

Local Governing Body Meeting
Thursday 18th May 2017 at 4pm at
at St. Wilfrids CofE Primary School
Minutes

Present:

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

Apologies:

Carolyn Macdonald	PCC appointment
Lynn Oldfield	Parent Governor

In attendance:

Kathy Crotty	Clerk
Jenna Bartlett	Yr5 teacher and PE coordinator
Lauren Vermeulen	Humanities Lead

1. Welcome and Opening Prayer

- The opening prayer was led by Andrew Bradley. Andrew Bradley presented a short film about the six Presidents of the Churches Together in England to encourage all churches to be part of Thy Kingdom Come, now explained by the Archbishop of Canterbury. This event is occurring 25th May – 4th June and Governors were encouraged to put their post code into the website to find out what is happening in their local area.

2. Apologies

- Apologies were received and accepted from Carolyn Macdonald and Lynn Oldfield.

3. Susanne Budgett and Lauren Vermeulen providing a report on Humanities (Geography and History)

- Governors were given a selection of children's books from Yrs1 to Yrs6 to review the children's work on a range of humanities topics. Governors noted the presentation of the children's work has improved over time and this has been a priority. The work books showed a great breadth of topics studied.

- An overview of the content of the humanities curriculum was shared with Governors and this is a two year cycle as there are some mixed age groups. Children studied themes which cover history and geography. The curriculum is skills based rather than knowledge based and examples were shared.

- Target tracker tracks progress across all subjects including history and geography.

Governors asked why are there numbers missing in the assessment data

- The gaps are new children who joined the school after the assessments and did not study this topic.
- Staff explained the differentiation in the children's books. Some children have word lists to help them form sentences. Staff are encouraged to show their differentiation in the children's books even though most differentiation is by outcome.
- The Ofsted report in 2016 identified some weaknesses in the teaching and learning of Humanities and the actions were shared with Governors to demonstrate progress made. The curriculum for History and Geography has been rewritten or revised. The focus is now on skills rather than content. The main areas of historical learning are events; people and changes; enquiry; Interpretation and using sources; chronology and communication. The main areas of Geographical learning are location knowledge; place knowledge; human and physical geography; and geographical skills and fieldwork. The curriculum overview document was shared with Governors. The school is looking at how to integrate science topics and the subject leaders are working on this.

Governors asked when you do assessments is feedback recorded on the book or separately

- Governors were informed the feedback is recorded separately on a monitoring sheet as this is shared with other staff.

4. Jenna Bartlett: Presentation on PE and update on Sports Premium

- Jenna informed Governors that PE is taught at least once a week and most classes have two lessons per week for PE. The school employs City in the Community and works with Pat Callaghan and Becky Topping. The aim is to work with staff and improve the quality of teaching via CPD activities.
- Trips and competitions are a key aspect of the improved curriculum such as football festivals at the MHA. The school works with Yrs5 & Yrs6 ensuring the children are motivated to participate in sport to prepare the children for high school.
- Sports premium has four aims and the presentation updated Governors on the progress in each of these areas.

1) Improve the quality and breadth of PE and sports provision.

- The school utilises sports coaches who work closely with teaching staff to develop skills in the school. The staff members have given positive feedback.
- There are regular meetings with sports coaches to ensure a varied curriculum and to establish the children's fitness needs.
- The curriculum has been rewritten and revised to show clear progression across the school including theory and practical learning.

2) Increase participation in PE and sport

- The wide range of activities and competitions were outlined. There is a daily running challenge has been introduced and the children voted on the actual challenge. Each class undertake some running: the Yr1 run for 2 minutes; some run during brain break

time. Good feedback has been received from the children. The daily running challenge will be developed and changed to encourage more children to engage. The challenge starts with a walk, a light jog, a run and then a sprint. Every week a child is given a certificate for doing the daily challenge. The next steps to the daily running challenge were outlined which involves a timed run and a game to end.

- There are sports captains recruited after an application process to promote healthy lifestyles. They monitor equipment and promote good sportsmanship among the children.
- There are now extra-curricular clubs including dance clubs. The running club has a waiting list. 75% of the children attend an active extra-curricular club and PP children are automatically allocated a place. There has been an increase in SEN children attending.

