

LANCASHIRE COUNTY COUNCIL
GOVERNOR SERVICES

MELLOR ST MARY C.E PRIMARY SCHOOL

AUTUMN TERM MEETING

MINUTES OF THE MEETING OF THE FULL GOVERNING BODY HELD VIRTUALLY
ON MONDAY 23 NOVEMBER 2020 AT 7.00PM

PART A

PRESENT: Mr P Skupski (**Chair**)
Mr C Blackburn
Ms S Chudasama
Mrs J Hindle
Rev R Nicholson
Mr M O'Donoghue
Mrs S Smith
Mrs R Strand
Mrs J Taylor
Mr G Tipper
Mrs K Walsh-Venables
Mrs J Embley-Peers (**Headteacher**)

IN ATTENDANCE: Mr R Needham (**Clerk**)

The Chair opened the meeting and welcomed everyone which was followed by a prayer. Mrs S Chudasama and Mr C Blackburn were attending their first Full Governing Body Meeting, and were given a warm welcome by the Chair and governors.

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20.33 APOLOGIES FOR ABSENCE

There were no apologies for absence.

20.34 ELECTION OF CHAIR

Following discussion it was agreed that the term of office for the Chair, would be until the first termly meeting of the autumn term in 2021.

It was agreed that **Mr P Skupski** be elected as chair.

20.35 ELECTION OF VICE-CHAIR

Following discussion it was agreed that the term of office for the Vice-Chair, would be until the first termly meeting of the autumn term in 2021.

It was agreed that **Mrs R Strand** be elected as vice-chair.

20.36 GOVERNING BODY MATTERS

a) Declaration of interest

There were no declarations of interest in relation to agenda items.

b) DBS Checks for Governors

The Governing Body confirmed that all necessary arrangements were in place, and that all governors had the required clearances. The Chair would sign off the register as soon as it was possible to do so.

c) Membership

The clerk confirmed the following:

- The term of office of Mrs R Strand a Foundation Governor would end on 26 January 2021. Mrs Strand agreed to carry on for another term.
- The term of office of Mr P Skupski a Foundation Governor would end on 26 January 2021. Mr Skupski agreed to carry on for another term.
- The term of office of Mr G Tipper a Foundation Governor would end on 4 May 2021. Mr Tipper informed the Governing Body that he would not be resigning role after the spring term meeting.

Governors and the Headteacher noted the position and future actions required.

d) Register of Business Interests

All governors, observers and associate members to committees were reminded of the need to update the Register of Business Interests on an annual basis, and to ensure that appropriate details were included on the school's website.

It was noted that this register should remain in school and that the Data Controller had been made aware of the form.

H/T

e) Code of Conduct

The Governing Body reviewed and confirmed adoption of the Code of Conduct (2020). Governors were encouraged to reflect on the commitment, duties and responsibilities included in the Code.

f) Disqualification Criteria

The Governing Body noted the disqualification criteria for governors.

20.37 MINUTES OF THE PREVIOUS MEETING

It was agreed that the minutes of the meeting held on 29 June 2020, having been circulated, be approved and signed by the Chair as a correct record. Please note any local arrangements, e.g. the minutes would be signed at a point when physical meetings re-commence.

20.38 MATTERS ARISING FROM THE MINUTES

The following matters were arising from the minutes:

Minute No 20.25 Headteachers Report :

Q- What had been the response to the advert?

A- There had been a poor response and the school was currently 18 pupils down. Interested parents will be booked in to look around the school from 2 December 2020.

Q- Was it possible to have a virtual tour?

A- Yes it will be possible. The Deputy Head teacher would look at this as well as offering a physical tour of the school.

The Headteacher appraised governors on the curriculum overview at the school:

In response to Covid-19 the Headteacher had put in place the Reconnection Plan for the school, along with the Remote Learning Policy Plan. There was a strong cohort in EYFS with the baseline set for reception in October 2020. In terms of tests, Year 2 would sit Phonics in November 2020, and Year 1 would sit Phonics in June 2021. Year 4 would sit the maths test at the end of the summer term. 2021. The SAT's tests would go ahead as planned. There were currently catch-up sessions for Years 5/6.

The Headteacher had met with the School Advisor with the planned LCC changes. The PHSE review would be made available to parents in January 2021.

The Holiday Plan for 2021-22 had been amended and circulated with the agenda for governors to agree.

Governors agreed to adopt the school dates and inset dates for 2021-22 as detailed in the schedule.

Q- Had the school received the first claim back payment?

A- Yes the school had received £3500, but the Headteacher was not sure of the level of future payments.

20.39 REVIEW OF COMMITTEES AND NOMINATED GOVERNORS

- a) The Governing Body reviewed the constitution and membership of its committees and the requirement to appoint a clerk to each committee. It was agreed that the membership of the committees for the 2020/21 academic year be appointed as detailed at Appendix A to the minutes.

