

**Didsbury CE Primary School
Local Governing Board Meeting
Tuesday 11th June 2024**

**Didsbury CE Primary School, Elm Grove, Manchester, M20 6RL
Minutes**

Present:

Paul Good	Chair of Governors
Victoria Rippon	Headteacher
Sam Morgan	Staff Governor
Rebecca Silver	Co-Opted Governor
Dr Dario tom Dieck	Parent Governor
Cat Arundale	Foundation Governor
Lee Jenkins	Parent Governor
Matt Lee	Foundation Governor

In attendance:

John Barrett	Chief Executive Officer (Presentation only)
Emma Chamberlain	Deputy Headteacher
Danielle Wood	Governor Support Officer

Apologies

Abbie East	Foundation Governor
Joyce Thom	Foundation Governor
Rev Augustine Ihm	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.

The meeting convened at 6:08pm

1. WELCOME AND APOLOGIES

The meeting opened with a prayer.

Governors were welcomed to the meeting by the Chair.

Apologies for absence were received from Ms A East and Ms J Thom and accepted by the governing board.

The board is quorate with 3 governors in attendance

2. DECLARATION OF A.O.B.

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

There were no items of AOB.

3. DECLARATION OF INTERESTS

a) Declaration of Business Interests

Governors were asked to declare any business, financial or personal interests in any agenda items;
Ms V Rippon declared that her partner has a building company who have been commissioned to work across schools in the trust

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.

4. TRUST ENGAGEMENT

Governors observed a presentation by the CEO of the trust.

The presentation included the following:

- DfE Quality Trust Descriptors
- Thrive Trust School Improvement Model
- Joint Priorities and CPD
- Key trust updates
- Integrated Finance Planning (CFP Thresholds)

Questions and comments were invited after the presentation.

The CEO took the opportunity to thank Mr P Good as this would be his last meeting as chair of the local governing board. The CEO highlighted the significant amount of time that Mr Good has given to the school over many years and also his passion for the school.

The CEO also thanked the Headteacher for the positive impact that she has had at the school in such a short period of time. He added that the school is on a positive trajectory following the work of the Headteacher and the team around her. Ms E Chamberlain and Ms S Morgan were also thanked for their hard work and commitment.

6:34pm Mr L Jenkins in attendance

6:36pm Mr J Barrett left the meeting

5. PREVIOUS LOCAL GOVERNING BOARD MINUTES

It was RESOLVED that the minutes of the meeting held on 30th January 2024, 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	<i>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.</i>	Headteacher	Carry over. ACTION 1

2	The GSO agreed to re-send the skills audit to governors on GovernorHub to complete.	GSO	GSO to email the skills audit to governors who have not responded. ACTION 2
3	The Chair proposed that the Headteacher contact the PTA and advise that governors would like them to move towards using recyclable products during events.	Headteacher	The Headteacher explained that this action is ongoing, and the local MP would be contacted. The chair reported issues with local restaurants blocking pavements with boxes and raised concerns about the fire risk that this poses so close to the school. The Headteacher agreed and confirmed that a local MP has visited the site.

6. CHAIR'S ACTION

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

7. POLICY REVIEW

- Relationships and Sex Education Policy

Ms E Chamberlain explained that the RSE policy has been updated and explained that it is good practice for schools to consider the context that they are working in when updating the policy. Governors heard that the DfE have published a review of RSE for both primary and secondary schools. The consultation would close on 11th July and schools have been advised to delay any changes to the provision until this has concluded. The outcome would be shared in September.

Ms Chamberlain advised that the school continue to follow the RSE curriculum that is in place.

The RSE policy was therefore deferred to the autumn term.

ACTION 3

- Mental Health Policy

Ms Chamberlain explained that the policy provides details of the support that is in place for pupils and members of staff.

Governors APPROVED the Mental Health Policy.

- Behaviour Policy

The chair explained that during a visit in the Spring term with a focus on behaviour, it was highlighted that the behaviour policy needed to be updated and link with the new Keeping Children Safe in Education (KCSiE) that was published in May. The policy would include the school's approach to managing incidents of bullying.

The Headteacher advised that the school has been supported by Ms Louise McCluskey who has worked with the school around behaviour and the culture in school linking in with SEND.

The Behaviour Policy was deferred to the autumn term.

