

LANCASHIRE COUNTY COUNCIL - GOVERNOR SERVICES

MELLOR ST MARY C.E PRIMARY SCHOOL

AUTUMN TERM MEETING

**MINUTES OF THE MEETING OF THE FULL GOVERNING BODY HELD AT THE
SCHOOL ON WEDNESDAY 20 NOVEMBER 2019 AT 7.00PM**

PART A

PRESENT: Mr P Skupski (*Chair*)
Mrs J Hindle
Mrs C Lehner
Reverend R Nicholson
Mrs T Rigby
Mrs S Smith
Mrs J Taylor
Mr G Tipper
Mrs K Walsh-Venables
Mrs J Embley- Peers (*Head teacher*)

IN ATTENDANCE: Mrs J Pickup (*Deputy Head Teacher/Observer*)
Mr R Needham (*Clerk to Governors*)

The Chair opened the meeting and welcomed everyone. There was a warm welcome for Mrs Rigby the new Staff Governor. This was followed by a prayer.

ACTION

19.57 APOLOGIES FOR ABSENCE

Apologies for absence were received from Mr M O'Donoghue and Mrs R Strand.

19.58 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 2020.

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

19.59 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 2020.

It was agreed that **Mrs R Strand** would be elected as vice-chair in absentia.

19.60 GOVERNING BODY MATTERS

a) Declaration of interest

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

b) DBS Checks for Governors

Governors noted the update to Keeping Children Safe in Education (2019) regarding DBS and Section 128 checks.

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

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

c) Membership

- Mrs S Rigby was welcomed to her first meeting of the Full Governing Body. As a new Staff Governor, she was asked to ensure she:
 - completed a register of business/pecuniary interests form and submitted it to the school;
 - had a Schools' Portal account arranged for her; and
 - Arranged to attend one of the New Governor training sessions if she was totally new to governance.
- Mrs J Hindle had been reappointed as a Parent Governor.

H/T

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.

It was noted that this register should remain in school and that the Data Controller had been made aware of the form.

H/T

e) Code of Conduct

The Governing Body reviewed and confirmed adoption of the Code of Conduct (2019). Governors were encouraged to reflect on the commitment, duties and responsibilities included in the Code.

f) Disqualification Criteria

The Governing Body noted the disqualification criteria for governors.

19.61 MINUTES OF THE PREVIOUS MEETING

It was agreed that the minutes of the meeting held on 17 June 2019, having been circulated, be approved and signed by the Chair as a correct record.

19.62 MATTERS ARISING FROM THE MINUTES

There following matters were arising from the minutes of the meeting held on 17 June 2019.

Minute No 19.44 Governor Training- It was noted that the on-line E-Learning modules were still not being used frequently by governors.

Govs

Minute No 19.54 Governance Impact: The Head teacher had drafted the 'Governance Impact Statement' and had sent it to the Chair for comment.

Chair

19.63 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 2019/20 academic year be appointed as detailed at Appendix A to the minutes.

The Governing Body agreed to adopt the local authority's updated model terms of reference for all of its committees.

There would need to be more work done in the spring 2020 term to update the roles of governors on the committees,

**H/T/
Clerk**

b) Nominated governor appointments were reviewed and confirmed as detailed at Appendix A.

19.64 REPORTS

a) Committee Reports

The governors noted and accepted the minutes of the Curriculum Committee meeting held on 7 October 2019.

Governors noted the following:

- The SEF would be updated for the SIAMS Inspection.
- The data analysis showed that there was an issue with maths which would continue to be a key focus across the school.
- The standardised Subject Leaders Reports were much improved, which would help governors in their subject

areas.

The governors noted and accepted the minutes of the Resources Committee meeting held on 29 October 2019.

Governors noted the following:

- The budgetary position and the three year forecast including pupil numbers.
- The road safety issues taking place around the school.

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

- Respecting All Policy.
- Behaviour Policy.
- Policy for Education of Children in our Care and Previously Looked After Children.
- Collective Worship Policy.
- Policy for Premium Plus and Children in Our Care (BwD).

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

- Lettings Policy/Charges.
- Internal Financial Regulations.
- Charging and Remissions Policy.

b) Nominated Governors

There were no reports from nominated 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.

19.65 SCHOOL IMPROVEMENT

a) School Improvement and Self-Evaluation

The Governing Body received a progress report on the development and implementation of the School Development/Improvement Plan for the current academic year.

