

**Governing Body Meeting
Tuesday 27th June 2017 at 4pm at WDCE**

Draft Minutes

Present:

Paul Blackburn	Chair of WDCE GB
Felicity Bradley	PCC Governor & Parent
Lisa Lijie Cui	Community Governor
Julia Heatley	Staff 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 for Absence

- Apologies were received and accepted from Tracy Marshall.

3. Notification of AOUB and Confidential Items

- There were not items of Any Other Urgent Business declared.

4. Declaration of Non/Pecuniary Interest

- 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

5. Minutes of Previous Meeting held 27.06.17 and Matters Arising

- HL to send the amended marking policy to clerk for circulation. This has been

- actioned
- Reception attendance: West Didsbury CofE attendance was lower than in Yr1 and Yr2. DCE has 96.6% attendance which is considerable better than WDCE at 95.7% but this is not much below national average. The school is confident they will be at national benchmark this academic year as the intake increases.

Governors formally approved the minutes of 27.06.17 subject to the correction of the spelling of Julia Heatley's name.

- Formal thanks were given to the clerk for comprehensive minutes.

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

- Hannah Large reported on the safeguarding audit which has occurred since the last meeting. Inductions are occurring for new staff and volunteers with clear expectations and safeguarding contact information is now more visible. There has been an increase in the information displayed around the school. Manchester Children's Safeguarding Board was explained and Governors discussed the process for example if there were allegations against staff.
- Hannah Large informed Governors more staff are being trained in 'Safer Recruitment' and e-safety is ongoing with the children. The Executive Headteacher is renewing his training. A 'Signs of Safety' course is being hosted at WDCE. Safer recruiting is for more staff.
- Hannah Large reported she has attended a child protection meeting.

Governors asked are the safeguarding procedures the same across the trust?

- Governors were informed the school advisor George Lloyd had recommended more visibility of safeguarding information in the schools so this has occurred. Designated Safeguarding Lead training is being undertaken by more staff. DSL training will be recorded. Procedures have been reviewed across the Trust and yes the procedures are the same. The staff at each school are issued with a booklet about safeguarding and training is based on the requirement of each individual staff member. The Single Central Record is checked by the lead Governor as part of their link Governor role.

Governors asked are there different types of identity badges showing who has been DBS checked?

- There are different identifying colours and this was explained. A red lanyard has not been DBS checked and a blue lanyard is for people who have been DBS checked. Adults wearing a red lanyard are always accompanied with a staff member who will be wearing a blue band. The example of someone wearing a red lanyard might be a parent volunteers whose DBS has not come through. An infrequent visitor is not DBS checked.

Governors asked who the safeguarding person is if for some reason the Executive Headteacher and the Assistant Head of School were off-site.

- Governors were informed this is Jane Dunne and also Emily Smith who works across two schools
- Governors discussed the need to be visible regarding safeguarding issues and discussed the balance between reassuring yet not over concerning visitors and parents. It was acknowledged parents are concerned about security and these measures do reassure parents.

Governors asked can a child press the green button and get out of the building

- The low placement of the button is to enable emergency access for disabled people. The outside door is heavy and there is office staff nearby.

Governors asked would the school consider fobbing the first door

- It was explained the front door is also an emergency exit, however the Executive Headteacher agreed to review this further. Safeguarding issues are balanced against health and safety risks and the need to be able to exit buildings quickly.

Action: MW will explore other options regarding the security of the front door building.

Action: HL to share the LA safeguarding audit report with Governors.

Action: The next parents newsletter to include information about the green exit button being pressed by children

- There were no safeguarding issues to report. The Assistant Head of School report identified there were no racist or behaviour incidents to report.

7. Admissions Update

- There has been a new intake of 59 children. There is one place vacant in reception and one vacant place in Yr1. There are three spaces in Yr2.
- Reception classes have settled so quickly, and by the Friday of the first week all children had been admitted.

Governors asked have new staff settled in?

- The Assistant Headteacher reported the new staff are excellent and have settled in extremely well.

8. SEND update

- Since the last report, the school has one funding allocated from an EHC plan. In Yr1 there are two children with 1-1 workers funded by EHC plans. Governors were informed it is too early with the new reception class to identify any specific needs of the children.

9. Head of School Report

Update on safeguarding training undertaken and planned training for designated leads

- See item 6

Staff deployment for the coming year

- The Assistant Head of School report circulated outlined the new staff in the school and the staffing allocation for each cohort.
- The Kids Club staff have joined the school and there is now a librarian.

Governors asked how many new staff in total have joined the school

- Governors were informed there are seven new staff and the Trust is very pleased with the quality of the staff recruited.
- The Executive Headteacher reported on the requests for unpaid leave from two staff for family reasons. The Trust management recommended that Governors support the decision to approve unpaid authorised leave as the work can be covered. Governors agreed to this request as Governors felt the ethos of the Trust is for the employer to be considerate in meeting the needs of staff where possible.
- The planned changing responsibility of some staff was outlined. The report specified the subject leaders for each subject

Key curriculum developments or changes planned for the year ahead.

