

**Didsbury CE Primary School  
Local Governing Body Meeting  
29<sup>TH</sup> October 2024 at 6pm  
Minutes**

**Present:**

Victoria Rippon	Headteacher
Sam Morgan	Staff Governor
Rebecca Silver	Chair of Governors
Dr Dario tom Dieck	Parent Governor
Lee Jenkins	Parent Governor
Claire Christopholus	Trust Appointed Governor
Mark Hewardine	Trust Appointed Governor
Alisan Hogg	Trust Appointed Governor

**In attendance:**

Emma Chamberlain	Deputy Headteacher
Danielle Wood	Governor Support Officer

**Apologies**

Paul Good	Foundation Governor
Matt Lee	Foundation Governor

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

*Agenda items were discussed in the following order: 1-7, 14, 8, 9, 10, 11, 12, 13, 15 - 19*

**GSO OPENING THE MEETING AND ELECTION OF CHAIR**

**Election of Chair**

It was noted that Ms R Silver had declared an interest in the position of Chair prior to the meeting. Additional nominations or expressions of interest were invited; there were no further candidates.

It was proposed by Mr P Good prior to the meeting, seconded by Ms V Rippon and unanimously **RESOLVED** that Ms R Silver be elected Chair for the agreed term subject to **RATIFICATION** by the trust board.

**Ms R Silver in the chair.**

1. **WELCOME AND APOLOGIES**

Governors were welcomed to the meeting by the Chair.

New governors, Mr Mark Hewardine, Ms Christine Christopholus and Ms Alisan Hogg were warmly welcomed to the meeting.

Apologies for absence were received from Mr M Lee and Mr P Good and accepted by the governing board.

Apologies for early departure were received from Mr M Hewerdine

The board is quorate with 3 governors in attendance

2. ELECTION OF VICE CHAIR

It was noted that Mr Dario tom Dieck had been nominated for the position of Vice-Chair. Additional nominations or expressions of interest were invited; there were no further candidates.

It was proposed by Ms R Silver and unanimously RESOLVED that Mr Dario tom Dieck be elected Vice-Chair for the agreed term.

3. DECLARATION OF A.O.B.

Governors had been invited to declare any items for any other business.

There were no items of A.O.B.

4. DECLARATION OF INTERESTS

a) Declaration of Business Interests

Governors were asked to declare any business, financial or personal interests in any agenda items; no declarations were made.

Governors were reminded that they should declare any interest which arose during the meeting.

b) Business Interest Form

Governors were asked to complete and sign the declaration on GovernorHub.

c) DBS Checks and Section 128 Checks

The Headteacher confirmed that DBS checks were in place for all governors, with the exception of new governors, and that Section 128 checks have been carried out.

The Headteacher advised that the School Business Manager was currently arranging DBS checks for new governors.

5. CHAIR'S ACTION

The previous Chair reported action that they had taken since the previous meeting and the Chair read this aloud:

The Chair sought clarification with reference to governors retiring. This was established and retiring governors received a letter of thanks for their service.

The Chair and Vice Chair met to consider and agree applications for the vacant positions. These were approved by the Trustees, and we are joined by our new governors this evening. The Governing Board is now at full strength.

6. CODE OF CONDUCT

Governors were referred to the previously circulated document and considered the proposed amendments. The Governing Board Code of Conduct 2024-25 was duly adopted.

## 7. PREVIOUS LOCAL GOVERNING BOARD MINUTES

It was RESOLVED that the minutes of the meeting held on 11<sup>th</sup> June 2024, copies circulated previously, be approved, signed by the Chair and authorised for publication.

### Matters Arising from the Previous Meeting

The Chair reminded governors to read and confirm their understanding of the updated KCSiE on their GovernorHub profile.

