

LANCASHIRE COUNTY COUNCIL
GOVERNOR SERVICES

MELLOR ST MARY CE PRIMARY SCHOOL

SPRING TERM MEETING

MINUTES OF THE MEETING OF THE FULL GOVERNING BODY HELD AT THE
SCHOOL ON TUESDAY 25 MARCH 2025 AT 7.00PM

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

IN ATTENDANCE: Mrs M Calland (*Clerk*)

The Chair opened the meeting and welcomed everyone.

25.01 APOLOGIES FOR ABSENCE

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

25.02 GOVERNING BODY MATTERS

a) Declaration of interest

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

b) Membership

The clerk updated governors on the following:

Changes since the last meeting:

The following Foundation governors had been renewed for a further four-year term:

Mr P Skupski (with effect from 21/2/25)

Mrs J Taylor (with effect from 29/6/25)

Mrs H Adams (with effect from 30/4/25)

Mrs N Burtonwood-Wilson (with effect from 5/5/25)

Vacancies:

Foundation governor Ex-Officio.

ACTION

Terms due to expire:

There were no terms due to expire.

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.

25.03 MINUTES OF THE PREVIOUS MEETING

It was agreed that the minutes of the meeting held on 19 November 2024 having been circulated, be approved and signed by the Chair as a correct record via Governor Hub.

Chair

25.04 MATTERS ARISING FROM THE MINUTES

All matters arising from the previous minutes would be covered by the agenda of this meeting.

25.05 REPORTS

a) Committee Reports

The governors noted and accepted the minutes of the Curriculum Committee meeting held on 25 February 2025 and the Resources Committee meeting held on 4 March 2025.

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

		Date Approved	Renewal Date
1	Statement of Roles and Responsibilities	February 2025	February 2026
2	Internal Financial Regulations	February 2025	February 2026
3	Terms of Reference for the Resources Committee	November 2024	November 2025
4	Charging Policy	February 2025	February 2026
5	Lettings Policy	February 2025	February 2026
6	Debt Management Policy	February 2025	February 2026

7	Disposal of Assets Policy	February 2025	February 2026
8	Whistleblowing Policy	February 2025	February 2026
9	Credit / Debit Card Management	February 2025	February 2026
10	Potential Risks and Key Controls	February 2025	February 2026

b) Nominated Governors

There were no reports from nominated governors.

Mrs Adams had booked visits for French and PE and Ms Chudasama had also contacted to arrange a visit.

c) Chair's Action

The Chair reported that it had been necessary to take a Chair's action because a delay in exercising this function would have been seriously detrimental to the interests of the school. The Chair confirmed that the following decisions had been taken:

- Unavoidable School Closure due to broken boiler.
- Agreed expenditure for repairs and improvements.

25.06 TEACHER WELLBEING

Governors discussed the importance of staff wellbeing and noted that this was a standing item on the Curriculum Committee agenda. There were several measures in place to support staff wellbeing including supervision, support through SAS and the EAP.

25.07 SAFEGUARDING

It was confirmed that governors had received safeguarding training in line with Keeping Children Safe in Education 2024 requirements.

Any governors who had not completed/ shared their certificate for 'NGA Essential Safeguarding for Governors' were kindly requested to do so.

Governors were invited to Prevent training on the 14th of May at 3.30pm.

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

Governors noted the questions in the information booklet and confirmed the following:

- The appointed Safeguarding governor was Mrs J Taylor.
- Information on the Early Help offer was available on the school website.
- A pupil voice questionnaire would be completed in the summer term.

Governors

- Governors received an update on premises security at the Resources committee meeting.

25.08 SCHOOL IMPROVEMENT AND HEADTEACHER'S REPORT

a) School Improvement

Governors received the RAG rated SIP circulated prior to the meeting and were satisfied with the progress.

The headteacher confirmed that KS1 pupils would complete optional SATs and preparations were underway for KS2 SATs, including applications for additional time for some pupils.

b) Attendance

Governors received an update on attendance in the headteacher's report and noted the following key points:

- Attendance was 95.4% (above national data).
- The headteacher continued to meet termly with the LCC attendance officer who was happy with the attendance measures in place.
- Attendance tracked termly.
- Persistently absent pupils identified and supported.

c) Inclusion

The governing body discussed the suggested questions from the agenda, and confirmed the following:

- There had been no exclusions.
- One pupil was on a part-time timetable.
- There had been no Electively Home Educated pupils.

d) Headteacher's Report

Governors had received the headteacher's written report in advance of the meeting. In addition to the above items, attention was drawn to the following key points:

Context

- 138 pupils on roll.
- There had been some illness over the last term, but attendance remained good (above national) and persistent absence was below national averages.

