

LANCASHIRE COUNTY COUNCIL GOVERNOR SERVICES

MELLOR ST MARY CE PRIMARY SCHOOL

SPRING TERM MEETING

MINUTES OF THE MEETING OF THE FULL GOVERNING BODY HELD IN SCHOOL
ON TUESDAY 21 MARCH 2023 AT 7.00PM

PART A

PRESENT: Mr P Skupski (*Chair*)
Mr C Blackburn
Mrs N Burtonwood-Wilson
Ms S Chudasama
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.

23.01 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Mrs H Adams and Mr P Metcalfe.

23.02 GOVERNING BODY MATTERS

a) Declaration of interest

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

b) Membership

The clerk advised there were vacancies for a Local Authority governor and a Foundation governor (ex-officio).

c) 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.

ACTION

d) Keeping Children Safe in Education (KCSiE)

All governors confirmed they were aware of, and complied with, the requirements outlined in KCSiE 2022.

Mrs Wilding would complete annual safeguarding training.

Mrs Wilding

23.03 MINUTES OF THE PREVIOUS MEETING

It was agreed that the minutes of the meeting held on 22 November 2022, having been circulated, be approved and signed by the Chair as a correct record.

Chair

23.04 MATTERS ARISING FROM THE MINUTES

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

23.05 REPORTS

a) Committee Reports

The governors noted and accepted the minutes of the Curriculum Committee meeting held on 21 February 2023.

The governors noted and accepted the minutes of the Resources Committee meeting held on 28 February 2023.

- The energy bills had been shared with the Resources committee.
- There was a meeting scheduled with the finance officer to discuss the budget 23/24. Clawback would be avoided.

b) Nominated Governors

There were no reports from nominated governors.

Governors were invited to visit to meet with their link class teachers.

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.

23.06 SCHOOL IMPROVEMENT

a) School Improvement Plan

The updated SIP and SEF had been shared with governors prior to the meeting.

b) School Improvement – Suggested Questions

Governors considered the suggested questions and agreed that most had been answered via the committee meetings and headteacher's report.

Q- What is meant by the context of our school?

A- These are factors such as deprivation. The Ribble Valley is a low deprivation area so pupils would be expected to be average or above, whereas pupils entering from Blackburn, which is a higher deprivation area, may be below on entry.

c) SEND Update

The headteacher updated governors that two EHCP applications had been made. One had been confirmed with funding of £6850 (pro-rata as pupil in yr. 6) the second was still going through.

Q- How many applications are turned down?

A- We only put in applications that we are sure will go through as it takes a lot of time, effort and resources to complete. It currently takes around 20 weeks for an application to be processed.

Q- If funding comes through does this have to be used for 1:1 support or can support be combined?

A- If the EHCP states 1:1 support is required then we must provide this, however not all specify this. There may be other requirements which we have to meet e.g. specialist teacher provision.

Q- Does the funding cover the cost?

A- No. We have to prove an initial spend of £10,000 to support the pupil e.g. through TA support/ intervention.

Q- Does the funding follow the pupil through school?

A- It is reviewed annually and if the pupil's circumstances have changed this funding might be increased or reduced. Some EHCPs don't have any funding attached.

23.07 HEADTEACHER'S REPORT

a) Termly report

Governors had received the headteacher's written report in advance of the meeting. Attention was drawn to key points and questions invited:

Numbers

- There were 141 pupils on roll. 4 pupils (3 families) had left since the autumn term.

Q- Why did they leave?

A- For the EYFS pupils, places were available at their first-choice schools. For the other two pupils their family opted to move to private schooling as they wanted a non-faith school. These families were British Asian heritage and hadn't selected Mellor as

their first choice. We may see this pattern going forward as Lammack primary school has expanded.

Q- Will this affect intake?

A- We normally get 55-59 applications for 20 places. This year we've had 35, we don't know if these are first, second or third choice. There is a low birth rate in East Lancs. which is also affecting intake in our cluster schools. The two available places in EYFS are advertised.

Attendance

- 12 families had been contacted via phone and letter regarding persistent absence.
- Three penalty notices had been issued and there would be a further three after Easter.

Q- How is attendance compared to national averages?

A- We are still above but getting closer. We track attendance closely for all cohorts. It is included on the newsletter to keep parents aware and they have been warned about penalty notices for unauthorised absences in term time. We are hoping applications for holidays will ease once the backlog from Covid has cleared.

Subject reports

Governors received subject reports in:

- English- Handover with Mrs Harwood underway
- Science- Mr Birchall to deliver training
- Art- Training on sketchbooks delivered
- DT- Training for all staff next term
- History- now high profile in curriculum
- Geography- Mr Blackburn and Mr Hammond to complete 5 key learning objectives
- MFL- Pupil voice gathered
- SMSC- Relationship education high on agenda. School follows a strict policy for teaching this and employs outside agencies to support delivery of sex education.
- RE- New diocesan framework

Q- Overall are you happy with subject leadership?