The Priorities and Impacts were as follows:

Key Priority 1

Improve the quality of teaching and learning experiences across the wider curriculum in order to improve outcomes for all pupils. This includes the introduction of Relationship and Sex Education and pupil wellbeing.

Impacts:

- Recent teaching and learning audit (05.11.2019) carried out by Head teacher and the School Adviser, noted a significant improvement in the quality of teaching and learning in the wider curriculum – focusing on humanities

and science. Strong evidence of a higher profile for these subjects was observed in all KS2 classrooms and the quality of work and presentation standards had dramatically improved.

- Focus now needed to be on the quality of wider curriculum resources in KS1 and creative wider curriculum subjects in KS2.
- All new topic planning was now completed collectively so that all faculty leaders were aware of how and what was being planned each term across school.
- Termly topics were now led with open questions linked to SMSC, and included progress, core skills and knowledge, and regular enrichment opportunities planned in.
- Moderation between split year groups had taken place half termly.
- 100% of teaching was now judged to be **good** or better across core subjects.
- School has joined the PHSE Association and was using nationally recognised resources alongside support from Coram SCAR (life education bus) to deliver Puberty education to year 5 and 6.
- Initial Relationship Education Policy consultation had taken place with parents. 5 parents attended the information sessions (01.11.2019) and they represented a good cross section of the school population e.g. ethnic minority, SEND, single parent, working family etc. Further consultation with pupils and governors was now needed in order to complete the final policy.
- Up and Active sessions for Y3-6 had started which included physical and mental health and wellbeing. All children were accessing more specialist physical education through sports coaches at lunchtime and in PE lessons .e.g. KS1 cricket coaching with Joe Scudari.

Key Priority 2

To develop a mastery approach to mathematics in order to embed a deeper understanding of problem solving and reasoning skills across school. (OFSTED)

Impacts:

- Investment in CPD maths mastery for all KS1 teachers had already started. This was a year- long programme which was aimed at developing Maths Mastery skills in Y1 and subsequently Y2.
- School had successfully been accepted to join the Ribble Valley Maths hub and 2 x members of staff would take part in this action learning programme again focusing on Maths Mastery – particularly in a small and mixed aged setting.
- End of term data had not been collected yet – in accordance with the new revised marking data work agenda. However, feedback from staff in regards to progress being made was more positive for Year 2 than

Year 1. Concerns regarding the depth of understanding needed for the less able in Y1 mastery curriculum had already been mentioned to the LA from staff.

- Additional electronic maths resources had been purchased to support the learning of multiplication facts in KS2. Times table Rock stars (TTRS) was now being used to develop speed and accuracy of times table knowledge across school in preparation for the statutory multiplication test in Year.

Key Priority 3

Leaders at all levels can evidence the impact of their actions on pupil achievement, curriculum provision and the quality of teaching. This includes ensuring regular checks are made on the quality of pupils' work in all subjects and any weaknesses are addressed swiftly and effectively. (OFSTED)

- All faculty leaders now received additional leadership time in order to monitor and review their faculty areas.
- Faculty leaders were accountable for the monitoring of their subjects and drop in lesson observations, book monitoring and evidence collection which had taken place across the curriculum. Feedback had been given and this information was then used to evaluate action plans and inform for the next steps.

Key Priority 4

To continue to work towards SIAMS requirements which are based on the Bishop's Vision 2026 Understanding Christianity Living - 'Life in all its Fullness'.

Impacts:

- At the beginning of July 2019 school took part in the first MOBS cluster Spirituality day for Year 6. This was incredibly successful in helping children with their transition to KS3. It had been agreed amongst the cluster to establish this as an annual event.
- 2 x Year 6 pupils were now part of the MOBS cluster Pupil Parliament and were working on various articles from the Rights Respecting Child award which encouraged children to raise awareness of global issues and be courageous advocates.
- School had worked with members of St Mary's Church for Education Sunday, Harvest Festival services and Remembrance Day this term.
- Rev Roland continued to lead acts of worship in school on Fridays. Other visitors leading worship this term were Rev Hartley, PIAS team, Mr G Gill, and Mrs F Murtagh from Mellor Methodist.
- The faith group had made links with St Silas CE Primary School in Blackburn in order to develop awareness of other local contexts and faiths.

