

SCHOOL NUMBER

11/072

Thanks

LANCASHIRE COUNTY COUNCIL
GOVERNOR SERVICES

MELLOR ST MARY C.E PRIMARY SCHOOL

SPRING TERM MEETING

MINUTES OF THE MEETING OF THE FULL GOVERNING BODY HELD VIA
TELECONFERENCING (ZOOM) ON TUESDAY 28 APRIL 2020 AT 6.00 PM

PART A

PRESENT: Mr P Skupski (***Chair***)
Mrs J Hindle
Rev R Nicholson
Mr M O'Donoghue
Mrs T Rigby
Mrs S Smith
Mrs R Strand
Mrs J Taylor
Mr G Tipper
Mrs J Embley-Peers (***Head teacher***)

IN ATTENDANCE: Mr R Needham (***Clerk to Governors***)

The Chair opened the meeting and welcomed everyone which was followed by a prayer.

ACTION

20.01 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Mrs C Lehner and Ms K Walsh-Venables.

20.02 GOVERNING BODY MATTERS

a) Declaration of interest

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

b) Membership

The clerk confirmed that there were no changes to the membership.

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

20.03 MINUTES OF THE PREVIOUS MEETING

It was agreed that the minutes of the meeting held on 20 November 2019, having been circulated, be approved and signed by the chair as a correct record.

20.04 MATTERS ARISING FROM THE MINUTES

The following matters arising were reported from the minutes of the meeting held on

Item 19.62 Governance Impact- The report was now complete after the comments received from the Chair.

Item 19.70 c) - Title- Single Use Plastics-There was no report for the meeting due to current circumstances.

Item 19.71 Finance- The Unofficial School Fund- This would be available for the summer term meeting.

20.05 REPORTS

a) Committee Reports

The governors noted and accepted the minutes of the Curriculum Committee meeting held on 25 February 2020.

The governors noted and accepted the minutes of the Resources Committee meeting held on 2 March 2020.

The governors noted and accepted the minutes of the Admissions Committee meeting held on 6 March 2020.

Governors noted that the admissions figure for September 2020 was lower than expected. The school would begin a marketing campaign to increase numbers for September 2020.

H/T

The governors ratified the following policy as commended by the Curriculum Committee.

- Relationship & Sex Education Policy (RSE).

The governors ratified the following policy as commended by the Resources Committee.

- Health & Safety 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.

20.06 SCHOOL IMPROVEMENT AND SELF-EVALUATION

The governing body received a progress report on the implementation of the School Development / Improvement Plan for the current academic year. The report had been discussed at the Curriculum Committee in detail and was also shown in the Head teachers report. The following areas were highlighted:

Priorities 2019-20

The schedule had been produced after taking account of the Ofsted March 2019 improvement areas, and the SIAMS 2014 improvement areas.

There were 4 Key Priority Areas for 2019-20

Key Priority 1

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

Key Stage 2

- To develop a mastery approach to mathematics in order to embed a deeper understanding of problem solving and reasoning skills across the school. (Ofsted) This would be introduced at Key Stage 1.

Key Stage 3

- Leaders at all levels can evidence the impact of their actions on pupil achievement, curriculum provision and the quality of teaching. This included ensuring regular checks are made on quality of pupils' work in all subjects and any weaknesses are addressed swiftly and effectively. (Ofsted) Facility Leadership would be put in place.

Key Stage 4

- To continue to work towards SIAMS requirements which are based on the Bishop Vision 2026 Understanding Christianity

Living Life in all its Fullness'. Section 1 had been completed and further work would be carried out in this area.

These priorities that had been set in the Autumn term 2019 and had not changed.

The curriculum grid was currently work in progress.

The Head teacher had circulated a report from the School Advisor which had been produced following the Ofsted Section 8 Inspection judgement. The outcome of the inspection was that the School remained good.

There were two key issues that had been identified by the Inspection which were now included in the School Improvement Plan 2019-20.

Overall Quality of Teaching 2019-20

The Head teacher had circulated a schedule relating to the performance of teachers at the School. The Schedule showed that the overall teaching was '**Good**', and the overall outcome was '**Good or Better**'.

Church Schools Action Plan 2019-20

The Head teacher appraised governors on the plan which had been updated in the light of the forthcoming SIAM's Inspection. The plan included seven strands of actions to be completed. Each strand was broken down further into sub-strands. This was a working document which would be closely monitored and reviewed termly and the milestones updated as the success criteria was achieved. The plan would be RAG rated similar to the School Improvement.

Due to the current situation with the Coronavirus it had not been possible to update the plan showing the progress made. Once things changed there would be a full review carried out and the plan adjusted where required.

H/T

Governors noted the information that had been discussed in detail at the Curriculum Committee meeting held on 25 February 2020.

20.07 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.

Reference was made to :

- School Population = 140 pupils/ class structure.
- Attendance =97.6%.
- Pupil movement/Admissions.
- SEND- Inspector commented that the School was the most improved that she had visited.
- Pupil Premium & Pupil Premium Plus- all information was

on the website.

