

## Local Governing Body Meeting Thursday 8th November 2018 at 4pm at St. Wilfrids Minutes

### Present:

Jenna Bartlett	Staff Governor
Andrew Bradley	Chair of St. Wilfrid's (Ex-Officio)
Susanne Budgett	Co-opted Governor
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	PCC Community Governor

### In attendance:

Kathy Crotty	Clerk
Jos Goodwin	Maths Lead
Kate Wills	English Lead

*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. The prayer was a remembrance prayer.

### 2. Presentation from Kate Will the English Lead on Reading

- Governors were informed there is a new action plan for reading and the targets were shared with Governors. The main action is to raise attainment and accelerated progress for boys in reading and writing. Every child in KS2 has a book they have chosen and KS1 teachers have selected the books for their children. EYFS are also purchasing new books.
- In lessons for English the focus of writing is being supplemented with high quality reading text. EYFS children are learning about hedgehogs and the children are very enthused about this. Yr1 are learning about space and an UFO has landed in the grounds. The impact data after half a term is promising.

- Staff are raising children's confidence to speak about their favourite books. Various staff members are presenting their favourite book to the children. There is a video with MCFC about favourite books and this is promoting a love of reading. The children are now asking the school to purchase books and introduce books to guided reading.
- The target of raising attainment across key stages was introduced in September 2018 and there is a four task carousel. There is a teacher focus linked to reading domains. Reading gems includes a range of questions which are independent tasks for the children. This reinforces the reading domains. Literacy box was demonstrated to Governors and the skills of finding the text to respond to the questions is being developed. Reading for pleasure is the final aspect of the carousel.
- The school is promoting a reading culture and all classrooms have a book corner and this might be changed termly. Texts used in English are shown to parents.
- Big Red Book Bus has visited the school. World book day will occur and extreme reading will occur again. There is going to be an outdoor reading area at a cost of £100.
- There has been a SQUIRT assembly. (Super quiet uninterrupted reading time). SQUIRT occurs daily for ten minutes.
- On Tuesday the school council attended Beaver Rd Primary School where suggestions were shared and this school is the only school that already can provide all that what was suggested.
- Reading workshops for parents is to be developed and the emphasis is about reading for pleasure. An appeal letter has been sent to families asking for more family members to listen to the children read in school on a 1-1 basis. Kate Will is promoting "ten books to read before you leave your year group".
- The Head of School reported on a meeting she had attended where it was discussed how for disadvantaged children this might be the only opportunity for someone to listen to them reading.

**Formal thanks were given to Kate Will for her work since taking this over this academic year**

***S: Governors noted the last action plan is being implemented and parents have noticed this impact***

### **3. Verbal report from Jos Goodwin on Maths**

- The new approach to marking was explained to Governors. This new approach of coding is proving successful. The dialogue is more prominent between the child and the class teacher. The benefits of this new marking coding system include the children knowing when they have been successful; they have more access to GD activities; teachers are able to take small groups; independence is promoted and there are further opportunities for further development. Less attaining pupils are challenged more. This coding was reviewed in the children's books and this is also being used more in literacy. This replaces lengthy written feedback.
- There has been much CPD and teachers are more confident. Teachers are making their own resources as Maths needs to be more tailored for individual children. Teachers use pictures with speech bubbles which is popular with the children.
- There is a good range of varied fluency. There has been a reduction of pages of sums and more variation. Book scrutiny indicates more reasoning and problem solving in lessons.

- Recent learning walks and lesson observations indicated children are struggling with the language of reasoning – maths requires an explanation of their reasoning. Jos Goodwin has produced some statements to help children develop their language when explaining their reasoning, this is an idea developed from recent training.
- Question level analysis from Yr2 SATs and a recent arithmetic test was introduced to Yr2 on a weekly basis to help with KS1 SATS. 75% of children are on target to attain their maths.
- The Head of School reported Jos Goodwin has delivered high quality CPD training and this is still occurring with staff. The majority of staff do take on board advice given.

