Thrive CE Academy Trust
Belonging Believing Becoming

Didsbury CE Primary School
Local Governing Board Meeting
14th October 2025, 6pm at the School
Minutes

Present:

Emma Chamberlain	Head of School
Rebecca Silver	Chair of Governors
Claire Christopholus	Trust Appointed Governor
Paul Good	Foundation Governor (Chair of Trust Board)
Alisan Hogg	Trust Appointed Governor
Sam Morgan	Staff Governor
Dr Dario tom Dieck	Parent Governor

Apologies:

Lee Jenkins	Parent Governor
Mark Hewerdine	Trust Appointed Governor

In attendance:

Victoria Rippon	Executive Headteacher
Danielle Wood	Governor Support Officer

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

GSO OPENING THE MEETING AND EXPRESSIONS OF INTEREST IN THE POSITION OF CHAIR

It was noted that Mrs 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, seconded by Ms E Chamberlain, and unanimously agreed that Mrs R Silver be recommended to the Trust Board for appointment as Chair.

Ms R Silver in the Chair.

1. WELCOME AND APOLOGIES

Governors were welcomed to the meeting by the Chair.

Apologies for absence were received from Rev M Hewerdine and Mr L Jenkins and accepted by the governing board.

The board is quorate with 3 governors in attendance.

Ahead of the meeting, the board took the opportunity to thank the GSO as it was her last mee supporting the board.

The meeting opened with a prayer.

2. ELECTION OF VICE CHAIR

It was noted that Ms C Christopholus declared an interest in the position of Vice-Chair. Additional nominations or expressions of interest were invited; there were no further candidates.

It was proposed by Ms A Hogg, seconded by Ms E Chamberlain and unanimously RESOLVED that Ms C Christopholus 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 to discuss.

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 form on GovernorHub.

c) DBS Checks and Section 128 Checks

The Head of School confirmed that DBS checks were in place for all governors and that Section 128 checks have been carried out.

5. CHAIR'S ACTION

There had been no Chair's action taken since the previous meeting.

6. CODE OF CONDUCT

Governors were referred to the previously circulated document and considered the proposed amendments. The Governing Board Code of Conduct 2025-26 was duly adopted.

7. PREVIOUS LOCAL GOVERNING BOARD MINUTES

It was RESOLVED that the minutes of the meeting held on 10th June 2025, copies circulated previously, be approved, signed by the Chair and authorised for publication.

Matters Arising from the Previous Meeting

ACTION POINT	ACTION REQUIRED	ACTION FOR	ACTION TAKEN
1	**GSO would follow up with any governors who have not added their DBS check information on GovernorHub.**	GSO	Still some outstanding. GSO to follow up. **ACTION 1**

2	**GSO agreed to share the Stockport LA Governor Visits policy, which includes a pro forma for governor visits.**	GSO	Completed
3	**GSO agreed to share the Stockport LA Exclusions Policy once the updated policy was available.**	GSO	The Exclusions Policy was not ready to share.
4	**Following a discussion, the Headteacher agreed to communicate with parents that lockdown drills will be practiced in the same frequency as fire drills.**	Headteacher	The Executive Headteacher explained that further clarification is required about lockdown drills, with different schools following different processes. The Head of School highlighted the introduction of Martyn's Law and the need to clarify the lockdown procedures in line with this. **The lockdown procedures would be discussed with the Senior Leadership Team and the Executive Headteacher would seek advice from Jeanne Fairbrother.** **ACTION 2**
5	**Following a discussion, the Headteacher suggested that the school newsletter be shared with PCC members and Rev M Hewerdine would make sure it is received.**	Headteacher/MH	The Executive Headteacher reported that the links with the local church have not been as strong recently, with the school finding it difficult to contact members of the parish. **The Chair agreed to discuss school links with parish members.** **ACTION 3**
6	**Governors were encouraged to review the governing board development plan and share any comments with the development governor ahead of the autumn term.**	All Governors	The development governor reported that no comments had been received regarding the governing board development plan.
7	**The Headteacher agreed to suggest focus areas for governor visits during the term.**	Headteacher	Details had been shared on GovernorHub.
8	**The governor visits pro forma would be shared with governors.**	Chair	Completed. Printed copies were made available for governors.

8. POLICY REVIEW

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

- Safeguarding and Child Protection Policy

  Governors noted that the main changes to the policy were in relation to the role of Designated Safeguarding Lead.

  The Head of School reported that all members of teaching staff have completed safeguarding training through Learning Locker. All teaching staff and non-teaching staff have also completed face to face safeguarding training.