- School Improvement Plan detail.
- Quality of teaching which was **100% Good**.
- Staffing Update.
- CPD
- Outcomes for Pupils
 - School Summative Achievement by year group in Reading, Writing & Mathematics.
 - Progress and Attainment Trend.
- Personal Development, Behaviour and Welfare.
- Safeguarding
 - Racist Incidents = 0
 - Bullying =0
 - All staff trained at level 1&2.
 - Lockdown & Fire evacuation drills had taken place.
- Leadership and Management
 - All appraisals had been done.
 - A new Deputy Head teacher had been appointed.
- Curriculum Enrichment
 - The School had a broad and balanced curriculum to benefit all pupils.
- Foundation stage-EYFS
 - The internal environment was fit for purpose.
- Faith in School
 - There were strong links between Church & School.
- Community & Parent Partnerships
 - There were good links and parents were well informed of learning at the School.
- Premises /Health & Safety
 - School security had improved, with the School building/environment also improving.
- Financial Report
 - The School budget was effectively monitored and long term planning was in place.
- Closing Statement.

The Head had circulated the latest Annual Governance Impact Statement for the Governing Board of the School.

Governors approved the Impact Statement.

Other Issues

- The post to cover maternity leave was put on hold due to the current Coronavirus position.
- The flood damage was still to be completed
- The TA post had been put on hold.
- KS1 classrooms had been decorated and a new floor had been fitted.
- The SIAMS report had been very positive.
- Some issues with the Spring Term data.

H/T

- More work required in EYFS some concerns.
- Year 1 Maths concerns.
- Year 5 Writing/Maths concerns.
- It was not clear what was happening about national testing.
- The Head teacher updated governors on the Coronavirus. Information had been put on the school website. The guidelines were that schools would not be shut. If someone felt they had the virus then they should self-isolate. There were posters to encourage everyone to ensure good hygiene with plenty of handwashing.
- A risk assessment had been carried out at the school for both staff and vulnerable children.
- Visits to the school had been cancelled.
- The boundary around the school had been checked and in-house exercises looked at.
- Welfare calls were being carried out on a weekly basis for around 15 pupils.
- The disabled toilets had been decorated, but there needed to be a disabled bay marked out at the school.

H/T

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

b) Approval and Evaluation of Educational Visits

There were no visits to approve at this time.

c) Unavoidable School Closures

The headteacher advised that there had been no unavoidable closures since the last meeting.

20.08 FINANCE

a) Schools Financial Value Standard (SFVS)

The governing body approved the SFVS including:

- The completed checklist;
- The completed dashboard spreadsheet;
- The SFVS action plan (if applicable).
- There would be two action points for next year.

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b) School Budget 2020/21

The governing body requested the Resources Committee to consider and prepare the school's budget plan for 2020/21 and to arrange for it to be submitted to the authority. The budget would be formally approved at the summer term Full Governing Body

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.

20.09 GOVERNOR TRAINING AND DEVELOPMENT

Governors would look at the training needs at the Full Governing Body meeting in the summer term.

Governors noted that there were various courses that could be completed online.

(TR) to fill in the Skills Audit Checklist.

TR

20.10 CAPACITY WITHIN SCHOOL TO SUPPORT NQT INDUCTION 2019/20

Governors noted that the school did not currently employ any newly qualified teachers (NQTs) and did not feel there was a need to complete the NQT Induction Partnership Agreement Checklist 2019/20.

20.11 LANCASHIRE PERSONNEL POLICIES

Governors noted that a number of generic personnel policies had been updated, including:

- Alcohol/Drug Abuse, Statement for Employees – December 2019
- Capability Policy (Teachers) – September 2019
- Capability Policy (Teachers) – Centrally Managed Services – September 2019
- Career Break Scheme – December 2019
- Paternity Leave Policy and Form – November 2019
- Recruitment and Selection – September 2019
- School Staff Code of Conduct – September 2019
- Smoke Free Policy – September 2019.

The governing body confirmed adoption of the latest versions of Lancashire Personnel Policies and Procedures.

20.12 DETERMINATION OF ADMISSION ARRANGEMENTS

(Voluntary Aided, Foundation, Free schools and Academies only)

The governing body confirmed the admission arrangements had been forwarded to the county council by 15 March 2020.

Confirmation was received that the document was available on the

school's webpage.

20.13 INFORMATION, UPDATES AND ITEMS FOR FUTURE DISCUSSION AS APPROPRIATE

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

- a) Government plans for universal school inspections
- b) Primary school performance details 2019

20.14 FORUMS FOR CHAIRS AND VICE-CHAIRS

The Chair noted the dates, times and locations of future meetings.

20.15 CIVIC RECEPTION FOR CHAIRS OF GOVERNORS

Governors noted the information provided and the chair indicated that he had not attended as the event had been cancelled.

20.16 LANCASHIRE ASSOCIATION OF SCHOOL GOVERNING BODIES (LASGB)

The governing body noted that information regarding the LASGB was available via their website.

20.17 CONFIDENTIALITY

Governors were reminded that all matters discussed at governing body meetings were not for general discussion outside the meeting.

For the purpose of the minutes there were no items deemed confidential.

20.18 DATE AND TIME OF NEXT MEETING

The next meeting of the governing body would be held at 7.00pm, on Monday 29 June 2020.

Committee meetings were confirmed as follows:

Summer Term

The Resources meeting had been held on Tuesday 28 April 2020 at 10.00am.

Curriculum Committee Meeting Tuesday 16 June 2020 at 5.30pm.