

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

**MELLOR ST MARY CE PRIMARY SCHOOL**

**AUTUMN TERM MEETING**

**MINUTES OF THE MEETING OF THE FULL GOVERNING BODY HELD AT THE**  
**SCHOOL ON TUESDAY 19 NOVEMBER 2024 AT 7.00PM**

**PART A**

**PRESENT:** Mr P Skupski (*chair*)  
Mrs N Burtonwood-Wilson  
Ms S Chudasama  
Mr P Metcalfe  
Mrs C Siggs  
Mrs J Taylor  
Mrs J Embley-Peers (*Headteacher*)

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

*The meeting was opened with a prayer.*

**ACTION**

**24.35 APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Mrs H Adams, Mr C Blackburn, Mrs C Wilding and Mrs E Wilson.

**24.36 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 2025.

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

**24.37 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 2025.

It was agreed that Mr P Metcalfe be elected as vice-chair.

**24.38 GOVERNING BODY MATTERS**

a) **Declaration of interest**

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

**b) Membership**

Governors noted the following:

**Changes since the last meeting:**

Mr C Blackburn re-elected as staff governor with effect from 26/9/24.

Ms S Chudasama re-elected as parent governor with effect from 26/9/24.

**Vacancies:**

(Ex-officio foundation governor)

**Terms due to expire this academic year:**

The terms of the following Foundation governors were due to end this academic year:

Mr P Skupski- 26/01/2025

Mrs H Adams- 29/04/2025

Mrs N Burtonwood-Wilson- 04/05/2025

Mrs J Taylor- 28/06/2025

Foundation governors would contact Mrs Adams regarding reapplication.

Governors agreed to review and update their personal details on GovernorHub.

**c) DBS / Section 128 Checks for Governors**

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

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

**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.

Governors agreed to complete the declaration on GovernorHub and completed a paper copy at the meeting.

**Governors**

**e) Code of Conduct**

The Governing Body were asked to review and confirm adoption of the Code of Conduct (2024) via Governor Hub.

Governors were encouraged to reflect on the commitment, duties and responsibilities included in the Code. All agreed to adhere to the Code of Conduct.

**Governors**

**f) Disqualification Criteria**

The Governing Body noted the disqualification criteria for governors.

**24.39 MINUTES OF THE PREVIOUS MEETING**

It was agreed that the minutes of the meeting held on 25 June 2024 having been circulated, be approved and signed by the Chair as a correct record via Governor Hub.

Chair

**24.40 MATTERS ARISING FROM THE MINUTES**

The following matters were discussed:

**24.32) Online safety/ Cyber security**

It was agreed that the Online Safety group would arrange a meeting.

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

**24.41 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 2024/25 academic year be appointed as detailed on Governor Hub.

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 on Gov Hub.

**24.42 REPORTS**

**a) Committee Reports**

The governors noted and accepted the minutes of the following meetings:

**Curriculum-** 15/10/24

**Resources-** 29/10/24

The governors ratified the following policies as commended by the Committees:

- Attendance
- Admissions
- Anti Bullying
- Behaviour
- Charging and Remissions
- Children in our Care; Pupil Premium

- Complaints
- Online Safety
- Mental Health and Wellbeing
- Managing Medical Conditions in Schools
- Mobile Technology, Acceptable Use Agreements, Social Media Policy
- Safeguarding
- SEND
- Supporting Medical Conditions, Mental Health and Wellbeing
- Whistleblowing

And all generic LCC HR policies as detailed in the resources committee minutes.

**b) Nominated Governors**

The governing body received a report from Mr J Taylor on PPG, SEND and Safeguarding. The report was available on Governor Hub and governors thanked her for the detailed report.

**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.

**24.43 KEEPING CHILDREN SAFE IN EDUCATION 2024**

Governors were asked to confirm that they had read and understood Keeping Children Safe in Education 2024. It was agreed this would be recorded on GovernorHub.

Governors

It was noted that arrangements were in place to comply with the requirements for governor training.