- School continues to work with PIAS to support Christian Education and worship and Building Bridges – multi faith learning centre in Burnley to support with developing links and understanding of non-Christian faiths.
- The SIAMS SEF has been completed and an evidence file was available alongside the SEF.

There would be termly reviews carried out to ensure that the targets set were achievable and if required following assessments changes would be made.

Governors thanked the Head teacher for her detailed and comprehensive report.

b) Education Inspection Framework – September 2019

The Governing Body noted the update to the Education Inspection Framework and the key questions that may be raised during an inspection. The Head teacher advised governors that the school would still go through a one day inspection from Ofsted.

There would be help from the school advisor on the Teaching and Learning audit. The questions for governors could range from the schools vision and values, or questions on the curriculum.

The whole curriculum had been rewritten for all the subjects with clear understanding of the subject leader roles.

Q- Was this for all subjects?

A- Yes and there would be a focus on memory of the subject detail, and it was essential that the subject topics did not overlap from EYFS to Year 6. It was essential to have an understanding of what had already been taught so there would be no duplication.

There would be training provided for governors to help them gain a greater understanding and awareness of the new framework.

H/T

c) Primary Inclusion Hubs

Governors noted the update regarding primary inclusion hubs.

The Head teacher explained how the hubs would operate, and the main aim, that was to help schools so that they did not need to exclude pupils, The school would be able to access funding if there was special support required. The initial funding was circa £600.

Governors discussed the implications of excluded pupils being transferred to other schools and the impacts that this may have on the receiving school.

The Head teacher would update governors at a future date on how the hubs were working, as it was too early to make any judgements at this time.

H/T

d) School Website Information

The Governing Body noted the information required on the school's website.

- Confirmed that the website included all necessary, up-to-date information.

19.66 HEADTEACHER'S REPORT

a) Termly report

The Head teacher's report on the achievements and developments in school since the last meeting of the Governing Body was received and noted.

Reference was made to:

- Numbers on Roll = 140 pupils.
 - SEND Pupils = 10.
 - CLA/PPG+ Pupils = 4.
 - FSM/PPG Pupils = 8
- Attendance = 97.4%.
- Admissions EYFS = 18 pupils.

Special Educational Needs

- Audit done on buildings/curriculum/information.
- Report that the school was the most improved school visited in the last 3 years.

Q- What about other schools?

A- Most have remained the same.

Q- What actions are needed?

A- The disabled toilet needs marking out and a porta-loo was required. This would need to be reported to the Resources Committee when the costs were known.

- No of SEND pupils = 10.

Pupil Premium and Pupil Plus

- Report completed and was on the website.
- Policy for SRE needs to be reviewed by the Curriculum Committee.

Quality of Teaching, Learning and Assessment

- Quality of teaching and learning was 100% good.
- Staffing Update.
- CPD/Impacts – Meetings / courses attended.

Outcomes for Pupils.

- The School still awaiting feedback from the EYFS pilot baseline assessment.

Res/
Cttee

Curr/
Cttee

- DFE required Schools to look at the amount of data collected.
 - The School would collect data at the end of term.
 - Formal assessments would take place at the end of each term.
 - Teacher assessments based on NC objectives and KLIPS.
 - Learning would be monitored each half term.
 - Pupil progress meetings would be done termly.
 - No areas of interest for attainment or progress in the IDSR report.
- Personal Development and Welfare.
 - Safeguarding.
 - CAFs raised = 1
 - Leadership and Management.
 - Curriculum Enrichment-include numerous activities in school.
 - Church. Community and Parent Partnerships.

Premises, Health & Safety

- The statement of compliance had been completed.
 - Volunteers would paint the classrooms.
- Financial Report
 - Budget monitoring had been carried out by the Local Authority Finance Officer.
 - Additional Capital funding from the government of £8k had been spent on IT projects.

Mellor St Mary CE Primary School SIAMS Self Evaluation 2019-2020

The Head teacher circulated the above document at the meeting for governors to look at. The document consisted of 49 pages, and had been very time consuming to complete. The document had to be compatible with the Education Inspection Framework – September 2019 from Ofsted. When the SIAMS Inspector visits the document would be proof read. The document would not be classed as a case for excellence, and it would be reviewed and possible changes made if required.

Q- Would the Inspector be looking for overall excellence?

