

LANCASHIRE COUNTY COUNCIL
GOVERNOR SERVICES

MELLOR ST MARY CE PRIMARY SCHOOL

AUTUMN TERM MEETING

MINUTES OF THE MEETING OF THE FULL GOVERNING BODY HELD IN SCHOOL
WITH VIRTUAL ACCESS ON TUESDAY 22 NOVEMBER 2022 AT 7.00PM

PART A

PRESENT: Mr P Skupski (*Chair*)
Mrs H Adams
Mr C Blackburn
Mrs N Burtonwood-Wilson
Ms S Chudasama
Mr P Metcalfe
Mr M O'Donoghue
Mrs J Taylor
Mrs C Wilding
Mrs E Wilson
Mrs J Embley-Peers (*Headteacher*)

IN ATTENDANCE: Mrs M Calland (*Clerk*)

The meeting was opened with a prayer. New parent governor Mrs Wilding was welcomed to her first meeting of the governing body.

22.33 APOLOGIES FOR ABSENCE

There were no apologies for absence.

22.34 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 2023.

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

22.35 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 2023.

It was agreed that Mrs J Taylor be elected as vice-chair.

22.36 GOVERNING BODY MATTERS

ACTION

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 all governors had the required clearances.

The chair confirmed the Single Central Record (SCR) was up to date, and all details in relation to governors had been duly recorded.

c) Membership

Mrs C Wilding was welcomed to her first meeting of the full governing body. As a new Parent governor, she was asked to ensure that she;

1. started the DBS process within 21 days of appointment otherwise there was a risk of disqualification;
2. completed a register of business/pecuniary interests form and submitted it to the school;
3. had a Schools' Portal account arranged for them; and
4. arranged to attend one of the New Governor training sessions if they were totally new to governance.

Mrs Wilding

It was noted that Mr M O'Donoghue's term of office as Authority governor would end on 17 March 2023. Mr O'Donoghue expressed his intention to step down from the governing body at the end of his term, which would leave a vacancy for a Local Authority governor.

Governors thanked Mr O'Donoghue for his contribution to the governing body.

It was discussed that there was a potential applicant for the LA role, the clerk would forward the application form to the headteacher closer to the expiry of Mr O'Donoghue's term.

Clerk

Governors noted the Foundation governor (ex-officio) vacancy.

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.

e) Code of Conduct

The Governing Body reviewed and confirmed adoption of the Code of Conduct (2021). Governors were encouraged to reflect on the commitment, duties and responsibilities included in the Code. All agreed to adhere to the Code of Conduct.

f) Disqualification Criteria

The Governing Body noted the disqualification criteria for governors.

22.37 MINUTES OF THE PREVIOUS MEETING HELD ON 28 JUNE 2022

It was agreed that the minutes of the meeting held on 28 June 2022 having been circulated, be approved and signed by the Chair as a correct record.

22.38 MATTERS ARISING FROM THE MINUTES

It was confirmed that all actions from the previous minutes had been carried out.

22.39 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 2022/23 academic year be appointed as detailed at Appendix A to the minutes.

The terms of reference and delegated powers of the committees would remain the same as in the previous year.

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

22.40 REPORTS

a) Committee Reports

The governors noted and accepted the minutes of the Curriculum Committee meeting held on 18 October 2022.

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

- Attendance, Admissions
- Safeguarding, Online Safety,
- Mobile Technology, Acceptable Use Agreements, Social Media Policy,

- Anti Bullying, Behaviour, SEND,
- GDPR, Complaints,
- Children in our Care, Pupil Premium,
- Supporting Medical Conditions, Mental Health and Wellbeing,
- Collective Worship, RE, PSHE, Teaching and Learning
- Charging and Remissions

The governors noted and accepted the minutes of the Resources Committee meeting held on 1 November 2022.

The following update to the minutes was given:

Item R22.39) The H&S risk assessment had been carried out and it was confirmed that there was no RCLAV present in the building.