**Formal thanks were given to Jos Goodwin for his work and an excellent presentation.**

#### **4. Verbal report from Lucy Batman on Science and actions taken towards the achievement of the PSQM (Primary Science Quality Mark).**

- The Head of School circulated a written report from Lucy Batman. The school has begun the journey towards the Gilet PSQM (primary science quality mark). The report addressed parental engagement; assessment; pupil voice; book look findings; and pupil progress. There are parents now signed up for a science course run by Manchester Adult Education Team

#### **C: The PSQM award - how confident are you this is a valuable qualification?**

The staff member is passionate about this and felt the school would not have to do any extra work.

#### **C: How is this award perceived?**

The Executive Headteacher explained this allows subject leaders to have a direct focus and this promotes high quality science and highlights the key approaches. Much of this work is occurring and the award is rewarding for the staff member leading this.

- Science is a core subject and this maintains the awareness of this. This also realised the staff awareness of the subject which is to the benefit of children.

**Governors gave formal thanks to Lucy Batman for an excellent report.**

#### **5. Apologies for Absence**

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

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

##### Governor survey update

- The Executive Headteacher reported the challenge and support was good and involvement of Governors was good. There was positive feedback about joining the SJE Trust. Governors identified they enjoyed the sense of fellowship.
- Governors identified the need for documents in a zip file and this will be actioned. Generally speaking there was positive feedback from St. Wilfrids Governors. Governors identified they would like to give more time to the school and this was typical across the Trust.
- Paul Good reported from the chairs briefing and reported schools were asked to ensure section 128 relating to Governors DBS is occurring. The school needs to check the SCR for section 128 compliance. Staff at St. Wilfrids have been on training.
- Action: MW will speak to staff at each of the three schools about secure access and section 128 compliance.

### Keeping children safe in education

- Governors signed to confirm they have read this document.

### AOB

***S: The letter to parents was praised and the Executive Headteacher reported this will be a termly letter. Governors praised the leadership for excellent communication with the parent body.***

### **6. 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.

### **7. Minutes of Previous Meeting held 20<sup>th</sup> September 2018 including Part 2 Confidential minutes Governors formally approved the minutes of the meeting held 20<sup>th</sup> September 2018**

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

This has been actioned and this is ongoing.

Action: Susanne Budgett will share the updated staffing database with Governors.  
This is covered in the headteachers report.

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  
This is covered in the headteachers report.

Action: Susanne Budgett to clarify for Governors how many children joined the school in 2017-18.  
This is covered in the headteachers report.

Action: Matt Whitehead will share an overview of key changes in the Keeping Children Safe in Education document  
This was emailed to Governors today and included a quiz to check understanding.

Action: Clerk to amend the TOR to remove reference to RAISEONLINE with ASP.  
This has been actioned

Action: Matt Whitehead will contact The Oaks School in Bolton to arrange a visit to review SEND and Maths provision  
This has been actioned. HM and MW met to discuss boys more in reading and learning

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

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

MW contacted the PCSO who referred the school to speak to the LA and the school is not allowed to put cones out. MW has asked for additional traffic warden surveillance to monitor the situation.

### **8. One-page summary of strengths and areas for development from SIP**

- This was shared with Governors (appendix one of the Head of School report) and was emailed to Governors in advance of the meeting. The focus of the journey was outlined by the Executive Headteacher from forced academisation and those issues are now a strength for this school. This includes improved behaviour of the children; the ethos of the school ensures happy children; and the safeguarding developments are excellent.
- The progress data is a strength particularly in EYFS and maths. The attainment data in phonics is consistently above national average. The GPS is now excellent and much improved. The percentage of children reaching GD has risen from 13% to 30%.
- The support of the SJE Trust has been excellent for St. Wilfrids and parents are now very positive about this. The other schools in the Trust have gained from this collaboration.
- The Leadership is a strength and the staff are developing well especially middle leadership. The QA reports are positive. The support and challenge from Governors is excellent as supported by external validation. The QA indicates good Governor involvement with the school.
- Pupil voice is excellent. There are more awards for curriculum initiatives.
- Areas for development link to the SIP and the presentations today.

