

**Didsbury CE Primary School
Local Governing Body Meeting
28th January 2025, 6pm
Minutes**

Present:

Victoria Rippon	Headteacher
Rebecca Silver	Chair of Governors
Dr Dario tom Dieck	Parent Governor
Lee Jenkins	Parent Governor
Claire Christopholus	Trust Appointed Governor
Mark Hewerdine	Trust Appointed Governor
Paul Good	Foundation Governor

Apologies:

Alisan Hogg	Trust Appointed Governor
Sam Morgan	Staff Governor

In attendance:

Emma Chamberlain	Deputy 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.

Meeting convened 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 Hogg and Ms S Morgan 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.

The following items were requested and agreed:

- Lockdown procedure
- Rev N Bundock departure

3. 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 Headteacher confirmed that DBS checks were in place for all governors and that Section 128 checks have been carried out.

6:10pm Mark Hewardine in attendance

The Headteacher requested that all governors add their DBS check information to their GovernorHub profile pages. The GSO would share a message on GovernorHub.

ACTION 1

4. CHAIR'S ACTION

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

5. PREVIOUS LOCAL GOVERNING BOARD MINUTES

It was RESOLVED that the minutes of the following meetings, copies circulated previously, be approved, signed by the Chair and authorised for publication:

- Local Governing Board Meeting (29/10/2024)
- Admissions Committee (18/11/2024)
- Extra Governing Board Meeting (19/11/2024)

Matters Arising from the Previous Meeting

ACTION POINT	ACTION REQUIRED	ACTION FOR	ACTION TAKEN
1	Governors agreed that Behaviour be a standing agenda item.	Chair/GSO	On agenda
2	The Headteacher agreed to share more information about the process for issuing Education Penalty Notices.	Headteacher	The Headteacher circulated information that she had received and advised that there have been no children that meet the criteria yet. Q – Is this linked to the Children's Wellbeing and

			<p>Schools bill? The Headteacher replied that it is standalone.</p> <p>Q – Will the changes to the issuing of Education Penalty Notices have an impact on pupils’ behaviour? The Headteacher replied that attendance is discussed.</p>
3	<p>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.</p> <p>C – It would be useful to see comparison data from previous years.</p> <p>The Headteacher agreed.</p>	Headteacher	Please see notes below.
4	<p>The sports link governors would contact the sports premium lead in school and review the sports premium expenditure plan.</p>	Sports Link Governor	Sports link governor to be appointed.
5	<ul style="list-style-type: none"> ▪ Safeguarding audit and actions – Update on progress towards previous audit actions <ul style="list-style-type: none"> • To be uploaded to GovernorHub. 	Headteacher	Please see notes below.
6	<p>The GSO agreed to email information to the development governor about the role.</p>	GSO	<p>Completed</p> <p>GSO to send skills audit to the development governor.</p> <p>ACTION 2</p>
7	<p>Chair to contact and ask if he would like to continue.</p>	Chair	Completed
8	<p>GSO to update the skills audit and send to new governors.</p>	GSO	Completed

ACTION 3

The Headteacher reported that there have been some technical issues with CPOMS, system for logging safeguarding incidents, and further information has been included in her report. The school have moved to a cloud-based system and there have been some issues with files migrating over.

A breakdown of safeguarding referrals was circulated to governors.

Q – How long was the fixed term exclusion? The Headteacher replied it was a one-day exclusion, and a reintegration meeting would be held. Senior Leaders would work with the Special Educational Needs and Disabilities Co Ordinator (SENDCO) to agree how to mitigate further incidents.

Q – Hate incidents, are pupils aware of the language that they are using? The Headteacher explained that the Deputy Headteacher had written a thorough and robust Personal, Social, Health and Economic (PSHE) curriculum, and this is being delivered to a high standard.

The Deputy Headteacher added that hate incidents are reported regardless of the pupils age and some children may not understand the effects of the words that they use. Older children have more awareness and therefore the school deals with incidents involving older children more seriously. The school would communicate with parents.