**24.44 SCHOOL IMPROVEMENT AND HEADTEACHER'S REPORT**

**a) School Improvement**

The headteacher had presented the 2024/25 School Improvement Plan to the Curriculum committee, summarised as follows:

1. Flourishing relationships: To embed positive relationships across school; child/child, child/staff and staff/staff through establishing a new team and school structure.
2. Flourishing leaders: To ensure all subject leaders are proficient in leading and managing subjects across school and have a positive impact on all learners; establishing new curriculum leaders with accountability for high quality teaching and learning across school.

3. Flourishing curriculum and learners: To ensure the whole school curriculum contains progressive well-designed learning and life experiences for all learners in school; ensuring all children, including SEND achieve to their best of their abilities in all areas of the curriculum – particularly focusing on reading (KS2), writing (whole school) and maths (whole school)

4. Flourishing environments: To develop a sustainable school strategy and plan; establishing a new sustainability lead and a long-term plan to develop the school environment and promote the protection of God's World

5. Flourishing faith school community: To have an outward facing school by developing greater links with community partners including church, UB and other local schools; developing our vision, and values across our local community, better parental communication and developing global links.

The governing body approved the Plan.

Governors received the report from the Local Authority advisor who had recently visited school.

The headteacher updated governors on the progress of the SIP which included the following:

#### 4. Flourishing Environments

- Sustainability lead appointed.
- Governors received the draft sustainability plan.
- The headteacher had proposed working on sustainability with the local cluster.
- Sustainability would be added to the school website.

### **b) Headteacher's Report**

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

Attention was drawn to the following key points:

#### Context

- 138 pupils on roll.
- 1 pupil had left Year 3 and 1 pupil had been admitted to Year 2.

#### Attendance

- Attendance remained good- 96.3% (above national)
- The termly meeting had been held with the LA attendance officer who was happy with the attendance measures in place.
- A persistently absent pupil with emotional based school avoidance was being supported by the headteacher.
- Parents were updated on attendance through the newsletters.

### Quality of education

- Developing Maths.  
The structure of Maths teaching in lower KS2 had been reviewed and a trial of mixed Y3/4 teaching was taking place.
- The trial would be reviewed following the end of term assessment and parent, pupil and staff voice would be taken into account.

### Data

- Data last year was good overall with good levels of greater depth.
- Current Year 6 cohort had 25% of pupils with SEND.
- EYFS baseline completed.

### **Q- How are the EYFS pupils settling?**

**A-** They are settling well. There have been some logistical issues with timetabling to ensure we can deliver the single age group teaching for Maths and Phonics.

### PPG

- PPG pupils were doing well, with around 50% or above on track for Reading, Writing and Maths.
- The PPG strategy remained the same with money used to support staffing, TA support and enrichment for pupils.
- The strategy was available to view on the school website.

### SEND

- The number of pupils on the SEN register, and the number of EHCPs, was slowly increasing.
- Support staff were used for class support and 1-1 support where required.
- Focus last year on developing adaptive teaching methods.

### Safeguarding

- There had been an increase in safeguarding concerns.
- There were three families requiring regular additional support via Early Help, referral to external agencies and ELSA support.
- All actions and outcomes were recorded on CPOMS.

### **Q- On the CPOMS log it says there are 42 records under 'Cause for concern', why is this?**

**A-** This is due to the three families mentioned before who each have multiple logs. We update their records regularly to ensure we have a case file of support for each family.

### **Q- Do you feel confident that staff are logging things correctly on CPOMS?**

**A-** Yes, staff have been reminded of the categories and to ensure they log things correctly. These can then be reviewed by SLT. The headteacher keeps a separate record for pupils with SEND.

- School was part of Operation Encompass.
- The School Advisor had seen the continuum of need which was updated monthly.
- The safeguarding governor, Mrs Taylor, had met with the headteacher recently.

#### Stakeholder views (Outward facing school)

- Parent workshops and parents evening had been held.
- Parent voice had been collected for Maths and Sports.
- Pupil voice captured.
- Headteacher hosting SENCO meetings for the cluster.
- Headteacher leading on moderation in the cluster.

