

LANCASHIRE COUNTY COUNCIL
GOVERNOR SERVICES

MELLOR ST MARY CE PRIMARY SCHOOL

SUMMER TERM MEETING

MINUTES OF THE MEETING OF THE FULL GOVERNING BODY HELD IN SCHOOL
ON TUESDAY 24 JUNE 2025 AT 7.00PM

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

IN ATTENDANCE: Mrs M Calland (*Clerk*)

The Chair welcomed everyone, and the meeting was opened with a prayer.

25.17 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Mrs C Wilding.

25.18 GOVERNING BODY MATTERS

a) Declaration of interest

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

b) Membership

The clerk advised the following:

Changes since the last meeting:

No changes

Vacancies:

(Foundation Governor Ex-officio)

A new Vicar had been appointed, and it was hoped that they would fill the vacant ex-officio role and attend the full governing body meetings next year.

Terms due to expire:

ACTION

There were no terms due to expire this year.

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.

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

25.19 MINUTES OF THE PREVIOUS MEETING

It was agreed that the minutes of the meeting held on 25 March 2025 having been circulated, be approved and signed by the chair as a correct record via Governor Hub.

Chair

25.20 MATTERS ARISING

It was confirmed that all actions from the previous meeting had been completed or would be covered by the agenda of this meeting.

25.21 REPORTS

a) Committee Reports

Governors noted and accepted the minutes of the following committee meetings:

Resources- 6/5/25

Curriculum- 3/6/25

The following update from the Resources meeting was given:

- The final outturn clawback position was a surprise.
- School had tried to appeal against the clawback on the grounds that it was unexpected, however the appeal was denied.
- Governors noted their dissatisfaction with the monitoring reports from LCC financial services. LCC agreed there had been errors in reporting and would reimburse some of the SLA charge.
- Clawback was appx £5000. It was hoped the compensation would offset some of this amount.
- LCC financial services would look back at previous years reports to see if there had been failings.

b) Nominated Governors

Governors received a report from Mr Metcalfe on Sustainability. He gave the following summary:

- He met with the headteacher and looked at the Sustainability Action Plan. A thorough and comprehensive plan was in place.
- Looked at what was already being done e. g. Walking bus, garden club.
- Sustainability was being integrated into the curriculum.
- A Sustainability Day was held on the 23rd of May and this had been successful.

Mr Metcalfe was thanked for his report.

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.

25.22 SAFEGUARDING

Governors noted the safeguarding and child protection training requirements set out in Keeping Children Safe in Education.

The suggested questions on the agenda were discussed, and governors confirmed that they were compliant in all the areas.

Governors would read changes to KCSIE in September and policies would be updated in line with changes.

25.23 SCHOOL IMPROVEMENT & HEADTEACHER'S REPORT

a) School Improvement

The 2-year SIP was available to view on Governor Hub. The headteacher updated governors on the progress of this year's improvement priorities:

- The school adviser was pleased with the progress and plan for delivery of the SIP.
- Mr Blackburn was leading on Instructional Coaching for all staff.
- All curriculum leads had been given staff meeting time to review the changes following the national curriculum review.
- SEND would be a focus next year.
- School had signed up to Partnership for Inclusion of Neurodiversity in Schools (PINS). This was 12-month research backed project which would include an introductory meeting in July, visits, audits of current SEND provision and support.
- Training on ASD and ADHD would be disseminated to staff. Governors discussed support available through Reachout ASC.
- Work with the community continued and school was getting to know the new vicar.
- Cluster meetings continued.

Governors agreed the SIP was very comprehensive and were happy with the progress.

b) Headteacher's Report

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

Attendance

- 95.3% (national 93.5%)
- 14 pupils PA (below national data).

- Meetings with families continued, especially for persistently absent pupils to support their attendance.
- One family was working with the medical education team
- Attendance letters sent home.
- Attendance information in the weekly newsletter.
- There had been a lot of holiday in term time requests.

Assessment

- All statutory assessments had been completed and returned to the LA or DFE.
 - Writing continued to be a focus.
 - KS1 completed optional SATS
 - EYFS- 82% GLD. This was above last year's national data.
 - Phonics- 95%
- KS2 predictions: R80% W65% M65% (based on mock exams)
- Year 6 results would be a dip compared to previous years. This was due to the needs of the cohort and had been identified early. Additional support was provided.

PPG

- The strategy had been updated and end of year data would be added.

Enrichment

- There was a wide range of activities on offer to pupils. (creative, sports, academic, councils etc)
- 11% PPG attending each activity on average.
- 440 sessions of enrichment had been accessed through the year.

SEND

- SIP focus
- The current provision would be audited.
- The specialist teacher supported the HT as SENCO.
- Behavioural hub supporting some pupils on a 1:1 basis.
- PINS project.

Q- How many pupils are currently on the SEN register?

A- There are 20 on the SEND register, not all have EHCP'S.

Safeguarding

- Low level behaviour concerns had decreased.
- Children and Family Wellbeing were supporting Year 6 transition.
- All staff had completed Prevent training.
- The headteacher would be attending the DSL conference.
- Annual Safeguarding training was planned for September/October.
- Staff received weekly safeguarding updates.

CPD

- Music conference- the music plan had been updated.
- DT- may change how DT is delivered for 25/26.
- SEND- HT training on ASD/PDA
- Instructional coaching would be rolled out to all staff.
- Computing- AI in schools.

