



# St James & Emmanuel Academy Trust



## Governing Body Meeting Tuesday 9<sup>th</sup> May 2017 at 7.30pm at **WDCE**

### *Draft* **Minutes**

#### **Present:**

Paul Blackburn	Chair of WDCE GB
Felicity Bradley	PCC Governor & Parent
Julia Heatley	Staff Governor
Lisa Lijie Cui	Community Governor
Hannah Large	Assistant Headteacher at WDCE
Lucy Noden	PCC Governor & Parent
Marie Turnbull	Parent Governor
Matt Whitehead	Executive Headteacher

#### **Apologies:**

Tracy Marshall	PCC Governor
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#### **In attendance:**

Kathy Crotty	Clerk
Paul Good	Chair of the Trust

#### **1. Welcome, and opening prayer**

- Paul Blackburn welcomed Governors to the meeting. Matt Whitehead led the opening prayer.

#### **2. Apologies**

- Apologies were received and accepted from Tracy Marshall.

#### **3. Declaration of business / pecuniary interests**

- There are no other declarations other than those listed on the school website.
- Felicity Bradbury, Lucy Noden and Marie Turnbull each have one child at the school

#### **4. Notification of AOB**

- The Executive Headteacher gave a formal thank you to all who have responded regarding the Lloyd George visit.

- Governors were reminded of the Andree Coleman Teaching and Learning review (She is a registered Ofsted inspector.) This is for staff and Governors.
- There were no formal items of any other business identified.

##### **5. Minutes of Previous Meeting 14.03.17 and Matters Arising**

Action: The support plan to be amended to include parental signature box

- This has been actioned

Action: Hannah Large to feedback to staff (in a team meeting) the need to evidence greater depth in the children's books.

- This has been actioned and the marking policy has been amended.

Action: Hannah Large to raise the use of photographs with the staff and will make a decision.

- This has been discussed with staff and staff were aware of which children could not be photographed. Staff have discussed this and agreed to make clear to parents that school photographs will be taken just for school use in the parent area of the school website. The school will take a common sense approach and this will be reviewed if there are any looked after children or any issues raised by parents. It was noted by Governors the school does have class photographs.

***Governors asked was the photograph just for the school books displaying their work***

- Governors were informed 'yes' and the Assistant Headteacher explained it would be complicated to remove some children.

***Governors asked how do you record the work of children parents who have not given consent for a photograph to be taken***

- The Assistant Headteacher explained all staff are aware of this and the names are in every room. The Executive Headteacher pointed out if a parent said no to photographs for all levels of consent the policy would have to be amended. So far all parents have given permission for school use of photographs.

***Governors asked is it clear to parents when taking photographs at events they should not be photographing other children***

- Governors were reassured the message is clear where parents are informed not to take other children's photograph. In another school in the trust there is an issue and the child always plays a part where the wearing of a mask is involved.
- Governors discussed whether the school should request parents should not share photographs, even though it cannot be policed. Governors were mindful if there are adopted children or looked after children this would require further discussion and review. Governors discussed their experiences of their children's photographs being shared without permission.

**Governors agreed that parents will be asked to not share photographs of other children.**

Action: Review the marking policy to see if the feedback is sufficiently appropriate.

- This has been actioned. The Assistant Headteacher informed Governors the marking policy is simple to follow and is achievable. It is clear the marking policy is for children mainly and then then adults undertaking assessment. Governors discussed how the DfE guidance suggests the marking policy needs to be consistently applied and must work well in the school.

**Action: HL to send the amended marking policy to clerk for circulation**

***Governors asked what is the age of the children who the marking applies to.***

- Governors were informed the marking policy applies to Yr2.

***Governors asked do the children know what VF (verbal feedback) means?***

- It was explained the children might not know what VF means but they do know their targets. Governors felt children need to be given the message that VF means they have discussed this with their teacher. The Assistant Headteacher agreed to take this message back to staff to ensure children do know what is meant by VF.

C/F action - Chair to meet with Executive Headteacher & Hannah Large to review the SIP in more detail.

- C/F action to this half term as the chair will now be able to meet on a Monday morning

Action: Hannah Large to record a thank-you to the pub landlord in the newsletter

- This has been actioned. Governors discussed in detail problems with parking in the school grounds and the yellow lines near the school despite all effort to prevent this. Currently the school is dealing with this by a one to one conversation. Governors agreed parents and carers will be informed school parking is available at the Green Finch Pub and not in the school or surrounding streets.

Action: Hannah Large to stress good punctuality in the newsletter before Easter.

- This has been actioned.

***Governors asked are any of late children PP children***

- Governors were informed 'no' as they would be offered breakfast club provision.

