

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

**MELLOR ST MARY CE PRIMARY SCHOOL**

**SUMMER TERM MEETING**

**MINUTES OF THE MEETING OF THE FULL GOVERNING BODY HELD ON TUESDAY**  
**27 JUNE 2023 AT 7.00PM**

**PART A**

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

**IN ATTENDANCE:** Mrs M Calland (*Clerk*)

*The Chair welcomed everyone to the meeting.*

**23.19 APOLOGIES FOR ABSENCE**

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

**23.20 GOVERNING BODY MATTERS**

**a) Declaration of interest**

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

**b) Membership**

Governors were informed that there was a vacancy for a Local Authority governor and there was a potential applicant for this position.

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

**c) Disclosure and Barring Service (DBS) Checks for Governors**

The governing body confirmed that all necessary arrangements were in place, and that all governors had the required clearances.

**ACTION**

The governing body noted the Department for Education recommendation in relation to Section 128 checks.

**d) School Safeguarding Service**

Governors noted the update regarding safeguarding training and confirmed that all governors had fulfilled this requirement.

All governors confirmed they had read and understood Part 2 and Annex C of KCSIE.

In September new updates to KCSIE would be shared with governors and they would complete annual safeguarding training. If any governors were unable to attend in person training, they would be directed to complete online training via LPDS or NGA learning link.

**23.21 MINUTES OF THE PREVIOUS MEETING**

It was agreed that the minutes of the meeting held on 21 March 2023 having been circulated, be approved and signed by the chair as a correct record.

Chair

**23.22 MATTERS ARISING FROM THE MINUTES**

The following matters arising were reported from the minutes of the previous meeting:

**Item 23.12 – Health and Safety**

Once the H&S compliance statement was received, the headteacher would meet with Ms Wilding to go through it.

It was confirmed that all other actions from the previous meeting had been carried out or would be covered in the agenda of this meeting.

**23.23 REPORTS**

**a) Committee Reports**

The governors noted and accepted the minutes of the Resources committee meeting held on 9 May 2023 and the Curriculum committee meeting held on 6 June 2023.

**b) Nominated Governors**

Governors received reports from Mrs J Taylor on Year 1 and Safeguarding and Pupil Premium.

The following question arising from the safeguarding report was raised:

**Q- Are staff files now up to date?**

**A-** Yes. The office staff have also compiled a checklist of required documents which sits at the front of each file to ensure they remain up to date going forward.

Mrs Taylor was thanked for her reports.

### c) Chair's Action

The chair reported that it had not been necessary to take any urgent decisions on behalf of the governing body since the last meeting.

## 23.24 SCHOOL IMPROVEMENT

The SIP 2022/23 would be reviewed at the end of the term and new targets put in place for 2023/24.

The termly data tracker was shared with governors and attention drawn to the following:

### EYFS

72% GLD

#### Year 1

Slight dip in the spring term however 90% passed the phonics screening which was very good.

#### Year 2

Slight dip in autumn however Maths finished at 80% expected and RWM 70%, demonstrating the impact of interventions.

#### Year 3

Not as much improvement as hoped. Some pupils lacking basic arithmetic skills. Mr Blackburn had discussed this at recent Maths Hub meetings and other local schools were seeing the same issue with Year 3, as they missed fundamental learning in KS1 due to covid. There were other factors affecting the Year 3 cohort too, including mental health issues, which had impacted pupils' learning more than anticipated. School was working with the families of these pupils and they were receiving ELSA support.

### **Q- Is the data just from end of unit tests or is it a holistic view of their level?**

**A-** This data is from teacher assessment. We didn't have standardised scores for year 3-5 previously, so this year we have trialled Smartgrade which will provide us with this. Once we get the summer standardised scores, we might find that pupils have done better than we thought, as sometimes teacher assessment is harsher.

Writing would remain on the SIP. Two approaches, mechanical and creative had been used this year and both had strengths. Going forward creativity and fluency would be a focus as these were necessary to achieve greater depth.

