

Local Governing Body Meeting
Tuesday 13th September 2016 at 7.30 p.m.
at West Didsbury CofE Primary School

Draft Minutes

Present:

Paul Blackburn	Chair of WDCE GB
Felicity Bradley	PCC Governor & Parent
Lisa Lijie Cui	Community Governor
Hanna Large	Assistant Headteacher at WDCE
Tracey Marshall	PCC Governor
Lucy Noden	PCC Governor & Parent
Matt Whitehead	Executive Headteacher

In attendance:

Cat Arundale	DCE GB
David Finch	Trust Member
Paul Good	Chair of the Trust
Mark Vermes	DCE GB

<p>1. Welcome, Introductions and Apologies</p> <ul style="list-style-type: none"> Paul Good welcomed everyone and introductions and roles were discussed. The meeting was a little late starting due to inclement weather. Matt Whitehead handed out the Pecuniary Interest Declaration Forms. Apologies were received and accepted from Julia Heatley and Kathy Crotty the clerk. 	
<p>2. Opening prayer</p> <ul style="list-style-type: none"> The opening prayer was led by Mark Vermes. 	
<p>3. Declaration of business / pecuniary interests</p> <ul style="list-style-type: none"> There are no other declarations other than those listed on the school website. 	
<p>4. Notification of AOB</p> <ul style="list-style-type: none"> There were no notifications of AOB 	
<p>5. Approval of resolutions and paperwork to finalise our new Governance model for this year (approx. – 20 mins, for all Governors from 2015-16)</p> <ul style="list-style-type: none"> Paul Good explained the MAT restructuring and circulated a document. It was explained that this restructure meant a few changes to section 12 of our Articles of Association, relating to 	

<p>the appointment of Directors. These have been agreed by the Diocese and DfE but needed to be formally ratified by the 2015-16 Directors of the Trust, as did the restructure.</p> <ul style="list-style-type: none"> • The major change was the Members (PCC and MDBE) having the right to appoint a minimum of 7 directors under Article 50. These would be people with key skills as approved by the PCC. New Directors for the key areas of Human Resources and Finance in Miriam Jones and James Dunbar respectively have been recruited and endorsed. The Members were also adamant that strong parental representation on the LGB's was vital to the success of the new model with parents being nominated through PCC endorsement and one appointed through parent election. <p>Governors asked if there was anything to prevent parents from becoming Directors</p> <ul style="list-style-type: none"> • Paul Good explained that the Chairs of the LGB would be sit on the Directors board and that a parent from St Wilfrid's would be sitting on the Directors Board as a result of this. • David Finch explained that he had enjoyed his time as a Governor and Paul Good welcomed David Finch to the Members Board. Matt Whitehead explained that as a Member, David Finch was welcome to attend any LGB and David Finch asked that he be included in LGB mailing lists to facilitate this on occasions. <p>Action: Clerk to include David Finch on LGB mailing lists</p> <p>There was a unanimous agreement to the written resolution of the MAT restructuring and the supporting documents and minutes.</p>	<p>Clerk to ensure David Finch is included on WDCE LGB mailing lists</p>
<p>6. Minutes of the meeting held 13.07.16</p> <ul style="list-style-type: none"> • The minutes of the meeting held 13.07.16 were formally approved by the LGB and signed by the chair. • The chair closed the meeting of the 2015-16 Directors and vacated the chair. • Cat Arundale and Mark Vermes left the meeting at this point. 	
<p>6. Matters Arising</p> <ul style="list-style-type: none"> • Clerk to send staff election procedure to Hannah Large. This has been actioned. • Clerk to include terms of office on the governor attendance list for the school website. This has been actioned. • Clerk to email new Governors the web page information for One Education; The Key and the National Governors Association. This has been actioned. • Paul Blackburn took over as Chair of the WDCE LGB and gave a brief resume of his background and Governance experience. Paul was delighted to welcome Lucy Noden and Felicity Bradley, as new PCC parental appointments to the WDCE LGB. <p>Lucy asked about a new parent Governor?</p> <ul style="list-style-type: none"> • Hannah Large explained that an election would be held once 	