ACTION 4

8. SCHOOL DEVELOPMENT PLAN AND SELF-EVALUATION

- Review the SDP targets and strategy
- Review monitoring schedule
- Review SEF and progress since last meeting
- Agree governor visit schedule linked to SDP

Governors were referred to the SDP that was shared on GovernorHub ahead of the meeting.

The Headteacher explained that all updates were highlighted, and the school was on track to achieve all priority areas, with the exception of behaviour which was priority four and this is due to the amount of work required. Governors heard that work was underway with pupils and members of staff to make sure the approach will work for the whole school community.

Governors heard that during the safeguarding audit in March, Ms Kerry Dawson discussed child on child abuse reporting on CPOMS and staff training had been arranged for September.

The Headteacher stated that progress made in the SDP priority areas has been confirmed in external reports.

Q – Have you noticed a decline in behaviour incidents? The Headteacher referred to discussions during the previous meeting regarding the level of challenging behaviour in some classes. The Headteacher reported that the level of challenging behaviour has reduced following changes in the year group cohorts.

The chair added that there are some children who are dealing with challenging personal circumstances, and this has an impact on their behaviour. He added that from his observations at the school, behaviour is well managed. Pupils display a level of tolerance during incidents that occur in classrooms.

Ms S Morgan replied that there is a balance, and the school teaches pupils that the behaviour displayed by some pupils is not acceptable.

Governors expressed their appreciation to members of staff for the work that they do.

Q – In the Headteacher Report it states that a few members of staff are reporting that they do not always feel safe in school, is this linked to behaviour? The Headteacher replied that this would be covered when discussing her report.

9. HEADTEACHER'S REPORT

- CPD and impact
- Attendance and behaviour
- Numbers of Exclusions, suspensions, incidents, physical interventions
- Safeguarding matters, including the LA audit form
- Vulnerable children
- Pupil wellbeing
- Staff wellbeing and absence
- Number of Complaints at level 2 &3

The Headteacher apologised for the late circulation of the report.

Governors were referred to the safeguarding update and the Headteacher reported that there had been 227 CPOMS logs up to this point in the academic year. Ms Kerry Dawson had highlighted the number of child-on-child abuse cases, and this is being monitored by the Designated Safeguarding lead and the team. The team continue to monitor the logs and hold conversations where necessary.

The Headteacher referred to a pupil suspension and advised that this was challenged by the parents.

S - GSO advised the Headteacher not to share any further details about the situation in case governors are required to be involved with any panel meetings that may arise in the future relating to the case. Governors must not have any prior knowledge.

The Headteacher discussed the support that the school has put in place for a pupil who was excluded internally with extensive meetings with outside agencies continuing to take place.

The safeguarding audit had been shared on GovernorHub ahead of the meeting.

The Headteacher moved on to discuss the school budget report which was shared ahead of the meeting.

Governors noted that a committee had met to discuss building work proposals, however these plans would be on hold due to the challenges with balancing the budget.

Governors were referred to the staffing update included in the report. The Headteacher reported that there have been considerable staffing changes since the previous meeting.

The Headteacher reminded governors that the information shared was confidential as it had not been shared with the wider school community.

C – Positive to hear about the opportunities that have been made available for Early Career Teachers across the trust, and to hear about the training programme being led by the trust.

Q – Will the staffing changes have a positive impact on the school budget? The Headteacher replied that the changes would not have an impact on the current budget.

Q – Is there anything that governors can do to support the school budget, such as fundraising activities? The Headteacher replied that the school has a very active Parent Teacher Association (PTA), and they raise between £10,000 and £12,000 per year. This money has supported with the purchase of resources for the new maths scheme.

Governors discussed the funding available to schools through grants that schools can bid for. The Headteacher advised that the school have applied for a grant to extend the wraparound care space to cater for the different age groups.

C – Referring back to the plans for EYFS and extending the nursery provision, I think we need to build on this further in the future to support the staff to achieve the objectives that have been set.

The Headteacher referred governors to appendix 2 in the report and the data reported.

Governors noted that the predicted outcome for the phonics assessment was 79% of pupils to pass, the outcome was 82% of pupils achieving expected standard. This was well above the national average.

Governors heard that teachers have worked tirelessly to create phonics resources for pupils to take home, tracking and monitoring pupils to identify any pupils that would benefit from extra support.

C – It is pleasing to see that five pupil premium pupils achieved 100% in the phonics assessment.

The Headteacher agreed and added that the cohort also has a high number of pupils with SEND. Pupils who did not achieve the required standard are part of the SEND subgroup.

