

**Local Governing Body Meeting
Wednesday 4th March 2020 at 4.00pm 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
Gemma Davenport	Co-opted Governor
Rev A Stanton	Foundation Governor

Apologies

Kate Dean	Foundation Governor
Dr G Stevenson	

In attendance

Danielle Wood	Clerk
Natalie Hague	PSHE Subject Lead
Tracy Wells	Music Subject Lead

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 4:05pm

<p>1. Welcome, Introductions & Opening Prayer</p> <ul style="list-style-type: none"> Governors were welcomed to the meeting by Mr L Jamieson. The opening prayer was led by Rev A Stanton.
<p>2. Apologies for Absence</p> <ul style="list-style-type: none"> Apologies were received and accepted from Mrs K Dean and Dr G Stevenson.
<p>3. Declaration of Non/Pecuniary Interest</p> <ul style="list-style-type: none"> There were no declarations made.
<p>4. Presentations</p> <p>➤ PSHE</p> <p>Ms N Hague circulated a report for governors to discuss.</p>

Ms N Hague discussed a new PSHE scheme which the school has purchased called 'Jigsaw'. Each class has a complete jigsaw and Ms N Hague presented the jigsaw pieces which each class use to start discussions with the pieces representing the following:

Being in my world
Dreams and goals
Healthy me
Relationships
Changing me
Celebrating difference

There is also a teddy called Jenny which is used in classes during circle time and reflection time.

Each class teacher has lesson plans to follow which link to each jigsaw piece.

Ms N Hague explained that she had met with Ms T Cross, Health and Wellbeing School Co-ordinator, to discuss the current PSHE guidelines. Governors heard that parents can decide to withdraw their children from the sex education topics however if it is part of the science curriculum then it is compulsory.

The Headteacher explained that the majority of issues raised are in relation to children learning about different relationships as the school provides children with an understanding of all relationships.

Q – Have any parents requested that their child be withdrawn from PSHE lessons?

Parents have not contacted the school yet, however the school is currently in a trial year as PSHE guidelines are statutory from September 2020 and this allows parents time to receive all the information. The curriculum will be relevant to the local community.

Q – Has the school previously taught PSHE? PSHE has been taught however the expectations were different and there is now a focus on relationships with literature being produced to support with discussions.

Q – Has the school met with teaching staff from other schools in the Multi Academy Trust (MAT) who are teaching the new PSHE curriculum? Ms Hague confirmed that she has met with subject co-ordinators from the other schools.

Q - Governors highlighted that the diversity curriculum is to be embedded throughout the curriculum. Is there a member of staff responsible for this? This would be alongside PSHE and other areas including Social Moral Spiritual and Cultural (SMSC). There are opportunities for social development in all areas of the curriculum.

Ms Hague advised that a curriculum overview has been produced for teachers to use and see the progression from each year group and how it builds on previous learning.

Q – Are you enjoying your role as PSHE lead? It has been an eye opener and I am keen to ensure that all members of staff are comfortable and confident in how to deliver the PSHE curriculum.

Q – What was the outcome of the pupil voice survey? The results highlighted pupils strong social skills and confidence in making friendships and how to deal with fallouts. Pupils requested more information about relationships and how to deal with money. The school would be looking to contact local banks to discuss workshops they provide in schools.

The Headteacher advised that there would be a focus on the curriculum during the summer term to ensure that the national curriculum is covered with subject overviews ready and ensuring that subject leaders have the required knowledge.

Ms N White, Senior School Improvement Advisor, had been invited into school during the summer term to lead sessions with members of staff about subject overviews, deep dives and the evidence which will be required.

Q - Is there any support which the governing board can provide to support with the delivery of the new PSHE curriculum? The authorisation to purchase the new 'Jigsaw' scheme was the only thing needed at this point.

Q – Is the 'Jigsaw' scheme a part of Primary Jigsaw. No it is not linked.

Governors thanked MS N Hague for her presentation.

➤ Music

Ms T Wells circulated a Music report to be discussed.

