

**Local Governing Body Meeting of St. Wilfrids CofE school
Thursday 17th January 2019 at 4pm
Minutes**

Present:

Jenna Bartlett	Staff Governor
Andrew Bradley	Chair of St. Wilfrid's (Ex-Officio)
Carolyn Macdonald	PCC appointment
Helena Miller	Head of School
Lynne Oldfield	Parent Governor (elected)
Geoff Stevenson	PCC appointment (Parent)

Apologies:

Susanne Budgett	Associate Governor
Paul Good	Director
Paul Trainor	PCC Community Governor
Matt Whitehead	Executive Headteacher

In attendance:

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.

<p>1. Welcome, introductions and Opening Prayer</p> <ul style="list-style-type: none"> The opening prayer was led by Andrew Bradley. The prayer focused on the baptism of Jesus.
<p>2. Apologies for Absence</p> <ul style="list-style-type: none"> Apologies were received and accepted from Susanne Budgett; Paul Good; Paul Trainor and Matt Whitehead.
<p>3. Notification of AOB and Confidential Items</p> <ul style="list-style-type: none"> This is recorded in Part 2 Confidential minutes.
<p>4. Minutes of the Previous Meeting held 8th November 2018 The minutes of the meeting held 8th November 2018 were approved as a true and accurate record.</p> <p><u>Matters arising</u> Action: MW will speak to staff at each of the three schools about secure access and section 128 compliance.</p>

This has been actioned.

Action: MW to add a column in the one-page summary outlining the evidence.
This has been actioned and emailed to Governors in advance of this meeting.

Action: MW will contact the LA / Diocese to identify schools that have progressed from Special Measures to good.

MW has contacted Vantage Trust, and staff members and these have not got back to MW.

5. Agree programme of subject lead presentations

- Governors agreed the next LGB meeting on the 7th March 2019 will focus on writing as this is a SIP (school improvement plan) priority and also Annabel Clark from St. Wilfrid's Church will attend this meeting to update Governors on the parish link update, RE and Worship time.
- The final meeting on 3rd July 2019 will review the Rights Respecting curriculum and will involve meeting the children.

6. Head of School Report

- The Head of School explained the report includes much information about the school. Governors were very complimentary about the report and noted it was thorough and clear to follow.
- Student placements are occurring and staff are working alongside student teachers. One trainee teacher will be unlikely to carry out whole class teachers but the other trainees are promising. Staff are mentoring the trainee teachers which is useful CPD.
- The Head of School was please to inform Governors of strengthened Parish links and Anabel Clark will attend next LGB. Andrew Bradley has spoken to the children and attended ethos meetings. There is a new Methodist minister David Warnock. The community events over the Christmas were outlined in the report in detail.

Staffing Issues

- There are no major issues to report. One KS1 phase leader has stepped down from this role from January 2019 and Susanne Budgett is caretaking this role at the moment until there is phase cohesion. There have been some LSAs temporary contracts extended to meet some specific needs of children with an EHC plan.
- 162 days have been lost to staff absence which does not include the MAT leave. These are all different cases of illnesses, and this is being monitored. Return to work occurs and the attendance policy is being followed.

Q: Governors noted three absences per term is a trigger for absence monitoring and asked is this a usual standard?

Three absences trigger monitoring and this in the policy.

- November absences were very high and HR were contacted about this.

Q: What does 162 days represent in terms of the amount of staff.

56% of staff have been absent at some time this academic year. This amounts to 4.4% of days lost.

School Improvement Plan update

- The first draft of the Statement of Curriculum Intent was shared with Governors in advance of the meeting and it was explained that all staff have been given hours to develop their intent. This is in the early stages and staff are working on the

interpretation of their curriculum / leadership areas and this wants standardising across the school.

Q: Are we likely to see elements of new Ofsted criteria?

The Head of School had attended a Heads and Chairs meeting in December 2018 and the feedback was Ofsted are becoming more interested in curriculum than data. The LA advice is to not pre-empt the new framework and carry on regardless but staff are being prepared for the changes. Subject leaders are mindful of the new changes. The data at KS2 is still a priority.

- There are boy heavy cohorts in Yrs2 and Yrs3. Governors noted the dynamics of the gender balances when in school undertaking monitoring. The school tries to address gender imbalance but classes are based on ages.
- Raising attainment on reading is a school priority along with strategies for engaging boys.
- KS1 guided reading training has occurred with Maddie Barnes which has been fed back to KS1 staff already.

