

**LANCASHIRE COUNTY COUNCIL**  
**GOVERNOR SERVICES**

**MELLOR ST MARY CE PRIMARY SCHOOL**

**AUTUMN TERM MEETING**

**MINUTES OF THE MEETING OF THE FULL GOVERNING BODY HELD AT THE**  
**SCHOOL ON TUESDAY 21 NOVEMBER 2023 AT 7.00PM**

**PART A**

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

**IN ATTENDANCE:** Mrs M Calland (*Clerk*)

*The meeting was opened with a prayer.*

**23.35 APOLOGIES FOR ABSENCE**

There were no apologies for absence.

**23.36 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 2024.

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

**23.37 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 2024.

It was agreed that Mrs J Taylor be elected as vice-chair.

**23.38 GOVERNING BODY MATTERS**

**ACTION**

**a) Declaration of interest**

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

**b) 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, all details in relation to governors had been duly recorded and the record had been signed by the vice-chair.

**c) Membership**

Governors received the anonymised application from Mrs C Siggs for the Local Authority governor vacancy, circulated prior to the meeting.

Governors considered and **approved** the application from Mrs Siggs for the position of Local Authority governor.

Clerk

**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.

Governors completed an updated ROBI form at the meeting.

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

**e) Code of Conduct**

The Governing Body reviewed and confirmed adoption of the Code of Conduct (2023). Governors were encouraged to reflect on the commitment, duties and responsibilities included in the Code. All agreed to adhere to the Code of Conduct.

**f) Disqualification Criteria**

The Governing Body noted the disqualification criteria for governors.

**23.39 MINUTES OF THE PREVIOUS MEETING**

It was agreed that the minutes of the meeting held on 27 June 2023, having been circulated, be approved and signed by the Chair as a correct record.

Chair

**23.40 MATTERS ARISING FROM THE MINUTES**

**23.30)** The wellbeing policy had been updated and approved by wellbeing governor Mrs Burtonwood-Wilson. She had also met with the headteacher to discuss the wellbeing strategy.

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

#### **23.41 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 2023/24 academic year be appointed as detailed at Appendix A to the minutes.

The terms of reference and delegated powers of the committees would remain the same as in the previous year.

- b) Nominated governor appointments as detailed at Appendix A were retained without amendment.

#### **23.42 REPORTS**

##### **a) Committee Reports**

The governors noted and accepted the minutes of the Curriculum Committee meeting held on 17 October 2023 and the Resources Committee held on the 31 October 2023.

The governors ratified the admissions policies as commended by the Curriculum committee.

##### **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.

#### **23.43 SCHOOL IMPROVEMENT**

##### **a) School Improvement and Self Evaluation**

*A folder of key documents including:*

- *Education Inspection Framework grid notes from committee meetings.*
- *Notes from 90 minute Ofsted call training and updated data.*
- *SIP*
- *Inspection Data Summary Report*
- *Pupil Premium strategy*
- *SEF summary*

*was distributed to governors at the meeting.*

The headteacher's report contained an evaluation of the SIP progress.

**b) Keeping Children Safe in Education 2023**

Governors confirmed that they had read Keeping Children Safe in Education 2023, and that arrangements were in place to comply with the requirements for governor training and increased expectations and responsibilities regarding the school's filtering and monitoring system for IT.

Governors were requested to share their certificate of completion for the NGA E-learning 'Safeguarding- the governor's role'. Whole governor safeguarding training provided by an external DSL would also be arranged for the spring term.

The headteacher was requested to ensure the school's Safeguarding/Child Protection Policy was updated in line with the statutory guidance within KCSiE.

Governors

**23.44 HEADTEACHER'S REPORT**

**a) Termly report**

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

- There had been some staff absence which had been challenging to manage but it was hoped that staffing would be back to full capacity soon.
- Two families of pupils with SEN were being supported to attend school on time.
- Two unpaid holiday fines had proceeded to court.
- Attendance was above local and national levels. The school advisor had seen the figures and was happy with the way cases of persistent absence were being handled.
- New starters had settled in well.
- 19 pupils in intake which was better than predicted. There had been a good level of interest for applicants for next year and 23 families had been shown round.

**Q- Why do you think there has been more interest?**

**A-** We have been very proactive in advertising, for example we placed three adverts in the carrier pigeon.

- The curriculum had been reviewed with all staff.
- Investigating a new language programme (Wellcomm) for EYFS to replace NELI. This would be done with the whole class, rather than NELI, which only focused on a few key pupils.
- Moderation including drop ins and book looks had taken place and overall the profile of teaching was 'good'.

