



# St James & Emmanuel Academy Trust



**Local Governing Body Meeting  
Tuesday 17<sup>th</sup> January 2017 at 7.30pm  
at West Didsbury CofE Primary School**

## *Draft Minutes*

**Present:**

Paul Blackburn  
Felicity Bradley  
Lucy Noden  
Marie Turnbull  
Matt Whitehead

Chair of WDCE GB  
PCC Governor & Parent  
PCC Governor & Parent  
Parent Governor  
Executive Headteacher

**Absent**

Lisa Lijie Cui  
Julia Heatley  
Hanna Large  
Tracy Mashall

Community Governor  
Staff Governor  
Assistant Headteacher at WDCE  
PCC Governor

**In attendance:**

Kathy Crotty  
Paul Good

Clerk  
Chair of the Trust

<p><b>1. Welcome, Introductions and Apologies</b></p> <ul style="list-style-type: none"> <li>Paul Blackburn welcomed Governors to the meeting. Apologies were received and accepted from Lisa Cui (work commitments); Julia Heatley; Hannah Large (family emergency); and Tracy Marshall (ill health).</li> </ul>	
<p><b>2. Opening prayer</b></p> <ul style="list-style-type: none"> <li>The opening prayer was led by Matt Whitehead.</li> </ul>	
<p><b>3. Declaration of business / pecuniary interests</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, Lucy Noden and Marie Turnbull each have one child at the school</li> </ul>	
<p><b>4. Notification of AOB</b></p> <ul style="list-style-type: none"> <li>The Chair asked for a discussion and update about the appointment of new staff for the next academic year.</li> </ul>	

- MW informed Governors the school will advertise for a Yr2 teacher early this year. NQT's can apply but the school hopes to attract an experienced teacher given the profile of the current staff in the school. There is currently one outstanding student on placement in the Trust and hopeful she will apply. The aim is to shortlist five applicants but this depends on the quality of the applications. The school will advertise for one teacher, if there are two strong candidates there might be two positions to offer.
- The Trust is considering not appointing two Yr2 teachers, and may move current more experienced staff within the school so the new teachers are supported in their parallel classes. It is likely one appointment will be a NQT due to budget constraints.
- Mr Roberts was noted as an excellent appointment and an amazing teaching by parent Governors.
- Governors were informed the Trust can offer a Yr1 position alongside the Yr2. If there is one appointment there will be a further advertisement for the second appointment.
- Paul Good, the Chair of the Trust explained the recruitment process has worked well in recent years and last year there were two strong applicants. The Trust could operate some flexibility. Governors noted it was important to advertise early. This school is in an advantageous position knowing the vacancies so early in the academic year whereas other schools might not know until later in the academic year.
- Governors discussed what the Trust can offer applicants and are confident this is an attractive post.

#### **5. Minutes of the meeting held 15.11.16**

**The minutes of the meeting held 15.11.16 were formally approved by the LGB and signed by the chair.**

#### **Matters Arising**

- MW to send SIP to new governors  
*This has been actioned.*
- Chair to meet with Executive Headteacher and Hannah Large to go through the SIP in more detail  
*This has not been actioned*
- MW to check the ledger code being used to identify supply staff.  
*This has been actioned and will be explained in the finance section of this agenda*
- Matt Whitehead to examine the GAG and see if there is an element linked to EAL percentage.  
*This has been actioned and EAL is a component part. This might be based on last October census. The PP has been changed to reflect more up to date figures. PP allocation is based on the previous year's data.*
- Hannah Large to send Maths figures to Governors and this will be the focus for the next meeting.  
*This has been actioned.*
- Clerk to ensure Lisa Cui completes the PI & Eligibility forms  
*This has been actioned. All forms have been scanned and uploaded onto the school website in line with audit*

*requirements.*

- Governors discussed how the previous meeting with the presentation from staff was excellent and very informative. Governors were informed all members of staff who have presented to Governors have been written to by the Chair of the Trust and thanked for their efforts. The quality of the evidence presented was very reassuring for Governors. Governors noted they were confident about the quality of the curriculum and teaching and learning in the school.
- The chair of Governors has visited the school since and found the presentation gave an excellent foundation for observation.