### **Q- There are disparities in the data for Year 4 pupils in class 3 and class 4, does the structure of these classes impact this?**

**A-** It is more due to the nature of the cohort. The Year 4s in class 3 are all younger and have a lot of SEN. It has benefitted them being with Year 3 pupils as they are the eldest, which has boosted their confidence, and some of them are working at a similar level to Year 3. If they had been placed in with Year 5 pupils, they may have

struggled. We don't set out to stream pupils, however it would have been difficult for them to access some of the learning in class 4. We've had a request for another pupil with SEN to enter Year 4. We must consider the balance between their needs and how much support can be provided. Year 4 have always been a cohort with some concerns as they were lower on entry and GLD at EYFS. There has always been a big split in the class.

#### Performance Data 22/23

- Data report shared with governors. It was explained that data highlighted in green was above national levels. This included EYFS GLD, Year 1 phonics, KS1 RWM and science.

**Q- With KS2 SATs being challenging this year, will this affect grade boundaries?**

**A-** We will know when the thresholds are released. The KS1 thresholds have been lowered this year. A few Year 6 pupils didn't finish the papers.

**Q- Did this Year 6 have disruption in their teaching?**

**A-** They had some but not significant.

Further elements of the SIP update, including curriculum and teaching profile, were included in the headteacher's report.

## **23.25 HEADTEACHER'S REPORT**

### **a) Termly report**

The headteacher's report on the achievements and developments in school since the last meeting of the governing body was received and noted. Attention was drawn to the following key points:

#### Context

- 18 for the September intake, with a potential additional pupil with an EHCP.
- There would be new pupils in next year's Year 3, 4 and possibly 5. Some of these pupils had additional needs.
- There would be 141-142 on roll in September which would help with the budget.
- A pupil joining Year 1 in September had an EHCP. They had visited school and it was evident they would need significant 1-1 support.

**Q- What is the level of funding?**

**A-** We don't know yet. The EHCP is very detailed in terms of provision, but we don't know the funding attached. We may have to look at some emergency funding to provide support in the interim.

#### Attendance

- The headteacher continued to monitor attendance closely and contact parents when necessary.

- By the end of term ten penalty notices would have been issued.
- Attendance (95.9%) remained above national average (92.4%).

#### Staffing

- Mr Hammond had secured a job at another school and would move on at the end of the year.
- Mrs Pickup would remain as supply and for school led tutoring.

#### SEN

- 3 EHCPs
- A further EHCP submitted.

#### Attitudes and Behaviour

- A survey was carried out in the autumn term, 'Active Lives School Report' which aimed to capture pupils' attitudes to activity and physical education.
- The survey format was not child friendly and pupils lost interest part way through. It was also carried out during a period of bad weather so not necessarily a true reflection.
- Mr Blackburn would share a Google form for parents to complete with pupils, which would give a true account of the range of activities they take part in.

#### **Q- How did our 'Active Lives Survey' results compare with national averages?**

**A-** They were lower generally but higher in activity breakdown. We were lower in walking to school, but the survey was carried out during bad weather.

Moving forward the Sports Grant reporting will be moved online and the results of the survey may be used to inform targets. School would feedback to Sport England regarding the timing and format of the survey.

#### Buildings

- The kitchen refurbishment was scheduled for 24<sup>th</sup> July to 1<sup>st</sup> September. Some new equipment had been ordered.
- Information sent for fire audit.

The headteacher was thanked for her detailed report.

#### **b) Unavoidable School Closures**

The headteacher confirmed there had been partial school closures due to NEU strike action and there was further action planned for the 5<sup>th</sup> and 7<sup>th</sup> of July.

### **23.26 FINANCE - BUDGET OUTTURN 2022/23 AND SCHOOL BUDGETS 2023/24**

The governing body noted the school's outturn position for 2022/23.

Following the recommendation of the Resources Committee, and after considering any budget sustainability issues, the governing body **approved** the school budget plan for 2023/24.

The headteacher confirmed that the Income and Expenditure Form had been submitted to the county council within the required timeframe.

Governors noted receipt of the audited unofficial school fund accounts.