<b>ACTION POINT</b>	<b>ACTION REQUIRED</b>	<b>ACTION FOR</b>	<b>ACTION TAKEN</b>
1	<i>Carried over:</i> <b>Q – Is there a requirement for governors to complete annual health and safety training like members of staff? The Headteacher replied yes and agreed to share details.</b>	Headteacher	The Headteacher confirmed that governors are required to complete health and safety training. This can be accessed on Smart log and accounts would be set up for new governors.
2	<b>GSO to email the skills audit to governors who have not responded.</b>	GSO	Completed
3	<b>The RSE policy was therefore deferred to the autumn term.</b>	Headteacher	On agenda
4	<b>The Behaviour Policy was deferred to the autumn term.</b>	Headteacher	On agenda
5	<b>Committee membership would be agreed in the autumn term.</b>	Chair	On agenda
6	<b>The Chair agreed to contact governors to find out if they would be seeking re-appointment.</b>	Chair	Completed
7	<b>The Chair would consider governor recruitment ahead of the autumn term.</b>	Chair	Completed
8	<b>The GSO would share proposed meeting dates for 2024/25.</b>	GSO	Completed

## 8. POLICY REVIEW

Governors considered the following policies which had been circulated prior to the meeting:

- RSE Policy

The Deputy Headteacher explained that the statutory guidance is still being reviewed and the school have been advised not to change the current policy until the updated guidance is published.

The Deputy Headteacher advised that there are no significant changes to the RSE curriculum. A thorough parental consultation took place 3/4 years ago and a further consultation would be arranged as this is good practice.

Governors APPROVED the RSE Policy

- Behaviour Policy

The Headteacher confirmed that a consultation had taken place.

The traffic light approach to behaviour management was discussed and the Headteacher advised that this was found to be ineffective and negative feedback had been received, regarding pupils' names being displayed on the board.

The Headteacher explained the red and yellow cards that will be issued to pupils as part of the proposed behaviour management system in all classes.

**Q – Reflect and restore, will all children go through this process if they receive a red card?** The Headteacher replied yes and explained that the aim is to encourage pupils to reflect. If pupils receive multiple red cards, parents would be contacted, and support plans would be discussed.

The Deputy Headteacher explained the importance of reflection and advised that the principles are the same, however the system needed to be refreshed for new members of staff.

The Headteacher commented that behaviour for learning is outstanding at the school and therefore the cards will not be required to be used often.

**C – I can see how the current system would work as pupils will be reluctant to have their name on the board for everyone to see. Therefore, it will be interesting to see the impact of the new system and also hear feedback.**

The Deputy Headteacher explained that adaptations have always been made for pupils with SEND.

**C – Issuing yellow cards to pupils sounds powerful.**

**Governors agreed that Behaviour be a standing agenda item.**

**ACTION 1**

**Q – I like the idea of the reflective report journal, how would this work for SEND pupils?** The Headteacher replied that it would be adapted to meet pupils' individual needs.

**Q – How will the changes to the policy be communicated to parents?** The Headteacher replied that parents would be notified in the school newsletter and referred to the policy on the school website.

**Q – Are parents informed when pupils are issued with a red card?** The Deputy Headteacher replied that teachers have different approaches, however all physical incidents would be reported to parents.

A parent governor added that from their experience, the school deal with behavioural issues before they become an issue.

**Q – How does the school communicate with parents who have separated? There should be equality in communication with processes in place.** The Headteacher agreed that this would be given some consideration.

**Q – The section regarding Kids Club is blank?** The Headteacher replied that it is currently being written and would be added when it was ready. The Deputy Headteacher added that Kids Club have their own policy and there is a focus on ensuring consistency. The principles in the behaviour policy would apply to Kids Club.

Governors APPROVED the behaviour policy.

- Admissions Policy

The Headteacher shared her concerns regarding the reduction in pupil numbers at the school. Governors heard that this is partly related to a drop in the birth rate nationally, however it is also thought to be related to the admissions criteria.

The Headteacher explained that it is important to maintain the Christian element of the admissions criteria to uphold the vision of the school, however governors were asked to consider changes to the admissions criteria to make the school more accessible for families. Governors noted that the school is inclusive of all faiths.