<p>the new children in Reception had settled, as we felt that it was important that the new families had an opportunity to be involved in the LGB. The new parent governor should be in place for the January meeting.</p> <ul style="list-style-type: none"> • Matt Whitehead went through the minutes and actions from the last meeting of 13.07.16. A Staff Governor, Mrs Julia Heatley has been appointed and Parental elections will take place this term. Mrs Hannah Large will begin to explain the process and importance of this role to the new parents in the weekly newsletter. Lucy Noden and Felicity Bradley said that such a 'drip feed' was really useful last year when Lucy Noden was appointed. <p>Paul Blackburn asked about the staff structure at WDCE.</p> <ul style="list-style-type: none"> • Hannah Large explained the current structure to Paul Blackburn <p>Action: Matt Whitehead to send out the WDCE staff structure to all LGB</p>	<p>MW to send WDCE Staff structure to Governors</p>
<p>7. Behaviour and safety of pupils (Safeguarding) – update</p> <ul style="list-style-type: none"> • Matt Whitehead explained that all staff across the three schools in the Trust had accessed Level 2 safeguarding training on the INSET day 02.09.16. All new staff at WDCE had safeguarding induction training and were given a straightforward Safeguarding Pack. A Fire Drill has been planned for this week to ensure new staff and children understand evacuation procedures. • With regard to Behaviour, all the children have settled very well and even the two children with EHCP's in place due to behavioural difficulties associated with their needs are generally behaving so as not to impact on the learning of others and have both responded well to their new Learning Support Assistants. All agreed that the children on EHCP really added to the educational diet of the school and the learning experience of everyone else at WDCE. • Matt Whitehead discussed an issue regarding Dietary Health and a problem with communication across the school from the office to classrooms and kitchen but more robust procedures are now in place and Hannah Large and Matt Whitehead have explained the new procedures to the concerned parent. 	
<p>8. Admissions Update</p> <ul style="list-style-type: none"> • WDCE now has 116 children on roll. There are 60 children in Reception and 56 in Year 1, which is a huge increase from the 42 who were on roll in September 2015. This is indicative of the reputation of the school and the huge demand for places in South Manchester. • There was a brief discussion around the need for more Secondary school places. 	
<p>9. SEND update</p> <ul style="list-style-type: none"> • Matt Whitehead discussed the SENCO position with Mrs Pat Livesley and Ms Emilie Smith now sharing the role, Mrs Livesley on a one day a week contract, although this has been 2 days 	

<p>recently to enable Mrs Livesley to induct Ms Smith and show her the current SEND practice across both DCE and WDCE. They are both currently working on the current WDCE provision map, suitable timetabling of interventions and assessing the needs of our new children to ensure that appropriate referrals/requests are made.</p> <p>Governors asked about having a SEND Governor on each LGB</p> <ul style="list-style-type: none"> • Tracy Marshall who has a background in Inclusion and SEN within a Primary setting volunteered to take on the role. <p>The LGB agreed unanimously to this and Tracy Marshall made arrangements to visit Ms Smith and Mrs Livesley.</p>	
<p>11. Assistant Head of School Report including <u>2015/16 Pupil Progress Results – review</u></p> <ul style="list-style-type: none"> • Hannah Large went through the key data from last year; the EYFS profile results and discussed the number of children who did not meet the Early Learning Goals (ELG) Mrs Large explained that the Reception cohort 2015 was very boy heavy (35 boys to 17 girls) and Nationally girls outperform boys in the ELG. There were many summer birthdays and a high number of children with EAL many of whom did not get a full year in school, as they were new arrivals to the country through the year. As a result the percentage of children achieving the ELG particularly in CLL (communication, language and literacy), Reading and Writing were below the National Average, although our progress figures were very good. Hannah Large shared an EYFS analysis and all the relevant data with the LGB. • Paul Blackburn asked to be sent the data, as he had not received the EYFS analysis. <p><u>School Improvement Plan - review</u></p> <ul style="list-style-type: none"> • Hannah Large went through the SIP key initiatives which are primarily communication based: reading, writing and phonics in Year 1 and ensuring the breadth and balance of the curriculum alongside the need to provide firm foundations in numeracy and literacy. All Governors agreed that the most important thing was to ensure that the children enjoyed their learning and that the PSHE pastoral side had to be right for the children to achieve their potential. <p>Governors asked if there would be a phonics information session for parents</p> <ul style="list-style-type: none"> • Hannah Large informed Governors yes there would be phonics information sessions for parents. • Matt Whitehead explained that the aspirational phonics target for 2017 was for 80% of our Year 1 children to pass the test. • Governors undertook a discussion about progress (achievement rather than attainment) and the importance of the first cohort's results for the reputation of the school. <p><u>Curriculum update</u></p>	<p>Clerk to resend EYFS analysis to PB</p>

