

LANCASHIRE COUNTY COUNCIL
GOVERNOR SERVICES

MELLOR ST MARY C.E PRIMARYSCHOOL

SUMMER TERM MEETING

MINUTES OF THE MEETING OF THE FULL GOVERNING BODY HELD VIRTUALLY
ON MONDAY 29 JUNE 2020 AT 7.00 PM (VIA (ZOOM))

PART A

- PRESENT:** Mr P Skupski (**Chair**)
Mrs J Hindle
Mrs C Lehner
Reverend R Nicholson
Mr M O'Donoghue
Mrs T Rigby
Mrs S Smith
Mrs R Strand
Mrs J Taylor
Mr G Tipper
Ms K Walsh-Venables
Mrs J Embley-Peers (**Headteacher**)
- IN ATTENDANCE:** Mrs J Pickup (**Observer**)
Mr R Needham (**Clerk**)

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

ACTION

20.19 APOLOGIES FOR ABSENCE

There were no apologies for absence.

Governors confirmed their agreement for the meeting to be held by video conference and to abide by the Virtual Meetings Protocol.

Governors also considered whether any specific arrangements were required, to ensure that everyone was able to participate in the meeting, during the current national health emergency.

20.20 GOVERNING BODY MATTERS

a) Declaration of interest

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

b) Membership

The clerk advised there were no changes to report.

It was noted that Mrs Lehner a Parent Governor would step down from her position in the Autumn Term 2020. She advised governors that this would be her last Full Governing Body Meeting. This would mean that there would be a vacancy for a Parent Governor post in the Autumn Term 2020. The school would hold an election to fill the vacancy.

The chair and all governors thanked Mrs Lehner for all her work as a Parent Governor at the school and wished her all the best for the future.

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.

20.21 MINUTES OF THE PREVIOUS MEETING

It was agreed that the minutes of the meeting held on 28 April 2020 having been circulated, be approved and signed by the chair as a correct record with the following amendment. TR had completed the Skills Audit Checklist.

20.22 MATTERS ARISING FROM THE MINUTES

The following matters arising were reported from the minutes of the meeting held on 28 April 2020

Item 20.07 – Headteacher's Report- All welfare calls had been completed.

20.23 REPORTS

a) Committee Reports

The governors noted and accepted the minutes of the Resources Committee meeting held on 28 April 2020.

The governors noted and accepted the minutes of the Curriculum Committee meeting held on 17 June 2020.

The Headteacher had highlighted that there had been issues with the remote learning platform. This had caused issues that had resulted in emails going backwards and forwards till the issues had been resolved. It had been a very difficult and frustrating time. Families had been very supportive which had helped the school. There had been different experiences highlighted from other

schools.

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

- Behaviour Policy.
- Safeguarding and Child Protection Policy.

b) Nominated Governors

It was noted that during the current Covid 19 lockdown Nominated Governors had been unable to visit the school.

It was agreed that nominated governors would report back to a future governing body meeting.

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.

20.24 SCHOOL IMPROVEMENT

a) School Improvement Plan in the Extraordinary National Context Education

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

The plan included the following priorities for 2019-20:

Key Priority 1 Teaching and Learning

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

Next Steps

- Review monitoring impact of remote learning on wider curriculum.
- Ensure curriculum overviews reflect work completed and work missed so that all children have opportunities to experience learning across all subjects.

Key Priority 2 Outcome for Pupils

- To develop a mastery approach to mathematics in order to embed a deeper understanding of problem solving and reasoning skills across the school and raise attainment in mathematics. (Ofsted)

Next Steps

- MATHS tracking to clearly strengths and weaknesses for individual pupils and cohorts in order to plan from COVID-19 reopening.
- Continue to work with Maths Hub to develop mastery across school.

- Begin training for mastering in to KS2 so support the transition of current Y2.

Key Priority 3 Leadership and Management

- 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)

Next Steps

- Review Intent statements across all subjects.
- Review action planning to support monitoring and impact.
- Create Governor Links to the new faculties.

Key Priority 4 Church School

- To continue to work towards the Bishop Vision 2026 'Understanding Christianity Living-Life in all its Fullness'.

Next Steps

- Continue to develop multi faith links and understanding with St Silas School and local cluster.
- Begin to plan and develop spiritual places in school environment.
- Apply for the Archbishop of York young leader's programmes KS1 and KS2.

Due to the current position there would be a full review of the priorities, and there would be help from the school advisor. Any priorities that were not achieved would be carried forward to the autumn term. There would also be new priorities set for the start of the autumn term 2020.

H/T

b) Personal, Social, Health and Economic Education Including Statutory Requirements

Governors noted that new statutory guidance that would come into effect from September 2020.