**Governors asked if there is a system for arranging observations.**

- Visits have to be logged as this is good evidence for Ofsted. Governors need to complete the proforma emailed recently as this is a useful aide memoire as over the years there will be many observations undertaken. The clerk explained a verbal report can be given under the agenda of GB matters and the written report is filed in the Governor file which is kept in the school.
- There is an Ofsted visit due and Governors were invited to two events (see agenda item 9). As this is the first inspection Governors were advised to bring along the most recent data issued at LGB meetings. The school is expected to be above national average in all areas by the time of the inspection.
- Governors noted how the children are enthusiastic learners and the School Improvement Partner recorded how the parents testimony was a great strength of the school.
- The Executive Headteacher explained there is progress being made especially as the second cohort is more stable than the first entrants into the school where often this was not the first choice for parents. The work the children are producing is excellent and the school has the challenge to maintain the excellent progress of the children.

**Governors asked about the current reception cohort and asked are the results similar to DCE**

- Governors were informed DCE is marginally higher and part of the explanation is the deprivation index at WDCE is higher than at DCE. The measure of progress made by children is the key issue. Governors discussed the importance of not over inflating the EYFS data. Governors discussed how accurate progress measures are evident in this school. Governors debated the merits and problems of measuring children and the determination of national averages. Governors were reassured this Trust can evidence excellent teaching and the evidence from parental feedback is excellent. The Trust is confident the forthcoming Ofsted will grade the school positively.

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

- The Executive Headteacher referred Governors to the Assistant Headteachers written report circulated in advance of the meeting and highlighted there are no accidents incidents to report. There

<p>is one Prevent issue being monitored and there are no concerns. There are no bullying incidents; disability and equality issues; and one child subject to safeguarding procedures has relocated to a new area and school. The new school and social services are aware of this move</p> <p><b>Governors asked about Prevent and British Values</b></p> <ul style="list-style-type: none"> <li>• Prevent and British Values was explained and Governors were informed the policy is on the school website. It was explained that all church schools promote British Values. Governors discussed British values and what this means in reality in relation to the school curriculum. “Belonging Believing and Becoming” are the British Values promoted in this school. This is a multi-cultural school which is inclusive of all religious festivals.</li> <li>• The Executive Headteacher shared some examples from parents of support for the work undertaken by the school in relation to promoting British Values.</li> </ul>	
<p><b>7. SEND update</b></p> <ul style="list-style-type: none"> <li>• Governors were informed the next meeting will include a full SEND report. There are two children on an EHC Plan and one other has been applied for.</li> </ul> <p><b>Governors asked is there a need for EAL support</b></p> <ul style="list-style-type: none"> <li>• Governors were informed there is currently no identified need for specialist EAL support as staff are currently undergoing training. The training is being provided by a school in Bolton which has 90% EAL children. After the training this will be reviewed to see if further support is required. The EAL children are making progress and there are no concerns about their development.</li> </ul> <p><b>Governors asked that the SEND report at the next meeting includes all interventions and the report to focus upon the staff that have contact with SEND children. Governors want to be assured staff are clear about their support for SEND children</b></p> <p><b>Action: PL &amp; ES to ensure report / presentation includes a focus on how all staff work with SEND children</b></p>	<p>PL &amp; ES to ensure report / presentation includes a focus on how staff work with SEND children</p>
<p><b>8. Report from Executive Head and Assistant Head of School</b></p> <p><u>School Improvement Plan - review</u></p> <ul style="list-style-type: none"> <li>• This SIP was posted out to Governors as this is a lengthy document and the Executive Headteacher drew attention to the performance data. Reception children doing well. In Yr1 there are increases in the progress in reading and writing and this is in the context of a broad curriculum not just literacy and numeracy.</li> </ul> <p><b>Governors asked about Yr1 reading which is below ARE (age related expectations). What does A1 and A2 refer to</b></p> <ul style="list-style-type: none"> <li>• It was explained the percentages relate to the time of assessment. A1 refers to autumn term one and A2 refers to autumn term two. The 62% at end of Autumn Term 1 shows the children who are on track to attain ARE. Some figures are not as final as some of the emerging children might not meet the ARE's. If a child is at the lower end they are unlikely to meet the ARE's by the end of the year but they might. The 53% is those</li> </ul>	



chicken pox. 95% is the aim and the school is not far away from this target. Reception attendance is not statutory, a place could be given but the place might not be taken up until the age of five. Holidays are unauthorised even in Reception.

#### **Governors asked is attendance for PP included in the report**

- Yes this is 96% and this is excellent. EAL is low and being monitored.
- PA (persistent absence) at 15% has dropped and this will improve over the academic year.

