

**Local Governing Body Meeting
Tuesday 14th January 2020 at 1.00pm at School
Minutes**

Present:

Matt Whitehead	Executive Headteacher
Beverley Burrows	Headteacher
Lee Jamieson	(Chair) Co-opted Governor
Mike Gallagher	Co-opted Governor
Debbie Bradley	Staff Governor
Sam Collins	Parent Governor
Kate Dean	Foundation Governor
Liz Revill	Foundation Governor
Rev A Stanton	Foundation Governor

Apologies

Heather Prince	Parent Governor
Gemma Davenport	Co-opted Governor

In attendance

Danielle Wood	Clerk
A. Lancashire	Deputy Headteacher
M. Mortimer	Maths Leader
P. Charlesworth	SENDCO

Any text in red bold italics represents a Governor question (Q); challenge (C); Governor and/or clerk support (S). Black bold upright represents decisions and actions.

The meeting convened at 1:05pm

Agenda items were discussed in the following order: 1, 2, 3, 5, 4, 6, 7 - 12

1. Welcome, Introductions & Opening Prayer

- Governors were welcomed to the meeting by Mr L Jamieson. The opening prayer was led by Rev A Stanton.

Mrs S Collins was welcomed to the meeting as a re-elected parent governor.

2. Apologies for Absence

- Apologies were received and accepted from Ms H Prince and Ms G Davenport

3. Declaration of Non/Pecuniary Interest

- Copies of the declaration forms were available for governors to complete and return to the school.

4. Minutes of Previous Meeting held 10th December 2020

The Minutes of the previous Meeting held 10th December 2020 were approved as a true and accurate record.

Action: Wellbeing Policy to be circulated by the Headteacher. The Headteacher confirmed that she would share the policy as soon as possible.

Action: Mr Gallagher agreed to check that governors have access to The Key for useful resources. This has been actioned.

Action: Governors to ensure their contact details are on GovernorHub. Mr Gallagher asked governors to follow this up.

Q – Rev A Stanton, should I have been contacted about joining the director’s board?

Yes as you will become a member of the board who meet once a year. Mr Jamieson will become a link between the local governing board and the directors. The decision may need to be agreed by the St James and Emmanuel PCC first.

The next directors meeting would be held on 29th January 2020 at 7:30pm. The chair from each local governing board sits on the board.

5. School Leader Presentations

➤ SEND Presentation –Ms Charlesworth

Ms Charlesworth circulated a pack of documents to governors which provided an update on SEND at the school.

Ms Charlesworth read aloud the information included about the number of SEND children in each year group and the number of children with Educational Healthcare Plans (EHCP) and those that the school is awaiting a decision for.

Ms Charlesworth reported that since taking on the role of SENDCO in September 2018 she has achieved the National Award for Special Educational Needs and Disability with a merit during the academic year 2018-2019.

The meeting moved on to discuss the 2018-2019 data and the expected bands of progress.

Q – The data looks very positive, please can you share your thoughts. Yes the data is very good with children who have not made the required progress highlighted for intervention programmes.

Q – How many children is this? The percentage could equate to just 2 children.

The Headteacher explained the importance of members of staff knowing the children and their needs. Some children may have a diagnosis which does not affect their cognitive skills and there is no reason why they will not make the expected progress and for some they may make accelerated progress. Governors heard that members of staff consider which area of SEND the children are not making the required bands of progress in.

Q – Does the school face any challenges with meeting SEND needs in terms of having

the required resources and support? We have purchased intervention programmes to support the children such as Word Shark and Number Shark.

Mrs Lancashire reported on the main issues the school faces with outside agencies not attending or claiming that the school has refused support. The school is spending a considerable amount of time chasing outside agencies.

The Chair stated that it is important that the school feels supported by the governing board.

Ms Charlesworth explained that liaising with parents of SEND children can be time consuming and waiting lists for appointments with outside agencies can be long and this is frustrating for parents. Members of staff explain the referral process to parents however it can be difficult for them to accept. Time is also spent explaining the SEND support plan.

Governors commented that it can be difficult for parents to accept that their child has SEND.

Q – If parents are reluctant to accept that their child has SEND does this have an impact on the time taken to arrange additional support? Parental consent is required before the school can make a referral for a child.

Mrs Lancashire reported that a family removed their child from the school as the application for an EHCP plan was taking too long. Mrs Lancashire explained that the school gathers the required evidence to support the application but the decision can take a considerable amount of time.