- The Assistant Head of School reported to Governors that the work on the garden has been fantastic. The PTA has raised over £3,000 to date. The PTA are dedicated and the funds are used to purchase resources. The PTA committee has changed and the end of year review was positive.
- The school has introduced music for Yr2 Steel Pans. Each child has 30 minutes tuition and the sets of steel pans are in the building. The school is using the music hub grant and the school is paying £1,000 towards the lessons for pupils. Next year this will be also for Yr3 and the school will have a junior pan set for the next four years. By Yr6 the school would like to have a set permanently established in the school hall but this depends on room for the pan sets.

Governors asked why is there not music for younger children

- The school could only book 1.5 hours music and the Yr2 have been prioritised and it may be parents can book their children in for sessions. This approach gives all children a good grounding ready for KS2. Governors noted it is rare for music tuition to occur at KS1. KS1 children are introduced to music but not to this standard.
- The clergy continue to come in on a weekly basis and Simon Ball and Hannah Large have taken over the organisation of the theme and the rota.

Governors asked which clergy from SJE are involved in the school

- Hannah Large outlined the staffing who are involved in the school and the various churches. Katy Hailes from Ivy Church has joined the team. Hannah Large informed Governors about "Heartsmart" (this is a robot with a heart) which is a whole school activity based on Christian values. There is a small cost to the school and the resource appears to be very good value. Examples of the values being promoted as part of PHSE was shared with Governors.
- The church link was discussed further by Governors and the perception in the local community. The issue of fitting all parents into the school for events such as harvest festival was discussed and consideration was given to holding these events in church or school. Governors discussed the link between WDCE and the SJE church community and felt the physical link needs to be developed further. It was felt as the children become older this would be easier to arrange. Some of the DCE services are at 9am and the parents drop their children at the church and there is less of an issue walking back to school. This is difficult to replicate at WDCE. Governors stressed how the Christian foundation of WDCE is important and this is a balance with transport costs. Christ Church is a bigger building and might be more appropriate than WDCE and this is a similar distance to walk. It was agreed the crossing from WDCE to SJE church is prohibitive.
- The issue of the church authorising church connections for children joining the school was discussed in relation to the other local churches and the admissions criteria for DCE and WDCE. Governors felt there is not enough emphasis put on WDCE belonging to SJE even though they appreciated there were closer churches. The process for admission was explained and the church places are the same. Governors were informed the admissions criteria are reviewed by Directors.

Action: WDCE admissions criteria to be reviewed by directors

Extra curricula clubs

- The clubs are very popular and Hannah Large reported City in the Community is excellent. A different block of children is targeted each 6 weeks and the school is

keen to ensure there is a range of pupils included PP and girls.

Forest school

- There is a bid for a Forest School which was welcomed by Governors and this will broaden the curriculum further. There are 150 trees being delivered to the school this term.

Attendance

- Attendance in 2016/17 was 96.1% in the summer term. The whole year attendance was 95.7% which is an increase from the previous year where the attendance was 94.6%. This is in line with the national average but there is concern about vulnerable groups. The school is working hard to improve the school average attendance. The school tends not to authorise absences.

Training CPD

- Hannah Large outlined the plans for CPD of staff.

Performance Management update

- Senior leaders are undertaking learning walks; book scrutiny; lesson observations and discussions with children. Hannah Large outlined the mentoring of trainee students. The performance management is undertaken with all staff including TA's. Governors were informed the PM policy was agreed by Directors and this was a recommended HR policy from One Education.

Performance & Progress data

- In reading, 84% of children in Yr1 have met or exceeded the expected standards by the end of Summer 2. In writing 76% of Yr1 have met or exceeded the expected standards by the end of Summer 2. In Maths 74% of Year 1 have met or exceeded expected standards by the end of Summer 2. EAL is still a focus for the school.

Governors asked is maths still a focus for the school?

- Hannah Large explained it is more difficult to attain the ARE (age related expectation) and nothing new is being introduced. There is embedding of initiatives introduced from the Dave Godfrey Maths training. Maths does remain a focus.
- In Phonics there was a target of 80% and 87% of children passed the test which is excellent and includes 100% of PP children. The national average is 81%. This cohort was 20% below at GLD and this cohort went from 49% last year (which was 20% below the national average) to 6% above the national. Most of the seven children who did not attain were not in this school at reception.
- Governors noted 74% of children attained or exceeded the ARE and asked what the Maths target was for the school.

Action: HL to send the Maths target to Governors.

- In the reception cohort 85% of children met or exceeded the ELG in reading in Summer 2. In writing 80% of children met or exceed the ELG in Summer 2. In number 88% of children met or exceeded the ELG in Summer 2
- In EYFS 76% of children attained at or above the national average for GLD. (It was 49% last year)
- Governors noted the year was started on an excellent baseline. Staff are currently collecting baseline data of reception children and they are higher than usual.

Balanced curriculum

- Governors were keen to ensure the balanced curriculum in WDCE and shared knowledge from other schools about strengths and weaknesses of various curricula.

10. School Improvement Plan

- The SIP is work in progress as not all the agreed data is included.
- MW explained the action points in the school development plan report and the next HT report will focus on the progress in key areas.