Ms Wells explained the new music scheme which the school would be using and presented the step by step guide which the school would use entitled 'Getting started with music'.

Q – What level are children working at? All children will start at the same level and depending on how the children progress the school may move to year group specific programmes. The programme will prepare children for high school and ensure that they have the required music knowledge.

Governors heard that the school is involved with singing events including visits to St George's primary school and a dementia centre.

The school has started to purchase instruments, however there have been delays with the delivery of these to school. The instruments were ordered before Christmas from a company who offer 2 year guarantee and they are being delivered slowly.

Q – Has the school started music lessons yet? The school is waiting until there are enough instruments for a full class, a checklist would be completed next week to see how many more are outstanding.

The Headteacher explained that the lesson plans are differentiated and that the school is currently working to familiarise children with the vocabulary they will be learning.

The Headteacher explained that the scheme starts with a vocal part and the children start to sing on their own. There is always a piece of music which the children tap the rhythm to and then instruments are introduced.

Q - Governors commented that the scheme seems like a considerable move away from previous music lessons, will the older children continue to follow the old scheme whilst the new scheme is introduced through school? All year groups are at the same starting points, and the school is keen to allow children access to the instruments. Mr Whitehead stated that years 5 and 6 will move through the lessons faster and therefore the approach will be adapted.

Q – How much time will be allocated for music lessons each week? Classes will

spend around 20-30 minutes per week learning music.

Q – Does the school have space for a music room? There is currently a classroom available for the first year and then classes will be timetabled in the hall.

Governors heard that members of staff are engaged with the music scheme and children are also excited. A pupil voice survey would be completed before the scheme commences and after it is embedded.

Finally, the Headteacher highlighted the positive impact music would have on students wellbeing as it allows all children to start at the same point and access at the same level.

Q – Will the school continue to teach steel pans? Yes, children in years 5 and 6 attend lessons with the option to opt in or out in year 6.

Ms Wells was thanked for her presentation.

4:50pm Ms Hague and Ms Wells left the meeting.

5. Minutes of Previous Meeting held 14th January 2020

The Minutes of the previous Meeting held 14th January 2020 were approved as a true and accurate record.

The Headteacher invited governors to attend an upcoming Team Teach training session at the school, to be held on 5th and 10th March 2020 at 3:30pm to 6:30pm.

- Action: The Headteacher to circulate dates for the behaviour support training. This action has been completed.
- 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. This action had been completed and the policy has been circulated to parents and uploaded to the school website.
- Action: Mr Whitehead agreed to email policies to the clerk to be uploaded to GovernorHub for governors to review. This action had been completed.

Mr Whitehead advised that the new school website would soon be ready to go live and that members of staff and governor's feedback was being sought. Members of staff would be attending training sessions on 17th and 19th March 2020.

Mr Whitehead thanked the Headteacher for her hard work in personalising the new school website.

6. Headteachers report

- Staffing Update
- Attendance of staff / pupils
- Premises
- Quality of teaching and learning updates

The Headteachers report had been circulated to governors ahead of the meeting.

Governors noted that there were currently 303 children on roll, with some families leaving the school for different reasons.

Q - Are there any concerns about the number of families leaving the school? There are a number of reasons why families have left the school. Some have relocated and others have worked with the school however felt that it was not enough.

Governors heard that Ms H Prince had resigned from her position as parent governor as her children had moved to a different school. At this point the Chair advised that Ms L Revill had also resigned from the governing board due to ill health. Mrs L Revill had wrote a letter to the governing board which was shared.

The Chair had purchased a card to be signed by governors for Mrs L Revill and would also present her with a gift to thank her for her long service at the school.

Following Ms H Prince resignation the school would be holding a parent governor election. Governors discussed the options for holding the election electronically.

The Headteacher and Clerk to agree an election timetable for the parent governor vacancy.

ACTION

Q – How far will the school use the new website as a means of communicating with parents? The website will be used for communication as far as possible, with some schools having a parent’s area which would be a consideration for the future.