Mr Whitehead explained that the local authority has been underfunded for SEND for many years and therefore they do not have the funding required to meet the needs of all children with SEND. If the school is able to secure an EHCP then this provides a care package until the child is 25. Governors heard that in Manchester the eligibility threshold has been increased so that only the children with the most need receive an EHCP. For the children who do not meet the threshold required to get an EHCP the school has to meet their needs with an already stretched school budget.

Q – Is there any other support available? There is some degree of support in school with interventions, however an EHCP provides detailed support and care plan for the school to follow. Without this the school resources and strategies are used to support the child and this can be challenging.

Mr Whitehead highlighted the skilled role of the SENDCO as they are required to hold difficult conversations with parents about their child.

The Headteacher explained that there are 5 children with ECHPs at the school and they all have different hours of support which is decided by an independent panel. The school is required to spend at least £10,000 on support for the child before they are considered for an EHCP.

The Headteacher reported on the limited SEND school provision in Stockport and how schools are required to fund the support which is topped up by the local authority. The school continues to be creative with staffing and particularly when teaching assistants are absent the school must ensure that the children with needs are supported as a priority.

The Headteacher explained that some children in year 4 and 5 are socialising in reception

working as helpers to consolidate their learning and allowing them to grow.

The Headteacher commented that the recent Local Authority SEND Inspection raised a number of actions for the SEND provision and the local authority is looking to schools to become more self-sufficient in providing for the most vulnerable children. The school has introduced motivational maths and training has taken place for reception staff for a new literacy programme.

Q – Has the school introduced the Tales Toolkit as mentioned in the Spring Term 2020 Briefing Papers? Yes we have purchased this for early years and it is ready to implement.

Q – If the applications for further EHCPs are successful then how will this impact on the schools resources? We already have the support in place and are spending the money to prove that the funding is required.

The Headteacher proceeded to explain the lengthy process involved with applying for an EHCP.

Q – Does the Educational Psychologist attend periodically? Multi agency meetings take place atleast twice a year with all agencies invited to attend to discuss children that the school is concerned about. The school is entitled to 3 Educational Psychologist visits per year with additional visits chargeable.

The Headteacher explained that the Educational Psychologist attends the multi-agency meetings at the school and has an input in cases.

Governors were referred to the previously circulated document and the section entitled 'Actions carried out to date' which was read aloud.

Q – Does the school have individual folders for each child with SEND? Yes with electronic files received stored electronically and any paperwork received through the post stored in a file.

The Headteacher advised that all class teachers have copies of the files for children in their classes and this follows them to high school. The school retains a copy of all files.

Q- Would it be possible to store all files electronically? We receive a number of documents through the post which would require scanning and this would be time consuming.

An SEND audit was completed with members of staff with questions about key areas of SEND which were collated. This information has supported with the delivery of future training sessions.

Ms Charlesworth presented the slides used in a presentation to members of staff and how the training accommodates the different levels of knowledge amongst members of staff.

Governors were referred to a document detailing the procedure for SEND support at the school. Ms Charlesworth explained that the procedure is used to support teachers in distinguishing between children who are lower achievers and those who also have SEND.

Q – What are the main areas of SEND? Communication and interaction, cognition and

learning, social, emotional and mental health and sensory and/or physical needs.

Ms Charlesworth referred back to the actions carried out to date and read aloud the information.

The Headteacher circulated copies of the pupil progress meetings form which lists actions to follow up, with provision maps produced after the meeting.

Q – Why would the school decide to remove a child from the SEND register? The school would be clear about what a child's need are and sometimes they catch up and no longer demonstrate SEND. A decision to remove a child from the SEND register would be made in consultation with parents.

Mrs Lancashire provided examples of cases where children have been removed from the SEND register and children who are borderline being kept on the register to ensure that additional monitoring takes place when they move to high school.

Ms Karen Reveley, Teacher Behaviour Support, would be providing training for support staff around every day strategies to support children.

Q – Can governors attend the behaviour support training? Yes, dates will be circulated.

ACTION

The Headteacher advised that Team Teach training would also be taking place, with the dates to be shared with governors.

The Headteacher took the opportunity to thank Ms Charlesworth for the great job she is doing in her role supporting children with SEND.

Ms L Revill circulated an updated SEND feedback form following her meeting with Ms Charlesworth last term.

➤ Mathematics Presentation – Ms M Mortimer and Mrs A Lancashire

A number of documents to be discussed were circulated to governors.

Governors were informed that members of staff have attended 4 days of training with Dave Godfrey during inset days and this has focused on Team Teach and Team Planning sessions.