Item R22.39) The drainage issues had been resolved.

Item R22.37) Resources committee members would hold an additional meeting to clarify some of the figures on the monitoring report. The Resources committee would keep governors updated on the financial situation as it developed.

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.

22.41 SCHOOL IMPROVEMENT

a) School Improvement and Self Evaluation

The headteacher had shared the RAG rated SIP prior to the meeting. The following progress update was given:

Week 7- Review termly assessment formats- Mr Blackburn was in touch with company 'HeadStart Primary', who provide standardised assessments.

Week 9- Pupil progress meetings had taken place.

Week 9- Internal moderation for writing was taking place and external moderation would be arranged.

b) Keeping Children Safe in Education 2022

Governors confirmed that they had read Keeping Children Safe in Education 2022, and that arrangements were in place to comply with the governor safeguarding expectations. Governors had completed safeguarding training either through their own work or via cluster training. Governors were also invited to attend Prevent training Monday 28 November at 3.30pm.

Governors

22.42 HEADTEACHER'S REPORT

a) Termly report

The headteacher's written report had been circulated in advance of the meeting. Attention was drawn to the following key points:

IDSR

- The School Inspection Data Summary Report was now available.
- There were no headline figures or significant concerns on the report.

Attendance

- Absence rates were in the lowest 20% nationally.
- Two penalty notices had been issued for holidays taken in term time and a further one was pending.

Q- How much is the fine?

A- £120 per child per adult, reduced to £60 if paid early.

Teaching profile

- Mostly 'good' with some 'outstanding'.
- The school advisor would be visiting on the 1 December to carry out a learning walk on writing.

Q- Is the quality of teaching stronger when compared to previous years?

A- Yes, the 'outstanding' practice had increased. It is the strongest it has been for the past six years.

Early Years

- There is some difficult behaviour in EY which has impacted on staff wellbeing. Some temporary staff changes have been put in place to help with this.
- Supervision has taken place.

Management

- Teacher performance management targets reviewed and new appraisal cycle started.
- Support staff appraisals will take place in December.

- The pay committee met and approved recommended pay awards.

Data

EYFS- Above local and national data.

Phonics- Above local and national. Children that didn't pass in Year 1 or 2 will be given further support in Year 3.

KS1- Above local and national at expected, below at GD.

KS2- Above local and national at expected, below at GD.

SEND- Some are on track to meet ARE, however it will not be possible for all to meet this due to their needs.

PP- Gap narrowing between PP children and other children meeting ARE.

Pupil questionnaire

- Key results were that the majority of pupils enjoyed school and felt safe and supported.
- As discussed at curriculum only 59% reported feeling that visitors enhanced their learning- this could have been due to the timing of the questionnaire.

Buildings

- There had been issues with the quality of work on the log fencing repair. This was ongoing and the work hadn't yet been signed off.
- A meeting would be held on the 1 December to assess whether the school kitchen would be eligible for a school condition grant bid. The current kitchen equipment was outdated and did not comply with H&S or energy efficiency requirements.

The headteacher was thanked for her detailed report.

b) Unavoidable School Closures

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

22.43 SCHOOL TERM AND HOLIDAY DATES 2023/24

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 2023/24 and agreed INSET days on:

- Friday 1 September 2023
- Friday 20 October 2023
- Friday 22 December 2023
- Monday 3 June 2024

- Monday 22 July 2024

22.44 EDUCATIONAL VISITS – APPROVAL AND EVALUATION

The Headteacher reported details of the following proposed educational visit which was considered and approved:

Tower Wood- 23rd-25th June 2023.

It was discussed that due to costs, the trip might be offered every other year going forward.