3) Ensure all pupils develop healthy lifestyles.

- Each half term has a theme and these were outlined. This encourages healthy eating; healthy choices and physical activities. This is delivered in different subject areas such as science and PSHE. Healthy sports and sponsorship is occurring initiated by a Paralympian fencer Craig McCann. The money raised will be used for school sports equipment
- The next steps were identified and this includes increasing the awareness of local facilities and activities in the local community. A list of outside sports clubs is being compiled and the need to undertake sport outside of school is being promoted.
- Healthy lifestyles is a cross curricula theme and a Healthy Lifestyles Fair has been organised for 25th May where the children will learn about keeping healthy; participating in sport; and making healthy foods and snacks.

4) Reach performance levels they are capable of.

- Children are given a fitness test to assess performance levels which allows the measure of impact of the sporting activities. This will be measured four times a year. These are child led activities. The baseline assessment is undertaken September and at the end of each term the children's fitness level will be measured to identify cause for concern; bronze; silver; or gold.
- Many children are in more than one club which is pleasing. There are some differences in joining clubs between PP and non-PP and the school has identified more girl based clubs. Yr6 have less engagement as they tend to do activities outside of school. The school has introduced dodge ball, which is popular.
- Jenna Bartlett informed Governors she is attending a Cycling for Schools course on the 11th July so she can undertake cycling activities in the school next year.
- The focus next year is to plan and prepare for Race for Life 2018. Governors were very impressed with the range of activities and noted the passion and enthusiasm from Jenna Bartlett which encourages the children.
- Parent governors were encouraged with this extensive range of activities and noted the presentation was outstanding.

Governors noted there was a small PP gap and asked is this a coincidence or is there a correlation

- The PP children tend not to join clubs so they have been allocated an automatic place and they are targeted and encouraged to join. PP children's engagement in sports activities remains a focus. There are issues when there are siblings in the school regarding picking the child up after the clubs. The school is trying to organise clubs on the same night so all the siblings can stay after school. There is a correlation in family

income and joining in activities.

- Governors were informed children who are overweight are less keen to engage. The experts suggest a short amount of physical activity undertaken more often is more beneficial. The daily running challenge is perfect as this is little and often and the children do seem to like this. Children have ownership of the exercise but are encouraged by staff.
- The Chair of Governors noted the quality assurance advisor commended the school for the 75% engagement in school physical activities.
- Governors were informed Jenna Bartlett is an RQT and is doing a brilliant job in the school developing the PE curriculum. The information contained in the written report was excellent and covered all the issues Governors need to know.
Governors gave formal thanks to Jenna Bartlett, noting her enthusiasm at driving this curriculum and for her excellent presentation.

5. Declaration of business / pecuniary interests

- Geoff Stevenson has two children at the school and Mrs Stevenson works in the school. Geoff Stevenson works for a training charity connected to this school but there is no financial benefit.
- Anne Flatman is the Deputy Head at Trinity High school which can be the chosen High School for some pupils.

6. Notification of AOB

- There were no items of any other business declared at this point of the meeting.

7. Minutes of Previous Meeting held 30.03.17 and Matters Arising

Clerk to include on next agenda the SEND breakdown figures.

- See agenda item 9.

Clerk to send a handout identifying Link Governor Responsibilities.

- This has been actioned.

Andrew Bradley to convene a PP meeting with Kate Evans; Geoff Stevenson; & Helena Miller and will report back to Governors

- Governors agreed to carry forward this agenda item. Helena will convene a meeting on data tracking meeting with Kate Evans and Governors were invited to review the system. Kate Evans was keen to analyse the maths data as part of her link governor role

Action: HM: Target tracking meeting date to be circulated

Action: HM: PP meeting date to be circulated

Clerk to ensure the SEND Link Governor report is on the agenda 18.05.17

- See agenda item 10.

