

LANCASHIRE COUNTY COUNCIL
GOVERNOR SERVICES

MELLOR ST MARY CE PRIMARY SCHOOL

SPRING TERM MEETING

MINUTES OF THE MEETING OF THE FULL GOVERNING BODY HELD AT THE
SCHOOL ON TUESDAY 19 MARCH 2024 AT 7.00PM

PART A

PRESENT: Mr P Skupski (*Chair*)
Mr C Blackburn
Mrs N Burtonwood-Wilson
Ms S Chudasama
Mr P Metcalfe
Mrs C Siggs
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. Mrs Siggs was welcomed to her first meeting of the governing body.

24.01 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Mrs H Adams.

24.02 GOVERNING BODY MATTERS

a) Declaration of interest

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

b) Membership

Mrs Siggs was welcomed to her first full governing body meeting as an LA governor. In line with the Regulations, she was asked to ensure she –

1. started the DBS process within 21 days of appointment otherwise there was a risk of disqualification;
2. completed a register of business/pecuniary interests form and submitted it to the school.

ACTION

Mrs Siggs

Governors noted the following:

- No terms due to expire this academic year.
- Ms Chudasama's term as parent governor due to end 31.10.24
- Mr Blackburn's term as staff governor due to end 5.10.24

c) 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, and all details in relation to governors had been duly recorded. The SCR had been signed by the Vice-Chair.

d) GovernorHub

Governors noted the recent implementation of GovernorHub by Lancashire Governor Services. Governors were encouraged to register with GovernorHub and familiarise themselves with this resource.

Governors

24.03 MINUTES OF THE PREVIOUS MEETING

It was agreed that the minutes of the meeting held on 21 November 2023, having been circulated, be approved and signed by the Chair as a correct record.

Chair

24.04 MATTERS ARISING FROM THE MINUTES

The following matters arising from the minutes were noted:

23.43b) Governors were asked to complete safeguarding training via NGA E-Learning or share details/ certificates of completed safeguarding training if they had already done so.

Governors

24.05 REPORTS

a) Committee Reports

The governors noted and accepted the minutes of the Curriculum Committee meeting held on 20 February 2024 and the Resources Committee meeting held on 27 February 2024.

Questions were invited:

Q- Has the issue with WhatsApp messaging resolved?

A- Yes it seems to have calmed down at the moment. We gave additional talks and lessons to pupils and shared information on the newsletter and website for parents regarding online safety.

b) Nominated Governors

Governors received written reports on Year 6 and EYFS, summarised as follows:

Mrs Wilson- Year 6

- Very positive and enjoyable visit.
- Good use of knowledge recall.
- Adaptive teaching methods in place.
- Discussed White Rose Maths.
- Pupils had questions about governors. It was hoped that once more class visits had taken place the profile of governors would be raised.

Mrs Burtonwood-Wilson- EYFS

- Observed creative play, storytelling and teamwork.
- Pupils given opportunity to handle and manipulate different materials.
- Staff encourage independence and peer-support.
- WellComm assessment carried out for all pupils.
- Staff very knowledgeable about pupils' development.
- Observed a phonics session and saw evidence of multisensory teaching.

Mrs Wilson and Mrs Burtonwood-Wilson were thanked for their reports.

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.

24.06 KEEPING CHILDREN SAFE IN EDUCATION 2023

Governors noted the governor training requirements set out in Keeping Children Safe in Education.

The governing body discussed the additional questions in the information booklet, noting the following:

Q- Do your children feel safe? How do you know as governors?

A- Governors received a copy of the recent safeguarding audit carried out by the school advisor detailing evidence. This included Pupil Voice responses (pg. 6,7,10).

Q-Is your policy up to date?

A- Yes

Q- Are you aware of the filtering and monitoring systems in place in your setting and monitor their effectiveness?

A- Governors received an update on filtering and monitoring at the curriculum committee meeting.

A new system would be implemented to further support the systems already in place. This would notify the deputy headteacher of any flagged searches immediately so that they could be followed up straight

away. iPads would be numbered, and teachers will note which pupil has each device so that it can be traced to the individual. Pupils would be given individual logins for computers and all staff would also have personal accounts.

Q- Will pupils be taught about password safety?

A- Yes as part of computing and online safety lessons they learn not to share passwords and personal information. We will reiterate this to them and remind them that they need to log off their device if they leave it unattended.

24.07 SCHOOL IMPROVEMENT

Governors received the RAG rated SIP which had been discussed at the curriculum committee meeting and were satisfied with the progress.

24.08 HEADTEACHER'S REPORT / UNAVOIDABLE CLOSURES

a) Headteacher's report

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

Numbers on roll/ admissions

- There would be a new pupil going into EYFS after Easter taking the class to 20.
- Families had been shown round for places in Year 3.
- There had been 47 applicants for September. The intake would be confirmed in April, and it was hoped there would be a full intake.

Curriculum

- School had been funded to take part in MyHappyMind.
- Signed up to the English Hub.
- Mr Blackburn was in the third year of the Maths Hub.
- An Early Reading Audit would be carried out in April.

Data

Q- How will progress be measured for the current Y6?

A- There won't be any progress measures for these pupils or the next cohort as they didn't sit KS1 SATS due to Covid. The results will be attainment only. These two cohorts might be slightly lower in attainment due to higher percentages of SEN. Our internal progress measures show they have made good progress but there will be no official progress data.

- School had been selected to take part in an NFER reading test for Year 2.

Q- What will this be used for?

A- We don't know yet. The KS1 SATS are no longer mandatory, but we have been selected for this test.

Q- Are you happy with the data at this point in the year?

A- We expect the spring data to be more positive as there is generally a big increase from autumn to spring. It is assessment week currently so the data will be collated and pupil progress meetings will be held.