Ms Chamberlain moved on to discuss the pupil wellbeing survey that was completed before half term.

Governors heard that the pupil wellbeing survey was completed with pupils in reception up to year 6, pupils were asked to answer 11 questions.

Ms Chamberlain reported that the results from the survey were very positive, the survey was completed anonymously, however a member of staff was nearby and if a pupil raised a concern about their safety this was addressed. The comment box includes details of any adult interaction.

Ms Chamberlain explained that the toilets raised some lines of enquiry, with younger pupils reporting that they did not feel that toilets were a safe place. When asked for further information, pupils reported that they could hear other pupils in the toilets and there was no grown-up present.

Governors heard that this would be something that members of staff would be mindful of, particularly with the next cohort as it can be assumed that pupils are confident using the toilets.

The meeting proceeded to discuss the outcome of a recent staff wellbeing survey.

Ms Chamberlain advised that the survey was shared with staff last week and it was still live for members of staff to respond.

Governors heard that responses have been positive so far. Ms Chamberlain reported that 64% of staff reported that they felt safe in school all the time and 36% said they felt safe often. The comments that have been made state that this is due to the number of physical attacks from pupils.

Ms Chamberlain explained that members of staff have completed positive handling training, however adults feel upset that the situation has become so heightened, and it causes stress. Members of staff commented that they would like more members of staff to be available to provide support.

Q – Are the attacks on staff members happening more in KS1 or KS2? The Headteacher replied that it is linked to SEND and involves pupils from all year groups.

Q – Referring to the pupil survey and the comments, was there a particular thing that prevented pupils from concentrating in class? Ms Chamberlain replied that some of the pupils who said that they couldn't concentrate are very studious and self-critical. Some pupils are easily distracted in general.

Ms Chamberlain explained that there were no comments made about disruption caused by SEND pupils who can be disruptive. Pupils are resilient and tolerant in retaining concentration for as long as possible.

The Headteacher stated that during school tours with prospective families, parents comment on how calm and quiet the school is.

Q - Professional development seems low in terms of people feeling supported? Ms Chamberlain replied that there have not been many comments about this so far and added that

requests for expensive training courses have been declined as they are not affordable. The school are engaging more with trust supported training opportunities and changing staff mindset about how training is delivered.

The Headteacher added that the school have redeployed members of staff to other schools within the trust and this is to support their development. This may not be recognised and needs to be communicated more openly.

Q – Do you have an insight into the comment about relationships between staff? The Headteacher replied that the comment was a surprise as comments made previously have highlighted that staff enjoy work because of the relationships with other staff.

10. SUB COMMITTEE UPDATES

Finance Committee

Minutes from the finance committee meeting held on 21st May 2024 were noted by the governing board.

The chair reported that the finance committee had met and discussed the plans to relocate EYFS to create a single unit. The committee recommended that the plans for the proposed work proceed and that the work be completed in phases when the money was available.

Q – Taking into account the current deficit budget situation with no clear sign of this improving, and the subcommittee highlighting the progress that would be made in EYFS if the work was completed, can the school consider applying for grants to complete the work?

The Headteacher replied that in terms of EYFS provision, there are new leaders joining the school from another school in the trust, and the Headteacher explained that they would be leading a trust EYFS working party with Ms Sarah Quinn, Consultant.

The Headteacher explained that development will be made in EYFS without the proposed changes happening with the building work.

The chair explained that a key factor in the proposal to have one cohesive unit, is the opportunity to share resources and utilise staff more efficiently.

Governors noted the positive external report that has been received about EYFS and the Headteacher added that 85% of pupils have achieved Good Levels of Development (GLD) which is very positive.

Governors RATIFIED the committee proposal to go forward to the trust with the building plans for EYFS.

11. STAFFING AND APPOINTMENTS

This was discussed earlier in the meeting.

12. STAKEHOLDER ENGAGEMENT

To note the ways in which the school engages with its:

- Pupils
- Staff

Discussed earlier in the meeting.

- Parents

The school has an active parental body.

- Local community

The school continues to build links within the local community.

13. FINANCE

- Latest budget update

The chair explained that the budget for next year will be challenging and added that once the comprehensive breakdown of the budget information is available this would be shared.

- Performance statements
- Planned expenditure.
- Pupil premium

Information was included in the Headteacher's report.

- Sports Premium

The Headteacher advised that the report would be shared in the autumn term.

Governors heard that the school has listened to the feedback from a pupil voice survey and would be considering suggestions when writing the new sports premium plan.