The Chair explained that prospective families are under the impression that they must collect stamps from church in order to apply for a place and this is only a consideration if the year group is oversubscribed, which the school currently are not.

Governors heard that Rev N Bundock has been consulted about the proposed changes and he is in support of this.

The Chair explained that there is a lengthy process to follow if governors decide to change the admissions policy.

**C – I think members of staff should be able to secure places for their children at the school too.** The Headteacher replied that she has spoken to the Executive Headteacher as St Wilfrid's CE Primary School have recently updated their admissions policy which states that if members of staff work over 15 hours per week, they are entitled to secure a place for their child at the school.

The Headteacher and Chair had met with Rev N Bundock informally before the formal meetings proceed. A meeting would be held with the Chair of the Trust Board, Head of School at West Didsbury CE Primary School and the Children and Youth Worker from St James and Emmanuel.

Governors agreed that members of staff should be allowed to secure a place for their children at the school.

Governors agreed and added that families who actively contribute to the community should have the opportunity for their child to join the school.

Governors shared experiences of how the stamp system at church can be exploited. Governors noted that there are families who would not apply for a place at the school as historically, it has been difficult to secure a place.

Governors discussed the benefits of making the school more accessible for local families.

The Headteacher explained that if there are pupil places available at the school, the local authority can allocate pupils a place without consulting the school.

Rev M Hewerdine stated that the church is supportive of a system that works for the school and added that collecting stamps does not necessarily foster a positive relationship between families and the church.

**Q- Does the school have a marketing strategy?** The Headteacher replied that historically this has not been required and added that she has sent an article to be added to the church newsletter. An EYFS open morning had also been arranged.

The Deputy Headteacher commented on the benefits of hosting personal tours for families as it enables conversations to be held.

**Q – Does the school advertise at local nursery groups?** The Headteacher replied no.

Rev Hewerdine advised that the church would support the school with the marketing activity.

**C – There is a perception amongst the local community that stamps from church are required to apply for a place at the school.**

The Chair replied that the admissions arrangements are being reviewed and any changes would be implemented for the 2025/26 academic year.

Governors were not required to approve the policy at this stage as a further meeting would be arranged.

7:06pm Rev M Hewerdine left the meeting

## 9. SCHOOL IMPROVEMENT PLAN AND SELF-EVALUATION

- Agree monitoring schedule
- Study latest IDSR Report (School Inspection Data Summary)

The Headteacher shared the IDSR report with governors ahead of the meeting.

**Q – The absence data on page 3 has increased since 2022, is there a reason for this?**

The Headteacher replied that the school have looked into this, and it may be impacted by the number of asylum seekers who have joined the school. The process for unauthorised absences has also been changed and may have had an impact.

The Deputy Headteacher added that families postponed holidays that were booked during the pandemic, and this impacted on the data. The increasing cost of holidays is also leading families to take term time holidays.

The Headteacher advised that the school are monitoring absences on the last day of term as the numbers have increased as families take advantage of cheaper holidays.

Governors were informed that term time holidays are not allowed and would be marked as unauthorised absence.

**Q – Does the school issue fines?** The Headteacher agreed to share more information about the process for issuing Education Penalty Notices.

**ACTION 2**

- Agree the School Development Plan (SDP) targets and strategy

The Headteacher shared the SDP ahead of the meeting.

The Headteacher highlighted the extensive work on the curriculum and EYFS.

Referring to the quality of education section, the Headteacher discussed the focus on the curriculum and the comments made by the CEO in the trust review report, regarding how maths is embedded and well delivered.

Governors heard that preparation is underway for the SIAMS inspection, with Senior Leaders involved.

The Headteacher referred to the behaviour and attitudes section, and highlighted the increasing number of pupils with Social, Emotional Mental Health needs and an above average number of pupils with SEND.

Governors heard that the school continues to ensure that adaptive teaching takes place and the curriculum is inclusive. The SENDCo had returned from maternity leave.