#### **Governors asked do you fine parents**

- Governors were informed not yet at DCE and WDCE but fining parents has been considered at St. Wilfrids. Many families are global families and there might be times when families have to be together, this might be an unauthorised absence but understandable. The school aims to work in partnership with families and is mindful of Christian values about family life.

#### **Governors asked what can the school do about the punctuality of EAL children**

- Governors agreed to explore this further and see what could be done. This may relate to parking issues.
- Governors noted in the newsletter there was a mention of clubs, and to improve punctuality maybe the school should explore a language club from 8.30 – 9am. This might alleviate parking congestions. Some language games were an idea suggested by Governors.

#### **Governors asked for an update about parking in the pub on the corner**

- Governors discussed how the car park is deserted in the morning but it is locked. The idea of parent café being used in this building was discussed as of benefit in return. Café in the Park is a successful enterprise in Didsbury and this could be replicated. The landlord has changed and the view is it is unlikely this land would become available. The parking issue might cause some lateness in the morning as many parents need to come in their cars as they are going straight to work.
- A Joint school and PTA approach to the landlords was agreed by Governors. It was discussed how some parents would not use a pub venue. Governors agreed it was worth trying to find additional parking to improve punctuality in the school. The pub might let the school take responsibility for opening the car park.

**Action: The Executive Headteacher and the PTA to ask again about the pub car park being opened in the mornings.**

**Action: MW to investigate the actual trends of EAL punctuality**

#### Budget update (resources and expenditure issues)

- The budget is still healthy and the in-year figures are the healthiest in the trust. WDCE still owes DCE for some staffing and other costs from the last academic year and the reclaim is yet to occur. This will be a phased repayment. It was noted by Governors there is a moral and legal obligation to recharge the money to DCE children. Therefore the in-year surplus will be less than is currently in the budget. The Executive Headteacher was

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pleased to report there is a surplus budget planned for the next three year period for WDCE.

- There is a PP (Pupil Premium) grant of £6,300 which is for five children in Yr1. The reception children are not factored into this. Governors felt there might be some unidentified eligible children.

**Governors asked do more parents declare in Yr3 when free school meals end**

- Governors were informed the purchase of news software was discussed with Directors. The school would still need to acquire NI numbers from families to identify eligibility to benefits and FSM or PP.
- Governors expressed concern about the expected changes to the national funding formula as the Government may see PP as double payments and this might be reduced.
- In the WDCE budget indirect employee expenses have dropped, staff development has increased. Premises and rates can be claimed back. The accounts include many predictions and the Executive Headteacher is confident this is not going to vary too wildly. 'Non- education' includes the school meals figures.

**Governors asked why there is no expenditure against Governance costs including audit.**

- Governors were informed St. Wilfrids includes this in their accounts; this school has listed this expenditure under non – educational items.
- Attention was drawn to another pleasing issue is about Kids Club. Grants and income was identified as other income under the code IL209 and this is £55,000.

**Governors asked is this £55,000 rent to the school**

- It was explained Kids Club is part of the school and generates income for the school. Staffing currently is about £43,000 so there is a small profit expected. There is some investment needed but this is pleasing.

**Governors asked about the projected increase in profits, how is this profit being made**

- Governors were informed this does seem a large increase and this is due to increased numbers and not to an increase in the prices. In the first year the school funded this and the provision was flexible. The school is now in a position to limit requests and fill all available provision. The current budget is based on current intake of approx. 35 children each evening. There is capacity to increase this to 60 children. It was noted other clubs in the local area may offer provision to WDCE children.

**Governors asked how do you manage the demand for after school provision**

- The system of booking places and limit managed by a waiting list was explained. It was discussed how gauging the demand is difficult. Governors suggested the majority of parent's work 9 – 5 and the provision could be shared so parents use a mixture of after school clubs and other child care provision. Governors discussed the local provision and the decision to use this school was affected by the provision of the after school provision. The school is keen to maintain the quality of the Kids Club provision

and not to dilute this by over subscription. In the future it was hoped the choice of a good school might override the after school offerings. It might be other sites can be explored for additional afterschool provision if capacity becomes an issue. There are many community links that can be explored but there are very few public buildings in the local area.

- Governors noted in this area parents are willing to pay for activities and there is a capacity for meeting the demand. This is not an immediate problem, when the school has the Yr3 groups then there might be capacity issues.