**The Minutes of the previous meeting held 14<sup>th</sup> March 2017 were formally approved by Governors.**

## **6. Behaviour and safety of pupils (Safeguarding)**

- There were no behaviour and safety issues to report.

## **7. SEND update**

- The last report identified there were two children with an EHC Plan and one had been applied for. This application has now been agreed and there are three children in the school with EHC Plans. There is another application submitted for a child in the reception.
- Parents do now sign support plans in response to Governor guidance. Children have many different needs and these children have many interventions as appropriate. The support plan is updated once each term.
- Governors were informed there are eight applications from children from Cavendish nursery to join this school that have been identified as having more than one special need. The school will undertake detailed transition work.

***Governors asked about admission numbers for September 2017***

- Governors were informed there are 53 places currently accepted, and 7 are being chased. The school is confident there will be 60 places filled in September.

***Governors asked are there children coming from DCE nursery to this school***

- Governors were informed 'yes', there are some children joining WDCE from DCE nursery.

## **8. Assistant Head of School Report including**

### School Improvement Plan - review

- The Executive Headteacher and Assistant Headteacher's had provided a written report which was circulated to Governors in advance of the meeting. This report updated the SIP identified aims to improve outcomes to learners; improvements in the quality of teaching and learning; Improving the children's Personal Development, Behaviour and Welfare; and Improving the Effectiveness of Leadership and Management. The report included progress towards the key objectives.

### Curriculum update

- The staffing changes were outlined in the written report circulated to Governors in advance of the meeting. Governors were informed the outside play area provides high quality learning. The children are engaging with 'Big Questions' for the Tuesday class worship which has a question per week covering British values and ethos. These questions will build up over the years in the school.
- The library is now open and children will be bringing home books in a plastic bag. There was a reading blog competition organised by One Education and the children from this school won.
- Governors were informed the PTA is going from strength to strength and there is a planned "great get together" event in June which is an excellent community event.

### Attendance Spring term

- The Executive Headteacher reported the attendance is improved compared to Spring 2016. In the first year there was a traveller child and a part time child which affected the attendance data significantly due to low numbers in the school. Attendance improvement is still a priority for the school as the school is at risk of falling below the national average of 96%. The school is currently at 95.5% attendance.
- For every vulnerable group except EAL there have been improvements compared to last year. EAL attendance is currently 94% and PP attendance is 95.3%. The attendance for children with an EHC plan is 93.9% (2 children) and the attendance for children receiving SEN support is 92.4% (7 children).
- The PA has improved this year also helped by the higher numbers of children in the school. There are 10 pupils who are PA at 10% which is 8.7%. PA measured at 15% absence is 2.6% which is three children. This is a great improvement from last year.

### **Governors asked are there any children on 100%**

- Governors discussed whether 100% attendance should be rewarded as a child can be genuinely ill or have family issues yet may only miss one day per whole year. At primary absences are often related to the family not the child.

**Governors agreed children with attendance of 100% and outstanding attendance of 98% should be rewarded.**

**Action: Julia Heatley to identify the children with 100% attendance and outstanding attendance of 98%**

### Assistant Headteachers report to Governors

- The Yellow brick Road Company have worked in the school on “Three Little Pigs” with Yr1 children and this has proved to be excellent as well as saving on the expense of a trip out

- The school has interviewed two new teachers for the school for September 2017

### ***Governors asked what is the background of the new teachers***

- Governors were informed Ms Chapman was a student in the SJE Trust and attained an outstanding grade. She will be doing her NQT year alongside Jane Dunne. Ms Pennington teaches currently in Yr6 and is a maths lead coming from St. Bridget’s school in Beswick. Ms Pennington has been qualified for about 4/5 years. All applicants were of a good calibre.

### ***Governors asked is this teacher having a TLR***

- Governors were informed this post does not have a TLR, the teacher wanted to move to this school
- The Assistant Headteacher reported a big strength in this school is the quality of the volunteers in the school. Extra curricula clubs are working well. Currently the demand is greater than the provision but this will improve as the school grows and the range of activities increases. As the school grows the clubs will be geared for different year groups.

### ***Governors asked how many clubs charge for their activities***

- The school tries to avoid activities that incur charges. The teachers are running six week clubs but charges are made when outside staff are employed. Governors felt it was normal to charge for after school activities.

