

**LANCASHIRE COUNTY COUNCIL**  
**GOVERNOR SERVICES**

**MELLOR ST MARY C.E PRIMARY SCHOOL**

**SPRING TERM MEETING**

**MINUTES OF THE MEETING OF THE FULL GOVERNING BODY HELD VIRTUALLY**  
**VIA ZOOM ON MONDAY 22 MARCH 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 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.*

**ACTION**

**21.01 APOLOGIES FOR ABSENCE**

There were no apologies for absence.

**21.02 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.

### **c) Membership**

The clerk confirmed the following position:

The term of office of Mrs R Strand had ended on 26 January 2021. Mrs Strand had tendered her resignation leaving a vacancy for a Foundation Governor.

*All Governors thanked Mrs Strand for her work as a governor at the school, and wished her the very best for the future.*

The term of office of Mr G Tipper would end on 4 May 2021. Mr Tipper advised governors that he would be standing down after that date.

*All Governors thanked Mr Tipper for his work as a governor at the school, and wished him the very best for the future.*

The term of office of Mrs J Taylor would end on 28 June 2021. Mrs Taylor advised governors that she wished to renew her term of office for a further 4-year period.

*The Headteacher/governors noted the position and future action required.*

H/T

### **21.03 MINUTES OF THE PREVIOUS MEETING**

It was agreed that the minutes of the meeting held on 23 November 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.

### **21.04 MATTERS ARISING FROM THE MINUTES**

The following matters were arising from the previous minutes:

- Staff had not been asked to update information for governors due to the current position. It was hoped that things would be more normalised in the summer term.
- Safeguarding was up to date at the school.

#### **Minute No 20.44**

**Q- What was the latest position regarding the Tower Wood visit in June 2021?**

*A- The school was waiting for details from Tower Wood on the latest procedures and risk assessments. The Deputy Headteacher would be involved in the visit.*

- There was still more work to be done on the Lloyds Account.
- The unofficial school fund would be checked and made available for the next meeting.

H/T

H/T

- The SFVS had been submitted.

**Q-Had the added section on benchmarking been submitted?**

*A-Yes it had all been completed.*

## **21.05 REPORTS**

### **a) Committee Reports**

The governors noted and accepted the minutes of the Curriculum Committee meeting held on 22 February 2021.

The governors noted and accepted the minutes of the Resources Committee meeting held on 1 March 2021.

The governors noted and accepted the minutes of the Admissions Committee meeting held on 5 March 2021.

*Governors noted that the information had been sent to the Local Authority by the required date.*

The governors ratified the following policies as commended by the Curriculum Committee.

- PHSE Policy.
- Remote Learning Policy.

### **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.

## **21.06 SCHOOL IMPROVEMENT AND SELF-EVALUATION IN THE EXTRAORDINARY NATIONAL CONTEXT**

The Headteacher updated governors on the progress of this year's improvement priorities and the move to remote learning. The Headteacher had included a schedule which outlined what had happened in the Spring Term 2021 and the steps to be taken in the Summer Term 2021 to achieve the best outcomes for all pupils.

### **Key Priority 1-Teaching and Learning**

All pupils returned to school in September 2020, all mental, physical and learning needs were identified and addressed

### **Spring Term 2021 Evaluation**

School went into lockdown again 05.01.21 until 08.03.21. We provided a blended curriculum approach which included live, recorded and

supported teaching experiences using DFE approved White Rose Maths and Oak Academy teaching sessions. All pupils were issued white rose maths pupil booklets to support their maths teaching.

Just under 50% of pupils attended on a daily basis and the full curriculum was offered with a focus on PSHE and core subjects in the morning. Fridays were promoted as non-screen days with different themes each week by each class.

Engagement has been high across the school – including those without their own IT resources, as school has loaned devices, however, it was not yet possible to access what impact this last lockdown has had on standard progress and attainment levels. Staff would be completing formative assessments over the next few weeks to re-establish the summer baseline and catch up priorities. Initial findings relate to writing stamina has declined along with general paper presentation skills, catch up with phonics, SPAG and possibly reading fluency. Physical health was being prioritised using additional sport coach sessions throughout school and wider music opportunities would also restart for KS2 after 8<sup>th</sup> March.

138/140 returned to school on Monday 8<sup>th</sup> March. Two pupils were isolating and returned to school on 09.03.2021

*Next Steps – Summer Term 2021.*

- 1. Develop the wider curriculum to ensure curriculum drivers (core values) are used across the curriculum.*
- 2. Ensure pupils needing catch-up interventions were targeted focusing on gaps in skills and knowledge.*
- 3. Whole school focus on sticky knowledge and vocabulary – look at knowledge organisers as memory aids.*

## **Key Priority 2-Outcomes for pupils**

Plan, deliver, assess, monitor PSHE and Relationship Education to promote and support pupil wellbeing, ensuring all children are 'ready for learning'.