The Governing Body agreed to adopt the local authority's updated model terms of reference for all of its committees.

- b) Nominated governor appointments were reviewed and confirmed as detailed at Appendix A.

The Governing Body needed to agree arrangements for the receipt of reports from nominated governors.

H/T

20.40 REPORTS

a) Committee Reports

The governors noted and accepted the minutes of the Curriculum Committee meeting held on 19 October 2020.

The governors noted and accepted the minutes of the Resources Committee meeting held on 3 November 2020.

The governors ratified the following policies as commended by the Committee/s.

Curriculum

- Safeguarding.
- Online Safety.
- Children in Our Care.
- Behaviour.
- Anti-Bullying.
- Respecting All.
- SEND.
- Attendance.
- Teaching and Learning.
- Remote Learning.
- Relationship (PSHE).
- Complaints.
- Policy and Procedures,

Resources

- Lettings Policy/Charges.
- Internal Financial Regulations.
- Charging and Remissions Policy.
- Lancashire Policy detailed in the Resources Agenda.

b) Nominated Governors

There were no reports from nominated governors.

c) Chair's Action

The Chair reported that it had not been necessary to take any decisions on behalf of the Governing Body since the last meeting.

20.41 SCHOOL IMPROVEMENT

a) School Improvement and Self-Evaluation in the extraordinary national context

The governing body received a progress report on the development and implementation of the School Improvement Plan for the current academic year. The Plan would be reviewed on a termly basis:

The Headteacher appraised governors on the following:

Following a period of closure and partial opening due to COVID 19, school was now operating in very different circumstances. Substantial periods of learning have been lost due to time away from school, despite remote learning and virtual teaching opportunities.

School was now planning a termly recovery programme and curriculum in order to support the transition of all children back into full time education. In order to do this for our youngest pupils, we are operating 3 separate year groups for EYFS, Y1 and Y2 for core and PSHE sessions. KS2 classes will remain mixed but with focused TA support for core and PSHE sessions.

Two new members of staff have joined school, Miss Clayton (NQT) in KS1 and Mr Blackburn as the new DHT and Year 6 teacher. This School Improvement Plan will be re drafted on a term.

Priorities for improvement were listed in categories below. These are then broken in to SMART objectives which are evaluated on a termly basis. They follow on from the progress made in the School Improvement Plan 2018-19 and expand on the successes achieved over the last academic year. Overall strategic aims were as follows:

- All pupils return to school in September 2020, all mental, physical and learning needs are identified and addressed.
- Plan, deliver, assess, monitor PSHE and Relationship Education to promote and support pupil wellbeing, ensuring all children are 'ready for learning'.
- To develop a mastery approach to mathematics in KS2 and embed in KS1 a deeper understanding of problem solving and reasoning skills across school and raise attainment in mathematics. (OFSTED).

The Headteacher was thanked for her update.

b) Ofsted Interim Visits

The governing body noted the arrangements for Ofsted interim visits.

c) Lancashire School Safeguarding Checklist

The governing body completed the Safeguarding Checklist, confirming that all necessary arrangements were in place.

H/T

d) Statutory Requirements in PSHE Education 2020/21

Governors noted the update on the implementation of the PSHE statutory requirements, and agreed the following actions:

- The completed document would be sent out to parents in January 2021.

20.42 HEADTEACHER'S REPORT

a) Termly report

The head teacher's report on the achievements and developments in school since the last meeting of the governing body was received and noted. This report followed the same format as the new Annual Performance Review (School Self Evaluation - SEF) and the OFSTED framework from May 2019 which considered judgements in 7 key areas of school including EYFS. This report was progressive and evaluations would be added each term over the academic year

Reference was made to:

- School Population = 141 pupils/ class structure.
- Attendance = 98.3%.
- Pupil movement/Admissions. The school had received 7 enquiries to transfer in.
- Admissions- There had been an amendment to the criteria following Church closures.
- Quality of Education for all Years showing:
 - Intent
 - Implementation
 - Impact
 - The curriculum was in its second year of review and followed the national curriculum guidelines.
 - There was a COVID catch-up curriculum in place.
 - Quality of teaching which was **100% Good or Better**.
 - As there was no baseline information teacher assessments had been used.
- SEND Pupils remained at the same level. The send policy and information had been updated.
- PPG Numbers =18
 - Objectives had been prioritised.
 - Projected Spend £ 17k.

