved the minutes of 9<sup>th</sup> May 2019**

Action: HM to find out when were the tanks were last chlorinated

This has been actioned and Governors were updated by email.

Action: HM to send letter to the parents of children in the nursery, reception and Yr1

about hand washing and pre-empt any concerns by sharing the information from the appropriate bodies that there are no issues in the school.

This has been actioned

Action: HM to Email Paul Trainor about some technology problems with Parent View affecting response rates.

Carry forward this action.

Action: HM to Share the Communication Policy with staff

This has been actioned

Action: Andrew Bradley to reschedule his link Governor visit to review ethos

This has been actioned.

**Q: Has the health issues been resolved?**

The issues seem to have gone away. There is a hosepipe which was not being drained properly and this is now addressed.

**Q: How has the communication policy been received?**

The policy has been received well and there are no issues

## **7. Head of School verbal update**

### Staffing update

- Parents have been informed who the teachers will be via a newsletter sent on the 13<sup>th</sup> June 2019. The staffing was outlined by the Head of School. There is a new member of staff joining the school who is an NQT. There are no changes to staffing in upper KS2.

**Q: Has the new NQT teacher some TA support for this Yr2 cohort?**

Yes, there is a TA for some of the time and one child in that cohort has learning support staffing.

**The Executive Headteacher formally thanked the SENDCO for her work on securing the EHC plan for the child.**

**The Head of School formally thanked Mrs Taylor for changing her working days to accommodate a job share.**

- The school has informed parents of the split class arrangements and the friendship groups known the teachers and pastoral teams have been accommodated.

**S: Governors noted there is a strong staffing team and congratulated the leadership team.**

**C: Are there any lessons learned from last year when employing an NQT?**

This will be cohort dependent but the school will not stream classes and will focus on quality first teaching. The school will be mindful of workload outside of school as this is a growing issue in the profession. Planning, formal assessment and marking is an issue and the new Ofsted framework suggests progress reports to Governors will not be more than three times per year. The previous NQT was not comfortable about drop-ins into the class so this will start sooner in the first term so the new staff member becomes used to this. Governors were informed there is a collaborative approach to support and the phase will work much more closely together. The leadership will work hard to make new members of staff feel welcome. The NQT allocated time will require observing in other areas to understand the full curriculum. There are four NQTs across the Trust who will be able to network.

**Q: Governors asked if the school has considered the Early Career Framework which will be piloted in Manchester? (These are new guidelines for trainee teachers).**

This will be explored by the Trust Leadership.

#### SATS update

- The SATs results are due on the 9<sup>th</sup> July 2019. Teacher assessments and predictions will need to be compared to the actual results even though there are many reasons why they might differ. The schools predicted this cohort will be in line with the national averages: 85.7% are expected to attain in maths; and 83.3% in reading and writing. 33% are expected to attain GD in maths and 31% in reading and writing which is excellent.

**S: Governors noted the outstanding progress made if the predicted attainment is accurate.**

#### Premises

- The PTA funds are now being used for the outdoor equipment which is now being installed.

**Governors gave formal thanks to the PTA for their fundraising for the school.**

- The PTA volunteers have undertaken the ground work on finding the suppliers. The design will enable the school to add to the equipment being installed now.
- The hall floor is being resealed and polished over the summer. The upstairs classrooms are having new blinds and the downstairs classrooms will have new blinds in October. The EYFS building does not need any summer work.

**Q: Is there a long-term plan for refurbishment works?**

Yes, the clerk shared a proforma provided by the Key to record the planning of refurbishment works. The issue is the bid process for funding works needed. The CIF (condition improvement fund) bids may be more successful with different contractors. This school needs funding for a replacement boiler. The current bid for this is under appeal.