PSHE curriculum has been finalised and gone to parents for consultation. Feedback supports the teaching on SRE in school. Parental feedback had been shared on the school website.

All staff have prioritised PSHE and wellbeing within the blended curriculum and was the focus for the rest of this term along with English and maths.

JEP and SM had completed network training and would formulate a viable action plan as this subject was now compulsory throughout school.

**Next Steps Summer Term 2021**

1. To update PSHE action plan and curriculum programme following January lockdown.
2. To monitor with PSHE Lead - PSHE floor books, environments, pupil conversations and lessons.

Continue to develop enquiry curriculum including links to current curriculum themes across school

### **Key Priority 3-Outcomes for pupils**

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)

CPD has continued to the maths leads across school – from the North West Maths Hub. We had made the decision to continue with White Rose Maths rather than Red Rose as this was priorities as part of the blended curriculum offer from January to March 2021. Using pupil booklets and presentations from WRM. Staff had appraised this model and further training would be provided by the maths lead next term. Formative and summative assessments need to take place to assess the impact of lockdown on pupil progress and retention of knowledge. Initial findings had identified fractions, SSM and general problem-solving skills need to be improved across KS2, whilst SSM calculation and number consistency

Next Steps Summer Term 2021

1. NCTM maths hub CPD for all staff
2. Formative and summative assessment opportunities to inform catchup intervention support.
3. Maths vocabulary focus throughout school.

Greater Depth / high achievers need to be identified and pushed through targeted problem solving and reasoning activities – also the focus for moderation along with PPG.

*Governors thanked the Headteacher for her detailed and comprehensive update.*

#### **a) Children's Safeguarding Assurance Partnership – Safer Remote Learning**

The Governing Body noted the Safer Remote Learning guidance, which had been reviewed and the checklist completed. The guidance was on the School Website.

#### **b) Plans for Covid-19 Catch-Up Funding / Requirement to publish**

The Headteacher presented the school's approach to catch-up from the start of the autumn term, including how the funding was being used and the impact thus far.

It was confirmed that details of the grant for the academic year 2020/21 had been uploaded to the school's website.

## 21.07 HEADTEACHER'S REPORT

### a) Termly report

The Headteacher's written report had been circulated in advance of the meeting.

Reference was made to the following:

- School Population = 140 pupils/ class structure. 2 LAC pupils would be joining making it 142.
- Attendance = 96.7%.
- Pupil movement/Admissions. The year groups were full, and there was 1 appeal to be heard.
- Admissions- There had been 48 applicants.
- Quality of Education for all Years showing:
  - Blended Learning.
  - There had been expenditure on IT equipment /hardware. The next stage would be to look at WIFI.

#### **Q- Was training required for the new white boards?**

*A- Yes there was an online course offered that would be looked at after Easter.*

- Core subjects were being taught.
- Use of fabulous Fridays.
- There would be a whole school curriculum review carried out when there was a return to whole school attendance.
- Quality of teaching remained the same as the autumn term.
- Pupil Progress- There had been no bubble closures, the provision was a mixture of in school learning and remote learning. Most year groups had made progress.
- On return to school further assessments would need to be done, to identify the impact of lockdown. This would help to guide a comprehensive catch-up programme.

#### **Q- What was the position with tests etc?**

*A-At the end of the Spring term there would be teacher assessments. In the Summer term there would be a mixture of SAT's and teacher assessments. The school would still carry on with EYFS. In Year2 there would be optional SAT's. In Year 4 there would be multiple tests checks and benchmarking used. In Year6 use SAT's from 2018, there would be help with judgements. The White Rose Maths has its own assessment which can be used.*

- SEND Pupils remained at the same level. The send policy and information had been updated. There were 9 pupils on the send register.
- PPG Numbers =18

- Objectives had been prioritised.
- Projected Spend £ 17k.
- The end of autumn term data had been produced.
- 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 listed.
  - There would be self-evaluation carried out in April. There would be help with Summer Term moderation.
  - The school advisor had helped with moderation to ensure consistency across the school.
- Professional Development
  - Most of the CPD was done virtually.
- Management
  - All teachers had their previous performance reviewed. The new teacher appraisal cycle had started.
  - Mid -term reviews would be done for all teachers
  - Safeguarding/protection procedures /monitoring was in place.
  - Fire drills had been carried out.
- Stakeholder views and Partnerships
  - There had been a positive response from parents on the new Covid rules and regulations.
  - There had been a good response from parents on the remote learning survey.
  - Parents were just keen to see the results
- Environment
  - The school environment had promoted positive attitudes to learning and behaviours.
  - All school areas were Covid compliant
- Culture and Ethos.
  - The Christian Ethos, vision, mission and values underpinned the whole curriculum.
  - Class worship had taken place.
- Financial Report
  - Positive well managed budget.
  - School funds had been audited.
  - Grants/DFC funds had been used for IT / hardware.
- Closing Statement.