- Pupils Personal Development.
 - Racist Incidents =0.
 - Bullying Incidents = 0.
 - Behaviour Reports=1.
- Staffing Update.
 - Leadership changes.
 - Staffing changes.
- Self –Evaluation and Improving Planning.
 - Key priorities.
- Professional Development
 - Most of the CPD was done virtually.
- Management
 - All teachers had their previous performance reviewed.
- Stakeholder views and Partnerships
 - There had been a positive response from parents on the new Covid rules and regulations.
- Environment
 - The school environment had promoted positive attitudes to learning and behaviours.
- Culture and Ethos.
 - The Christian Ethos ,vision, mission and values underpinned the whole curriculum
- Financial Report
 - Positive well managed budget.
- Closing Statement.

Other Issues

Q- Are visits taking place at the school?

A- There would be no visits due to lockdown but it was hoped that visits would resume in January 2021. People would be asked to wear a mask and adhere to social distancing.

Q- What about assemblies?

A- There would be no large assemblies but there may be class assemblies.

Q- Would there be an Ofsted visit?

A- For some schools but there was not one plan for Mellor St Mary.

- Autumn 2020 had been used as a catch –up term, in spring PHSE would be up to date and out to parents. The main aim was to ensure that all children were back to school and fit and well.
- There would be 3 LAC at the school in January 2021.
- There were 2 appeals.

Q- Did all children have access to computers for home learning?

A- It was looked at in March 2020, and those who did not have computers were loaned I-Pads. Some are not using Google Classroom, but homework appears to be completed.

- There were only 3 laptops allocated to the school this term.
- There may be some short term funding to help with staffing via PEP.
- English and maths had been moderated.
- School advisor had been in to school for a walk through.
- EYFS was good.
- ARE tables would be reviewed.
- Phonics would be reviewed for Year 2 currently 85%.
- There was a need for support in Yera1 and Year 2 that could be funded from catch-up monies.
- The Health and Safety Consultant had visited the school.
- Still waiting for the flooring to be replaced around the reception.

The Headteacher was thanked for her comprehensive report.

b) EU Settlement Scheme

The governing body noted the information regarding the EU Settlement Scheme.

c) Unavoidable School Closures

The Headteacher confirmed there had been no unavoidable school closures since the last meeting.

20.43 SCHOOL TERM AND HOLIDAY DATES 2021/22

The governing body noted the school term and holiday framework provided by Lancashire County Council (following consultation with the County Union Secretaries and the Diocesan/Church Authorities).

Governors approved the circulated proposal for school term dates 2021/22 and agreed INSET days on:

- Wednesday 1 September 2021.
- Friday 22 October 2021.
- Tuesday 4 January 2022.
- Monday 6 June 2022.
- Tuesday 7 June 2022.

20.44 EDUCATIONAL VISITS – APPROVAL AND EVALUATION

The Headteacher advised that there were no visits to approve at this time.

It was possible that there may be a visit to Towerwood not as a residential event but as an extended day visit.

H/T

20.45 PERSONNEL / HEALTH & SAFETY / ENVIRONMENTAL MATTERS

a) Pay Policy 2020/21

The Governing Body confirmed adoption of the county council model Pay Policy for 2020/21.

b) Lancashire Personnel Policies

The governing body confirmed adoption of the following model Lancashire Personnel Policies and Procedures, and also all generic HR policies:

- Absence (Management of Sickness) – August 2020
- Absence (Management of Sickness) Guidelines – August 2020
- Attendance Procedure (Teachers) – Centrally Managed Services – August 2020
- Breastfeeding at Work – August 2020
- Ill Health Retirement – Support Staff – August 2020
- Ill Health Retirement – Teachers – August 2020
- Long-Term Absence Procedure – August 2020
- Long Service Award – Support Staff – July 2020
- Long Service Award – Teachers – July 2020
- Retirement – AAB – August 2020
- Retirement- Phased – August 2020
- Short-Term Absence Procedure – August 2020.

20.46 FINANCE

a) Finance Policies

The Governing Body confirmed adoption of the following finance related policies:

- Lettings Policy/Charges
- Charging and Remissions Policy
- Internal Financial Regulations.

The policies had been agreed at the Autumn Term Resources Committee Meeting.

b) The Unofficial School Fund

The audited accounts of the unofficial school fund for 2019/20 would be made available to the governing body at the next meeting. **H/T**

c) Schools Financial Value Standard (SFVS)

The governing body delegated consideration of the SFVS to the Resources Committee.

A detailed report together with the completed self-assessment and action plan would be brought to a future meeting of the governing body for approval.

It was agreed that the Headteacher would submit the approved standard to the local authority by 31 March 2021.

H/T

d) Budget Sustainability

The governing body had previously delegated the review and setting of all school's budget plan to the Resources Committee.

It was confirmed that the Headteacher had reviewed up to date pupil numbers which would form the basis of 2021/22 funding.

e) Financial Transparency of Local Authority Maintained Schools and Academy Trusts: Government Consultation Response

The governing body noted the DfE's response to the consultation, and agreed that the Headteacher would arrange for the additional financial information to be published on the school's website from January 2021.

