

**West Didsbury C of E Primary School  
Local Governing Body Meeting  
Tuesday 26<sup>th</sup> June 2018 at 4pm  
Minutes**

**Present:**

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

**Apologies:**

Julia Heatley	Staff Governor
Marie Turnbull	Parent Governor

**In attendance:**

Kathy Crotty	Clerk
Paul Good	Chair of the Trust
Laura; Lily; Ellie; Bethany; Rory and Apostolaos	

*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 chair welcomed Governors to the meeting and Tracy Marshall led the opening prayer

**2. Apologies for Absence**

- Apologies were received and accepted from Marie Turnbull and Julia Heatley

**3. Report from the children**

- Laura; Lily; Ellie; Bethany; Rory and Apostolaos met the Governors and brought with them their work books from Literacy; Numeracy; Maths; RE; and the topic books. The Governors also visited the learning areas of the school.

<p>Governors noted the enthusiasm for learning across the school.</p>
<p><b>4. Declaration of Non/Pecuniary Interest</b></p> <ul style="list-style-type: none"> <li>• There are no other declarations other than those listed on the school website.</li> <li>• Felicity Bradbury has two children in the school, Lucy Noden has two children in the school, and Marie Turnbull has one child in the school.</li> </ul>
<p><b>5. Notification of AOUB and Confidential Items</b></p> <ul style="list-style-type: none"> <li>• Governor emails are set up on Outlook 365. This will be first name.Surname @westdidsburyceprimary.co.uk. Passwords were circulated.</li> <li>• The self-evaluation meeting has been replaced with questionnaires issued to Governors.</li> </ul>
<p><b>6. Ofsted update</b></p> <ul style="list-style-type: none"> <li>• The confidential draft report has been received by the Trust today. The Executive Headteacher shared some highlights from the report. Governors were praised along with teaching and learning. Behaviour was described as excellent and many learning barriers have been removed. The lead inspector was impressed with the engagement of children. The school concurred with the areas for development raised. The school aims to be 'at or above' the national averages.</li> </ul> <p><u>Areas for development</u></p> <ul style="list-style-type: none"> <li>❖ Achievement to continue to raise particularly at GD and for there to be a greater challenge in teaching and learning</li> <li>❖ Encourage pupils to develop confidence in independent learning when learning with adults.</li> <li>❖ Further engage subject leader roles and this is work in progress as the staffing grows in the school.</li> </ul> <ul style="list-style-type: none"> <li>• The Executive Headteacher has responded to accept the report. Governors noted the parents have high expectations of this school</li> <li>• The Executive Headteacher acknowledged some parents might be disappointed with the report. Governors noted that parents might need a cover letter as many do not understand the inspection judgements. The areas of development are not a concern to the school but this could be interpreted as a concern. Governors felt this report confirms the direction of the school. Governors discussed the headline comments. Governors felt parents need to be reminded of the journey the school is on. The chair of the Trust had received a letter from a grandparent in this school and this school is described as "special." Some parents who are new may not appreciate the journey.</li> </ul> <p><b>Action: MW to approach Ben East from SJE to write the parents letter and to help publicise the success.</b></p> <p>Governors formally thanked the school staff and Trust leadership for an excellent report</p> <p><i>Paul Good left the meeting at 17.00</i></p>
<p><b>7. Minutes of Previous Meeting held 08.05.18 and Matters Arising</b></p> <p>Action: Trust to allocate school email addresses to Governors.</p> <ul style="list-style-type: none"> <li>• This has occurred for Directors and Governors</li> </ul> <p>Action: Felicity Bradley to review the link Governor proforma</p> <ul style="list-style-type: none"> <li>• This has been sent to Governors today. Felicity Bradley has produced a draft proforma which Governors found very useful and it was agreed this would be shared across the</li> </ul>

trust.

**Action: Clerk to circulate link Governor proforma to St. Wilfrids and DCE LGB's.**

Action: Directors to be given information about joint trust activities.

- This has been actioned.

## **8. Assistant Head of School update**

### Data on progress of children by different groups

- The Head of School reported the reception moderation occurred today and some children are moving up so the data is improved from that in the report. 77% achieved GLD which is above national average of 71%. The school is now tracking all 17 areas of development and tracking who is exceeding now so this can be followed into KS2. This is the last cohort to take these tests.
- The pass rate for Yr1 phonics is 32 which resulted in 88% of WDCE children passing their phonics which is excellent for this cohort. This is above last year's national average of 81%
- In KS1 Maths 81% of children have achieved at the expected or above in the tests. 11% of children achieved a GD and this was five boys and one girl. Of 42 children in reception 88% achieved the expected standard (this was the cohort where only 49% attained GLD). Of the ten children who did not attain the expected standard three are EAL; there are six boys and four girls; two are NIAs and five are SEND. Two are PP. Governors noted some children are in more than one category
- In Reading 81% of children achieved expected or above. This was 27 boys and 16 girls. 9% of children attained GD in reading. This was three girls and two boys. Of the ten children who did not attain the expected standard three are EAL; nine are boys; two are NIA; two are SEND; and one is PP.
- In Writing 77% achieved the expected standard which is above last year's national average of 76%. There are 21 boys and 20 girls. There was no GD even though the moderator felt some children could have been moved up. This school wants the writing at the expected level to be robust.
- 81% of those who were in WDCE reception achieved the expected standard in writing and 88% in maths. Of the 23% who did not achieve four joined the school after term started; four are NIA, four are SEND, and all are boys. Writing is therefore a target for Yr3 especially for boys.