#### **Q: How does this school fare in comparison to other Manchester schools**

Manchester Primary Schools are not far from the national average (the issues in Manchester are in the secondary schools). This school was only one child away from meeting national averages. The expectation is this school will meet the national averages unless there are specific cohort issues.

#### **C: Where is the evidence of this?**

**Action: MW to add a column in the one-page summary outlining the evidence.**

- WDCE keeps a folder of the evidence.

#### **Q: Governors were asked how they could explain what they were stating.**

Governors could explain the cycle of presentations; the link Governors work was part of this evidence and Governors were able to identify their Governance activity. The involvement of Governors in the QA process is also good evidence.

#### **Q: Are there any examples of an Ofsted visit to schools in special measures which are now a good school. What did Ofsted focus on?**

- Governors agreed it would be useful to meet with the leadership of such schools.

**Action: MW will contact the LA / Diocese to identify schools that have progressed from special measures to good.**

### **9. Headteachers verbal report**

- In 2017 there was an increase in 12 pupils, totalling 325 pupils. In 2018 the school continues to grow, there has been an increase of 3 pupils totalling 328 pupils. The additional 15 pupils mean an increase of approximately £50,000.

#### Staffing issues update

- Appendix two provided the detailed update on the staffing structure. One member

of staff on long term sick has submitted a resignation from 30<sup>th</sup> September 2018. The Head of school focused on three highlights of the autumn term.

- Firstly, the QA report was shared with Governors. The school will receive three funded visits by LA this year. QA has occurred and there is one per term. The meetings with Shirley Bush are intense, fair and challenging. Her evaluation matches the school's evaluation of effectiveness. The outcomes for KS2 scores have dipped slightly as expected but the progress scores are pleasing. EYFS outcomes included parents coming into school to observe their children to enable teachers to model different language styles. This has started with parents' workshops. (18 out of 42 parents attended an event recently.) The school has made a video of staff teaching children for parents, to avoid confusions at homework with different methods for maths. This will be on the school website to help parents follow the school methods. Useful advice was also shared with parents regarding SIAMs

**The Head of School gave Formal thanks to Andrew Bradley for attending this meeting.**

- The second focus was detailed in Appendices 4 which addressed the gender gap and the issues being addressed in Autumn 2. The learning walks are looking at what the boys are doing during lessons. The school is developing the children's confidence to verbally express themselves. Boys engagement is being driven through the SIP

**C: Governors asked about lesson observations and learning walks and asked how is this received by teachers**

- The Head of School informed Governors this depends of the staff member, this is not completely popular. The school is approaching this as a general exploration of finding out about why boys are underachieving. The children are used to staff in their classrooms. Staff are getting used to subject leads observing classes and the sharing of good practice is more common. The school aims to be sensitive to support staff. Staff can observe other teachers' lessons. The approach is not critical and all staff understand this.

**C: How are you dealing with the small number of teachers who are not comfortable**

- The leadership is encouraging staff to become used to this approach and the feedback should help staff see this is a development experience. The 24<sup>th</sup> January 2019 is the date of the next focus.
- Carolyn Macdonald is involved in reading in the school and shared some of her experiences.
- The third focus to share with Governors is a parents evening occurred last term and the parents' questionnaires was completed. Governors were given an excel report of the responses. The school is going to develop a parent friendly and child friendly anti-bullying policy to aid understanding. Parents views were overall very positive and the DoJo system of rewards has been received well. This system enables the parent to login to see the progress of their child. Technical issues have been raised by parents and these have been resolved. The newsletter is being reconfigured in the light of parent feedback. Parents have asked for children who consistently behave to be rewarded and this is leading to staff training.