Governors discussed how recording behaviour is not the same as labelling a child as racist and agreed that it sounds like the school are dealing with incidents sensitively.

Q – Are the records on CPOMS just internal for the school only? The Headteacher replied that CPOMS records are transferred with pupils when they move on to high school.

ACTION 5:

The Headteacher explained that an update on the safeguarding audit actions had been shared on GovernorHub.

The Headteacher explained that the Deputy Headteacher has been looking at 'hot spotting' in the playground. Playground supervision has been reviewed.

Q – Is there a weekly newsletter for members of staff? The Deputy Headteacher replied that half termly newsletters are circulated, and they include reminders for members of staff and examples of scenarios that they may encounter.

The Headteacher discussed the action to encourage members of staff to move away from paper reporting to online. The Deputy Headteacher has supported members of staff and offered refresher training in how to use CPOMS.

Q – Does this include lunchtime organisers; do they have the capacity in terms of hours to access the system? The Headteacher replied that lunchtime organisers are asked to add the information to the system at the earliest opportunity. There are always people around to support them with accessing the system.

6. POLICY REVIEW

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

- **Admissions Policy**

1. to consider any representations arising from the consultation on the Admission Policy and Arrangements for 2026. No representations had been made.
2. to agree the Admission Policy and Arrangements for 2026

Governors APPROVED the Admissions Policy

3. to authorise the Headteacher to inform the following:
 - All other admission authorities within the relevant area
 - All governing boards for community and voluntary controlled (VC) schools in your relevant area

- In the case of faith schools – the body/person representing the religion or religious denomination - Relevant Church PCC and Manchester Diocesan Board of Education
- Send a copy of the full admission arrangements to your LA before **15 March** in the determination year.
- publish the arrangements by **15 March** in the determination year and keep them up for the whole offer year.
- Submit the information your LA needs to publish its composite prospectuses no later than **8 August** in the determination year.

Mark Hewardine explained that he would be working with St James and Emmanuel to agree what constitutes church attendance.

7. TERM DATES AND INSET DAYS 2025/26

Governors noted the term dates and inset dates 2025/26 set by the Trust.

8. SCHOOL DEVELOPMENT PLAN AND SELF-EVALUATION

- Agree the SDP targets and strategy

Governors noted that targets highlighted in green have been completed and agreed that a lot of work has been undertaken.

Governors congratulated the school on the work that has been achieved so far.

Learning walks and book looks take place every other half term and formal lesson observations take place in between. This is in line with the SDP.

The Headteacher reported that Good Levels of Development (GLD) in EYFS exceeds the target set which is very positive.

- Agree monitoring schedule

The monitoring schedule had been shared with governors ahead of the meeting. The Headteacher explained that this is reviewed each half term and shared with members of staff at the start of the term.

- Agree governor visit schedule

The Headteacher advised that governor visits would be aligned with the SDP and EYFS.

The Headteacher explained that she is part of a trust wide initiative to work with EYFS leads in the trust and review different provisions.

Governors were invited to visit school and meet with their link staff members.

The Chair referred to the changes to the committee structure as detailed in the trust communication on GovernorHub. **A pro forma would be shared for governors to complete to record visits to school. The Chair would email this to the GSO.**

ACTION 3

Governors were encouraged to report any visits they make to school to celebrate the wider opportunities available for pupils.

C – RE and Collective worship, the materials used at the school differ from West Didsbury Primary School. It is brave and positive for the school to explore different stories. The fresh material is incredibly positive and interesting. The Headteacher appreciated the comments and explained that the school have worked hard to create a unique offer for Didsbury CE Primary School.

The following link governor visits would be arranged in the Spring term:

- EYFS
- SEND
- RE

9. 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:

- 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
- Number of accidents

Questions were invited.