### ***Governors asked will the PP children get free access to clubs***

- Governors were informed ‘yes’ but the PP children tend not to attend these clubs. The PP money is targeted so cannot be used just for clubs. Some vulnerable children are not PP and the PTA pay for them to attend the clubs. Governors were very impressed with this support from the PTA and the way the school is sensitive in its handling of this.
- Sports coaches are running Kids Club and this is not connected to the school. Little belters and morning clubs are being explored from 8am. The school will employ ‘City in the Community’ from 1/9/17 one day a week, and they will run an afternoon club; provide lunchtime cover (this is not PPA) and they develop teacher and TA skills. The Assistant Headteacher reported on evidence that some children give up activities from the age of 7 when they can express an opinion so the school is keen to develop interests as early as possible.

### ***Governors asked is this ‘City in the Community’ additional to PE lessons***

- Children will have two PE sessions a week, one delivered by the teacher TA and one by the sports coaches from City in the Community

### ***Governors asked is city in the community employed across the trust***

- St. Wilfrids employ City in the Community but this provision is not offered at DCE due to budget issues.

### ***Governors asked how do you cover other PPA time***

- The Assistant Headteacher explained some of the PPA will be on the day City in the Community are employed, PPA can be covered by TA’s and some PPA is covered by other teachers. The children will not notice the teachers are not in the classroom as there is always a staff member they are familiar with.
- The Assistant Headteacher explained there are 14 subjects and 4 teachers and this is a challenge. Co-ordinator roles are being developed. The school next

week is focusing on health and this will include e-safety for children, devised to be applied to their level. Governors discussed in detail the issues at the home in relation to internet use.

***Governors asked will the staff member be able to deliver e-safety training to parents***

- Governors were informed this is the intended next step after the work with the children.
- The Assistant Headteacher reported on the joint working with DCE and how this is working well especially with moderation. The three Head of Schools are collaborating on assessment.

Performance management

- The Executive Headteacher reported on CPD to Governors. He will be attending a CofE leadership course for Executive Headteachers. This has been half funded and the Executive Headteacher starts this course in July 2017.
- The Executive Headteacher reported he has interviewed seven graduates as part of the Teach Manchester initiative. These students are undertaking a PGCE onsite and the model is they work in one school mainly with an eight week block in a second school. This will enable the Trust to develop new staff as there are two staff needed for WDCE each year. Governors noted the succession planning in the trust in excellent.

***Governors asked is there funding for training the students***

- The school will be given £1200 to train each student.
- Governors were informed in the applications for teaching jobs this year there were other strong students who had been students with DCE and it was pleasing to know they want to come back to this school. Five of the seven applicants who were interviewed will be offered a Teach Direct placement.

***Governors asked how do you decide which teacher is allocated to which group***

- It was explained by the Assistant Head there are a range of factors which are considered and this is often complicated in trying to accommodate staff development and children's needs. The first cohort cannot always have an NQT teacher. Good staff might want to develop to and move to another KS so a class might have the same teacher twice but in a two form entry this would likely to result in being allocated to the other cohort. There might be cross fertilisation from the other schools in the Trust, depending on the nature of their contract. If a teacher was employed from 2015 they are employed by the Trust, previous employees are linked to the school but they might agree to move.

***Governors asked about management and appraisals and if staff are asked about their teaching groups.***

- The Assistant Headteacher confirmed to Governors she does asked the staff and TA's if they want a change of groups or if they want to consolidate a year. It was stressed when allocating staff the interest of the children are paramount.

Progress report - Year 1

- The shared report RAG rated the progress of the children. The children who are expected to achieve ARE's (age related expectations) at the end of the academic year were highlighted. Yr1 reading was reviewed, 75% of children are on track to meet their age related expectation whereas last year only 49% of this cohort achieved a GLD showing immense progress. 63% of Yr1 children are

already in the high average or average.

- The Yr1 children who are RAG rated red tend to be NIA (new international arrivals) and EAL children (English as an additional language). The children who are in the school from an early age do very well; newer entrants to the school are the children who are not on target

**Governors asked how many children equate to 1%**

- One child equates to 1.8%. There are 57 children in Yr1.
- The Yr1 children identified as on-track for writing does not look as positive and this was explained as there are many children near the cusp and this will be higher by the end of the year

**Governors asked about the jump from autumn term and spring term.**

- There were many children near the cusp in the autumn term that jumped this term. There is an individual tracking and a class tracking system. It was noted by Governors spring term is a small term.

*Lisa Cui left the meeting at 20.45pm*

**Governors asked is the comparison of progress made undertaken each second half term**

- Governors were informed 'yes', also different subjects progress differently but the second half term makes sense.

**Governors asked is it correct there are no children currently 'exceeding'**

- Some children are now working at greater depth within this. It was explained the children rag rated as green are exceeding as they have achieved before the year end.