#### Online Safety

- The headteacher shared a document with governors, 'Questions for governors to consider'. These would be reviewed by the Online Safety working group.
- The deputy headteacher received monitoring reports flagging any inappropriate searches. These were then followed up with pupils.
- Staff oversee pupils when using technology.
- Letters sent to families if any cause for concern.
- No significant online safety concerns this term.
- Filtering system checked weekly.

#### **Q- Is the filtering instant?**

**A-** Yes, the filtering provided by Netsweeper will instantly block any inappropriate websites.

The monitoring system alerts us immediately if an inappropriate search has been made and we will then follow this up.

Pupils are reminded of online safety in every computing lesson.

#### Buildings/ H&S

- The headteacher had met with the architect to discuss the SCA bid for the toilets and hall ceiling.
- The toilets were a priority due to safeguarding concerns.
- There had been one Riddor reportable accident due to a pupil trapping their finger in a door. Restrictors and finger guards were in place and the accident was due to human error. The pupil was OK and back in school.

#### FOSMS

- FOSMS had appointed a new leader.

#### After School Club

- School would receive a £3250 grant to extend ASC provision to 6pm. Prospective parents seemed keen on this.

**Q- You reference in your report that you have been challenged this term- has this been the correct level of**

**challenge from parents and do you require any more support?**

**A-** As a school it is important for us to be clear that we make decisions with the pupils' best interests in mind, and we stand by these decisions as we believe we are doing the right thing. We have communicated to parents the reasons for certain decisions, and we will review these as we move forward, taking parental voice into account as well as pupil data and advice from the School Advisor.

*Governors offered the headteacher support in communication with parents, for example they would be happy to attend a parent forum/ information evening if necessary.*

The headteacher was thanked for her detailed report.

#### **24.45 UNAVOIDABLE SCHOOL CLOSURES**

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

#### **24.46 SCHOOL TERM AND HOLIDAY DATES 2025/26**

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 2025/26 and agreed INSET days on:

1<sup>st</sup> September 2025

24<sup>th</sup> October 2025

5<sup>th</sup> January 2026

1<sup>st</sup> June 2026

20<sup>th</sup> July 2026

#### **24.47 EDUCATIONAL VISITS – APPROVAL AND EVALUATION**

- a) The governing body noted the information provided on the health and safety of pupils on educational visits.

The following was confirmed:

**Staff with Head rights:** Jo Embley-Peers

**Staff with EVC rights:** Jo Embley-Peers  
Chris Blackburn

*Option 3*

*The governing body to approve residential Type B visits only prior to submission to Lancashire County Council. The headteacher/EVC to approve all Type A visits and to approve all other Type B visits for submission to Lancashire County Council. The decisions to be reported to the governing body meeting each term.*

The headteacher was requested to check that the details recorded above aligned with those on the EVOLVE system and

to return the e-proforma to the county council by 20 December 2024.

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

## 24.48 LANCASHIRE POLICY/PROCEDURE REVIEWS

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

### List (i)

Capability Procedure (Support Staff)
Probation Arrangements Support Staff in Schools
Collective Disputes - Model Procedure (Teachers)
Parental Leave
Disciplinary & Dismissal procedure (Teachers)
Disciplinary & Dismissal procedure (Support Staff)
Long service award - teachers
Long service award - support staff
Amalgamation/Re-organisation of Schools - Teachers
Amalgamation/Re-organisation of Schools - Support
Breastfeeding at Work
Job-share
Absence (Management of Sickness) Guidelines
Short-term absence procedure
Long-term absence procedure
IR35 guidance
Statement of Ethical Standards

### List (ii)

Flexible Working	Confirmed the process for applications made by the Headteacher (i.e. application goes to the Chair of Governors)
Leave of Absence	Reference to Unpaid Carers Leave added
Adoption Leave	Rate of Statutory Adoption Pay updated
School Staff Code of Conduct	Update to paragraph 7(iii) as a result of the Worker Protection (Amendment of Equality Act 2010) Act 2023, which comes into force in October 2024