  The Executive Headteacher referred to the safer eating section that had been added to the policy. Members of the early years team and midday staff have also completed paediatric training.

  Governors were reminded of the requirement for them to complete safeguarding training and confirm that they have read and understood KCSiE 2025. Training was available on NGA Learning Link.

  Q – The list of governor responsibilities in the policy, how do we ensure that we are meeting these? The Executive Headteacher explained that the link Safeguarding governor would be informed about these matters during visits and this includes information about the safeguarding audit. This information would feed back to the governing board.

  C – The Single Central Record must be checked to ensure it is up to date. The Executive Headteacher confirmed that work has been underway on updating the single central record.

  C – The Southport enquiry is looking closely at safeguarding and there may be some changes that need to be implemented.

  Q – The school website includes a contact number for people to report safeguarding concerns, who is responsible for this line? The Head of School replied that this will be a contact number for the Local Authority Designated Officer (LADO).

- Behaviour Policy

  The Head of School reported that there have been no significant changes to the policy.

  Governors heard that the policy includes an additional section about responsible behaviour and training had been delivered about this by the Trust.

  Q – When children receive a red card, it states that they have a conversation with the Head of School. How time consuming is this for you? The Head of School replied that children would meet with the leader in their key stage as part of reflect and restore. If the behaviour is repeated, they would then be referred to the Head of School, therefore it is not very time consuming.

  The Head of school reported that the policy is there as guidance for members of staff and some children need a bespoke approach.

- Attendance Policy – policy not approved.

  Governors noted that the policy was a trust level policy, and it was included for governors to note how closely the school now monitor attendance.

The Executive Headteacher discussed the aspirational attendance targets and the approach that the school follows to manage attendance.

Governors heard about the role of Ms Kate Edwards, Attendance Officer, and how they are using the new system, Arbor, to monitor attendance.

The meeting discussed individual case studies and the impact they have on overall attendance.

9. SCHOOL DEVELOPMENT PLAN AND SELF-EVALUATION

- Study latest IDSR Report (School Inspection Data Summary)
- Agree monitoring schedule
- Agree the SDP targets and strategy

The Head of School highlighted the priority areas:

1 – Writing

Governors were informed that the end of year data highlighted that the outcomes in writing were not as strong as reading and maths outcomes. The school has higher ambitions for pupils and is focused on increasing the number of pupils achieving greater depth.

The Executive Headteacher explained that the school was moderated last year, and judgements were verified and confirmed. There has been additional staff training provided this year, and writing is included on all teaching staff appraisals.

Pupil progress meetings include discussions about specific children and any additional support that is required to support them.

Governors were informed that writing is a Trust wide priority and would be a focus area during the next INSET day in November.

The Head of School was working with leaders at West Didsbury CE Primary school to share good practice.

C – The writing data is above national which is positive, and the targets set moving forward are aspirational.

The Head of School stated that there would be a focus on implementation as the units of work are in place and established.

Governors heard that there would also be a focus on the use of readers in classrooms and if pupils are reading a lot at home, the time could be spent in school practicing writing.

2 – Science, Music and Design Technology

Governors were informed that the school is creating a bespoke curriculum that takes account of the school context, and this takes time to produce.

3 – Early Years

The Executive Headteacher advised that the school have reflected on the comments made during the previous Ofsted inspection and there would be more policies and guidance being introduced for Early Years.

Parents have been invited into school to support with work in the outdoor area, and this has had a positive impact and was appreciated.

4 – Assessment

Governors were informed that it is a Trust wide priority to ensure that assessments are using data for a purpose and they are used to inform targets set for children and interventions.

The Executive Headteacher explained how Centritech is used to assess children following each topic. Children are also able to access Centritech at home to complete homework. Quizzes are created at the end of each topic to check children's knowledge.

A parent governor spoke positively about their experiences of their child using Centritech.

Q – Is the homework that is set anonymised? The Head of School replied that the teachers from each class can see data for all pupils, however pupils are unable to see each other's.

C – Account passwords are the same for all pupils and there is a concern regarding potential hacking of accounts.

Q – Are there any concerns regarding children completing other children's homework if they can access their account? The Head of School replied that no concerns have been raised, and parents are encouraged to be mindful of this.

4 – Behaviour and Attendance

Governors observed a presentation by the Head of School about pupil progress data.

Governors' questions and comments were invited.

The meeting discussed the intervention timetable and how this is created using the data.