The governing body appointed **Mrs S Smith** as the nominated governor for Personal, Social, Health and Economic Education (PSHE).

The Personal, Social, Health and Economic Education Policy had been amended following the guidance from the PHSE Association. The policy needed to be circulated to all parents. The School will have one policy which covers all areas of health and relationship education rather than two separate policies. The policy including amendments should be approved in the autumn term 2020.

H/T

It was agreed that governors would be kept up to date on work in this area through the Curriculum Committee.

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. Key points included:

Reference was made to:

- School Population = 140 pupils/ class structure.
- Attendance =Not available due to Covid-19.
- Pupil movement/Admissions. The school was hoping for 18 pupils in September 2020 for EYFS.
- SEND- Risk assessments carried out on vulnerable pupils. There had been 10 pupils identified on the register.
- Pupil Premium & Pupil Premium Plus- all information was on the website. Priorities may change as a result of Covid-19.
- School Improvement Plan details included in Minute No 20.24.
- Quality of teaching which was **100% Good or Better.**
- Staffing Update.
- CPD- Maths had been prioritised for staff
- Outcomes for Pupils
 - All statutory assessments had been removed for the year.
 - There was only the end of spring term data available.
- Personal Development, Behaviour and Welfare.
 - As part of the remote learning programme the school had promoted physical, mental health and wellbeing activities in school and at home.
- Safeguarding
 - The Safeguarding Policy had been updated to reflect the current situation.
 - Racist Incidents = 0.
 - Bullying =0.
 - Safeguarding incidents/concerns over the period had been reported and actioned.
 - All staff trained at level 1&2.
- Leadership and Management
 - School Advisor had been very supportive in terms of appraisals, the wider opening of school and current DfE guidance.
 - 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
 - Concerns due to the school closure.
- Faith in School
 - There were strong links between Church & School.
- Community & Parent Partnerships
 - There were good links and parents were well

- o informed of learning at the School.
 - o Local links with the CO-OP for next term.
- Premises /Health & Safety
 - o School security had improved, with the School building/environment also improving. All risk assessments done for Covid-19
- Financial Report
 - o The School budget was effectively monitored and long term planning was in place.
 - o The 2020-21 budget had been approved.
- Closing Statement.

Other Issues/information

- The Headteacher had circulated a school advert that would be circulated in the area to promote the school to families. Interested families would have the choice of visiting the school.

Governors were happy with the leaflet.

- The Headteacher shared the Remote Learning Summary with governors that showed the number of hits on the remote learning pages.

Governors noted the information provided.

- The toilets had been flooded again and there had been a leak in the office. There were still issues with the two adjoining roofs.
- The path around the field was a trip hazard and not fit for purpose.

Q- Would this be something that FOSSOMS might pay for?

A- We would need to ask them?

Q- Are there any other fund raising ideas?

A- Yes we have been in touch with the Co-op/Library.

- The school needed a new IT server and new classroom computers and laptops. It was hoped that it would be funded from DFC monies.

Q- Would there be extra funding?

A- Yes the funding would be certain.

- The school was waiting to hear from the Diocese regarding an amendment to the rules, for future pupils wishing to be considered for a school place. Families could not attend church at the moment as they were shut as a result of Covid-19.

H/T

The Headteacher was thanked for her comprehensive report.

Governors thanked the Headteacher and all staff for their hard

work and dedication to the school over this difficult period.

b) Unavoidable School Closures

The governing body received a report from the headteacher, confirming the arrangements made during the period of national school closures, to provide places for vulnerable children and those of critical workers.

c) New PPG Statement

The Headteacher had circulated the new PPG statement with the agenda.

Governors noted the information in the statement and actions taken to ensure the best outcomes for the pupils.

20.26 FINANCE

a) Budget Outturn 2019/20 / School Budget 2020/21

The governing body noted the school's outturn position for 2019/20. Governors were aware that the application of clawback had been suspended on balances held by the school at 31 March 2020.

Following the recommendation of the Resources Committee, the governing body approved the school budget plan for 2020/21, as follows:

Revenue income of £ 687,609 and proposed revenue expenditure of £ 699,808 resulting in a net in year deficit of £ -12,199.

The governing body considered the effect on school balances and noted the estimated balance of £61,504 brought forward from the previous year which would result in a forecast carry forward balance of £ 49,305 into 2021/22.

It was noted that the Income and Expenditure Form had been submitted to the county council within the required timeframe.

There were issues regarding expenditure as a result of Covid -19 which needed to be resolved.

H/T

Financial forecasts for 2021/22 and 2022/23 were noted, and had been discussed in detail at the Resources Committee Meeting.

b) Schools Financial Value Standard (SFVS)

The governing body noted the latest SFVS position, and approved the SFVS including:

- The completed checklist;
- The completed dashboard spreadsheet;
- The SFVS action plan (if applicable).