Environment

- The sustainability day was brilliant. New resources may be purchased in future to support the day, and it would be an annual event going forward.
- The new Site Supervisor had started. They had completed their initial training and would be meeting with the H&S consultant.
- The boiler had been repaired at a cost of £3500. This was taken from DFC.
- The flags in the main entrance area had become uneven. Quotes had been obtained to re-lay them.

Community

- Y6 attended a cluster transition event allowing them to meet pupils from other schools who will be attending their high school.
- Mr Blackburn leading maths training in the cluster.
- The headteacher continued to provide SENCO support for the cluster.
- Working with the village hall and library
- Supporting Family Praise and Golden Opportunity.
- School council involved with local and international charities.

The headteacher finished by sharing positive feedback and comments from Jacqui Old and Ian Parks, commending school for their recent Ofsted outcome.

The headteacher was thanked for her comprehensive report.

25.24 ARRANGEMENTS FOR 2025 EXAMS

The governing body noted the information regarding Key Stage 2 SATS. It was confirmed that the tests had gone ahead as planned and all procedures were followed. The papers had been sent off and all other data submitted by the required deadlines.

25.25 WELLBEING PROVISION FOR STAFF

The governing body received an update on wellbeing in the headteacher's report, noting the following key points:

- Supervision had been offered to all staff.
- Teaching staff could access support from SAS, the staff insurance scheme.
- All staff could access support through the LCC Employee Assistance Programme.
- Wellbeing was good overall.

Q- Have we carried out a staff survey?

A- Staff voice was captured during Ofsted.

25.26 UNAVOIDABLE SCHOOL CLOSURES

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

25.27 EDUCATIONAL VISITS

The headteacher shared details of a proposed educational visit to Towerwood (2025/26) which was considered and **approved**.

25.28 FINANCE - BUDGET OUTTURN 2024/25 AND SCHOOL BUDGETS 2025/26

The governing body noted the school's outturn position for 2024/25.

After considering any budget sustainability issues, the governing body **approved** the school budget plan for 2025/26 as follows:

Revenue income of £933,701 and proposed revenue expenditure of £968,122 resulting in a net in year deficit of £-34,421.

The governing body considered the effect on school balances and noted the balance of £139,481 brought forward from the previous year which would result in a forecast carry forward balance of £105,060 into 2026/27.

Financial forecasts for 2026/27 and 2027/28 were noted.

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

25.29 REVIEW AND PUBLISH DETAILS OF PE AND SPORTS PREMIUM FUNDING

Governors noted that the necessary information would be published on the school website by 31 July 2025.

Governors discussed the following:

- Funding had been confirmed for next year.
- School was awarded gold for sports games last year and were now eligible for platinum. Mr Blackburn would complete and submit the report. If successful, the platinum award would be valid for two years.

Q- Do you get anything for becoming platinum?

A- No, it doesn't affect funding, but it shows our commitment to offering all pupils equal opportunities.

It is difficult for us to access all events, being such a small school, so this may be a consideration for the sports grant expenditure next year. We would like to access the inclusive events that are held during school time.

We would also like to push for more equal opportunities and sessions for girl's football.

25.30 STAFFING ARRANGEMENTS

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 (**P. Skupski, E. Wilson, N. Burtonwood-Wilson**)
- the school had bought into a 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 (**H. Adams, J. Taylor, S. Chudasama**)

relevant training had been or would be undertaken by governors to assist them in fulfilling their duties.

The governing body considered the current staffing arrangements and agreed that a reorganisation was not necessary.

The headteacher confirmed the following:

- The staffing structure would remain the same.
- Appraisals had been completed and interim reviews offered.
- The headteacher had informed staff about the new pay policy.
- It was staff's own responsibility to apply for the upper threshold.
- All staff had a project to complete this year as part of appraisal.
- The new appraisal cycle would begin in October.

25.31 GOVERNOR TRAINING AND DEVELOPMENT

a) Link Governors Report

Governors were asked to complete the skills audit via Governor Hub.

Mr Metcalfe had completed Sustainability training.

Governors

b) GovernorHub

Governors noted how they could use Governor Hub to support their development, including the use of the skills audit to identify training needs.

c) Governing Body's Effectiveness and Strategy for 2025/26

Governors discussed their effectiveness and had produced a governor impact statement summarising actions taken throughout the year.

25.32 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

25.33 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.

25.34 FOR INFORMATION / ACTION AS APPROPRIATE

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

- SEND Inclusion Service updates
- Off-site Directions and Managed Moves
- Lancashire Governance Association
- New Primary Career-Related Learning Resources
- Apprenticeship / Careers Team Update.

25.35 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.

25.36 DATE AND TIME OF NEXT MEETING

The governing body confirmed the pattern of dates for the 2025/26 academic year as follows:

Autumn term 2025		
Curriculum	Tuesday 14 th October	5.30pm
Resources	Tuesday 21 st October	5.30pm
Full Governing Body	Tuesday 18 th November	7.00pm
Spring term 2026		
Curriculum	Tuesday 24 th February	5.30pm
Resources	Tuesday 3 rd March	5.30pm
Full Governing Body	Tuesday 24 th March	7.00pm
Summer term 2026		
Resources	Tuesday 5 th May	5.30pm
Curriculum	Tuesday 2 nd June	5.30pm

Full Governing Body	Tuesday 23 rd June	7.00pm
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The full list of committee dates, including pay, admissions etc. had been shared on Governor Hub.

The chair thanked governors for their attendance and input and duly closed the meeting at 8.15pm.

Governors