22.45 LANCASHIRE PERSONNEL POLICIES

The governing body delegated approval of the following policies to the committee/ FGB meetings spring 2023:

Committee/
FGB spring

- Absence (Management of Sickness) (August 2022);
- Absence (Management of Sickness) Guidelines (August 2022);
- Absence Procedure (Teachers) – Centrally Managed Services (August 2022).
- Appraisal (Support Staff) (April 2022);
- Bullying & Harassment Policy, Procedure and Appendices (April 2022);
- Capability Procedure (Support Staff) (May 2022);
- Collective Disputes – Model Procedure (Teachers) (May 2022);
- Disciplinary & Dismissal Procedure (Support Staff) (June 2022);
- Disciplinary & Dismissal Procedure (Teachers) (June 2022);
- Disciplinary Procedure (Teachers) – Centrally Managed Services (June 2022);
- Flexible Working (May 2022);
- Grievance Procedure (Support Staff) (August 2022);
- Grievance Procedure Teachers (August 2022);
- Grievance Procedure (Teachers) – Centrally Managed Services (August 2022);
- Job-share (April 2022);
- Long-term Absence Procedure (August 2022);
- Probation Arrangements Support Staff in Schools (May 2022);
- Short-term Absence Procedure (August 2022);
- Whistleblowing Policy (Delegated Schools) (April 2022);
- Workforce Planning and Redundancy (August 2022).

22.46 FINANCE

a) Finance Policies

The governing body delegated the approval of the following policies to the Resources Committee:

Spring
RES
meeting

- Charging and Remissions Policy;
- Control and Disposal of School Assets;

- Debt Management / Billing Arrangements (document and policy);
- Income Treatment and Reconciliation Policy (including the use of cashless payment systems);
- Internal Financial Regulations;
- Lettings Policy/Charges;
- Petty Cash / Imprest Accounts Financial Arrangements (document and policy);
- Potential Risks and Key Controls Checklist;
- Use of Direct Central Payment / Non-Order Invoice and Confirmation Order Routes within FMS.

The headteacher was requested to ensure that the Lettings Policy and Charging and Remissions Policy were available on the school website.

Headteacher

b) Schools Financial Value Standard (SFVS)

Governors agreed that the headteacher and Mrs Adams would consider the SFVS on behalf of the governing body. A detailed report together with the completed self-assessment, related party transactions spreadsheet and action plan would be brought to a future meeting of the governing body for approval.

Headteacher/
Mrs Adams

It was agreed that the headteacher would submit the approved standard to the local authority by 31 March 2023.

Headteacher

c) Budget Sustainability

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

d) The Unofficial School Fund 2021/22

The governing body noted receipt of and approved the audited accounts of the unofficial school fund for 2021/22.

Governors appointed Mr M Taylor as the auditor for the 2022/23 account.

e) Financial Transparency of Local Authority Maintained Schools and Academy Trusts

The governing body confirmed that the required information had been published on the school's website and noted that further requirements may be provided in due course.

22.47 GOVERNOR TRAINING AND DEVELOPMENT

a) Course booking update

Governors noted the change to the booking procedures for Course Booking.

The headteacher asked governors to contact her if they couldn't access the LPDS website.

Governors

b) Training Link governors report

New governors would be sent the link to relevant training courses.

It was noted that all governors had access to the Schools' Portal.

22.48 SCHOOL ADMISSIONS

Governors noted the details of the processes and statutory closing dates outlined in the supporting information.

No changes to the admissions criteria or numbers were proposed, and it was confirmed that the school had consulted within the last seven years and would be due to consult next year.

22.49 INFORMATION, UPDATES AND ITEMS FOR FURTHER DISCUSSION AS REQUIRED

Governors noted the following:

- a) The message from the Executive Director of Education and Children's Services.
- b) Health and Safety Updates.
- c) Primary School Data
- d) Schools to Share Daily Attendance Data and Take Part in Research
- e) New National Tutoring Programme (NTP)
- f) New Careers Guidance Requirements
- g) Ofsted Guidance – Inspecting Schools: Guide for Maintained and Academy Schools
- h) What Maintained Schools Must Publish Online
- i) Understanding Your Data: A Guide for School Governors and Academy Trustees
- j) Behaviour in Schools
- k) Implications of the School Bills Including Academisation.