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

- The school had requested an audit from the Executive Headteacher and this has occurred. There are no issues. The SCR is all in order and CPOMs is up to date.
- Jenna Bartlett is the assistant SENCO and pastoral lead. 13 children have additional support needs and are at risk / vulnerable. The school has undertaken two extra early help assessments and there are four more to complete. The school has amended the language of off-rolling to moved schools which avoids any ambiguities.
- There have been no incidents of bullying except an issue of social media with Yr6 girls and parents are asking the school to be involved in this. This relates to children playing games known to have a high risk of bullying and this has led to falling out (no bullying allegations). These are friendship issues and have taken much staff time. In class there are no issues and the concerns are the children are friends but the parents are falling out about this.

**C: Governors asked can the abdication of the parents' responsibilities be addressed?**

- There is an anti-bullying week the week of the 12<sup>th</sup> November 2018 including a workshop for KS2. The school has suggested appropriate agencies to help. This is not recorded but is on CPOMs. There have been many meetings with parents taking up staff time.

**Q: Is this happening outside of school?**

- Yes, and the children are being allowed to play with games recommended for older children. This is sometimes due to older siblings in the family.

**Q: Is it worth running a parental workshop?**

- The school has tried this in the past and attendance has been low

Attendance

- Attendance tends to be lower than usual and will be monitored. The absences for 2017/18 at St. Wilfrids was 3.53% compared to WDCE at 3.49% and DCE was 3.08%. The absence data is good compared to national data.
- The PA data related to 16 children and the strategies to reduce this were outlined. The written report outlined the reasons for each PA and the actions taken. Some of these children have now transferred schools. The school is tracking data for disadvantaged pupils. The attendance is 96.5% for non-disadvantaged children and 94.1% for disadvantaged children.

Budget update

- The budget forecast remains the same. St. Wilfrids would be expected to have spent 16% of their budget for the two months in this academic year and is on track. The Executive Headteacher advised Governors to watch out for comparisons and the St. Wilfrids staff costs are 0.6% higher than other schools and this is acceptable.
- Income in comparison is slightly less than the other two schools.
- Non-staff costs might be a saving and look more healthy than other schools.

SEND report

- 11% of the children in the school have SEND needs. Governors were reassured there are no issues of concern.

**Governors formally thanked Helena Miller for a very comprehensive report.**

**Geoff Stevenson left the meeting at 6pm**

<p><b>11. Policy Review</b> There were no policies to review at this meeting</p>
<p><b>12. Governing Body Issues</b> <u>Governor training</u></p> <ul style="list-style-type: none"> <li>Lynn Oldfield has been booked onto SEND Governor training and a staff member will attend also.</li> <li>Paul Good attended the chairs briefing.</li> </ul> <p><u>KeyDoc - Facebook cheat sheet for governors Sept 2018</u></p> <ul style="list-style-type: none"> <li>This has been circulated to all Governors and gives good advice for Governors.</li> </ul> <p><u>Governors Visits to the school</u></p> <ul style="list-style-type: none"> <li>Paul Good attended the initial parent partnership meeting and reported the input from parents was invaluable. Jenna Bartlett reported the parent's perspective was helpful.</li> </ul>
<p><b>13. Any Other Business</b> There were no items of any other business.</p>
<p><b>14. Date &amp; Time of Next Meetings:</b></p> <ul style="list-style-type: none"> <li>Thursday 17th January 2019 @ 4pm</li> <li>Thursday 7th March 2019 @ 4pm</li> <li>Thursday 9th May 2019 @ 4pm</li> <li>Wednesday 3rd July 2019 @ 4pm</li> </ul>
<p><b>15. Closing Prayer</b> The closing prayer was led by Andrew Bradley</p>

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

*Meeting closed at 18.15*

Summary of actions

- Action: MW will speak to staff at each of the three schools about secure access and section 128 compliance.
- Action: MW to add a column in the one-page summary outlining the evidence.
- Action: MW will contact the LA / Diocese to identify schools that have progressed from Special Measures to good.