The governing body delegated the submission of the approved standard to the headteacher/school business manager.

20.27 EDUCATIONAL VISITS

a) Health and Safety of Pupils on Educational / Off Site Visits Policy and Guidelines

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

It was confirmed that **Mrs J Embley- Peers** was the Educational Visits Co-ordinator (EVC) and had Head/Administrator status for the school's EVOLVE system. The reporting procedures for visits were agreed as:

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 inform Lancashire County Council of any changes.

HT

b) Evaluation of Educational Visits and Approval of Future Visits

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

20.28 POLICIES AND PROCEDURES

a) Performance Management and Pay

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 and the validity of the appraisal process across the school:
Mrs J Hindle
Mr P Skupski
Mrs S Smith
Mrs R Strand
Mrs J Taylor
Mr G Tipper

- the school had bought into the county council 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 as identified in the school's pay policy:

Mrs J Hindle
 Mr P Skupski
 Mrs S Smith
 Mrs R Strand
 Mrs J Taylor
 Mr G Tipper

- (noting that those attending the Headteacher's Appraisal would be excluded from the Pay Committee meeting)
- relevant training had been undertaken by governors to assist them in fulfilling their duties;

Consideration would be given to the changed school context when reviewing performance.

b) Pay Policy

The governing body agreed to adopt the model Pay Policy 2020/21.

c) HR Policies

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

- Directed Time – January 2020
- Disqualification by Associate – April 2020
- Facilities Agreement – March 2020
- Grievance Procedure Teachers – March 2020
- Handling Allegations Summary – January 2020
- Leave of Absence – Support Staff – June 2020
- Leave of Absence – Teachers – June 2020
- Shared Parental Leave – March 2020
- Whistleblowing Policy (Delegated Schools) – April 2020.

d) Other policies

- Addendum to the Child Protection Policy- Covid-19 School reopening arrangements for Safeguarding and Child Protection.
- Covid-19 School Arrangements:
 - Behaviour Policy
 - Staff Conduct

- Parent Conduct
- Amendments

Governors approved the policies/amendments as detailed by the Headteacher.

e) School Safeguarding Policy / Interim Safeguarding Arrangements during Covid-19

The governing body noted the DfE guidance regarding schools safeguarding responsibilities during the pandemic restrictions, and had approved the update to the School's Safeguarding Policy.

f) 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 self-nomination both self and other nomination, both prior to and at the meeting.
- voting would be by 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;
- Governors noted that in the event of only one candidate being nominated for a position the candidate would be asked to leave the room while a vote was *held*.

Governors noted that the term of Mr P Skupski as Chair will expire in January 2021.

20.29 GOVERNOR TRAINING AND DEVELOPMENT

Governors were encouraged to check the Schools' Portal for details of virtual training courses being delivered by Governor Services. E-learning could be accessed through the Learning Link at <https://nga.vc-enable.co.uk/Register>.

Google classroom was available.

20.30 FOR INFORMATION

a) School Admissions

The governing body noted the requirements in relation to the school admissions process.

It was agreed that the admission arrangements would not be changed for 2022/23.

b) Forums for Chairs and Vice-Chairs

The governing body noted that the Chairs Forums for the summer term had been cancelled, in the light of the current national picture.

c) Lancashire Association of School Governing Bodies (LASGB)

The governing body noted that information regarding forthcoming events was available on the LASGB website.

20.31 CONFIDENTIALITY

There were no items deemed confidential. Governors were reminded of the confidential nature of all discussions held at the meeting.

20.32 DATE AND TIME OF NEXT MEETING

The governing body confirmed the pattern of dates for the 2020/21 academic year as follows:

Autumn Term 2020

Curriculum Committee Monday 19 October 2020 at 5.30pm.
Resources Committee Monday 03 October 2020 at 5.30pm.
Full Governing Body Monday 23 November 2020 at 7.00pm.

Spring Term 2021

Curriculum Committee Monday 22 February 2021 at 5.30pm.
Resources Committee Monday 1 March 2021 at 5.30pm.
Full Governing Body Monday 22 March 2021 at 7.00pm.

Summer Term

Resources Committee Tuesday 4 May 2021 at 5.30pm.
Curriculum Committee Tuesday 8 June 2020 at 5.30pm.
Full Governing Body Tuesday 29 June 2021 at 7.00pm

The Chair and governors thanked Mrs Pickup for her hard work/dedication at the school as Acting Deputy Headteacher and wished her well in her future role.

The chair thanked governors for their attendance and input and closed the meeting.