Reviews which took place over the spring term 2024

Alcohol / Drug Abuse, Statement for Employees
Directed Time
Extreme / Unpredictable Weather Guidance
Flexible Working
Grievance Procedure (Support Staff)
Grievance Procedure (Teachers)

Job Share
Leave of Absence
Paternity Leave Policy & Form
Shared Parental Leave
Smoke-Free Policy
Trans Equality Guidance

## 24.49 FINANCE

### a) Finance Policies

The governing body delegated the approval of the following policies (and all other finance/ HR policies) to the Resources Committee. They would be added to the finance manual in March 2025.

- Lettings Policy/Charges;
- Charging and Remissions Policy;
- Internal Financial Regulations;
- The Control and Disposal of School Assets
- Use of Direct Central Payment/Non-Order Invoice and Confirmation Order Routes Within FMS;
- Income treatment and reconciliation policy (including the use cashless payments systems);
- Potential Risks and Key Controls Checklist;
- Petty Cash / Imprest Accounts Financial Arrangements;
- Debt Management/Billing Arrangements.

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

### b) Schools Financial Value Standard (SFVS)

Governors agreed that Mrs Adams and the headteacher 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.

It was agreed that the headteacher would submit the approved standard to the local authority by 31 March 2025.

### c) 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 2025/26 funding.

### d) The Unofficial School Fund 2023/24

The governing body noted receipt of and approved the audited accounts of the unofficial school fund for 2023/24.

**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.

**24.50 GOVERNOR TRAINING AND DEVELOPMENT**

**a) Governor Training Update**

Attention was drawn to the courses available through Governor Services, including the online training via the NGAs Learning Link.

Governors noted that all training was now accessed via GovernorHub.

**b) Training Link Governor Report**

The governing body noted the recommendation that an annual skills audit be undertaken. This would take place after the spring term FGB meeting.

New courses as detailed in the information booklet were noted.

Governors were asked to complete 'Essential Safeguarding for Governors and Trustees' via the NGA learning link.

Governors

**24.51 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.

Governors approved the determined admissions criteria.

**24.52 GENERAL DATA PROTECTION REGULATION (GDPR)**

The headteacher confirmed the school was GDPR compliant.

The data protection officer was the headteacher of Samlesbury Primary School.

It was confirmed that there had been no breaches.

Staff involved in GDPR had received training.

**24.53 INFORMATION, UPDATES AND ITEMS FOR FURTHER DISCUSSION AS REQUIRED**

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

- a) Changes to Ofsted Inspections
- b) Breakfast clubs
- c) Employee Assistance Programme
- d) Attendance
- e) Apprenticeship Funding Available
- f) Chairs Forum 2024/25
- g) Lancashire Association of School Governing Bodies (LASGB)

#### 24.54 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.

It was agreed that that confidential items would be minuted in part B.

#### 24.55 DATE AND TIME OF NEXT MEETINGS

<b>Spring term 2025</b>		
Curriculum	Tuesday 25 <sup>th</sup> February	5.30pm
Resources	Tuesday 4 <sup>th</sup> March	5.30pm
Full Governing Body	Tuesday 25 <sup>th</sup> March	7.00pm
<b>Summer term 2025</b>		
Resources	Tuesday 6 <sup>th</sup> May	5.30pm
Curriculum	Tuesday 3 <sup>rd</sup> June	5.30pm
Full Governing Body	Tuesday 24 <sup>th</sup> 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 8.40pm.

SCHOOL NUMBER  
11/072

LANCASHIRE COUNTY COUNCIL  
GOVERNOR SERVICES

MELLOR ST MARY CE PRIMARY SCHOOL

AUTUMN TERM MEETING

MINUTES OF THE MEETING OF THE FULL GOVERNING BODY HELD AT THE  
SCHOOL ON TUESDAY 19 NOVEMBER 2024 AT 7.00PM

PART B

**CONFIDENTIAL**

ACTION