The monitoring schedule had been uploaded to GovernorHub ahead of the meeting and governors noted the information included.

The Headteacher explained that she conducts learning walks, with the support of the Deputy Headteacher and book looks also take place. Subject leaders have responsibility to monitor what is taking place in the classrooms.

The Chair commented on the importance of governors attending school at times that are convenient to leaders, to observe the plans in action.

- Agree School Self Evaluation Form (SEF) and progress since last meeting

The school had been graded as Good in the SEF and the Headteacher stated that she believes this to be an accurate assessment.

The Chair commented that it is inspiring to see the work that the Headteacher has undertaken since joining the school and took the opportunity to thank the Headteacher.

- Agree governor visit schedule

Link governors were encouraged to arrange visits with their link subject leaders in school.

- Agree end of Key Stage Performance Indicators (EYFS, Phonics, KS1, MTC and KS2)

The Headteacher reported that KS1 outcomes were not as high as previous years and added that this is cohort dependent.

Governors were informed that during staff performance management meetings, the Headteacher has been instructing them to focus on the bottom 20% of pupils and also the middle achievers who would respond well to additional support.

**Q – Is there any correlation with the data and the impact of the pandemic?** The Headteacher replied that there is a link as pupils missed key opportunities for socialisation and they lack stamina for learning. The enthusiasm for learning is also lower.

The Deputy Headteacher referred to the number of speech and language referrals and challenges with pupils unable to concentrate and engage with learning. As the pace of learning increases when pupils get older, the gap also increases.

The Headteacher advised that the school have introduced a continuous provision in year 1 in acknowledgment that some pupils are not ready for the transition.

#### 10. HEAD OF SCHOOL'S REPORT

The Head of School's Report had been circulated to the governors prior to the meeting; key points were noted and questions invited:

**Q – The number of safeguarding referrals looks high; however, I do not have context to compare this to.** The Headteacher replied that they are not all referrals and include all records of concern made on CPOMS. The Headteacher added that 69 is low for this time of year.

**The Headteacher advised that a breakdown of categories for the safeguarding referrals could be included in the report next term to provide more of an accurate picture.**

**C – It would be useful to see comparison data from previous years.** The Headteacher agreed.

**ACTION 3**

#### 11. TRUST ENGAGEMENT AND CEO REPORT

- Latest report

The latest report had been circulated late as the visit took place at the end of term.

The Chair commented on the positive report and referred to the discussions about the new maths programme. The Headteacher explained that the new programme was working well, with teachers following the new approach. Teachers had the opportunity to visit a school in Wigan who are accredited for the scheme.

Governors heard that there is an increased focus on English and linking writing and reading.

The Deputy Headteacher explained that writing was almost a stand-alone subject, this has now changed, and pupils are exposed to high quality texts which engage them and support with high quality writing.

**Q – Who selects the texts?** The Deputy Headteacher replied that class teachers are part of the process when selecting texts and there are links with history and geography where possible.

**Q – Is cultural diversity considered when selecting the text?** The Deputy Headteacher replied yes and advised that the texts in October linked with Black History month.

The Headteacher explained that proof reading and editing has been trialled in years 5 and 6 and this is now being implemented in earlier years. Pupils are encouraged to take time to evaluate and edit their own work.

Governors referred to the priority areas raised by the CEO.

Governors noted that the work life balance of the Headteacher must continue to be a consideration.

**Q – Number of staff members have returned from maternity leave and new staff have joined from West Didsbury, how are the Senior Leadership Team managing?** The Headteacher replied that there is adequate SLT cover and the EYFS lead role has been replaced.

Teaching staff update was provided.

**Q – Do you have sufficient support in school?** The Headteacher replied yes and added that more Teaching Assistants would be helpful, however the budget will not allow this.