The minutes of the meeting held 30th March 2017 were formally agreed subject to the amendment of the correct surname for Kate Evans

8. Behaviour and safety of pupils (Safeguarding) – update

- The Head of School report identified there have been no exclusions; bullying incidents; prevent issues or disability/ equality issues. There have been two racist incidents recorded. The child protection issues since the last report in March 2017 involved one

case conference; two core group meetings; two CIN meetings; one strategy meeting; one school referral; one social services enquiry; and two early help meetings.

- The safeguarding audit has been completed and the school is graded good for behaviour and safety and this has been confirmed by the QA advisor.

Governors asked about the two racist incidents and asked is this unusual?

- Governors were informed this was a Yr1 child and was deemed to be a misunderstanding, so was not reported to the LA as a formal incident.
- Attendance is good in the school and is just above the national average. The Head of School is aiming for outstanding for this criteria

Governors asked what the main strategies are for ensuring an outstanding grade for behaviour and safety.

- The Head of School informed Governors staff as a collective will be ensuring a zero tolerance regarding behaviour. Work undertaken with LO's means they can now generally deal with most incidents that arise. The resources and activities invested in the outdoor play areas have caused a decline in poor behaviour. There is a big improvement on this time last year. The children are now being given a greater degree of responsibility about their behaviour. There are different ways of challenging behaviour and there are still a few inconsistencies in some behaviour management and this is a staff training issue.

9. SEND update including financial breakdown figures

- Suzanne Budgett referred Governors to the part of the Head of School report that explains the identification of pupils with SEND. There is a team of professionals working around a child as the child is currently not in school and the family is also being supported. Governors asked about the specifics of this situation and this was discussed in detail outlining all actions being taken by the school.
- Partnership working was outlined and the different types of EP (Educational Psychology) support. There is direct support and assessment and indirect support with the teacher. There are four children in St. Wilfrids receiving lower level EP support. SALT (speech and language therapy) interventions are employed and SALT are involved in planning meetings. TAC (team around the child) meetings are occurring and action plans developed are reviewed. External agency partnerships include also PRU outreach supporting the school with particular children's behaviour.
- Staff training is ongoing.
- A scrutiny of interventions has occurred with Pat Livesley. Documents and files have been scrutinised for impact of interventions. Provision maps have been updated and there are clear concise records for SEND children.
- Suzanne Budgett informed Governors the statutory policies have been updated and are on the school website.
- Suzanne Budgett has undertaken observations of children and advises teachers from her observations.

Financial Breakdown for SEND children

- The financial breakdown as asked for at the previous meeting was presented to Governors. This financial report shows the funding allocated and spending on SEND children. The high needs funding is for the three children with EHC plans. The income for these children is £91,726.21. There is high needs funding of £13,052 and additional "ghost funding" of £18,000 for children the school may have to support.
- SEND expenditure on resources include equipment and staff costs were included in the report. There is a percentage of Suzanne's salary in the SENCO budget. Other

staff costs include the teachers in the classroom for their time on SEND work such as holding a TA meeting. Teachers still have to plan the work which might be delivered by the TA. There are 1-1 TA's who are employed just for the SEND children. The staff time is based on 8% which is conservative but the school did not want to spend hours tracking actual time from each individual teacher. .

- The expenditure includes an SLA which is for EP at £4,285 and training is costed at £2670.
- There is more expenditure in SEND than income leading to an overspend of approximately £23,000. The total income is £122,778.21 and the total expenditure is £145,812.89.

Progress of SEND children

- Target tracker shows the progress of the 37 SEND pupils. SEND children are expected to make one step progress each half term. From summer 2 to spring 2 this would be four steps and the progress tracker shows many SEND children make many steps. Governors were informed there are high expectations of all children in the school.
- The reading data was discussed in detail by Governors. Missing data reflects new children in the school and Yr1 as EYFS data is not included in target tracker. Three of the four children with missing data are in Yr1.
- The majority of children at St. Wilfrids make good or better progress. There are some "stuck children" and strategies are identified at pupil progress meetings. Interventions include phonics booster classes; reading groups; differentiated work and more teacher focused learning; writing frames; and more 1-1 opportunities in an effort to close the progress gap. The pupil progress meeting might result in referrals for professional support.
- There are some children with low progress but no children have regressed.
- Governors discussed whether split year groups complicate this but there can be positive learning opportunities in split year groups as able Yr3 benefit from being in a Yr4 group