#### Update on premises

- A building meeting occurred today with the project managers looking at the snagging list. All outstanding snagging work will be undertaken over half term. The Trust still has the retention allowance. The main work is plaster cracks to be painted and leaking windows. The Executive Headteacher had asked when the retention is paid will there be further work undertaken at no costs and he was assured that will be the case as many issues are covered by the project for a number of years.
- Governors were informed the project managers are pleased with the school.

**Governors gave formal thanks to the site manager David Robinson and the team who have worked on the school. Governors are very pleased with the building.**

#### Admissions update

- The class numbers in January 2017 show the total on roll is 117 children. In Reception A there are 30 children; in Reception B there are 30 children; in Year 1 A there are 28 children and in Year 1 B there are 29 children.
- The reception meeting will be held in March.

#### **Governors asked when do the allocations occur**

- The LA process was explained to Governors. The local authority co-ordinate their list and send the school the list of where this school was a choice, that might not be a first choice. The school then follows the SJE Trust Admissions policy which is on the school website. This school expects over 120 applications this year. The school then ranks all applications according to the agreed criteria including those over 120. The school then sends the allocations to the LA who then inform parents. There were still places at WDCE last August as this school may not have been the first choice. There is an increase in WDCE being the first choice so places might be filled sooner this year.
- Governors discussed what is attractive about this school and identified this is a new build; the DCE reputation; the smaller school compared to others in the area; and the community aspect of the school.
- The Assistant Headteachers report included a performance management update. All staff have new targets which have been set and discussed. Senior leaders are constantly monitoring performance through learning walks, lesson observations,

<p>discussions with children, monitoring of progress/data, monitoring planning and book scrutiny. All staff will be formally observed teaching a literacy session this term.</p>	
<p><b>9. Governing Body Matters</b>  <u>Training and the Key</u></p> <ul style="list-style-type: none"> <li>• All Governors have been sent information about the Key.</li> <li>• Governors were invited to attend a presentation from Mary Arnold from 'One Education' who is attending WDCE on the 8<sup>th</sup> March 2017 at 3.45pm – 5.30pm to give a presentation on "Ofsted readiness". This is open to all three schools in the school Trusts. This is for teaching staff, Governors and Directors.</li> <li>• Governors are invited to a presentation by Andree Coleman (a registered Ofsted Inspector) is attending WDCE on Monday 22<sup>nd</sup> May 2017. In the morning she will undertake a teaching and learning review. These observations are standardised and moderated with the internal assessments undertaken by the SLT (senior leadership team). At 2pm there is a meet the Governors Q-A session and 2.45pm meet with the SLT.</li> </ul>	
<p><b>10. Any Other Business</b></p> <ul style="list-style-type: none"> <li>• See item 3</li> <li>• Governors have received an invitation to attend the Diocesan Cathedral thanksgiving service in November by email. Governors need to inform Matt Whitehead by the 23rd of January if they wish to apply for tickets to attend.</li> <li>• Governors were informed the 9<sup>th</sup> May meeting will include no more than 3 policies to review  Action: Clerk and Executive Headteacher to devise timetable for policy review for each LGB</li> </ul> <p><b>Governors asked if the meet the children event will be the high achieving children</b></p> <ul style="list-style-type: none"> <li>• Governors were assured there will be range of children attending with their teacher to show their work to Governors.</li> </ul>	<p>Action: Clerk and Executive Headteacher to devise timetable for policy review for each LGB</p>
<p><b>11. Dates of next meetings</b></p> <ul style="list-style-type: none"> <li>• Tuesday 14th March 2017 @ 4pm (<i>Maths SEND and literacy update</i>)</li> <li>• Tuesday 9th May 2017 @ 7.30pm (<i>report from Heads &amp; policy review</i>)</li> <li>• Tuesday 27th June 2017 @ 4pm (<i>meet the children</i>)</li> </ul>	
<p><b>11. Closing Prayer</b></p> <ul style="list-style-type: none"> <li>• The closing Prayer was led by Paul Good</li> </ul>	

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

**Summary of actions**

- C/F action - Chair to meet with Executive Headteacher and Hannah Large to go through the SIP in more detail
- Action: PL & ES to ensure SEND report / presentation includes a focus on how staff work with SEND children
- Action: Jean Robinson produce figures of expenditure on library books.
- Action: The Executive Headteacher and the PTA to ask again about the local pub car park being opened in the mornings.
- Action: MW to investigate the actual trends of EAL punctuality
- Action: Clerk and Executive Headteacher to devise timetable for policy review for each LGB