**C – It is positive to hear about the support networks that are in place and the structures that have been built over the past 12 months.**

- Interim updates since last meeting
- Outcomes of school visit/Trust review
- Reports from external advisors

Governors were referred to the dates listed at the bottom of the Headteachers report. Mr A Torr, Consultant, would be visiting to review the school data.

20<sup>th</sup> November 2024, Safeguarding Visit by Ms Sharon Gardner, Quality Assurance Lead

11<sup>th</sup> December 2024, Health and Safety Visit. The Health and Safety governor would be invited to attend and review the actions after the visit.

## 12. FINANCE

- Latest budget update

The Headteacher circulated a budget update for governors and advised that finance and premises meetings would be arranged.

The Headteacher reported that she had reviewed all areas of the budget to identify savings including subscriptions and staffing, and the budget was now showing a £40,000 surplus. The Headteacher stated that she was reluctant to reduce staffing any further.

Governors heard that the school would be looking to highlight priority areas for the surplus budget to be allocated to. The Headteacher stated that IT would be one of the priority areas.

**C – Staff members need new laptops; they are very old and do not support staff to work from home.** The Headteacher advised that she had met with the CEO to discuss investment in ICT and how the school needs to increase opportunities for pupils to learn using Chromebooks.

The Deputy Headteacher reported that she had attended training provided by Century Tech who provide software to track and monitor pupils progress, suggesting work that is based on the individual pupils' progress. The Deputy Headteacher suggested that it would be useful for homework and could also be used in the classrooms.

**C – It is essential that members of staff have the technology that they need to work effectively.**

**C – I would not want to encourage pupils to look at a screen all day, however IT needs to be considered for each year group and targeted.**

**Q – Do all members of staff need a laptop each?** The Headteacher replied that an IT support company have offered to check the current laptops to see if they can be converted to a Chromebook. After this, the school would calculate how many staff members need a laptop.

**Q – Have the school considered fundraising to purchase equipment?** The Headteacher replied yes and advised that historically the PTA were able to raise enough funds to purchase iPads.

- Performance statements
- Planned expenditure
- ICFP financial benchmarking exercise
- Pupil premium

Governors APPROVED the Pupil Premium plan on GovernorHub.

- Sports Premium

The sports premium plan was shared on GovernorHub ahead of the meeting.

The Headteacher advised that the school have instructed a new sports company.

**The sports link governors would contact the sports premium lead in school and review the sports premium expenditure plan.**

**ACTION 4**

**Q – Does the school have links with local sports clubs?** The Headteacher replied that a new scheme had been created for pupils this year, the school have links with the local Lacrosse club and are keen for pupils to experience different sports.

Cross Country takes place every Saturday.

### 13. COMPLIANCE/SAFEGUARDING

- H&S Latest report and summary of actions – Arranged for December
- Fire Risk Assessment – To be reviewed
- Premises –

PE and outdoor equipment audit took place and nursery play equipment has been decommissioned.

- **Safeguarding audit and actions – Update on progress towards previous audit actions**  
- **To be uploaded to GovernorHub.**

**ACTION 5**

### 14. LGB MATTERS

- Committee membership

Committee membership and link governors were agreed as detailed in Appendix 1.

**The GSO agreed to email information to the development governor about the role.**

**ACTION 6**

Committee meeting dates would be agreed.

- Governor visit reports
- Vacancies
  - Mr M Lee, co-opted (24.01.25)

**Chair to contact and ask if he would like to continue.**

**ACTION 7**

- Skills Audits

**GSO to update the skills audit and send to new governors.**

**ACTION 8**

- Agree Governing Board Development Plan

To create after the skills audit.

- Outcome of skills audit

15. BRIEFING PAPERS – STOCKPORT

- Governance update and governor development
- Young Carers Update

Do you know the number in your school? Have your school's staff had the training?

The Headteacher reported that there were currently no young carers identified at the school.

The Headteacher advised that she has experience of supporting young carers at her previous school and would work with leaders in the trust to ensure staff have had the necessary training.