Q – Is this data shared with parents? The Head of School replied yes, parents are informed of the teacher assessment data each term.

- Agree SEF and progress since last meeting.

The Executive Headteacher explained that the SEF had been evaluated last year, and a meeting had been held with the Senior Leadership team to agree how much progress the school has made over the past 12 months.

Governors were informed that the SEF aligns with the new Ofsted framework and new report card system.

Q – Are there any specific areas that the school has found most challenging? The Head of School replied that progress made with personal development is difficult to evidence.

- Agree governor visit schedule

Governors agreed dates to visit the school in line with their link roles.

The Governor Support Officer agreed to contact Mr. D. Tom Dieck, as he had failed to attend a couple of recent meetings and had not sent apologies.

ACTION 4

Governor Visits form to be added to the GovernorHub folder.

ACTION 5

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

Included in the Head of School's report.

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 – Are children accessing the wellbeing room? The Head of School replied yes, and governors heard about the success of the room, providing a safe space for children who ask to use the room when they feel they need to.

The Head of School discussed the success of the mental health and wellbeing interventions, Hamish and Mylo.

Governors were informed about the success of the collective worship programme.

The meeting moved on to discuss the challenges listed in the report and discussed SEND and the school budget.

Governors were informed that the budget is based on last years pupil numbers, which were lower than the current year.

The Executive Headteacher explained that pupil numbers are higher this year, and this will support the budget next year. Governors heard details of the work that the office team do to support with increasing pupil numbers through their prompt action to process new joins.

The Head of School explained that the office team follow up with new pupils and ensure the paperwork is processed so they can join the school as soon as possible.

The Chair requested that governor's appreciation be passed on to the office team for their hard work in processing new joins.

ACTION 6

The Executive Headteacher stated that the school budget is a significant concern and explained that the staff team are very experienced and therefore salary costs are higher than other schools. Governors were informed that there may be opportunities for more experienced staff to work within other schools in the Trust, and the school can replace them with less experienced teaching staff on the lower end of the pay scale.

Governors were reassured that a meeting had been held with the Chief Financial Officer to plan for next years budget.

Q – Will the school be looking to welcome Early Career Teachers? The Executive Headteacher replied yes and explained that this would generate savings in salary costs.

The Executive Headteacher reported on the challenges with Kids Club and advised that consideration has been given to how communication can be made clearer to rectify concerns. Governors were informed that Kids Club is currently running at a loss and staff pay increases would need to be covered by the income generated.

Governors agreed that the school budget is in a difficult position and money cannot be allocated to cover the difference between income and expenditure for Kids Club.

The Executive Headteacher advised that the charges for Kids Club had been compared with other schools in the Trust and they were found to be in line. The new system that has been introduced called Arbor may be able to support with providing a booking system for parents.

The meeting moved on to discuss safeguarding, governors were informed that an external provider would be conducting a safeguarding visit in January.

Governors were referred to the staffing update provided.

Governors noted that a member of staff was currently absent long term.

The school currently had no maintenance staff on site and were being supported by the team from West Didsbury CE Primary school.

The budget was currently being reviewed to determine how many hours were affordable to appoint a Site Manager.

Governors were informed that a Health and Safety audit would be taking place in January 2026.

The Chair commented that she had reviewed the fire safety report which included a high number of actions for the school to address. The Executive Headteacher advised that an updated fire safety visit had taken place yesterday, and the new report would be shared with governors when it was available. The Executive Headteacher was expecting there to be a reduction in the number of actions.

The Head of School reported that the school had been unsuccessful in the CIF bid placed last year and a further bid would be made this year.

Governors noted the SENDCO newsletter that had been shared ahead of the meeting.

The meeting moved on to discuss the School Improvement Plan priorities.

The Head of School explained that the school has a tight monitoring schedule in place that is used to focus on the main priorities.

Governors were informed that the plan had been informed by the data last year, the Head of School reported that the phonics data was excellent and reading outcomes were also very good.

Governors heard that the school had introduced a new reading curriculum last year, and there has been an increased engagement from children with the whole text approach increasing enjoyment.

Maths was also highlighted as a positive area last year and the Head of School advised that the focus would continue this year.

The Executive Headteacher reported that the Trust CEO was impressed by the school's work on the maths curriculum and shared the policy with other schools in the Trust as an example of best practice.

Governors noted the positive EYFS data, with 92% of the cohort achieving Good Levels of Development (GLD).

Q – Does the school celebrate the outcomes with the community? The Head of School replied no and agreed that they should be celebrated.