Governors were referred to the attainment and progress data reported in the circulated document.

Ms Mortimer read aloud the information included regarding Continued Professional Development to drive the mathematics curriculum.

Q – What is CPA? Concrete, Pictorial and Abstract. Children start with a concrete hands on experience, Pictorial is the pictures and abstract is the calculation. This method suits all learners.

Ms Mortimer explained that there are boxes on each table during maths lessons which contain resources for children to use.

The actions carried out to date were read aloud to the meeting.

Copies of the pupil voice surveys completed by children were circulated to the meeting.

Q – It was mentioned earlier that members of staff have attended team teach and team planning training sessions with Dave Godfrey, what is this? During the training teachers looked at lesson plans before they have been taught to children and discussed the learning outcomes. Members of staff worked together to demonstrate what would be expected. Members of staff also had the opportunity to attend half day planning sessions including whole theme and phases. Continued Professional Development (CPD) is completed in addition to Planning Preparation Assessment (PPA) time.

Q – What has the impact been in children’s books? Children have made very good progress, particularly in terms of moving from concrete to pictorial and abstract.

Mrs Lancashire informed the meeting that visitors from another school had attended St Elisabeth’s and observed a number of maths lessons in different classes. The feedback was overwhelmingly positive, particularly regarding the use of CPA. The visitors looked in children’s books and observed the activities taking place in the early years. Examples were provided of penguins and ice games in reception and numbered baubles on a Christmas tree.

Governors heard about the positive use of place value boards in classrooms around school.

Mrs Lancashire stated that all members of staff are working very hard. The Headteacher commented that the visitors were very impressed with how maths is being led in school.

Q – Is CPA only used in mathematics lessons? Yes it is only linked to maths however other subjects may be able to adopt the approach.

Mr Whitehead added that the phonics approach for spelling is similar to CPA.

The meeting heard that a resources audit has been completed and a selection of resources have been ordered for classes.

Pupils have been provided with log ins for Mathletics accounts which they can access at home and the feedback so far from parents and pupils has been positive.

Governors discussed the maths workshops hosted by Dave Godfrey for parents. Ms Lancashire suggested that the workshops could have been held over 2 sessions rather than 4.

Q – What time of day were the sessions held? Afternoon and evening sessions were held but consideration would be given to hosting a morning session in the future.

Finally governors were referred to the next steps listed on the circulated document.

Q – Have you enjoyed your role as maths subject leader? Yes very much so.

Q – How have you found the Dave Godfrey approach? Very helpful.

Ms Charlesworth, Ms Mortimer and Mrs Lancashire were thanked for their presentations.

2:00pm Ms Charlesworth, Ms Mortimer and Mrs Lancashire left the meeting.

2:00pm Governors participated in a learning walk around school visiting all year groups.

6. Head of School Data Report

The Headteacher circulated a data pack for governors to review and discuss.

Nursery

The Headteacher explained that the majority of children join the nursery working at 30-50 months emerging. Governors were referred to the figures relating to the children who have moved up one band of progress to 30-50 developing and noted that one child is working at 30-50 secure.

Referring to the reading data, the Headteacher highlighted that eight out of twenty six children are on track and Mrs R Ashworth is aware that the rest of the cohort requires support to make accelerated progress.

Governors were advised that nursery children must make atleast 3 bands of progress to be ready for reception.

Q – Is the data based on teacher assessments and observations only? Yes, evidence is used to support the data.

Q – To clarify does the data show that all children have made the required progress with the exception of 3 children? Yes that is correct and support is in place for the 3 children who have not made the required progress.

Mr Whitehead added that the attainment is lower but the progress is positive.

The meeting moved on to discuss the writing data, with only seven children working at the age related level. The Headteacher advised that the children joined at low entry levels.

Reception

The Headteacher provided an explanation of the data presented.

The school was aiming for 60% of the cohort making 1 band of progress which was below national however would show great progress from nursery.

Governors were informed about the variety of different needs within the cohort and the impact of a member of staff leaving last year. A new member of staff has joined the team and is being supported by a consultant to manage the curriculum and encourage child led learning.

Year 1

The Headteacher explained the class arrangements at the school, with two year 1 classes and one year 1 and 2 class.

Mrs Lancashire and the Headteacher have been listening to children read and it has been identified that the lower attaining children require additional support. Word cards have been introduced to provide additional reading support. Governors were invited to attend the school to support with guided reading.

Finally the Headteacher advised that the data has been quality assured during pupil progress meetings.