### **Other Discussion**

- The applications to join the school in September 2021 had been 49.
- Of the applications there were 15 siblings that worshipped at the church.
- Governors expressed their thanks to Mr Parsons who was

leaving the school. He had been a very hard working and diligent member of staff. All governors expressed best wishes for the future

*The Headteacher was thanked for her comprehensive report.*

**b) Required Actions for Type A Visits**

The Governing Body confirmed that the approval for Type A and Type B visits was being managed on EVOLVE.

**c) Approval and Evaluation of Educational Visits**

There were no visits to approve at the time of the meeting.

**d) Unavoidable School Closures**

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

**21.08 FINANCE**

**a) Schools Financial Value Standard (SFVS)**

The Governing Body approved the SFVS including:

- The completed checklist;
- The completed dashboard spreadsheet;

The Governing Body delegated the submission of the approved standard to the Headteacher/School Business Manager, noting it should be submitted to the County Council by 31 March 2021. This had been completed. So was approved by governors.

**b) School Budget 2021/22**

The Governing Body delegated the review and recommendation of the school's budget plan for 2021/22, and a forecast for 2022/23 and 2023/24 to the Resources Committee.

**Res  
Comm**

It was noted that this had to be submitted to the County Council by Friday, 21 May 2021.

The budget and forecasts would be presented for approval at the next meeting of the Governing Body.

**Res  
Comm**

**c) Lancashire Schools' Forum**

The Governing body noted the information provided about the Schools' Forum election process and delegated to the Chair the responsibility for voting on behalf of the Governing Body should an election take place in the summer term 2021.

**Chair**

## **21.09 GOVERNOR TRAINING AND DEVELOPMENT**

The training link governor reported on:

- a) the training needs of the Governing Body/individual governors as identified from the most recent skills audit.
- b) THE KCSIE document needed to be understood by governors so two governors would book on the course.
- c) All governors would need to be trained in the New Ofsted framework. There was online training available for governors.
- d) 2 new governors would book on the governor induction course.

It was noted that all governors had a Schools' Portal account.

It was agreed that the Covid-19 Review of Virtual Governance would be completed at the summer term governing body meeting.

## **21.10 CAPACITY WITHIN SCHOOL TO SUPPORT NQT INDUCTION 2020/21**

Governors noted that the school did not currently employ any newly qualified teachers (NQTs) and did not feel there was a need to complete the NQT Induction Partnership Agreement Checklist 2020/21.

## **21.11 PERSONNEL**

### **a) Lancashire Personnel Policies**

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

- Appraisal Policy (Teachers) – September 2020
- Capability Policy (Teachers) – September 2020
- Extreme / Unpredictable Weather Guidance – January 2021
- Guidance on the Use of Social Networking – December 2020
- OHU Referral Guidance and Questions – November 2020
- Pay Policy (Teachers) – September 2020
- Recruitment and Selection Guidance – September 2020
- School Staff Code of Conduct – September 2020
- Statement of Ethical Standards – September 2020

### **b) Appraisal**

The Governing Body confirmed that appraisals had taken place for all teachers and school leaders. It was also noted that appropriate objectives were in place for the current year, and arrangements had been made for mid-year reviews.

## **21.12 DETERMINATION OF ADMISSION ARRANGEMENTS**

*(Voluntary Aided, Foundation, Free schools and Academies only)*

The Headteacher confirmed the determined admission arrangements would have been forwarded to the County Council and the diocese by 15 March 2021.

Confirmation was received that the document was available on the school's webpage, and had been sent to neighbouring local authorities and out of county schools.

#### **21.13 INFORMATION, UPDATES AND ITEMS FOR FURTHER DISCUSSION AS APPROPRIATE**

- Arrangements for School Inspection – Ofsted
- Governance Handbook

#### **21.14 FORUMS FOR CHAIRS AND VICE-CHAIRS**

Governors noted that this term's forum had been held remotely. The Chairman had attended the meeting in February 2021 and reported that there were no topical issues.

The Chair confirmed he/ hoped to attend the next meeting, and noted the dates and times of future meetings.

#### **21.15 LASGB**

The Governing Body noted the information provided by the LASGB.

#### **21.16 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.

#### **21.17 DATE AND TIME OF NEXT MEETING**

The next meeting of the Governing Body would be held at 7.00pm, on Tuesday 29 June 2021.

Committee meetings were arranged as follows:

Resources Committee Meeting Tuesday 4 May 2021 at 5.30pm.  
Curriculum Committee Meeting Tuesday 8 June 2021 at 5.30pm.

#### **21.18 CLOSING REMARKS**

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