### **23.27 EDUCATIONAL VISITS**

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

The residential trip to Tower Wood had gone very well and pupils really enjoyed it. It would be re-booked for next year either over the same weekend slot, or mid-week if there were any cancellations.

### **23.28 WHAT MAINTAINED SCHOOLS MUST PUBLISH ONLINE**

The governing body asked Ms S Chudasama to carry out a review to confirm that the school website was compliant with the latest DfE requirements.

Ms  
Chudasama

### **23.29 POLICIES AND PROCEDURES**

#### **a) Performance Management and Pay**

In preparation for the performance management of staff in the autumn term, the governing body confirmed that the following arrangements were in place:

- a committee to undertake the appraisal of the headteacher's performance and the validity of the appraisal process across the school (Mr P Skupski, Mrs N Burtonwood-Wilson, Mrs E Wilson);
- the school had bought into the county council Schools Advisory Service for advice regarding the appraisal of the headteacher;
- a committee to undertake pay decisions in relation to the headteacher and teacher's pay (Mrs H Adams, Ms S Chudasama, Mrs J Taylor);
- relevant training had been undertaken by governors to assist them in fulfilling their duties;
- consideration would be given to the changed school context when reviewing performance.

#### **b) Personnel Policies**

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

- Directed Time (January 2023)
- Menopause Policy (March 2023)
- Shared Parental Leave (March 2023).

**c) Election of Chair and Vice-Chair**

The governing body noted the options available for the appointment procedure of chair and vice-chair.

It was agreed that:

- nominations would be accepted by both self and other nomination;
- nominations would be received both prior to and at the meeting;
- voting would be show of hands, unless contested when the option of a secret ballot would be retained.
- in the event of a tie, a second vote would be held; if the outcome remained tied then lots would be drawn;
- in the event of only one candidate being nominated for a position the candidate would not be asked to leave the room while a vote was held

**23.30 WELLBEING PROVISION FOR STAFF**

**a) Culture**

Governors discussed the culture of wellbeing in the school, noting that wellbeing policies were in place and supervision was offered to staff termly. There was also access to support for mental health, financial advice, health advice etc. through the employee assistance programme.

**b) Wellbeing Governor**

The governing body appointed Mrs Burtonwood-Wilson as the wellbeing governor.  
Governors would be updated on the school's wellbeing strategy at the autumn term governing body meeting.

Clerk

Mrs  
Burtonwood-  
Wilson

**c) Employee Assistance Programme**

Governors noted the information provided in relation to the Employee Assistance Programme.

**23.31 GOVERNOR TRAINING AND DEVELOPMENT**

**a) Skills Audit**

The governing body noted the recommendation that an annual skills audit is undertaken.

**b) Training link governor report**

The training link governor report was deferred to the autumn FGB meeting.

Autumn FGB meeting

The Chair had attended a recent chair's forum

**b) Upcoming Courses**

Governors noted the summary of courses available and were encouraged to attend any which would assist them in their role.

**23.32 FOR INFORMATION / ACTION AS APPROPRIATE**

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

- a) Governor Vacancies
- b) Local authority governor vacancies
- c) In-year School Admissions in Lancashire
- d) School Admissions 2025/26
- e) Academisation
- f) External review of governance

The headteacher would contact Joshua Mangas to arrange an external review of governance.

Headteacher

- g) Lancashire Association of School Governing Bodies (LASGB)

**23.33 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.

**23.34 DATE AND TIME OF NEXT MEETING**

The governing body confirmed the pattern of dates for the 2023/24 academic year as follows:

Autumn 2023:

Tue	17	Oct	23	Curriculum	17:30
Tue	31	Oct	23	Resources	17:30
Tue	21	Nov	23	GB	19:00

Spring 2024:

Tue	20	Feb	24	Curriculum	17:30
Tue	27	Feb	24	Resources	17:30
Tue	19	Mar	24	GB	19:00

Summer 2024:

Tue	7	May	24	Resources	17:30
Tue	4	Jun	24	Curriculum	17:30
Tue	25	Jun	24	GB	19:00

Governors received a document detailing all dates including sub-committee meetings.

The chair thanked governors for their attendance and input and closed the meeting at 8.35pm.