A- Yes, it's the strongest it has been. Staff on maternity leave will be supported to take over when they return and we will ensure subjects continue to move forward.

Data

Data from the Year 6 assessments/ mock SATs was shared with governors:

	Expected (%)	Greater Depth (%)
Reading	90	40
Writing	80	10
Grammar	90	45
Maths	85	25
RWM	80	10

- It was discussed that if the results were similar in the SATs this would be very good.
- Mrs Pye would be supported to return to Year 6 by Mrs Pickup. To ensure a smooth transition Mrs Pickup would continue to work one day per week in class after Easter.

Q- Do you expect progress to be good?

A- Yes, progress will be good as these pupils were slightly under when last benchmarked. Considering they have experienced Covid in between this is a good outcome.

Moderation

- Cluster and internal moderation had taken place.
- The moderation had been checked by an external advisor.

Leadership and Management

- There had been class closures in EYFS and Year 3 on NEU strike days.
- The SEF remained solidly good, with some areas outstanding.
- Performance management reviews and pupil progress meetings would be carried out.

H&S and Buildings

- It had been confirmed that the kitchen would be fully refurbished over the summer holidays.
- The new dishwasher would be installed over Easter if possible. Due to the steriliser failing school was currently using biodegradable disposable plates which were very expensive.

The headteacher was thanked for her comprehensive report.

b) Approval and Evaluation of Educational Visits

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

Recent visits included the Year 6 trip to Manchester Police Museum, Lets Go Sing and the Class 3 and 4 trip to Burnley College. All had gone well, and the pupils' behaviour was excellent.

There had been visitors into school including:

EYFS- Vet and zookeeper.

Y2 & 6- Fire brigade

KS1- Great Fire of London performers

Whole school- Poet for World Book Day

Q- Will there be a buddy trip?

A- Yes this is usually in the summer term.

c) Unavoidable School Closures

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

23.08 FINANCE

a) Schools Financial Value Standard (SFVS) 2022/23

The governing body approved the SFVS and related party transactions template as recommended by the Resources committee.

The governing body delegated the submission of the approved standard to the headteacher/school business manager noting that it should be submitted to the county council by 31 March 2023.

Headteacher

b) School Budget 2023/24

The governing body delegated the review and recommendation of the school's budget plan for 2023/24, and a forecast for 2024/25 and 2025/26 to the Resources Committee.

It was noted that this had to be submitted to the county council by Friday, 19 May 2023.

The budget and forecasts would be presented for approval at the next governing body meeting.

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 2023.

23.09 GOVERNOR TRAINING AND DEVELOPMENT

a) Governor Training

Mrs Wilding would attend new governor training.

The Chair had attended a course on Ofsted.

The headteacher would arrange a full governor training session on preparation for Ofsted in the autumn.

Mrs Wilding

Headteacher

b) Governing Body – Self Evaluation

Governors considered the NGA self-evaluation questions and were satisfied that they met the requirements.

23.10 PERSONNEL

a) Pay Policy 2022/23

The governing body confirmed adoption of the model Pay Policy (September 2022).

b) 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)
- Ill Health Retirement – Support Staff
- Recruitment and Selection
- School Staff Code of Conduct
- TLR Guidance

c) 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.

23.11 SCHOOL COMPLAINTS POLICY

The governing body confirmed adoption of the DfE model complaints policy and procedure, and the DfE model policy for managing serial and unreasonable complaints.

23.12 HEALTH & SAFETY

a) Health & Safety Questionnaire

Mrs Wilding agreed to be H&S governor.

Clerk

Governors noted the requirement for schools to complete the annual health and safety questionnaire and asked Mrs Wilding to work with the headteacher in fulfilling this requirement.

Mrs Wilding

It was confirmed that in the recent H&S visit school was compliant in all areas.

b) Risk of Asbestos Exposure from World War II Gas Masks

The governing body confirmed that the school did not hold any WWII gas masks.

There was one area of school which had asbestos which required treatment (skylight art room). A specialist company would be arranged.

c) Emergency Plans for Unexpected School Closures due to Adverse Weather

Governors noted that emergency plans were in place for adverse weather conditions that may affect the school.

23.13 DETERMINATION OF ADMISSION ARRANGEMENT

The headteacher confirmed the determined admission arrangements had been forwarded to the county council and the diocese by 15 March 2023.

23.14 INFORMATION, UPDATES AND ITEMS FOR FURTHER DISCUSSION AS REQUIRED

The governing body noted the guidance and additional information in relation to:

- a) Update from the Head of Education Improvement
- b) Ofsted – School Inspections
- c) Ofsted Inspection and Governance

23.15 FORUMS FOR CHAIRS AND VICE-CHAIRS

The Chair had booked to attend an upcoming forum.

23.16 LASGB

The governing body noted the information about the LASGB.

23.17 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.

23.18 DATE AND TIME OF NEXT MEETING

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 8.15pm.