Attendance

The Headteacher reported that there has been one further educational penalty notice (EPN) issued since September.

Governors heard that overall attendance is improving, and that the low attendance at the start of the year was due to the high number of holidays. Attendance would continue to be monitored closely.

Mrs Jones is responding to individual cases on a weekly basis rather than waiting for letters to be triggered.

The Headteacher reported that termly meetings continue to be held to support the LAC child who attends the school, and added that there are currently five children with Educational Healthcare Plans (EHCP).

The school was currently gathering evidence to apply for an EHCP for a child who has seen the Educational Psychologist.

The Headteacher explained that the services the school is accessing to support these children are provided by the local authority. All maintained schools have a top slice of their budget taken to cover the costs of these services, however now that the school is an academy the services would need to be included in the buybacks.

Governors heard that the school had been quoted £13,000 to access the Behaviour Support Service and this was based on the number of children who attend the school. The Headteacher advised that the school currently accesses the service as a Behaviour Support Teacher attends the school. Additional services for consideration would be Team Teach and Primary Jigsaw.

The school was currently advertising for a member of staff to lead therapeutic interventions as this would enable the team to be more self-sufficient. The member of staff would attend training provided by the Behaviour Support Service.

The Headteacher stated that the support from the services is valuable for the children and the school would therefore be seeking to continue to buyback.

Pupil Premium review

The Headteacher advised that she would be meeting with Mr D Marshall who conducted the pupil premium review and produced the report. Governors heard that the document was very positive and highlighted the positive provision for children with enrichment and engagement observed at the school. The report also highlighted governor knowledge of pupil premium.

The review states that leaders understand the context of the school and recognise the challenges of closing the gap between disadvantaged children and the rest of the cohort. Positive comments were made about the systems in place at the school, including pupil progress meetings.

The Headteacher agreed to circulate the pupil premium review document.

ACTION

Q – Can the review be shared with the wider community? The review has been referenced in the school newsletter and once it is final it can be circulated to raise the profile of the school and the positive education experience children receive.

The Headteacher advised that an action plan has been completed and also details of how the pupil premium grant is allocated and the impact.

Q – Is the Pupil Premium review a statutory document? The review was arranged in response to a request made by Ofsted during their visit.

The pupil premium review had been conducted by Mr D Marshall and Ms N Lewis. Mr D Marshall commented to the School Improvement Advisor that he did not consider St Elisabeth's to be a school in special measures.

Q – How much of the pupil premium grant is accounted for in the plan? All of the money would be accounted for.

Q –How do we record and monitor the impact of pupil premium plus expenditure? This was challenging during the last half term and pupil voice activity has not been possible due to staffing challenges. This would be discussed further later in the meeting.

Safeguarding

Governors noted that prevent training took place on 8th January 2020, with Team Teach training for the whole school scheduled for this week.

Governors were referred to the listed information regarding TAC and racist incidents.

A governor commented that they are aware of racist incidents occurring outside of school. The Headteacher replied that the school has been dealing with situations that they have been alerted to.

Governors were advised that the school has spoken with parents regarding inappropriate use of social media and letters have been set to parents along with conversations taking place.

The Headteacher reported that an investigation was currently taking place following a safeguarding incident in nursery. No further information would be disclosed at this point.

A date would be agreed to complete the safeguarding audit with Rev A Stanton.

Buildings and Grounds

A health and safety inspection had taken place with the school rated mostly green. The list of work to be completed following the audit was read aloud to the meeting.

The school had also had an unannounced environmental health inspection which they scored 5/5 on. The Chair was present on the day and commented that the inspector was satisfied that all correct procedures were in place.

Q – When will the next environmental health inspection take place? This was the first inspection in 13 years and there is still uncertainty regarding what triggered them to attend.

The Headteacher reported that an investigation which the Chair was involved with has now concluded and Ofsted are reassured that due process was completed.

There have been two allegations made against members of staff and these have been reported to the Local Area Designated Officer (LADO) who was providing support.