Q – Parents have indicated that they would be happy to support the school by purchasing items from a wish list for example? Governors heard that the school have considered doing this for parents to purchase class texts.

C – Parents who have purchased the core texts and no longer need them may also be happy to give the texts to school.

C – It is a frustration that the school does not have the facilities for more sports activities, it would be good to do more interschool activities with schools in the trust.

C – There are several parents who would be happy to offer their coaching skills to support school.

Q – Can the school link up with local sports clubs? The Headteacher advised that the school has created a link with a lacrosse club and the sports premium can support with building links.

The Headteacher reported that the school are moving away from LSC sports provider to a provider that she has previous experience with. The new provider offers less traditional sports and opportunities for pupils.

14. COMPLIANCE/SAFEGUARDING

- H&S Latest report and summary of actions
- Fire Risk Assessment

The Headteacher explained that the new caretaker was currently undertaking all the necessary training to complete the checks and procedures required around school. The caretaker will then be able to action the items listed.

The Headteacher discussed Jeanne Fairbrother and how the caretaker has been able to access all the necessary training that they offer. The school receives weekly emails about training opportunities and the caretaker has been keeping up to date.

Training had been undertaken to use smart log; Jeanne Fairbrother had supported the school through the processes.

- Dates of fire drill and lockdown drills
- Premises
- Safeguarding audit and actions
- To receive an update including the number of accidents/near misses

Items discussed in the Headteacher's report.

15. LGB MATTERS

- Committee membership
Committee membership would be agreed in the autumn term.

ACTION 5

- Governor visit reports
The following governors reported on their governor visits:
Mr P Good
Ms R Silver
Ms C Arundale

Q – What is the procedure for governors to arrange visits to school? The Headteacher explained that governor visits are usually in line with their link role. The GSO explained that governors should consider linking their visits to priorities listed in the SDP.

- Vacancies: 1 x Foundation Governor (autumn term)

The Chair informed governors that Rev Augustine Ihm had notified him about his decision to resign from the governing board at the end of the summer term.

Governors commented that Rev Augustine Ihm would be a great loss to the school community.

- End of term of office:
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Ms A East, Foundation Governor (31.08.24)
Ms C Arundale, Foundation Governor (12.09.24)

The Chair agreed to contact governors to find out if they would be seeking re-appointment.

ACTION 6

Ms J Thom, Foundation Governor (31.08.24)
Ms Thom had advised that she would not be seeking re-appointment.

The Chair would consider governor recruitment ahead of the autumn term.

ACTION 7

- Agree Governing Board Development Plan
- Outcome of skills audit

Awaiting responses from all governors.

16. BRIEFING PAPERS / SCHOOL GOVERNANCE UPDATE

- Stockport Briefing Papers
 - Governance update and governor development
 - Education Welfare Update
 - Early Years Update 1
 - Early Years Update 2-Expanded Childcare

- Manchester School Governance Update
 - Manchester’s Education Strategy

17. DATES

The GSO would share proposed meeting dates for 2024/25.

ACTION 8

18. A.O.B.

The chair informed governors that he would not be seeking re-election as chairperson of the governing board from the autumn term. The chair explained that his workload as Chair of the Trust Board was taking up a lot of his time.

The chair stated that it has been a pleasure to be associated with the school and governors since 2012. He added that there are close family links with the school, and he hoped to continue in a supportive role in the future.

The Headteacher thanked the chair for his support during her first year at the school.

With no further business to discuss, the Chair thanked everyone for attending and closed the meeting at 7:47pm with a prayer for the school, staff and wider community

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

Mr Paul Good (Chair)

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

ACTION POINT	ACTION REQUIRED	ACTION FOR	DATE ACTION TO BE COMPLETED
1	<i>Carried over:</i> 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.	Headteacher	29 th October 2024
2	GSO to email the skills audit to governors who have not responded.	GSO	End of term

3	The RSE policy was therefore deferred to the autumn term.	Headteacher	29 th October 2024
4	The Behaviour Policy was deferred to the autumn term.	Headteacher	29 th October 2024
5	Committee membership would be agreed in the autumn term.	Chair	29 th October 2024
6	The Chair agreed to contact governors to find out if they would be seeking re-appointment.	Chair	End of term
7	The Chair would consider governor recruitment ahead of the autumn term.	Chair	29 th October 2024
8	The GSO would share proposed meeting dates for 2024/25.	GSO	Post meeting