A- The Inspector would be looking for evidence that met the excellence criteria, but this may not yet be embedded.

Q- What type of notice would be given before the inspection took place?

A- There could be a telephone call on a Monday for a visit to take place the following Thursday or a Friday phone call for a visit the following week.

Head teachers Appraisal Report to Governing Board

(November 2019)

The Head teacher presented the above report to the Governing Body which had been completed on 20 November 2020.

Governors accepted the outcomes of the report as detailed by the Head teacher.

Governors thanked the Head teacher for her detailed and comprehensive report.

b) Statutory Requirements for Relationships Education (Primary)

The Head teacher appraised governors on the statutory requirements for Relationships Education (Primary). The school needed to comply with the requirements of the Equality and the Public Sector Equality Duty, in addition to compliance with the statutory guidance Relationships Education, Sex Education (RSE) and Health Education. The Head teacher had ensured that when writing the policy the school was fully compliant.

c) Unavoidable School Closures

The Headteacher advised that there had been no unavoidable

19.67 AUTUMN NET CAPACITY CONSULTATION

The Governing Body confirmed the Net Capacity Files had been reviewed; the assessment was correct and reflected the actual use of space.

It was also confirmed that the DfE website 'Getting Information About Schools' was up to date.

19.68 SCHOOL TERM AND HOLIDAY DATES 2020/21

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 2020/21 and agreed INSET days on:

- Tuesday 1 September 2020.
- Friday 23 October 2020.
- Friday 28 May 2021.
- Monday 19 July 2021.
- Tuesday 20 July 2021.

19.69 EDUCATIONAL VISITS – APPROVAL AND EVALUATION

The Head teacher advised that there were no visits to approve at this time.

The Governing Body received a report on recent trips/ visits in relation to the impact and benefits for pupils. Points highlighted and discussed included :

- Year 6 Trip to Salt Ash Quarry.
- EYFS and Year 6 Trip to Chester Zoo which had been free to enter the zoo.
- Whole School Cathedral Service.

All these trips/visits had been beneficial to all pupils that attended. These trips / visits were part of the broad and balanced curriculum that enriched and engaged all pupils who took part.

19.70 PERSONNEL / HEALTH & SAFETY / ENVIRONMENTAL MATTERS

a) Pay Policy 2019/20

The Governing Body confirmed adoption of the county council model Pay Policy for 2019/20.

b) Lancashire Personnel Policies

The governing body confirmed adoption of the following model Lancashire Personnel Policies and Procedures:

- Absence (Management of Sickness) – August 2019
- Absence (Management of Sickness) Guidelines – August 2019
- Adoption Leave Policy – June 2019
- Amalgamation/Reorganisation of Schools (Support Staff) – August 2019
- Amalgamation/Reorganisation of Schools (Teachers) – August 2019
- Annual Confirmation Form – June 2019
- Appraisal (Support Staff) – April 2019
- Appraisal Policy (Teachers) – September 2019
- Appraisal Policy (Teachers) Centrally Managed Services – September 2019
- Attendance Procedure (Teachers) – Centrally Managed Services – August 2019
- Breastfeeding at Work – August 2018
- Workplace and work-related Bullying and Harassment Policy – April 2019
- Capability Procedure (Support Staff) – May 2019
- Capability Procedure (Teachers) – September 2018
- Capability Procedure (Teachers) Centrally Managed Services – September 2018
- Collective Disputes – Model Procedure (Teachers) – May 2019
- Disciplinary and Dismissal Procedure (Support Staff) – June 2019

- Disciplinary and Dismissal Procedure (Teachers) – June 2019
- Disciplinary Procedure (Teachers) – Centrally Managed Services – June 2019
- Ex-Offenders (Recruitment of) Guidance – July 2019
- Flexible Working – May 2019
- Grievance Procedure (Support Staff) – August 2018
- Grievance Procedure (Teachers) – August 2018
- IR35 Guidance – August 2019
- Leave of Absence (Teachers) – June 2019
- Leave of Absence (Support Staff) – June 2019
- Long Service Award (Teachers) – July 2019
- Long Term Absence Procedure – August 2019
- Parental Leave – May 2019
- Probation Arrangements Support Staff in School – May 2019
- Recruitment and Selection May 2019
- Redundancy and Workforce Planning Policy – June 2018
- Retirement – flexible – June 2019
- Retirement – Phased – August 2019
- Retirement – AAB – August 2019
- Retirement – Age – teachers – August 2019
- Short Term Absence Procedure – August 2019
- Statement of Ethical Standards – September 2019.
- Support Staff Severance Scheme – June 2019

c) Other Policies

The Head teacher had circulated the following policies:

- Whole School Policy for Safeguarding and Child Protection.
- Relationship and Sex Education (RSE) Policy.