A concern was also raised with Ofsted regarding medicine at school and the school nurse had provided support with this. The complaint has been resolved with no further action.

Further issues have been raised with the local MP by parents.

The Headteacher explained that she felt that it was important that governors were aware of the challenges which the school is currently facing.

Governors expressed their support to the school.

The meeting proceeded to discuss ways in which the school can celebrate the positive activities taking place.

The Chair explained that following residential trips the school would previously circulate discs containing all the photos of the trip.

The Headteacher advised that the school would be producing a weekly newsletter and sharing lots of positive messages and quotes from the children.

Staffing

Governors were referred to the current staffing structure presented.

The Headteacher explained the current situation in early years, with a member of staff leaving at the end of the spring term. The member of staff was currently absent and the role

was being covered by a supply teacher who was no longer available.

The Headteacher agreed to add HLTAs to the staffing structure.

ACTION

The school was currently advertising internally for an EYFS lead and there had been some interest expressed from members of staff.

There were no changes reported in KS1.

Changes in KS2 were reported.

Q – Does the school hold exit interviews when members of staff leave? We are informed when members of staff are looking for other jobs and discussions take place to gain an insight into their reasons.

Staff attendance

The Headteacher reported on the daily challenges the school is facing to arrange cover due to staff absences. It was reported that on one day there were 10 members of staff absent.

Mr Whitehead explained the current recruitment process and application form used to join the trust. Governors heard that there are discrepancies between the pay scales in Stockport schools and Manchester schools. Mr Whitehead stated that when the time was right the school would move to Manchester pay scales for all job roles however all contracts would remain unchanged at this point. He explained that existing members of staff would need to be moved over to Manchester pay scales before new roles are advertised with Manchester pay scales as this seems fair.

Pupil progress meetings

The Headteacher reported that there were no concerns to raise at this point. Progress towards targets is reasonable and interventions have been discussed with members of staff.

Governors heard that year 5 meetings have not yet taken place, however year 6 meetings have been positive. The Headteacher highlighted that the progress measure will be an issue due to the year 2 data as some children were measured at the expected level in year 2 and they were not. End of term data would be presented at the next meeting.

The Headteacher reported that the monitoring process was predominantly focused on vulnerable children.

Governors were requested to complete governor visit forms when they attend school.

The School Development Plan had been updated with all changes highlighted in yellow.

The Headteacher explained that EYFS areas were grey as actions which were reported to be happening were found not to be. This was considered to be a priority area.

Q – Why was the action not completed as it was reported to be? There are many reasons including staffing and the lead facing personal challenges.

Mrs Lancashire has worked very hard in EYFS to support the team.

Governors heard that the Focus action plan had been updated and would be circulated. The Headteacher invited governors to attend staff meetings to hear more about the

curriculum.

Q – When is the SIAMS training which is referred to on page 23? I need to follow this up.
ACTION

Mr Whitehead suggested that the Headteacher contact West Didsbury as they have recently had a SIAMS visit under the new framework.

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

This was provided in item 6.

8. Executive HT Report

Mr Whitehead agreed to circulate the budget figures report to governors.

Mr Whitehead explained that at the end of each month he completes a budget analysis for each school in the MAT and St Elisabeth's was the only school not in a deficit budget situation.

Governors heard that the budget was set on 1st November 2019 when the school converted to the academy. The reported income figure includes all income strands and principle funding. The expenditure was all staff costs on HCSS and non-staff costs.

The YTD figure was based on the end of February income and costs reported. The in year balance was reported to be £47,604.

Mr Whitehead explained that as the budget was set in November the costs were split into percentages.

Staffing costs were higher than expected and this is due to the increased supply costs to cover staff absence. It was noted that this may rise.

The non-staffing costs were reported to be low and this was a result of system errors.

Mr Whitehead reported that there are also some issues to resolve with staff back pay costs.

Overall, governors noted that the budget was positive and this is why the school is able to arrange supply staff.