Governors gave formal thanks were given to the staff for their work on the Statement of Curriculum Intent

Pupils progress and assessment issues

- 65% of reception children are on track to meet the GLD. The gender gap is being monitored. There is a girl heavy in Yr1. The target is to have a gender gap of below 10%.
- In KS1 there is a target to reduce the gender gap in phonics attainment. Last year there was a 24% attainment gap and in December 2018 this gap was 17% so is reducing.
- In Yr2 reading 70.7% of children are on target and this needs to be nearer the national average of 75%. The school is confident this will improve by the end of the academic year. Writing is on target where 70% of pupils are at the expected or above standard. All year groups will have a focus on strengthening writing. In Maths the school is near the national average but there is a 37% gender gap where boys are below girls. There is a gender gap in writing of 44% and in GD reading a gap of 2.7%. In GD writing the gender gap is 6.9%.
- The Yr6 data is generally pleasing where the 59.5% of children are on target to achieved the combined standard against a national average of 64%. 73.8% of children are on track with their SPAG (spelling, punctuation and grammar) in the autumn term which is in line with the national average. 31% of children are at the GD standard against a national average of 36% so pleased with this. Staff have accurate teacher assessments so the data is reliable.
- Yr5 data needs attention due to KS1 inaccurate data. All actions for this spring term were outlined. Phase leader meetings are reviewing the accuracy of the data. The low writing attainment is affecting the combined.
- In reading there is an 11.1% gender gap; in writing a gender gap of 11.1% and in maths the gap is 3.3% as the boys are achieving more. For the combined attainment, the boys are now 0.7% above the girls at Yr6.

Governors noted this diminishing of the gender gap in Yr6 is very encouraging.

- The SIP focus on reading will also include writing. Writing is teacher assessed and the assessment is being reviewed.

Quality of teaching and learning

- The school has commissioned an external review of Teaching & Learning at the end of

January with Rachel Johnson. She has reviewed the feedback policy. She has a good relationship with the staff and there should be a two-way dialogue identifying areas for improvement.

- The main focus this term is to acquire more pupil voice feedback to help improve the curriculum further. Trips have increased in numbers to excite and engage boys more in their learning. Forest schools have been successful and the children have enjoyed this. There has been some external input for the reception children and the focus this year is KS1 and lower KS2.

Q: What is the issue of needing pupil voice feedback

The school needs more evidence from the children about the curriculum. Staff feel they need to capture many of the comments the children make to improve the engagement with the curriculum. Subject leaders have identified this. Pupil Voice informs the staff of the interests of the children and this can inform the curriculum such as choice of reading texts.

- The working walls are developing and in maths there are learning walls.

S: Governors noted the excellent sporting events and achievements and suggested this can be used beyond this LGB meeting such as being shared with new parents

- It was agreed to share this on the school website. The school also intends to highlight the work on music done in the school. Governors thought this would complement the prospectus.

Q: How often is the Trust newsletter shared with parents?

That is annual.

Q: Do you monitor website hits and are parents reminded to look at the website?

The school can monitor this. Parents prefer the DOJO than the school website.

Action: HM to inform Governors of the number of website hits.

Pupil attendance update

- PP and non-PP are being tracked. Phase leaders are aware of the data and working with class teachers to monitor individual pupil attendance. Attendance is generally positive. PP attendance tend to be below non-PP attendance.

Q: Governors asked for a breakdown of attendance by gender?

Girls attendance is 96.68% and boy's attendance is 96.93% so there is no difference. There are 126 girls and 131 boys in the school.

S: Governors noted the attendance of 97.6% for the autumn term is excellent.

Q: where have the new pupils into the school come from

Some children have moved into the area and some children have transferred from other schools.

Finance update

- St. Wilfrid's income is slightly lower than predicted by £16,000. Staff costs are approximately 1% higher than predicted. There has been a 7% increase in non – staff costs. However, there were SLAs due at the end of December and this will even out over the year. This could be an adverse impact of approximately £50,000 and there will be a reduction of non-staff spending. A VAT reimbursement has arrived today
- The additional expenditure includes University fees for SB & JB totalling £4250.00; a heating repair bill of £4187.00. (This will be reimbursed by insurance). The Together Magazine costs (Design & production) were £1054.00 plus distribution costs of £575.00. The SLAs covered for Health & Safety, CPOMs & to the Diocese totalling £3700.