The meeting proceeded to discuss ways that the school could celebrate the outcomes achieved, suggestions included a notice on the school website and signing in screen in reception. It was also suggested that a notice be added to the church noticeboard.

The Head of School advised that consideration has been given to producing a school prospectus for families.

Governors discussed changes to the admissions policy that were agreed last year, and some parents reported that there has been miscommunication regarding the requirements around collecting stamps in church.

The Chair requested that the office team contact the local church to clarify the process and address any miscommunication regarding the school admission process.

ACTION 7

Governors were referred to appendix 2 and the list of key performance indicators.

The Chair took the opportunity to thank all members of staff for their continued hard work and spoke positively about the school environment.

The Head of School was thanked for her report.

11. CURRICULUM AND STANDARDS MEETING UPDATE

The Trust curriculum and standards committee meeting date would be rearranged.

12. STAFFING AND APPOINTMENTS

Governors noted the update in the Head of School report.

13. STAKEHOLDER ENGAGEMENT

The Chair spoke positively about the SEND newsletter and how well it reflected the relationship between school and parents.

14. TRUST ENGAGEMENT AND CEO REPORT

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

The Head of School would be meeting with the CEO next week and would report back at the next meeting.

15. FINANCE

- Latest budget update
- Performance statements
- Planned expenditure

- ICFP financial benchmarking exercise
- Pupil premium
- Sports Premium

The Executive Headteacher confirmed that the end of year sports premium report had been uploaded at the end of the year and was available on the school website.

Governors were invited to give consideration to the role of Sports Premium Governor.

Ahead of the meeting, a budget management reporting pack had been shared with governors.

Q – Does the amount of income the school receives per pupil increase in line with inflation?
A governor replied that it does increase, however there are a number of contributing factors that are considered.

The meeting proceeded to discuss the financial challenges that the school are facing.

Governors spoke positively about the budget management pack and commented on how useful the information is that is included.

16. COMPLIANCE/SAFEGUARDING

- H&S Latest report and summary of actions
- Fire Risk Assessment
- Premises
- Safeguarding audit and actions
- Cyber Security inc. IT Filters

Governors noted the update in the Head of School report.

17. LGB MATTERS

- Committee membership
- Governor visit reports
- Vacancies: 1 x Trust Appointed Governor
- Skills Audits
- Agree Governing Board Development Plan
- Outcome of skills audit

The GSO agreed to share responses that she had received last year, and these would be collated with any outstanding skills audits.

ACTION 8

The governing board development plan had been shared with governors and feedback was invited.

The development governor explained that she would be looking to check that governors are fulfilling their remit through past meeting minutes and an updated version of the development plan would be uploaded to GovernorHub.

18. SCHOOL GOVERNANCE UPDATE FROM MANCHESTER

Governors noted the update.

19. DATES

Tuesday 27th January 2026, 6pm

Tuesday 23rd June 2026, 6pm

20. A.O.B.

With no further business to discuss, the Chair thanked everyone for attending and closed the meeting at 8:03pm with a prayer for the school, staff and wider community

Signed…… Date……

Mrs R Silver (Chair)

DIDSBURY CE PRIMARY SCHOOL

AUTUMN TERM 2025 LOCAL GOVERNING BOARD MINUTES

MEETING ACTION POINTS

ACTION POINT	ACTION REQUIRED	ACTION FOR	DATE ACTION TO BE COMPLETED
1	**Carried over: GSO would follow up with any governors who have not added their DBS check information on GovernorHub.**	GSO	Post meeting
2	**The lockdown procedures would be discussed with the Senior Leadership Team and the Executive Headteacher would seek advice from Jeanne Fairbrother.**	Head of School/Executive Headteacher	27/01/2026
3	**The Chair agreed to discuss school links with parish members.**	Chair	27/01/2026
4	**The Governor Support Officer agreed to contact Mr. D. Tom Dieck, as he had failed to attend a couple of recent meetings and had not sent apologies.**	GSO	Post meeting
5	**Governor Visits form to be added to the GovernorHub folder.**	GSO	Post meeting
6	**The Chair requested that governor's appreciation be passed on to the office team for their hard work in processing new joins.**	Head of School	Post meeting
7	**The Chair requested that the office team contact the local church to clarify the process and address any miscommunication regarding the school admission process.**	Head of School	Post meeting
8	**The GSO agreed to share responses that she had received last year, and these would be collated with any outstanding skills audits.**	GSO	Post meeting