H/T

20.47 GOVERNOR TRAINING AND DEVELOPMENT

Governors noted the Lancashire County Council Governor Services Governor Training & Development Programme 2020/21 was available on the LPDS website.

The training link governor agreed to maintain a record of all governor training attended.

20.48 INFORMATION AND UPDATES

Governors noted the following information and updates regarding the following areas:

Governors noted the following articles of additional information:

- a) Inspiring Governance
- b) Governor Self Review Tool for Online Safety
- c) Keeping Children Safe in Education
- d) DfE Guidance for Schools: Coronavirus (COVID-19)
- e) DfE Consultation on Draft Schools Admissions Code
- f) LASGB.

20.49 FORUMS FOR CHAIRS AND VICE-CHAIRS

The Chairman noted the dates and times of future meetings. All meetings would be held virtually.

20.50 LASGB

The Governing Body noted the information provided by the LASGB.

20.51 SCHOOL ADMISSIONS

The governing body noted the information regarding the process and statutory closing dates for reviewing admission arrangements.

20.52 CONFIDENTIALITY

The governing body considered whether any items discussed were required to be recorded in the minutes as confidential.

It was agreed there were no items deemed confidential.

20.53 DATE AND TIME OF NEXT MEETING

The next meeting of the Governing Body would be held at 7.00pm, on Monday 22 March 2021.

Committee meetings were arranged as follows:

Spring Term

Curriculum Committee- Monday 22 February 2021 at 5.30pm.

Resources Committee- Monday 1 March 2021 at 5.30pm.

Full Governing Body Meeting- Monday 22 March 2021 at 7.00pm.

Summer Term

Resources Committee Meeting- Tuesday 4 May 2021 at 5.30pm.

Curriculum Committee Meeting Tuesday 8 June 2021 at 5.30pm.

Full Governing Body Meeting Tuesday 29 June 2021 at 7.00pm.

CLOSING REMARKS

20.54 There being no further business, the Chair thanked everyone for their attendance and support, and duly closed the meeting.

Admissions Committee

Mrs J Hindle
Mrs R Strand
Reverend R Nicholson
Mrs J Embley-Peers
Ms L Skupski - Bursar/Observer

Curriculum Committee

Mr M O'Donoghue
Ms S Chudasama
Mrs R Strand
Mrs J Taylor
Mrs S Smith
Mr C Blackburn
Mrs J Embley-Peers

Nominated Governors

Training Link Governor - Mrs S Smith
RE/Worship - Rev R Nicholson
ICT - Mrs R Strand
School Website/Online Safety - Mrs J Hindle
Science - Ms S Chudasama
Mathematics - Mr G Tipper
Safeguarding/LAC - Mrs J Taylor
Geography/History - Mrs J Taylor
SEND/PSHE - Mrs S Smith
English - Mrs S Smith
Assessment - Mr M O'Donoghue
Science and Technology - Ms K Walsh-Venables
P.E-Ms K Walsh-Venables
Art/Music- Rev R Nicholson
MFL-Mrs R Strand
EYFS- Mrs S Smith
Year1-Rev R Nicholson
Year 2-Mrs R Strand
Year 3 Mr M O'Donoghue
Year 4- Mr G Tipper
Year 5 - Ms K Walsh-Venables
Year 6 -Mrs J Hindle

Pay Committee

Ms S Chudasama
Mrs R Strand
Mrs J Taylor
Mr G Tipper

Resources Committee

Mrs J Hindle
Mr P Skupski
Reverend R Nicholson
Mr G Tipper
Ms K Walsh-Venables
Mr C Blackburn
Mrs J Embley-Peers

Complaints Review Committee

Ms S Chudasama
Mr P Skupski
Mr G Tipper

HT Appraisal Committee

Mrs J Hindle
Mr P Skupski
Reverend R Nicholson
Mrs S Smith

Pay Appeals Committee

Mr M O'Donoghue
Reverend R Nicholson
Ms K Walsh-Venables

Pupil Discipline Committee

Mrs J Hindle
Mr P Skupski
Mr G Tipper

Staff Discipline and Dismissal Appeals Committee

COMMITTEE

STRUCTURE 2020-2021

COMMITTEE STRUCTURE 2020-2021

Appendix A

School 11072 Mellor St Mary Church of England Primary School

Staff Discipline and Dismissal Committee

Mr M O'Donoghue
Mrs R Strand
Ms K Walsh-Venables
Appendix A

Staff Grievance Committee

Mr P Skupski
Mr G Tipper
Ms K Walsh-Venables

Mr P Skupski
Reverend R Nicholson
Mrs J Taylor