22.50 FORUMS FOR CHAIRS AND VICE CHAIRS

The governing body noted booking arrangements for termly forums.

22.51 LASGB

The governing body noted that information and updates about the work of the LASGB, were available via their website

22.52 ACADEMISATION

Governors received a presentation on the Diocese MAT.

22.53 CONFIDENTIALITY

Governors were reminded that all matters discussed at governing body meetings were not for general discussion outside the meeting.

The governing body considered whether any items discussed were required to be recorded in the minutes as confidential; that is, that should not be made available to the general public should a request be received to view governing body papers.

For the purpose of the minutes there were no items deemed confidential.

22.54 DATE AND TIME OF NEXT MEETING

The governing body confirmed the dates for spring term meetings as follows:

Spring Term 2023

Curriculum Committee	Tuesday 21 February 5.30pm
Resources Committee	Tuesday 28 February 5.30pm
Governing body meeting	Tuesday 21 March 7.00pm

Summer Term 2023

Resources Committee	Tuesday 9 May 5.30pm
Curriculum Committee	Tuesday 6 June 5.30pm
Governing body meeting	Tuesday 27 June 7.00pm

CLOSING REMARKS

There being no further business, the Chair thanked everyone for their attendance and support, and duly closed the meeting at 8.05pm.

Appendix A
Education & Cultural Services- Governors System
School: 11072 Mellor St Mary's CE Primary.

Admissions Committee

Mrs H Adams
Mrs N Burtonwood-Wilson
Ms L Skupski - Bursar/Observer
Mrs J Embley-Peers
Ms C Wilding

Curriculum Committee

Mr C Blackburn
Mrs N Burtonwood-Wilson
Ms S Chudasama
Mrs J Embley-Peers
Mr M O'Donoghue
Mrs J Taylor
Mrs E Wilson

Nominated Governors

Training Link Governor - Mrs H Adams
Science - Ms S Chudasama
English - Mrs Burtonwood-Wilson
Year 6 -Mrs N Burtonwood-Wilson
PSHE- Mrs H Adams
MFL- Mrs H Adams
Year 2- Ms S Chudasama
Computing- Mr P Metcalfe
Mathematics - Ms S Chudasama
SEND- Mrs J Taylor
Geography/History - Mrs J Taylor
Safeguarding-inc Online Safety/ PPG - Mrs J Taylor
School Website - Ms S Chudasama
Art- Mrs E Wilson
RE/Worship - Mrs E Wilson
Year 5 - Mrs E Wilson
DT- Vacancy
Year1- Mrs J Taylor
Year 4- Mrs C Wilding
Year 3- Mr P Skupski
P.E- Mrs H Adams
Music- Mrs C Wilding
EYFS- Mrs H Adams
Assessment - Mr P Metcalfe

Pay Committee

Mrs H Adams
Ms S Chudasama
Mrs J Taylor

Complaints Review Committee

Mrs N Burtonwood-Wilson
Ms S Chudasama
Mr P Skupski

HT Appraisal Committee

Mrs N Burtonwood-Wilson
Mr P Skupski
Mrs E Wilson

Pay Appeals Committee

Mr M O'Donoghue

Pupil Discipline Committee

Ms C Wilding & Mr P Skupski

Resources Committee

Mrs H Adams
Mr C Blackburn
Mrs J Embley-Peers
Mr P Metcalfe
Mr P Skupski
Ms C Wilding

Staff Discipline and Dismissal Committee

Vacancy
Mr M O'Donoghue

Staff Discipline and Dismissal Appeals Committee

Mr P Skupski
Mrs J Taylor

Staff Grievance Committee

Vacancy
Mr P Skupski