The Headteacher provided an update on cover arrangements for a member of staff who is currently absent. The Deputy Headteacher would be covering the absence, and this would have an impact on the cover that they currently provide for teachers PPA time. PPA time would now be covered by teaching assistants who have responded well to the change.

C – The budget update looks positive. The Headteacher agreed and added that it has been challenging to achieve and it has been important to ensure that cover is available for staff to take advantage of Continued Professional Development opportunities as they arise.

C – As a governor, I am concerned about the Headteacher and Deputy Headteacher being overworked to achieve budget savings. The Headteacher replied that she shares these concerns for the Deputy Headteacher as she is now covering in class two days a week.

Governors noted that that the budget savings since November 2024 have been achieved by members of staff working harder.

C – ICFP threshold comparators – Coming down from 80.5% to 77% shows remarkable progress and the savings can be used to fund other activities in school.

Q – Are they trust wide key metrics or school specific? The Headteacher replied that it is school specific.

Governors noted that the thresholds created by ICFP are national and schools use them as a powerful indicator to compare with like for like schools.

Q – Pupil numbers, is this the only other metric that would have a significant impact on the budget? The Headteacher confirmed that this is correct.

The Headteacher discussed visits from prospective parents and how successful they have been with positive feedback received. Governors noted that there is competition with other local primary schools, however the tours have provided an opportunity for the Headteacher and Deputy Headteacher to meet families and celebrate the school offer.

The Headteacher advised that some pupils leave the school in year 5 to move to the private sector.

C – Changes in the opportunities available for families to work in the university sector locally may have impacted on pupil numbers as families move into the area and this would support later admissions.

C – The increase in private school fees nationally may have an impact on pupil numbers.

Q – Is 223 pupils' capacity? The Headteacher replied that the maximum Pupil Admission Number (PAN) is 240 pupils.

The Deputy Headteacher advised that a number of families have moved out of area, and this has had the most impact in KS2. The school can have a maximum of 32 pupils in KS2 classes.

Q – Are families moving out of the area as their families grow? The Deputy Headteacher replied that families appear to be moving out of area for secondary schools. It is not to attend different primary schools.

The Headteacher explained her decision to host tours with families rather than an open day. The tours have provided an opportunity for the Headteacher and Deputy headteacher to meet with families and talk with them during the tour of the school.

Governors stated that the concept of a village school is powerful.

Q – Is there any support that we can provide as governors? The Headteacher replied that she has approached the church and support is in place.

The meeting proceeded to discuss how the school can increase advertising opportunities to engage with prospective families.

Governors discussed how a number of pupils leave in KS2 to move to the private sector.

Q – Does the school offer entrance exam tutoring for year 6 pupils moving to the private sector? The Headteacher replied no and advised that she has links with the local high school and would continue to support student's transition.

10. BEHAVIOUR

The Headteacher explained that the Behaviour policy had been approved during the previous meeting.

The Headteacher reported that a parent had raised concerns regarding the lack of clarity in the policy about exclusions.

Governors heard that the policy has been reviewed and the Headteacher felt that the section regarding exclusions was not robust enough.

The meeting proceeded to discuss the policy and how much information to include in the exclusions section. The Headteacher had proposed additional language to be included and advised governors that the Manchester Inclusion toolkit is always referred to.

S – GSO - asked the Headteacher if she had looked at the Suspension and Permanent Exclusion Guidance 2023? Governors agreed that a link to the guidance document be included in the policy for parents.

Governors AGREED that the Headteacher include a link to **Suspension and Permanent Exclusion Guidance 2023 in the policy.**

The Headteacher would consider the need for a separate exclusions policy, and this would be discussed at trust level.

ACTION 4

7:23pm Ms C Christopholus left the meeting

11. STAFFING AND APPOINTMENTS

The Headteacher referred to the earlier update regarding the additional days the Deputy Headteacher would be teaching for to cover for staff absence. There were no further updates to share.

Q – During recruitment, does the school consider applicants gender as there are fewer male teachers at the school and it would be beneficial to balance this? The Deputy Headteacher replied no. A governor added that the recruitment process considers the best person to teach the children.