Year 2

Governors were referred to the data and the Headteacher highlighted the importance of sustainable incremental steps. Ms A Nisbett was timetabled to lead booster sessions and Ms T Moffatt was leading sessions in year 6.

Q – What is the focus of the intervention work and which sub groups are involved? To ensure children continue to make good levels of development and are secure in year 2.

Year 3

The Headteacher reported a dip in the data at the end of KS1 with the reception data reportedly high for the cohort.

The mathematics data was very positive. The Headteacher explained the different classes and how one of the classes has an increased number of summer born children and children with SEND.

C – How confident are you with the data presented as it is based on teacher assessments and the figures are particularly high? The data has been quality assured with National Foundation for Educational Research (NFER) tests completed and overall data reportedly cautious.

Governors discussed how mobility in cohorts is accounted for.

The Headteacher stated that there are some very able mathematicians in year 3 and the data was based on NFER, however it was agreed that the data will continue to be closely monitored.

Mr Whitehead commented that during the learning walk governors discussed how if Ofsted visited the school now they would see a different school with consistency throughout classrooms and a very positive feel.

Mr Whitehead emphasised the importance of closely monitoring the data.

Year 4

The Headteacher read aloud the data and the end of year 2 data for the cohort.

A new teacher has joined the year group and the school would ensure that they are supported to maintain consistency.

Year 5

The end of year 2 data for the cohort was read aloud.

The Headteacher explained that she has supported the year 5 teacher with moderation and ensuring that children are able to apply their knowledge.

Year 6

The Headteacher explained that there is currently one year 6 class and that the data submitted was significantly higher than the data presented as the teacher was advised to review the data and remain cautious. Last year there was a 20% discrepancy in the teacher assessment data and the final test results.

The year 2 data for the cohort was read aloud to the meeting.

Mr Whitehead commented on the positive year 6 data presented and stated that if the children have the chances to succeed then the results will follow.

Q – Are booster classes taking place? These will be led by Higher Level Teaching Assistants for years 2 and 6.

7. Resources

A budget pack was circulated to governors for discussion.

Mr Whitehead explained that a representative from One Education attended the school on Friday to set up the new finance system. The Headteacher, Mrs Lancashire and Mr Whitehead set a 10 month budget plan from November 2019 to 31st August 2020.

Governors were referred to the first column entitled '2019-20' and advised that a lot of the income streams have not been confirmed by the government and therefore these cannot be included.

The next 10 months were the initial focus, with a predicted surplus of around £35,000. Mr Whitehead explained that this would be a £10,000 deficit as at the point of conversion to an academy the money held by the trust was transferred to the school and this was £45,000.

The school was expecting around £25,000 from the local authority however this has not been confirmed as the budget has not been closed yet. Capital budget from the local authority is also expected.

Mr Whitehead reported that taking everything into account the carry forward figure on 31st August 2020 was predicted to be around £60,000.

The meeting heard that if the government follows through with its plans for funding education then St Elisabeth's would benefit from this along with other schools in Stockport. Schools in Manchester already receive the extra funding.

The Headteacher informed governors that the school no longer receives learning support from Stockport local authority and this is now paid for separately. The current Service Level Agreements would be reviewed to determine which ones the school will continue to pay for and any that can be moved to Manchester. Behaviour Support Service and Educational Psychologist would continue to be accessed through Stockport as this supports with consistency if cases go before a panel.

Mr Whitehead commented that the budget was looking positive however it is tight.

8. Behaviour and Safety of pupils

The Headteacher explained that further information would be reported in the Headteacher's report presented at the next local governing board meeting.

Confidential Appendix I

The meeting heard that the responses from a recent parent voice survey were very positive and comments will be added to the new school website. A further parent survey would be conducted in march during parents evening.

The Headteacher reported that a pupil was currently being supported by the behaviour support service, who have attended school to support the child and provide training for members of staff on how to support the child.

A pupil voice survey would be completed this half term with children divided in to groups with different subject co-ordinators asking questions about their subjects across the school.

The Headteacher reported that there had been no permanent exclusions.

The Headteacher reported that there had been no incidents of racism or bullying reported. There have been issues with children falling out in the playground however these have been resolved.

The Headteacher reported that members of staff have attended prevent training and this was also attended by some governors.

The meeting discussed the Governor Visits Policy and the Headteacher advised that forms are included for learning walks and monitoring visits and that governor development objectives need to be highlighted with an opportunity for further comments on the back.

Mr Gallagher reported that training sessions which have been booked are not all exporting to the list produced on GovernorHub. The Clerk agreed to follow this up.