Action: MW to produce outline of how to curtail costs to enable the budget to balance.

Pupil Premium

- All information has been updated to show the expenditure and impact of PP income.

SEND

- There has not been much change since the last meeting. The Yr4 cohort has the most children with SEND needs. Staff are receiving training on Mental Health with Catalyst. There are five children with EHC plans and three more in process. The level of EP (Educational Psychology) involvement risen to 12 and this incurs increasing of costs to Catalyst for this support.

C: Are you happy with this company?

Yes, and Catalyst is used across the Trust. The interventions are supportive but in a challenging way.

Q: how long have you used Catalyst?

Three years.

- The funding received rarely covers the cost of the support provided.

Q: Does this funding gap of £9,000 come from school budget?

Yes, and this is expected to continue. The costs could increase further if a new child joined the school and they needed the additional support.

7. Behaviour and safety of pupils

- Over P3 there have been 12 children receiving additional support; 10 Early Helps which is an increase of three. There have been no permanent exclusions since last meeting.
- There has been one bullying incident and this child has been referred to the pastoral team and mediation has occurred. This seems to be resolved now.
- Fire drill was slightly slower and one alarm was not working well. This has resolved in some staff training and there will be a repeat fire drill this term.

8. GDPR update

- Simon Ball Head of School at DCE completed the information audit on the 8th January 2019 and everything is compliant on the school website. The information audit has been shared with Governors.
- The Executive Headteacher has contacted One Education for advice about Governors needing a School Email and the advice received stated the clerk can use personal emails as all minutes etc are published on the school website. Confidential minutes are not emailed and hard copies are brought to the meeting.

9. Governing Body Issues

Governor training attended

- Lynne Oldfield has attended training with Driver Youth Trust which was for SEND Governors and also Susanne Budgett attended. This was very useful and enjoyable.

Governor monitoring visits undertaken

- Andrew Bradley has attended the Ethos group where they were devising a logo. The Safeguarding audit has been undertaken covering section 128.
- Geoff Stevenson attended a MPQH presentation from Susanne Budgett on meta cognition. The project is looking at closing the gap for boys reading through BLP

(building learning powers)

- Carolyn Macdonald reported on the school talent show which was an excellent event.

Review of Governance Structure

- Paul Good had spoken to Stephen Mercer from the Diocese and this review uncovered an oversight that there should be two elected parents. The Trust had interpreted the structure as having two parents and the PCC parent was not elected. The correct interpretation is to have two elected parent Governors. Directors agreed all schools to have a further election this term for a second parent Governor. The review also clarified that the Executive Headteacher is to be formally recognised as a member of the LGB, so the LGB will have 11 governors. Trustees recognised that this is a big commitment and that the EH may have to consider flexible working hours on weeks when there are numerous evening meetings.
- At St. Wilfrids the Deputy Headteacher is a Governor along with the Head of School and the elected staff Governor. It has now been agreed all Assistant / Deputy Headteachers will be invited as Associate Governors (no voting rights) as this will enhance their professional development.

10. Policies

First Aid Policy

Governors formally approved the First Aid Policy

Trips and Visits Policy

Minor changes relating to photographs and medicines

Governors formally approved the Trips and Visits Policy

Health and Safety Policy

Governors formally approved the Health and Safety Policy

11. Any Other Business

- Carolyn Macdonald reported on the Watkins Times Watkin and Watkin The Movie. which is produced by the children and this is excellent. The project is coming to an end. The banner and the work in the woods have been excellent.
 - There is a presentation on the 26th January 2019 to celebrate the expenditure of the £27,000 grant. The Lord Mayor will be attending.
- Q: Is the school planning anything around Peterloo?**
- The children have been introduced to some re-enactment. This 200-year anniversary falls during the school holidays.
 - A Letter for parents was discussed with some Governors.

12. Dates & Time of Next Meetings:

- Thursday 7th March 2019 @ 4pm Annabel Clark from St. Wilfrid's Church / Writing progress
- Thursday 9th May 2019 @ 4pm
- Wednesday 3rd July 2019 @ 4pm (meet the children / rights respecting)

13. Closing Prayer

The closing prayer was led by Andrew Bradley.

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

Meeting closed at 18.05

Summary of actions

- Action: HM to inform Governors of the number of website hits. This has been actioned 18.01.19
- Action: MW to produce outline of how to curtail costs to enable the budget to balance.