## **8. Executive Headteacher update**

#### Accounts to end of May 2019

- The St. Wilfrids accounts were shared in advance of the meeting. The school after nine months was in credit, although this month there is expected to be a larger spend on non-staff costs for curriculum materials for the new academic year. The budget predicted an approximate £13,000 deficit. The UFSM grant (universal free school meal) and the PP grant is paid at the end of the three-month cycle and this is due in July. The current projections indicate St. Wilfrids will have an in-year surplus for the first time having only spent 71% (not the expected 77%) giving a surplus of £28,477.  
**Governors gave formal thanks to Joanne Love and the leadership team for the budget work undertaken.**

#### Update on St. Elisabeths

- The Trust is providing support to St. Elisabeths and St. Wilfrids have provided support for maths development. St. Elisabeths is now using Dave Godfrey for Maths support (the same scheme as the Trust schools). The Directors have approved in principal to sponsor St. Elisabeths but there are some pension issues yet to be resolved. If the actuarial pension valuation is a high risk the Trust will not proceed.

**Q: Is there a time line for St. Elisabeths to join the SJE Trust?**

Hopefully a decision will be made before the summer break. The RSC (Regional Schools Commissioner) has granted the Trust £25,000 to start the legal process and the work has begun on land and buildings with solicitors Slater Heelis. Any leftover monies will be returned to the RSC. There is also another £50,000 to be allocated to support the move and a bid has been submitted for £80,000 to support this.

**Q: Are there any funding issues given this school is in Stockport MBC?**

St. Elisabeths has a balanced budget for three years. There are other financial benefits such as the Executive Headteachers salary will be split between four schools. Governors were reminded when St. Wilfrids joined the Trust there were many benefits to the other schools.

- The RSC have indicated a date for sponsorship is the 1<sup>st</sup> October 2019 and the Executive Headteacher reported a more realistic completion date is the 1<sup>st</sup> December 2019.

## 9. Policies for adoption

### Lockdown Procedure

Heads of School have collaborated to devise this policy and then this will be shared with staff in the next staff meeting.

**Governors formally approved the Lockdown Procedure**

## 10. Governing Body Matters

### Link Governor reports

- Andrew Bradley had attended an Ethos group and the report was shared with Governors.
- Andrew Bradley had audited the administration of the SATS and was impressed by the work undertaken by the staff in preparing the children. There was unannounced visit from the LA to look at KS1 and KS2 procedures and the phonics to ensure compliance. The school is fully compliance

**The leadership gave formal thanks to Jos Goodwin and Jenna Bartlett who spoke to the LA about individual children who were given extra time in their assessments.**

**Formal thanks were given to Sarah Stevenson and Gill Argles for their work on the KS1 SATS.**

- Geeff Stevenson attended the KS2 sports day. There was a wide range of activities and all children had the chance to be involved. The children's behaviour was excellent. The organisation of the day meant the children were involved all the time and the emphasis was on participation. There has been positive feedback from parents and staff.
- **Formal thanks were given to Jenna Bartlett for all her work on setting up the day**
- Paul Good attends regular assemblies and noted the children are more confident when speaking and the quality of the reading is much improved.

**Q: Should the parents be allowed to use a video on sports day?**

Parents have been informed they are not allowed to post any videos online but parents are allowed to use their cameras and have been informed not all children have given permission to share their images.

### Training attended by Governors

- Paul Good has attended Heads & Chairs briefings provided by the Diocese, One Education and the LA. The LA event gave an assignment on ethos and it was

recommended this GB undertakes this activity in the new academic year. The activity shared with Heads and Chairs was from the Church of England Education Board.

#### **11. Any Other Urgent Business**

All Governors are invited to the social at the Didsbury Sports Ground on Tuesday the 23<sup>rd</sup> July 2019.

#### **12. Proposed dates of 2019/20 meetings**

- Thursday 19th September 2019 @ 4pm
- Thursday 7th November 2019 @ 4pm
- Thursday 23rd January 2020 @ 4pm
- Thursday 5th March 2020 @ 4pm
- Thursday 14th May 2020 @ 4pm
- Thursday 2nd July 2020 @ 4pm

#### **13. Closing Prayer**

- The closing prayer was led by Andrew Bradley.

Signed.....

Date.....

Andrew Bradley (Chair)

*Meeting closed at 17.45*

#### Summary of actions

- Carry forward action: HM to Email Paul Trainor about some technology problems with Parent View affecting response rates.