Pupil Premium

- The headteacher met with PPG pupils individually. Most were meeting ARE or were close.

SEND

- Increase in number of pupils with SEN.
- 4 EHCPs with a possible 4 more pending or to be submitted.

Q- Is there a pattern to the type of needs?

A- We are seeing an increase in social, emotional and behavioural needs. This is a national trend.

Behaviour and attitudes

- Behaviour remained good.
- There had been some instances of cyberbullying and issues with phone usage in upper KS2. Information had been shared with pupils and parents.
- CPOMS entries had been reviewed and Mr Blackburn had delivered training for TAs.

Safeguarding

- Section 157/175 audit completed and submitted. There were no significant concerns.

Buildings

- Claims for flooring/ drainage ongoing.

The headteacher was thanked for her comprehensive report.

b) Unavoidable School Closures

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

24.09 ATTENDANCE

Governors noted the guidance on attendance, including their responsibility to support schools with attendance.

The additional questions set out in the agenda were discussed, and the following noted:

Q- How are we monitoring pupils' attendance to identify concerns?

A- Attendance is reviewed termly by the headteacher and parents contacted. Fines are issued for holidays taken in term time. Attendance information is shared on the newsletter and website.

Q- Are there any particular groups with lower attendance than others?

A- Yes attendance for under 5-year old's is often lower as they are not at mandatory school age. Some SEND pupils have medical or mental health issues. These pupils are supported through school-based avoidance methods.

Q- Have we followed recommendations from the Local Authority Attendance team?

A- Yes, we have had a meeting with the LCC attendance officer and they were very happy with our attendance procedures.

Q- Have staff with an attendance function had dedicated training?

A- Yes.

Q- Are fines issued immediately?

A- Fines can only be issued for absences of 5 days or more. If they request a holiday, they receive warning that they will be fined if the period exceeds this.

24.10 INCLUSION

The governing body discussed the suggested questions from the agenda, and confirmed the following:

Q-Has the school been asked to reintegrate any pupils recently?

A- No, we have not had any exclusions.

Q-How many pupils are Electively Home Educated this year?

A- No pupils are currently home educated but we accepted a pupil who had been previously home educated.

24.11 EDUCATIONAL VISITS

The following update was given:

- Towerwood residential booked and approved at the previous FGB meeting.
- Year 6 had a Magistrate visit and mock trial which was very good.
- KS1- Fleetwood Museum trip
- KS2- Eureka trip
- Year 6 buddy trip to the zoo would be booked.

It was discussed that the increase in cost of coach travel was putting trips to appx. £20 even with school subsidising the cost. The headteacher had been mindful not to plan too many trips due to the cost for parents.

24.12 FINANCE

a) Schools Financial Value Standard (SFVS)

The governing body approved the SFVS and related party transactions template.

The governing body delegated the submission of the approved standard and related party transactions template to the headteacher/school business manager noting that it should be submitted to the county council by 31 March 2024.

Headteacher

b) School Budget 2024/25

The governing body delegated the review and recommendation of the school's budget plan for 2024/25, and a forecast for 2025/26 and 2026/27 to the Resources Committee.

It was noted that this had to be submitted to the county council by Friday, 17 May 2024.

The budget and forecasts would be presented for approval at the next 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 in the summer term 2024.

24.13 PERSONNEL

a) Pay Policy

The governing body confirmed adoption of the model Pay Policy.

b) Lancashire Personnel Policies

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

- Appraisal Policy (Teachers)
- Capability Policy (Teachers)
- Career Break Scheme
- OHU Referral Guidance and Questions
- Recruitment and Selection of School Staff Guidance and Appendices
- School Staff Code of Conduct
- Statement of Ethical Standards
- Teaching and Learning Responsibility (TLR) Payments Guidance.

c) Appraisal

The governing body confirmed that appraisals had taken place for all teachers and school leaders. It was also noted that appropriate objectives were in place for the current year, and arrangements had been made for mid-year reviews.

d) Recruitment Process

The governing body noted the required notice period for headteachers.

e) Performance Related Pay

Governors noted that the government had committed to removing performance-related pay in schools by September 2024, and had committed to conducting a rapid government and trade unions review of current guidance surrounding appraisal and performance management to facilitate a replacement being in place from 1st September 2024. The Government had stated that schools would have sufficient notice to enable them to prepare during the summer for September 2024 implementation.

The relevant LCC model policies and procedures would be updated accordingly once the detail of the proposed guidance was known.

24.14 GOVERNOR TRAINING AND DEVELOPMENT

The governing body noted the recommendation that an annual skills audit be undertaken.

Governors were reminded to complete safeguarding training if they had not already done so and were encouraged to reflect on their own training needs and book courses as applicable.

24.15 INFORMATION, UPDATES AND ITEMS FOR FURTHER DISCUSSION AS REQUIRED

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

- a) Education Improvement
- b) Wellbeing and Mental Health

Governors suggested adding Wellbeing as a standing agenda item for the Curriculum Committee meeting.

- c) Review and Publish Gender Pay Gap Information
- d) School Admissions
Governors noted the schools' admission procedure and timeline and confirmed that the determined admissions policy had been submitted.
- e) Ofsted Handbook and framework updates
- f) Schools Causing Concern guidance – Updates
- g) NGA – exclusion review panels
- h) Chairs Forum – Inclusion Summits
- i) LASGB
- j) Employee Assistance Programme

Clerk:
Summer CUR
agenda

Information for the EAP was signposted in the staffroom and toilets and had been accessed by some staff members.

24.16 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, information contained in item 24.08 was deemed confidential and minuted accordingly.

24.17 DATE AND TIME OF NEXT MEETINGS

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 8.45pm.