ACTION

3:20pm Mr M Gallagher left the meeting

9. Executive HT Report

Mr Whitehead explained that joint trust meetings are held each month, with the Headteacher and Mrs Lancashire meeting with leaders from other schools in the Trust to share ideas.

Meetings are also held for SEND co-ordinators from each school in the Trust to meet. Joint staff meetings are also being planned to look at the curriculum across all schools and share ideas.

Governors were informed that the clerk had made contact with the clerk who covers the rest of the schools in the Trust and would be using the same template agendas and minutes templates. Other schools in the Trust would also be joining GovernorHub at some point.

Teaching and Learning

Mr Whitehead stated that he feels that leadership at the school was working well, and that Mr P Good, MDBE, spoke positively about the amount of detail discussed during the last governing board meeting. Mr Whitehead commended governors on the work they are doing and stated that the learning environments and focus of children is a result of the quality planning by members of staff.

Mr Whitehead reported that he has produced a 1 year and 3 year plan for the school which he has shared with the Headteacher but it has not yet been shared with trustees, once it has been reviewed by trustees it would be circulated to the governing board.

The meeting proceeded to discuss producing a mission statement for the school. Mr Whitehead explained that this would be no longer than 50 words and governors were advised to look to other schools in the trust to get examples of what it might look like.

Mr Whitehead commented that the statement should be based on the context of the school in Reddish and the schools purpose to deliver quality education to the community. A draft statement could be produced by governors and presented to children and parents for feedback.

A meeting was arranged for Tuesday 29th January 2020 at St Elisabeth's Church, the clerk agreed to invite governors on GovernorHub.

ACTION

On Tuesday 28th January 2020 Mary Arnold would be speaking to governors about the new Ofsted process at Didsbury CE School from 7:30pm. The clerk agreed to advertise the event on GovernorHub.

ACTION

15:30 Mrs S Collins left the meeting

10. Policies for Approval

Attendance Policy

Governors referred to lengthy discussions which took place during the previous governing board meeting regarding the number of days pupils are authorised to be absent from school to attend sporting events.

Q – What is the view of other schools in the academy? Some schools would authorise a week.

Governors commented on the requirement to consider each case individually. The Headteacher confirmed that requests are discussed amongst the team.

Governors proceeded to discuss the policy at length.

Mr Whitehead suggested amending the wording to say that other circumstances may include sporting events to allow all circumstances to be considered.

It was suggested that the policy state a maximum of 5 days as long as the child's attendance remains above 95%. Governors agreed.

The Headteacher agreed to update the Attendance Policy and upload this to GovernorHub.

ACTION

Mr Whitehead agreed to email policies to the clerk to be uploaded to GovernorHub for governors to review.

ACTION

11. Governor matters

Governor visits to school

The Headteacher explained that she had previously agreed to block out Friday mornings for monitoring visits from governors.

The following meeting dates were agreed:

Tuesday 21st January 2020, Headteacher would be reviewing reading with Mrs Lancashire, EYFS progress in books and interventions. Mrs K Dean and Mr L Gallagher agreed to attend.

Thursday 16th January 2020, Mr Gallagher, Mrs Collins and Mrs K Dean agreed to attend

the school to support with guided reading sessions.

Tuesday 21st January 2020, Mrs K Dean to attend maths drop in sessions.

Mrs L Revill to contact Ms Charlesworth to arrange a meeting.

Governor training undertaken

Mr Gallagher had presented a report showing training undertaken by governors.

12. Date & Time of future Meetings:

Wednesday 4th March 2020, 4pm

Future Agenda Items:

Music and PSHE presentations

Headteacher Report

Executive Headteacher Report

13. Closing Prayer

Governors said Grace at the close of the meeting.

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

Mr (Chair)

Meeting closed at 4:00pm

Summary of actions

- Action: The Headteacher to circulate dates for the behaviour support training
- Action: Mr Gallagher reported that training sessions which have been booked are not all exporting to the list produced on GovernorHub. The Clerk agreed to follow this up.
- Action: A meeting was arranged for Tuesday 29th January 2020 at St Elisabeth's Church, the clerk agreed to invite governors on GovernorHub.
- Action: On Tuesday 28th January 2020 Mary Arnold would be speaking to governors about the new Ofsted process at Didsbury CE School from 7:30pm. The clerk agreed to advertise the event on GovernorHub.
- Action: The Headteacher agreed to update the Attendance Policy and upload this to GovernorHub.
- Action: Mr Whitehead agreed to email policies to the clerk to be uploaded to GovernorHub for governors to review.