7:24pm Ms C Christopholus returned to the meeting

12. TRUST ENGAGEMENT AND CEO REPORT

- Latest report – The next meeting with the CEO would be held on 14th February 2025 and the report would be shared with governors after this date.
- Interim updates since last meeting
- Outcomes of school visit/Trust review
- Reports from external advisors

The Headteacher advised that Mr A Torr, Consultant, had visited the school.

Mr Torr spoke positively about Early Years Foundation Stage (EYFS) with attainment higher which indicates the standards are higher. This continues to be an action on the SDP.

Governors heard that there is an action to improve links between school and parents and this is a focus for the EYFS Lead.

The Headteacher reported that the results are good, and the school will now focus on ensuring the high standards are maintained.

The Headteacher reported that there are no major concerns with attendance. There is a case study available for one pupil who has very low attendance.

Mr A Torr reflected on the journey that he has observed the school on and spoke positively.

13. STAKEHOLDER ENGAGEMENT

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

- Pupils
- Staff
- Parents
- Local community

Governors noted that community engagement was discussed earlier in the meeting.

Governors suggested that the school consider ways to enable parents to experience what is happening in school. Information about the curriculum and what pupils are learning is shared in a newsletter.

The Headteacher agreed and advised that open mornings would be considered and opportunities for parents to come into school and see pupils' books.

The Headteacher reported that the school has a new website, and members of staff would be allocated time during a staff meeting to update their individual subject pages.

Q – What engagement is there for pupils? The Deputy Headteacher advised that a pupil wellbeing survey is completed once per year. Pupil voice surveys are also completed for individual subjects.

The Headteacher added that class representatives have a voice in the running of the school and share their ideas and participate in discussions. The school also have an ethos group and restorative buddies.

14. FINANCE

- Latest budget update

Governors noted that the finance and premises group had met since the last meeting.

Quotations had been sourced for building work that was planned around the school and the working party would be considering the detail.

Quotations had been received from Prestige, Lancaster Maloney Martin and School Save. Details of the quotations were circulated, governors noted that the quotations were not directly comparable as they included different work.

Governors discussed the proposed partition to be built between two classrooms and samples of the doors that are available. The Chair of the Finance and Premises group agreed to compare the detail and email governors.

The Chair of Trustees explained that the Trust Board would approve the building work, and a company would be instructed to oversee the work.

The Headteacher stated that she is conscious of time and requested that governors consider agreeing to allocate some of the budget reserves to fund the work.

Q – GSO – Are you seeking governors' approval for the company to complete the work and the quotation to proceed with? The Chair of Trustees advised that governors are only required to approve the allocation of school reserves to complete the project. The trust board would then approve the contractor.

Q – How many projects do the trust have ongoing like this? The Chair of Trustees explained the process that the trust follows for larger projects and added that the project at the school would be considered a small project.

Q – How much work does the school foresee needing to complete as it is an old building?

Governors noted that CIF bids would be available, however the school building is overall well maintained.

- Performance statements
- Planned expenditure.
- Pupil premium
- Sports Premium

Governors were referred to the budget update available in the school meeting folder.

15. COMPLIANCE/SAFEGUARDING

- H&S Latest report and summary of actions
The Headteacher referred to the report and the positive outcome with 99% compliance. Governors heard that the audit was robust and took 6 hours. The actions raised in the previous audit report were reviewed and the new report reflects the work that has been undertaken.

Governors congratulated the school on the positive outcome of the health and safety audit and requested that their thanks be passed on to the school caretaker.

ACTION 5

- Fire Risk Assessment
The Headteacher reported that doors around school need to be replaced with fire doors. A CIF bid has been submitted to replace all external windows and doors.
- Premises
- Safeguarding audit and actions

16. LGB MATTERS

- Committee membership and Link Governors

Governors were referred to a document shared on GovernorHub ahead of the meeting entitled 'Trust Board Review: Role of Subcommittees of Local Governing Boards and the Trust Board'.