10. Head of School Report

Review of School Improvement Plan

- The Head of School focused on the highlights in the written report circulated in advance of the meeting. Phonics is the most improved. The school was below the national average in the last academic year. This year there are 88% of children who are on track. All three PP children in this cohort are on track to pass. In Yr2 there is 12 out of 14 children who are expected to pass which is 86%. The two children who are not on target to pass the phonics test are on the SEN register.
- Governors were informed the quality of teaching of phonics is vastly improved.
- The data shows the maths teaching in Yr3 and the standard of teaching and learning is excellent.
- The SATS tests undertaken recently seemed to be fair and all children finished every single paper unlike last year. The reading test seemed to be much more accessible this year. The spelling test was challenging. The children seemed confident overall. 27% of children had extra time and did not seem to be phased by this. The school is positive about the Yr6 data.
- The Yr5 is the priority cohort for support and the classes are being split up for the next academic year. The Yr6 teacher and a TA will be working with the Yr5 cohort and they are beginning a project with Manchester Airport.
- The Head of School gave the update on EYFS progress and the DfE report had been

shared with Governors. This was an excellent report and was received on the 8th May 2017 and by then many of the actions had been addressed. A consistency of handwriting was identified as an issue and 'letter join' is used across the Academy and this has been promoted in St. Wilfrids. Rachel Mortlock who undertook the inspection is the EYFS expert in the DfE.

- Governors reported on a seminar attended with EY2P who are working across the nursery and reception staff and are focusing on staff skills; quality of books marking and feedback. Progression will be reviewed at a later date.
- Early Excellence have undertaken a scaled drawing of the two reception classrooms to look at improving learning in the environment.
- Staff are still working on projects and there are weekly meetings with the Head of School. The practitioners' engagement and the engagement of the children has improved dramatically. The EYFS teacher has liaised with WDCE and has become inspired about areas for learning. The aim is to ensure the children are enjoying learning and accessing learning independently.
- The summer one data for EYFS shows 76% of children are on track. The cluster moderation was very positive. Moderation of outcomes is yet to occur for the QA and KS1 moderation will also occur. Yr6 moderation of good practice will occur with the LA. This Head of School informed Governors this is a positive experience as this secures the data. Governors were reassured there is evidence of the consistency in assessments. The KS2 outcomes will be known to the school on 4th July 2017.
- The Head of School informed Governors the Section 175 safeguarding audit has been completed.

Action: MW to send to the Section 175 report to Governors

Governors gave formal thanks to Suzanne Budgett and Helena Miller for the comprehensive reports which indicate clear progress in the children's learning.

Budget update (resources and expenditure issues)

- The Executive Headteacher led on this agenda item. St. Wilfrids did have a deficit of about £40,000 and now the school currently has a projected in-year overspend of about £19,000. However the percentage of staff and non-staff costs in this school is less than the other schools so expectation is to break even. The budget set for 2107/18 based on income from the GAG and the LA is increased due to the increase in capacity of pupil numbers into nursery and reception. The national funding formula is not yet known.
- Nursery funding is increased by 33% for next year due to the national initiative. Of the 38 children accepted at nursery here 27 are thought to be eligible for the 30 hour offer. **The Executive Headteacher gave formal thanks to Governors for wise and sensible decisions in relation to the budget and pupil numbers.**
- The school numbers next year will affect the budget 2018/19. There are 43 children entering reception and 36 leaving Yr6. That increases income by about £25,000 per year not including the deprivation payments. This is securing funding as much as possible. Next year's budget may have a £5,000 in-year surplus if there are no changes. The three year forecast indicates this school will be viable without any immediate need for reducing staffing. Five children have joined the school after Easter and five more children are joining after June. The predictions are always based on assumptions which might change but the Trust has forecast with conservative estimates.
- Directors are meeting on the 14th June 2017 at St. Wilfrids to see the building and understand the strategic issues in moving to a two-form entry. There is a population

growth in Northenden. The finance committee are working on the budget and this will be approved by Directors and then there will be a sharing of the budget headlines with all LGB's in the trust.