- Attainment was above local and national level. Progress measures were slightly disappointing but still sat within the confidence bands so were not of concern.
- The gap between PP and other pupils was narrowing, the gap between SEN and other pupils remained but this was due to the nature of the needs.
- Phonics results from last year were above local and national levels. This year it was expected to be 80-85% due to the cohort having lower language and communication abilities on entry to EYFS.
- KS1- going forward KS1 SATS would not be compulsory, but they would continue to be used as an internal assessment.
- KS2- GD grammar score was significantly above average. There had been an improvement in GD Maths and Reading compared to last year.
- In the current Year 6, 50% of pupils were on track for Maths. They were a mixed ability cohort with not many middle ability pupils.
- 14 SEN pupils and 2 EHCP applications underway which would bring the total to 5.
- Staff meetings had been held to ensure IEPs up to date.
- Adaptive teaching was a priority on the SIP and staff had received training.
- There had been one racist concern raised. The headteacher had thoroughly investigated the situation and it had been resolved.
- Mr Blackburn had worked on the Online Safety updates for KSCiE and details regarding filtering and monitoring had been shared at the curriculum committee meeting.
- Wellbeing strategy in place.
- 3 child protection orders and 2 child protection cases which the headteacher was attending meetings for.

**Q- Does school receive reports from the Police?**

**A-** Yes, we are part of Operation Encompass and receive reports related to incidents of domestic abuse where the child was in the home. This allows staff to support the pupils in school.

**Q- Who do the reports come to and is there a contingency in place for receiving the reports if the headteacher is off?**

**A-** There is a secure email address for receiving the Encompass reports and the headteacher checks this every morning. If the headteacher is off the deputy headteacher would check this instead.

- The overall judgement on the SEF remained 'good'. The School advisor had carried out a deep dive on History.
- The fire technical risk assessment had been completed and there were 4 recommendations which would be actioned.
- The kitchen had been installed and was working however the cook was off sick. Supply was being arranged by LCC.

**Q- There have been updates to the menu choices, is this part of the reason?**

**A-** LCC are trying to reduce costs so the number of choices of toppings etc. has been reduced as has use of condiments. We are not sure how this will affect the number of pupils having school meals.

**Q- Can we raise a complaint about the change to the menu?**

**A-** We could, but the biggest thing we could do is look at an alternative provider, there can be issues with this too, but it is something we could perhaps look at in future.

- There had been three floods due to existing open pipes under the flooring and blocked drains. The diocesan insurance would resolve the issues.

**Q- Have the existing contractors been contacted about this?**

**A-** Yes they have been to look at it and they have carried out some remedial actions. We also made them aware of the continuing issues with the ceiling leaking.

- The flooring in the outdoor classroom was unsafe and could not be used. This could possibly be a project for pupils from Blackburn College to replace.
- The Archdeacon had visited and led worship.
- There would be a United Benefice Advent service at the Cathedral.

The headteacher was thanked for her comprehensive report.

#### **b) Unavoidable School Closures**

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

### **23.45 HEALTH & SAFETY MATTERS**

#### **a) Radon**

Governors noted the information regarding Radon, and that the school was in a Radon Affected Area. Monitoring was not required this year as it had been carried out last year.

#### **b) Ventilation Inspection Checklist**

The headteacher confirmed that the Ventilation Inspection Checklist had been updated, to reflect the coming changes in temperature and weather.

### **23.46 SCHOOL TERM AND HOLIDAY DATES 2024/25**

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 2024/25 and agreed INSET days on:

- Monday 2 September 2024
- Friday 18 October 2024
- Monday 2 June 2025
- Monday 21 and Tuesday 22 July 2025

#### **23.47 EDUCATIONAL VISITS – APPROVAL AND EVALUATION**

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

It was confirmed that **Jo Embley-Peers and Chris Blackburn** were the school's trained Educational Visits Co-ordinators (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 check that the details recorded above aligned with those on the EVOLVE system and to return the e-proforma to the county council by 1 December 2023.

- b) Governors approved the Tower Wood residential trip from 21-23<sup>rd</sup> of June 2024.

#### **23.48 MODEL COMPLAINTS PROCEDURE - DfE**

The governing body approved the school's Complaints Procedure, published by the DfE.