Curriculum

- Quality of teaching continued to be good.
- Staff had completed cluster moderation for Writing. This would be developed for other subjects.

SEND/ PPG

- There had been an increase in the number of pupils with SEND.
- 1 EHCP had been submitted and was awaiting confirmation, a second was underway.

- Adaptive teaching was in place across school, meaning pupils with SEN could access learning in class.
- Pupils with SEND making small steps progress.

Behaviour & Attendance

- There had been some low-level behaviour concerns. These were being addressed through a zero-tolerance approach to disruption and positive behaviour management strategies.
- There had been good engagement with activities and clubs, including for PPG pupils.

Safeguarding & Wellbeing

- There had been no bullying or racist incidents.
- There had been some parental concerns which were being investigated.

Leadership & development

- Leaders were developing their skills including completing NPQs and taking part in local clusters and hubs.
- The school advisor had delivered training on Instructional Coaching.

Budget

- The budget had been monitored and spending allocated to avoid clawback.
- Improvements were planned for the outdoor areas including the outdoor classroom and installation of metal gym equipment.

The headteacher was thanked for her comprehensive report.

25.09 UNAVOIDABLE SCHOOL CLOSURES

The governing body received a report from the headteacher in relation to the full unavoidable school closure which arose on Monday 6th of January due to a broken boiler.

25.10 EDUCATIONAL VISITS

The governing body received a report on recent visits which included the Magistrate visit, drama session on the Great Fire of London and Wonderdome experience.

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

25.11 FINANCE

a) Schools Financial Value Standard (SFVS)

The governing body approved the SFVS and related party transactions template.

The governing body had delegated the submission of the approved standard and related party transactions template to the headteacher/school business manager noting that it should be submitted to the county council by 31 March 2025.

b) School Budget 2025/26

The governing body delegated the review and recommendation of the school's budget plan for 2025/26, and a forecast for 2026/27 and 2027/28 to the Resources Committee.

It was noted that this had to be submitted to the county council by Friday, 16 May 2025.

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

Summer FGB 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 2025.

25.12 PERSONNEL

a) New Legislation – Mandatory Duty to Prevent Sexual Harassment

The governing body noted the duty on employers to prevent sexual harassment of their employees.

The headteacher confirmed that the Bullying and Harassment Policy had been updated in line with the new legislation and was readily available to all staff.

The suggested risk assessment was available on the Schools' Portal.

The Code of Conduct had been updated.

b) Pay Policy

The governing body confirmed adoption of the model Pay Policy.

c) Lancashire Personnel Policies

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

- Alcohol / Drug Abuse, Statement for Employees (December 2024)
- Appraisal Policy (Teachers) (September 2024)
- Bullying and Harassment
- Capability Policy (Teachers) (September 2024)
- Paternity Leave Policy & Form (November 2024)
- Pay Policy (Teachers) (September 2024)
- Recruitment and Selection (September 2024)
- Recruitment of Ex-Offenders (October 2024)

- Redundancy Policy & Procedure (August 2024)
- School Staff Code of Conduct (September 2024)
- Smoke-Free Policy (September 2024)
- Statement of Ethical Standards (September 2024)
- TLR Guidance (September 2024).

d) Appraisal

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

e) Recruitment processes

The governing body noted the required notice period for headteachers.

25.13 GOVERNOR TRAINING AND DEVELOPMENT

The governing body noted the suggestion that an annual skills audit be undertaken- the clerk would investigate whether this could be completed through Governor Hub.

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

Governors were reminded that all training was now accessed via GovernorHub.

Governors were invited to attend school Prevent training on the 14th of May at 3.30pm.

25.14 INFORMATION, UPDATES AND ITEMS FOR FURTHER DISCUSSION AS REQUIRED

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

- a) School Admissions
Determined admissions policy available on the school website.
- b) Reviewing and Publishing Gender Pay Gap Information
- c) Lancashire Governor Services Service Level Agreement - update
- d) Children's Wellbeing and Schools Bill 2024
- e) Employee Assistance Programme
Information signposted to staff
- f) Lancashire Governance Association
- g) Apprenticeship/Careers Team Update
- h) Lancashire School Improvement Service Guarantee 2025- 2026

25.15 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.

25.16 DATE AND TIME OF NEXT MEETINGS

Summer term 2025		
Resources	Tuesday 6 th May	5.30pm
Curriculum	Tuesday 3 rd June	5.30pm
Full Governing Body	Tuesday 24 th 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 7.50pm.