Progress report - Reception

- Governors were informed there is one child who has left the school from reception but compared to last year this is a much more stable cohort. 78% of children are on track. The terminology was explained as children are working towards, focused and secure.
- Governors were informed the school was over ambitious in setting the phonics target of 80% of children to pass. The children who are not on target are the ones who have joined the school in September, and this shows the strength of teaching. Mock tests have occurred and a meeting with parents has occurred. Children are progressing well with phonics. 100% of children are working on Phase 5. Current predictions are in line for 80% pass rate should the mark scheme stay the same. Children on the border line and below are having daily booster classes. 12 out of the 13 children in the booster classes have EAL and 8 out of the 13 arrived at WDCE since September.

**Governors asked and discussed how much do they need to know regarding the data for inspection?**

- Governors were reassured they do not need to know the statistical detail but need to know the direction of travel of the school and this is a good news story. The statistics are kept within the school and the senior leadership will report on this data which is updated regularly.

**Governors asked how can they remain updated of school progress**

- Governors shared that they have attended training such as the PP training event. There are three LGB meetings per year devoted to the business of the

Trust and there are three LGB meetings that focus on curriculum matters and where Curriculum Leads present to Governors. Governors also review the children's work to ensure this is consistent with reports being given. Governors also meet with children.

**Governors asked does the school undertake children's voice feedback**

- Governors were informed this is starting this with Yr2.

**Governors express concern about being questioned by Ofsted Inspectors**

- Governors discussed how this LGB does not yet have link Governors and these roles will be allocated in September 2017.
- Paul Good suggested Governors meet to develop summary notes for themselves in preparation for inspection. It was explained there is a finance committee just forming and the Executive Headteacher will give a brief overview of their work to Governors. Benchmarking is difficult as this is a small school. One important area for Governors to remain vigilant about is PP progress. The Clerk suggested the SIP is summarised for Governors with the main strengths and areas of development.
- The Executive Headteacher suggested the integrated approach at KS1 is a type of pedagogy that we should all be confident to explain. This guarantees the child works at their level always with an adult. The opportunities enabling children to learn independently was commended as developing skills for life. Governors were invited into the school to see this in action, and were informed the mornings are best. It was stressed different governors see the progress of the school from different perspectives. Governors agreed to meet before the next George Lloyd meeting to prepare a one page summary of key school strengths and areas of development.

**Action: Governors agreed to meet 13.06.17 at 4pm to identify key points of data for Governors about the strengths of the school.**

**Action: Data of the progress of EAL children, new arrivals and new pupils to be shared at the next LGB meeting 27.06.17.**

## **9. Governing Body Matters**

### Governor reports

- Felicity Bradbury reported on a Yr1 Phonics meeting she attended and this was described as very informative and made it clear what is expected of children.

### Governor training

- Lucy Noden reported on an NGA training course about pupil premium funding.

### Governors year planner

- The document from the key had been circulated to Governors in advance of the meeting and attention was drawn to the internet links with further information for Governors.

### Dates for WDCE LGB meetings in 2017/18

- Tuesday 12th September 2017 @ 7.30pm
- Tuesday 14th November 2017 @ 4pm
- Tuesday 16th January 2018 @ 7.30pm
- Tuesday 13th March 2018 @ 4pm

<ul style="list-style-type: none"> <li>• Tuesday 8th May 2018 @ 7.30pm</li> <li>• Tuesday 26th June 2018 @ 4pm</li> </ul>
<p><b>10. Any Other Urgent Business</b></p> <ul style="list-style-type: none"> <li>• There were no items of Any Other Business</li> </ul>
<p><b>11. Dates &amp; Times of Next Meetings:</b></p> <ul style="list-style-type: none"> <li>• Tuesday 13<sup>th</sup> June at 4pm WDCE – Governors to meet for a working seminar on key school priorities</li> <li>• Tuesday 27th June 2017 at 4pm WDCE – Local Governing Body meeting</li> <li>• Tuesday 18<sup>th</sup> July 2017 at 7.30pm WDCE - Review session of the Trust</li> <li>• Friday 21st July 2017 from 8pm to 12pm - social team building event to be held at Burnage Rugby Club - Heaton Mersey.</li> </ul>
<p><b>12. Closing Prayer</b></p> <ul style="list-style-type: none"> <li>• The closing prayer was led by Matt Whitehead.</li> </ul>

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

*Meeting closed at 9.40*

**Summary of actions**

- Action: HL to send the amended marking policy to clerk for circulation
- Action: Julia Heatley to identify the children with 100% attendance and outstanding attendance of 98%
- Action: Governors agreed to meet 13.06.17 at 4pm to identify key points of data for Governors about the strengths of the school.
- Action: Data of the progress of EAL children, new arrivals and new pupils to be shared at the next LGB meeting 27.06.17.