11. Governing Body Matters

Terms of Reference for Governing Body & Committee structure

- It was explained Directors are reviewing the Tor for this committee. Directors had agreed as far as possible there would be more delegation to the GB including the financial affairs of the school. The focus has been on the ethos of the school and the curriculum and going forward there will be more focus on the finances.

Governors formally approved the ToR for the LGB

Code of Conduct

Governors formally approved the Code of Conduct and this was signed by the chair on behalf of the GB

Declaration of Pecuniary Interest

Governors present signed the PI declaration.

Declaration of Governor Eligibility

Governors present signed the NGA Eligibility declaration

Action: Clerk to contact Tracy Marshall to acquire signed declarations

Governor areas of responsibility and interest:

- Governors agreed to separate Safeguarding and SEND governor responsibilities in part due to the large responsibilities attached to these roles and in line with NGA guidelines regarding link Governor role.
- The roles were explained as working with the school lead to ensure there is value for money. Governors can contact Julia Heatley to arrange a visit. The role was described as not being like a manager but a like critical friend.

Governors agreed the following areas would be allocated to the following Governors:

Area of responsibility	Link Governor	Staff to liaise with
Safeguarding	Tracy Marshall	Hannah Large
SEND	Felicity Bradley	Emily Smith
Pupil Premium	Paul Blackburn	Hannah Large
Sports and PE Premium	Lisa Cui & Lucy Noden	Kieran Roberts
English	Marie Turnbull	Jane Dunn
Mathematics	Paul Good	Laura Pennington
Balanced Curriculum	Lucy Noden	Hannah Large and all staff

Governor self-evaluation update

- The Governor self-evaluation completed last term is now linked into the SIP.

Governor Training

- Governors were reminded of the training opportunities which will be advertised this term and it was noted the programmes are currently being published. Governors were reminded of Diocesan training; One Education training and NGA online information

Action: MW to explore access to the Key for Governors who request this.

Action: Clerk to email the new Governor Hub password to all Governors

12. Policy approval

Safeguarding Policy

- Governors were informed the policy has been tweaked since the safeguarding audit.

Governors asked what is the different between the Safeguarding Policy and the Child Protection Policy

- The Executive Headteacher explained a robust safeguarding policy may lead to referral to child protection services. The Child Protection Policy relates to children on the register, safeguarding is for all children.

Governors asked how do you log concerns

- The process for each staff member to log concerns was outlined to Governors. Staff log concerns in writing.

Governors formally adopted the Safeguarding Policy

Child Protection Policy

Governors formally adopted the Child Protection Policy

SEND Policy

Governors formally adopted the SEND Policy

Pupil Premium Policy

George Lloyd suggested even though this is a Trust policy it was important to keep the policy personalised to each school.

Governors formally adopted the Pupil Premium Policy

Governors asked about changes to the Data Protection Legislation due in May 2018

- Some of the new regulations were discussed and this policy is scheduled to be reviewed by Directors in spring 2018. Training on the changes is occurring this academic year.
- Governors suggested inserting “when” in policy documents that refer to the school council as WDCE is not yet ready to establish a school council. Governors suggested the Trust logo remains smaller and the school name is larger on each policy document.

- Governors asked if the named link Governor has to be included in the policy.
- The Executive Headteacher replied 'yes' the policy is amended to include the name of the link Governor.
- Governors were informed to be website compliant there is now a Trust email address for the chair of each school (chair@ name of school) for correspondence from parents and the community.

13. Any Other Urgent Business

- Lisa Cui informed the school that there are Chinese teachers who are available to visit the school as arranged at DCE.
- Governors were informed the DCE Kids Club is full and the capacity is limited at WDCE Kids Club and Governors discussed expansion. Expanding Kids Club means this would compromise the after school curricula offering due to a lack of space. Governors noted the after school provision may affect enrolment into the school. This school is not losing Yr6 so the capacity for after school provision is only increasing. The WDCE Kids Club is larger than DCE Kids Club and is very popular.

14. Date & Time of Next Meetings:

- Governors were invited to view the after school activities such as Kids Club in the creative studio and City in the Community (CITC) at 4pm at the start of the next meeting.
 - Tuesday 14th November 2017 @ 4pm - Maths or English & Foundation (RE)
 - Tuesday 16th January 2018 @ 7.30pm
 - Tuesday 13th March 2018 @ 4pm - Sports and SEND & Foundation
 - Tuesday 8th May 2018 @ 7.30pm
 - Tuesday 26th June 2018 @ 4pm - Meet the children

15. Closing Prayer

The closing prayer was led by Matt Whitehead.

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

Meeting closed at 21.45pm

Summary of actions

- Action: MW will explore other options regarding the security of the front door building.
- Action: HL to share the LA safeguarding audit report with Governors.
- Action: The next parents' newsletter will include information about the green exit button being pressed by children
- Action: WDCE admissions criteria to be reviewed by directors
- Action: HL to send the Maths target to Governors.
- Action: Clerk to contact Tracy Marshall to acquire signed declarations
- Action: MW to explore access to the Key for Governors who request this.
- Action: Clerk to email the new Governor Hub password to all Governors