- Educational Welfare Update - School Attendance
- New Statutory Qualification for SENCOs

School leaders should ensure that their SENCO is enrolled on training that will allow them to meet this requirement.

- Early Years-Wraparound Childcare for Primary Schools
- Ofsted's Announcement on Inspection Grades
- DfE Updates for schools

16. SCHOOL GOVERNANCE UPDATE SEPT 2024 – MANCHESTER

- Start of Term Checklist for Governors
- Quality Assurance Report
- Chairs Briefings - all governors and clerk's welcome

17. MDBE AUTUMN NEWSLETTER

Available on GovernorHub.

18. DATES

Tuesday 28<sup>th</sup> January 2025, 6pm

Tuesday 10<sup>th</sup> June 2025, 6pm

19. A.O.B.

**Confidential Appendix 1**

With no further business to discuss, the Chair thanked everyone for attending and closed the meeting with a prayer at 8:19pm.

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

Mrs R Silver (Chair)

**DIDSBURY CE PRIMARY SCHOOL  
AUTUMN TERM 2024 LOCAL GOVERNING BOARD MINUTES  
MEETING ACTION POINTS**

<b>ACTION POINT</b>	<b>ACTION REQUIRED</b>	<b>ACTION FOR</b>	<b>DATE ACTION TO BE COMPLETED</b>
1	<b>Governors agreed that Behaviour be a standing agenda item.</b>	Chair/GSO	28/01/2025
2	<b>The Headteacher agreed to share more information about the process for issuing Education Penalty Notices.</b>	Headteacher	28/01/2025
3	<b>The Headteacher advised that a breakdown of categories for the safeguarding referrals could be included in the report next term to provide more of an accurate picture. <i>C – It would be useful to see comparison data from previous years.</i> The Headteacher agreed.</b>	Headteacher	28/01/2025
4	<b>The sports link governors would contact the sports premium lead in school and review the sports premium expenditure plan.</b>	Sports Link Governor	28/01/2025
5	<b>▪ Safeguarding audit and actions – Update on progress towards previous audit actions - To be uploaded to GovernorHub.</b>	Headteacher	Post meeting

6	<b>The GSO agreed to email information to the development governor about the role.</b>	GSO	Post meeting
7	<b>Chair to contact and ask if he would like to continue.</b>	Chair	26/11/2024
8	<b>GSO to update the skills audit and send to new governors.</b>	GSO	28/01/2025

## **APPENDIX 1**

<b>Name</b>	<b>Governor Type</b>	<b>Term From</b>	<b>Term To</b>	<b>Roles</b>
Claire Christopholus	Trust Appointed Governor	01 Oct 2024	30 Sep 2028	Development Governor
Mr Paul Good	Foundation governor	05 Feb 2024	4 Feb 2028	Safeguarding
Mark Hewerdine	Trust Appointed Governor ( Trust Board )	18 Oct 2024	17 Oct 2028	Ethos & RE
Alisan Hogg	Trust Appointed Governor ( Trust Board )	01 Oct 2024	30 Sep 2028	EYFS
Lee Jenkins	Parent governor	13 Oct 2023	12 Oct 2027	
Mr Matthew Lee	Co-opted governor ( PCC )	25 Jan 2021	24 Jan 2025	Sports & PE Premium
Samantha Morgan	Staff governor	04 Oct 2022	3 Oct 2026	
Victoria Rippon	Headteacher			
Becky Silver	Co-opted governor	05 Oct 2023	4 Oct 2027	Chair Pupil Premium
Dr Dario tom Dieck	Parent governor	13 Oct 2023	12 Oct 2027	ViceChair Health & Safety

### **Curriculum and Standards**

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Emma Chamberlain  
Mark Hewerdine  
Alisan Hogg  
Lee Jenkins (Chair)  
Samantha Morgan  
Becky Silver

### **Finance and Premises**

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Claire Christopholus  
Mr Paul Good  
Victoria Rippon  
Dr Dario tom Dieck