<ul style="list-style-type: none"> • Matt Whitehead explained about the Key Stage 1 assessment of the curriculum (1-5; 1 below Age Related Expectations (ARE'S); two children are working at ARE but not quite meeting the standard; three children are meeting ARE; four children are exceeding ARE; and five children are working with elements of ARE from higher year groups) • EYFS will still report and assess using the ELG's whilst reports for the Year 1 children will be in the 1-5 format. <i>At this point David Finch left the meeting.</i> • Key Stage 1 children are following the National Curriculum and we have continued to get PE support from Pat Callaghan which is beneficial to both the children and staff. • George Lloyd the Free School education adviser has visited school once and we have had 2 Local Authority QA reports which will all be sent to the LGB <p><u>Budget update (resources and expenditure issues)</u></p> <ul style="list-style-type: none"> • The budget last year was very tight and although the school has overspent in-year due to a large capital spend on the EYFS shutters and various other FFE (45K), the carry forward from the project development grant has enabled the school to just remain solvent. This year due to the large increase in children budget issues should ease and the school hopes to carry forward about 15K. Once the new budget is settled on and the old budget finalised figures will be shared with the LGB. <p><u>Update on premises</u></p> <ul style="list-style-type: none"> • Hannah Large explained about the focus on the outdoor learning environment and that whilst the trust is very pleased with the building, the ICT infrastructure continues to cause some issues. The School is hopeful that the technician in this Friday will ensure that all the class ICT is working properly. 	
<p>12. Governing body matters:</p> <p><u>Terms of Reference for Governing Body & Committee structure</u></p> <ul style="list-style-type: none"> • A detailed discussion occurred and the ToR was amended. Governors formally agreed the amended ToR <p><u>Code of Conduct</u></p> <ul style="list-style-type: none"> • Not all Governors had received the Code of Conduct by email so this agenda item was carried forward to the next meeting. <p><u>Declaration of Pecuniary Interest</u></p> <p>Governors completed the pecuniary interest forms</p> <p><u>Governor Training</u></p> <ul style="list-style-type: none"> • Action: Clerk to email out all MGA, MDBE and One Education and MSA training information. 	<p>Clerk to ensure the amended ToR is presented to the other LGB's</p> <p>Clerk - Code of conduct to be an agenda item 15.11.16 LGB meeting</p> <p>Clerk to circulate training information</p>

<p>13. Any Other Business</p> <ul style="list-style-type: none"> • Governor self-evaluation will be on the next agenda. 	
<p>Dates of next meetings</p> <ul style="list-style-type: none"> • Tuesday 15th November 2016 @ 4pm • Tuesday 17th January 2017 @ 7.30pm • Tuesday 14th March 2017 @ 4pm • Tuesday 9th May 2017 @ 7.30pm • Tuesday 27th June 2017 @ 4pm 	
<p>14. Closing Prayer</p> <ul style="list-style-type: none"> • The closing Prayer was led by Tracey Marshall. 	

Signed.....Date.....
Mr Paul Blackburn (Chair)

Meeting closed at 9.45pm

Summary of actions

- Clerk to ensure David Finch to be included on WDCE LGB mailing lists
- MW to send WDCE Staff structure to Governors
- Clerk to resend EYFS analysis to PB
- Clerk to ensure the amended ToR is presented to the other LGB's
- Clerk to ensure Code of conduct to be an agenda item 15.11.16 LGB meeting
- Clerk to email out all MGA, MDBE and One Education and MSA training information.