The governing body confirmed that the approved personalised complaints Procedure was on the school's website.

#### **23.49 PERSONNEL**

- a) **Personnel Policies**

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

- Adoption Leave (June 2023)
- Appraisal (Support Staff) (April 2023);

- Capability Procedure (Support Staff) (May 2023);
- Long Service Award – Teachers (July 2023);
- Long Service Award – Support Staff (July 2023);
- Redundancy Policy and Procedure (August 2023);
- Whistleblowing Policy (Delegated Schools) (April 2023).

**b) Pay Policy**

The governing body noted the update on the pay policy.

**c) Dealing with the absence of the Headteacher**

Governors noted the information regarding headteacher absences, and the role of the chair to ensure a consistent approach with absences.

**23.50 FINANCE**

**a) Finance Policies**

The governing body delegated the approval of the following policies to the Resources committee, to be included in the Spring finance manual.

- Lettings Policy/Charges;
- Charging and Remissions Policy;
- Internal Financial Regulations;
- The Control and Disposal of School Assets
- Use of Direct Central Payment/Non-Order Invoice and Confirmation Order Routes Within FMS;
- Income treatment and reconciliation policy (including the use cashless payments systems);
- Potential Risks and Key Controls Checklist;
- Petty Cash / Imprest Accounts Financial Arrangements;
- Debt Management/Billing Arrangements.

The headteacher was requested to ensure that the Lettings Policy and Charging and Remissions Policy were available on the school website.

**b) Schools Financial Value Standard (SFVS)**

Governors agreed that Mrs H Adams and the headteacher would consider the SFVS on behalf of the governing body. A detailed report together with the completed self-assessment, related party transactions spreadsheet and action plan would be brought to a future meeting of the governing body for approval.

It was agreed that the headteacher would submit the approved standard to the local authority by 31 March 2024.

**c) Budget Sustainability**

Mrs Adams/  
Headteacher

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 2024/25 funding.

In view of the financial pressures, it was agreed that a budget working group would be established, comprising of the members of the Resources committee, and a meeting was arranged for: **Tuesday 5<sup>th</sup> of December at 4.00pm.**

RES  
committee

**d) The Unofficial School Fund 2022/23**

The governing body had approved the audited unofficial school fund accounts 2022/23 at the summer term FGB meeting 2023.

Governors appointed Matt Taylor as the auditor for the 2023/24 account.

**e) Financial Transparency of Local Authority Maintained Schools and Academy Trusts**

The governing body confirmed that the required information had been published on the school's website and noted that further requirements may be provided in due course.

**23.51 GOVERNOR TRAINING AND DEVELOPMENT**

Completion of the NGA safeguarding training was a priority. It was discussed that a skills audit would be carried out once Mrs Siggs had joined the governing body. Mrs Burtonwood-Wilson had completed Wellbeing training. All governors completed Ofsted training in September.

Governors

**23.52 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 policy 2025/26 was out for consultation.

**Q- What is the process and how long is it out for consultation?**

**A-** It is available on the Diocese, LA and school website and has been shared with local schools. It will be out for 6 weeks and following the consultation period the policy will be sent to the LA for confirmation.

**23.53 INFORMATION, UPDATES AND ITEMS FOR FURTHER DISCUSSION AS REQUIRED**

The governing body noted the following updates.

**a) Admissions Appeal Service – briefing note from Legal Services**

- b) Assessment in Primary Schools – update
- c) High Needs Funding and Notional SEN 2023/24
- d) School Lettings Policy Guidance
- e) Education Improvement
- f) Employee Assistance Programme

It was noted that school was part of this and posters with contact details had been placed in the staff toilets.

**23.54 FORUMS FOR CHAIRS AND VICE CHAIRS**

The governing body noted booking arrangements for termly forums.

**23.55 LASGB**

The governing body noted that information and updates about the work of the LASGB, were available via their website

**23.56 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.

**23.57 DATE AND TIME OF NEXT MEETING**

The governing body confirmed the dates as follows:

Tue	20	Feb	24	Curriculum	17:30
Tue	27	Feb	24	Resources	17:30
Tue	19	Mar	24	GB	19:00
Tue	7	May	24	Resources	17:30
Tue	4	Jun	24	Curriculum	17:30
Tue	25	Jun	24	GB	19:00

**CLOSING REMARKS**

There being no further business, the Chair thanked everyone for their attendance and support, and duly closed the meeting at 8.30pm.