**Action: The Head of School will report in the autumn term the attainment with the attainment of overlapping vulnerable categories. (PP SEND EAL NIA Gender)**

### Staffing Matters

- The Trust has appointed Hanna Large as the Head of School from September 1<sup>st</sup> 2018. This will be reported in the parents' newsletter. The Trust has approved a position of an Assistant Headteacher position and this has been advertised internally.
- The Trust is still in discussions with St. Hildas.

#### **Q: Why are St. Hildas interested in joining SJE?**

St. Hildas tried to appoint a Headteacher recently and was unable to and are interested in joining a trust and looking at the model with a head of school. They have a similar ethos and belong to the same Diocese. Their Governors think this will give them a degree of security and this Trust is a good fit and is geographically close and is on the same tram links.

- WDCE are working on a three year staffing structure as requested by Directors.

#### **Q: Will the new Assistant Head post include some time in class?**

Currently the TLR has PPA time like an Assistant Head role and there is extra capacity with the two part time staff.

#### Teaching Assistants

- The Trust has appointed a qualified teacher as a full time TA and the qualified TA for SEND is now undertaking some PPA cover. This gives two SLA positions to fill.
- Governors were assured the school is fully staffed from September.
- The office position is now filled, this is a part time office position, but this will be a full time post combined with TA work in the afternoons. This means the school should not need supply cover.

#### **Q: How many staff are coming from DCE?**

Two part time teachers and one TA. WDCE is funded per child more as a free school and this will reduce over time. The Trust is in a healthy financial position currently and hopefully staff reductions can be managed across the Trust.

#### **Q: Are Didsbury advertising for new staff?**

No as some part time staff at DCE have become full time.

### **9. Three year budget approval**

- A written report was shared with Governors. Next year there is a predicted in-year surplus of approximately £48,000. The carry forward is £146,000. The main expenditure and SLAs was outlined. The budget forecasts a 2% rise in salary for all teaching staff. Some low paid staff received higher increases this year and this has been factored in.
- The three year budget is projected without knowing the income. The budgets assume an increase in on-costs. The building will have some expenditure in future years.
- In Yr2 there is an in-year deficit with a healthy carry forward. The carry forward figure will be reduced when some costs are known.
- DCE tends to lose children in Yr6 and has children on EHC Plans and this impacts on the budget significantly. St. Wilfrids has some capacity to grow and is increasing pupil numbers year on year.

#### **Q: How does the budget of 2018/19 seem compared to three years ago**

The Trust did not need to submit three year budgets previously.

**Action: The Executive Headteacher will produce previous budgets for comparison in future reports.**

**The LGB approved the WDCE budget in advance of the Finance Committee formally approving the Trust Budget.**

### **10. Governor use of social media**

- The Cog raised this issue as a Trust wide issue and this agenda item has been added to all LGB agendas. The chair wanted to reinforce the caution for Governors who may be drawn into debates innocently and may be compromised as Governors.
- There was a formal request for a code of practice for Governors in social media clarifying roles. There are parents 'WhatsApp' groups so parent Governors are at risk. The concern is the sharing of comments further afield.

**Action: MW will check the social media policy and the staff code of conduct policy to see if this may be applicable to Governors.**

#### **Q: If governors see false or inaccurate information on social media what should they do**

This should be referred to the school to avoid being compromised. The written word is open to interpretation.

**11. Policies for adoption**

Exclusion Policy

- Governors had received the Safeguarding policy and the Exclusion policy. This Exclusion Policy has since been approved by the other LGB's and Directors.

**Governors formally adopted the Exclusion Policy**

**12. Governing Body Matters**

Governor questionnaires for completion

- Governors present completed their questionnaires.

Link Governor Reports

- Governors were reminded of the need to record their activities when visiting the school in their Governance role.

Training attended by Governors

- Felicity Bradley has undertaken GDPR training and enhanced safeguarding training. Paul Blackburn has undertaken GDPR training. Lucy Noden has completed KS1 SATS and moderation training. She has also completed 'Be Creative in the City' training and Heartsmart training.

**13. Any Other Urgent Business**

**Q: *Governors asked about recognising staff celebrations such as weddings.***

**Governors agreed gifts will be bought by the Trust and given on behalf staff and Governors.**

**14. Dates of future meetings**

- Trust get-together social: Friday 6<sup>th</sup> July 2018 at the Slug and Lettuce in Didsbury

**2018/19 Meetings**

- Tuesday 11th September 2018 @ 7.30pm
- Tuesday 14th November 2018 @ 4pm
- Tuesday 15th January 2019 @ 7.30pm
- Tuesday 12th March 2019 @ 4pm
- Tuesday 7th May 2019 @ 7.30pm
- Tuesday 25th June 2019 @ 4pm
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**15. Closing Prayer**

The closing prayer was led by Tracy Marshall

Signed.....Date.....

Mr Paul Blackburn (Chair)

*Meeting closed at 18.00*

### **Summary of actions**

Action: MW to approach Ben Eastham from SJE to write the parents letter and to help publicise the success.

Action: Clerk to circulate link Governor proforma to St. Wilfrids and DCE LGB's. ***This has been actioned.***

Action: The Head of School will report in the autumn term the attainment with the attainment of overlapping vulnerable categories. (PP SEND EAL NIA Gender)

Action: The Executive Headteacher will produce previous budgets for comparison in future reports.

Action: MW will check the social media policy and the staff code of conduct policy to see if this may be applicable to Governors.