Governors asked is the increased income in EYFS now reducing the need for a cross subsidy from the school to the nursery.

- Governors were informed 'yes' there is now extra revenue coming into St. Wilfrids EYFS. There is also a good carry forward surplus which will be evident in the budget papers.
- Governors formally acknowledged this financial report is excellent, especially in this climate as most schools are facing deficit budgets and to break even is excellent. Governors felt this is largely due to new families being interested into the school.
- The Head of School reported the school hall is used for toddlers group on a Friday run by two parents 9 – 11am and this further develops interest in the school. Governors reported the feedback from parents was fantastic about this provision.

Governors asked for final numbers of children entering EYFS

- Governors were informed there are 48 reception places allocated and 38 nursery places allocated.
- An additional key worker for the nursery is being employed. There were 10 applicants for this post which is another sign of the schools reputation changing.

Update on premises

- Governors were updated on the condition improvement bid with Cowan and company. The school has been successful with one bid for the roof. The school will contribute £7,500 towards these costs. The work on the roof is due to begin in September 2017 and there should be minimal disruption
- Governors were informed the new Astro in the playground is fantastic and has led to an increase in girl's uptake on ball games. KS1 girls interact with the boys much more.
- EYFS outdoor environment works starts this Monday and is scheduled for three days.
- Governor informed the school the new garden displaying "belonging believing achieving" is excellent. The Head of School reported the children are being very respectful towards this new area.

11. Governing Body Matters

Link Governor reports including SEND from Lynn Oldfield

- Governors agreed to defer link governor reports to the meeting on 6th July 2017.

Training

- Kate Evans reported on training in CofE induction and this was highly recommended. This training was described as thorough and worthwhile. The trainer is an expert on admission and governance.
- Paul Good has attended a chairs briefing meeting with Mary Arnold and only two chairs attended. This meeting focused on new inspection issues and the expectation going forward is there will be a strong emphasis on a broad and balanced curriculum.
- Andrew Bradley has attended a heads and chairs conference which was very inspirational and he offered to share the documents from this conference. The new RE syllabus was described as challenging and well worth a read.

Governors year planner

- This was circulated for information only and the clerk suggested Governors access

some of the relevant websites contained.

Proposed dates for LGB meetings in 2017/18

- The dates were agreed for St. Wilfrids LGB meetings in 2017/18.
 - Thursday 21st September 2017 @ 4pm
 - Thursday 23rd November 2017@ 4pm
 - Thursday 25th January 2018 @ 4pm
 - Thursday 22nd March 2018@ 4pm
 - Thursday 17th May 2018 @ 4pm
 - Thursday 5th July 2018 @ 4pm

12. Any Other Business

- Paul Good informed Governors about training he attended (see item 11) and the discussion was about controlling the inspection agenda to ensure a focus on the school positives. It was suggested Governors meet to develop some positives to report consisting of a one page of clear headlines to share with an inspection team. The “good with outstanding features” needs evidence to support this statement. The other LGBs in the Trust are meeting to agree the key strengths of each school to help prepare the one page summary of strengths and areas for improvement. Governors agreed to meet in the autumn term to undertake this.
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13. Dates & Times of Next Meetings:

- Thursday 6th July 2017 @ 4pm
- Tuesday 18th July Review session at WDCE at 7.30pm. This is for the three boards to review what is working well and areas for Governors to develop.
- Friday 21st July - evening social team building event to be held at Burnage Rugby Club at Heaton Mersey from 8pm - 12pm.

14. Closing Prayer

- The closing prayer was led by Andrew Bradley

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

Meeting closed at 18.25

Summary of action

- Action: HM: Target tracking meeting date to be circulated
- Action: HM: PP meeting date to be circulated
- Action: MW: Send to the Section 175 report to Governors