Following discussion governors were happy to adopt the above policies.

c) Staff Wellbeing

The Governing Body noted the update on staff wellbeing.

d) Asbestos Management in Schools

The Governing Body noted that the appropriate asbestos notices were in place. The Head teacher had attended an asbestos course and was up to date with the statutory requirements.

e) Single Use Plastics

It was agreed that a Single Use Plastic Working Group would be established to consider the questions detailed in the Information Booklet. The working group would be known as the Green Team. The working group would report its findings to the spring 2020 term governing body meeting.

H/T

19.71 FINANCE

a) Finance Policies

The Governing Body confirmed adoption of the following finance related policies:

- Lettings Policy/Charges
- Charging and Remissions Policy
- Internal Financial Regulations.

b) The Unofficial School Fund

The audited accounts of the unofficial school fund for 2018/19 would be made available to the governing body at the next meeting.

H/T

c) Schools Financial Value Standard (SFVS)

The Governing Body delegated consideration of the SFVS to the Resources Committee.

A detailed report together with the completed self-assessment and action plan would be brought to a future meeting of the Governing Body for approval.

Res/
Cttee

d) 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 2020/21 funding.

19.72 GOVERNOR TRAINING AND DEVELOPMENT

The training link governor reported on:

- a) the training needs of the Governing Body/individual governors as identified from the most recent skills audit which included:
 - The required skills of governors and the combined skills of the governing body (a colour coded schedule had been produced).
 - The skills exercise had ensured that the right people were on the right committees.
- b) training undertaken by or arranged for individual governors at the school which included :
 - A governor had attended a course on effective school visits and fed back to the governing body.
 - A new governor had attended the new Governors Induction

Training course.

- The new staff governor would need to go on the induction course.

Governors noted the Lancashire County Council Governor Services Governor Training & Development Programme 2019/20 was available on the [LPDS website](#).

It was noted that all governors had a Schools' Portal account.

19.73 INFORMATION AND UPDATES

Governors noted the following information and updates regarding the following areas:

- a) Introduction to Sarah Callaghan – Director of Education and Skills
- b) Keeping Children Safe in Education (KCSiE) – September 2019
- c) Statutory Policies for Schools and Academy Trusts – DfE
- d) Ofsted Parent View
- e) Parental Engagement (NGA / Parentkind)
- f) Review into Special Educational Needs and Disabilities (SEND)
- g) Amanda Spielman at the National Governance Association

19.74 FORUMS FOR CHAIRS AND VICE-CHAIRS

The Chair and the Vice-Chair noted the dates and times of future Forum meetings.

19.75 LASGB

The Governing Body noted the information provided by the LASGB.

19.76 SCHOOL ADMISSIONS

The Governing Body noted the requirements in relation to the school admissions process.

19.77 CONFIDENTIALITY

There were no items for recording as a Part b, confidential item.

19.78 DATE AND TIME OF NEXT MEETING

The next meeting of the Governing Body would be held at 7.00pm, on Monday 23 March 2020.

Committee meetings were arranged as follows:

Curriculum Committee Tuesday 25 February 2020 at 5.30pm.
Resources Committee Monday 2 March 2020 at 5.30pm.

19.79 CLOSING REMARKS

There being no further business, the Chair thanked everyone for their attendance and support, and duly closed the meeting.

COMMITTEE STRUCTURE 2019-20

Appendix A

School 11072 Mellor St Mary Church of England Primary School

Curriculum

Mr M O'Donoghue
Mrs C Lehner
Mrs R Strand
Mr P Skupski
Mrs J Taylor
Mrs S Smith
Mrs T Rigby
Mrs J Embley-Peers
Mrs J Pickup (Observer)

Resources

Mrs J Hindle
Mrs C Lehner
Mr P Skupski
Reverend R Nicholson
Mr G Tipper
Ms K Walsh-Venables
Mrs J Embley-Peers
Mrs J Pickup (Observer)