A Curriculum and Pedagogy Working Group would be established.

Q – I have concerns about just feeding into the Trust board as this loses communication with governors. I do agree that the sub committees be changed to working parties. Were schools consulted with? A meeting had been held with the CEO and Chairs of each school LGB.

Governors were asked to declare an interest in joining the Curriculum and Standards committee at Trust level.

ACTION 6

- Governor visits reports
- End of term of office:

Mr M Lee (24/01/2025) would not be seeking re-appointment.

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

17. BRIEFING PAPERS – STOCKPORT

- Governance Update
- School Effectiveness Update
- Business Continuity

18. SCHOOL GOVERNANCE UPDATE SPRING 2025 – MANCHESTER

- **School Website and GIAS up to date with Governor details**
- **Chairs Briefings - Spring Term, Safeguarding**
In-Person Spring Term 2025 Chairs Briefing 12-2pm March 25th at Friends Meeting House
Booking Form - <https://forms.office.com/e/dpCePTnu0Y>

Virtual Spring Term Chairs Briefing 5.30-7pm March 26th Booking Form -
<https://forms.office.com/e/hVArUgU0if>
- **Quality Assurance Reports**
The focus of the Spring Term Visit is SEND and Inclusion
- **Young Carers**
We are offering governors an opportunity to attend a **virtual briefing session**.

For more information or to register your interest for the virtual briefing, please email:

Kelly.hockaday@manchester.gov.uk

19. SCHOOL NEWSLETTER SPRING 2025 MANCHESTER DIOCESE BOARD OF EDUCATION

Governors noted the newsletter.

20. DATES

Tuesday 10th June 2025, 6pm

21. A.O.B.

- Rev Nick Bundock departure
The Chair agreed to write to thank Rev N Bundock on behalf of the governing board.
- Lockdown Plan

ACTION 7

The Headteacher explained that the updated lockdown plan was available on GovernorHub.

The Headteacher requested governors' comments and suggestions around the best way to communicate the lockdown plan with parents.

ACTION 8

Governors proceeded to discuss the lockdown plans and how it would be reassuring for parents to be informed.

Q – What are you communicating with children about the potential risks that may lead to a lockdown? The Deputy Headteacher replied that there are a number of examples that can be used, including the air not being clean or a dog on the school grounds.

C – As a parent I would want the opportunity to speak with my child ahead of a lockdown drill.

With no further business to discuss, the Chair thanked everyone for attending and closed the meeting at 8:15pm with a prayer for the school, staff and wider community

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

Mrs R Silver (Chair)

DIDSBURY CE PRIMARY SCHOOL

SPRING TERM 2025 LOCAL GOVERNING BOARD MINUTES

MEETING ACTION POINTS

ACTION POINT	ACTION REQUIRED	ACTION FOR	DATE ACTION TO BE COMPLETED
1	The Headteacher requested that all governors add their DBS check information to their GovernorHub profile pages. The GSO would share a message on GovernorHub.	All Governors	Post meeting
2	GSO to send skills audit to the development governor.	GSO	Post meeting
3	A pro forma would be shared for governors to complete to record visits to school. The Chair would email this to the GSO.	Chair/GSO	Post meeting
4	The Headteacher would consider the need for a separate exclusions policy, and this would be discussed at trust level.	Headteacher/Trust Board	18 th March 2025

5	Governors congratulated the school on the positive outcome of the health and safety audit and requested that their thanks be passed on to the school caretaker.	Headteacher	Post meeting
6	Governors were asked to declare an interest in joining the Curriculum and Standards committee at Trust level.	All Governors	18 th March 2025
7	The Chair agreed to write to thank Rev N Bundock on behalf of the governing board.	Chair	Post meeting
8	The Headteacher requested governors' comments and suggestions around the best way to communicate the lockdown plan with parents.	Headteacher	10 th June 2025