Governors were referred to the commentary provided.

Mr Whitehead referred to the Service Level Agreement costs which finish at the end of march. He explained that there would be some expenditure in April.

The Headteacher explained that the school can continue to access the School Improvement SLA for a cost of £3,000. The school could also continue to buyback HR support from Stockport local authority and this would allow the school to continue to follow Stockport HR policies.

The Headteacher advised that the school would be looking to continue to buyback HR support for the Headteacher, as this was around £2,500 which was comparable to the cost of purchasing this from external companies.

Mr Whitehead explained that St Elisabeth's is a Stockport school and therefore it can continue to access some of the services as they provide value for money.

Mr Whitehead explained that the carry forward into this year is still not confirmed as some money remained when the school converted to the academy. This would be carried into next year.

Governors were informed that the MAT would be carrying a surplus budget forward and this was positive.

A joint staff meeting had been held with subject leaders from all schools in the MAT and this was reported to be a success. Leaders discussed action plans, subject overviews and had the opportunity to find out more about the different schools.

A moderation exercise would be taking place in years 2 and 6 and subject leads have shared email addresses to link together.

Q – Have other schools experienced similar issues to St Elisabeth’s? St Wilfred’s experienced similar issues and they have worked through this by appointing the right members of staff and sharing positive messages with the local community.

Q – Are there any strategies or initiatives which you used at St Wilfred’s which St Elisabeth’s could adopt? The main thing is to remain positive and appoint the right members of staff to move the school forwards and show parents that the school is doing well.

9. Policy Review

There were no policies to be approved at the meeting.

The clerk had uploaded a number of policies to GovernorHub which were adopted by all the schools in the MAT.

Mr Jamieson agreed to review the Health and Safety Policy.

10. Governor matters

Governors were encouraged to attend training courses provided by governor services.

Mr Gallagher presented a list of training courses which have been attended by governors and it was noted that more governors have accessed the opportunities available.

Governors were requested to add details of any relevant training courses that they attend through their employment to their GovernorHub profile.

Ms G Davenport advised that she had booked to attend Ofsted for Governors and Strategic Focus for Governors.

Ms G Davenport spoke positively about the New Governor Training Programme which she attended.

Rev Stanton, Mr L Jamieson and Mr Gallagher had attended Ofsted training provided by the MAT and hosted by Mary Arnold.

Q – Is there any training which governors feel they need from the Headteacher? Once governors have attended the Ofsted training a meeting could be arranged to bring all the information together and discuss the strategic direction of the school.

<p>Q – Are there any slides available from the presentation which Mary Arnold hosted? Yes I will get these electronically.</p> <p style="text-align: right;">ACTION</p> <p>Governors noted that the GOVAS Governor Conference would take place on Saturday 28th March 2020 at Marple Hall School.</p> <p>Governors were invited to attend the school on 24th and 26th March whilst parents evening appointments were taking place.</p> <p>Mr Gallagher would circulate the next 3 months training opportunities for governors.</p> <p style="text-align: right;">ACTION</p>
<p>11. Date & Time of future Meetings:</p> <ul style="list-style-type: none"> ➤ Tuesday 28th April 2020, 1pm, Data Focus Presentations from: RE and Computing ➤ Wednesday 17th June 2020, 4pm
<p>12. Closing Prayer</p> <p>Governors said Grace at the close of the meeting.</p>

Signed..... **Mr L Jamieson (Chair)** Date.....

Meeting closed at 6:45pm

Summary of actions

- ACTION: The Headteacher and Clerk to agree an election timetable for the parent governor vacancy.
- ACTION: The Headteacher agreed to circulate the pupil premium review document.
- ACTION: The Headteacher agreed to add HLTAs to the staffing structure.
- ACTION: The Headteacher to find out dates for SIAMS training
- ACTION: Mr Whitehead to circulate the presentation slides from the Ofsted training provided by Mary Arnold.
- ACTION: Mr Gallagher would circulate the next 3 months training opportunities for governors.