

LANCASHIRE COUNTY COUNCIL
GOVERNOR SERVICES

MELLOR ST MARY CE PRIMARY SCHOOL

SUMMER TERM MEETING

MINUTES OF THE MEETING OF THE FULL GOVERNING BODY HELD IN SCHOOL
ON TUESDAY 25 JUNE 2024 AT 7.00PM

PART A

PRESENT: Mrs J Taylor (*Vice-chair*)
Mrs H Adams
Mrs N Burtonwood-Wilson
Ms S Chudasama
Mrs C Siggs
Mrs C Wilding
Mrs E Wilson
Mrs J Embley-Peers (*Headteacher*)

IN ATTENDANCE: Mrs M Calland (*Clerk*)

The meeting was opened with a prayer.

24.18 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Mr Blackburn, Mr Metcalfe and Mr Skupski.

24.19 GOVERNING BODY MATTERS

a) Declaration of interest

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

b) Membership

It was noted that Ms S Chudasama's term as parent governor would end on 31/10/24 and Mr Blackburn's term as staff governor was due to end on 5/10/24.

The headteacher agreed to arrange elections to re-appoint to these positions.

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.

ACTION

Headteacher

The governing body noted the Department for Education recommendation in relation to Section 128 checks.

24.20 MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING

- a) It was agreed that the minutes of the meeting held on 19/3/24 having been circulated, be approved and signed by the chair as a correct record via Governor Hub. Chair
- b) There were no matters arising from the minutes of the previous meeting, which were not scheduled for discussion during the forthcoming agenda.

24.21 REPORTS

a) Committee Reports

The governors noted and accepted the minutes of the following committee meetings:

Resources- 7/5/24
Curriculum- 4/6/24

b) Nominated Governors

Governors received two reports from Mrs Taylor. Attention was drawn to the following key points:

Year 2

- Great to see the routines in place.
- Pupils were encouraged to be independent.

History and Geography

- New scheme from Kapow in place.
- Next steps were to review assessment and ensure lessons were engaging for all pupils.

Mrs Taylor was thanked for her reports.

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.

24.22 SCHOOL IMPROVEMENT & HEADTEACHER'S REPORT

a) School Improvement

The headteacher updated governors on the progress of this year's improvement priorities:

KP1- To ensure all children obtain, retain and recall information over time and develop increased skill competencies in a range of subjects.

- Evidence gathered from monitoring, pupil voice, and book scrutinies suggested that pupils were beginning to recall information.
- Use of key vocabulary would be a next step.

KP2- To ensure all children are able to make the progress they deserve through the use of adaptive teaching methods.

- All staff had adaptive teaching training.
- It had been well received by both teachers and TAs and there had been positive feedback.
- It was hoped to see the impact next year.

KP3- Embed a consistent approach to writing through school.

- Summer data showed that writing was improving, however was not yet as high as reading.
- Pupils had been given the opportunity to publish their writing on the newsletter etc. which had been well received.
- SPAG was improving but needed to be applied consistently.

KP4- To develop children's awareness of justice and responsibility.

- Not in SIAMS window for next year.
- Mr Blackburn had led worship based on British values and justice and responsibility.

b) Attendance

Governors noted the information about their responsibilities to support schools with attendance and requirement to read the document Working Together to Improve School Attendance.

During discussions, the following matters were noted:

- Above national levels for attendance.
- Below national levels for persistent absence.
- Attendance sheets would be included with end of year reports.

It was agreed that Mrs Wilding would become the attendance governor.

Clerk

Q- Are the expectations for attendance and fining changing for primary schools in line with secondary schools?

A- Yes, the new guidance comes into effect from August. We have shared the new information via the newsletter including the rules on fines which will increase with each subsequent absence.

Q- What about pupils with SEND whose condition affects their attendance?

A- We have three pupils currently on a reduced timetable. As long as the attendance team is aware of this, and we can provide

evidence, then this is accepted. We wouldn't issue fines under these circumstances.

c) Inclusion

The following was confirmed:

- There had been no exclusions.
- There had been no racist incidents.
- Three pupils with emotionally based school avoidance were working with the mental health lead to support their attendance.

d) Headteacher's Report

Governors had received the headteacher's written report in advance of the meeting.

In addition to the above items, attention was drawn to the following key points:

Link School Project

- Mrs Pye had taken on a link school project, designed to pair schools with different diversity. The link hadn't worked quite as expected as the school was a similar make up, however pupils had exchanged letters and would meet via zoom. It was hoped that the project would continue in future.

Data

Data based on teacher assessment was shared with governors:

EYFS

- GLD= 75% (15/20)
- Slightly lower than previous years but the cohort had more needs.
- The aim would be to reach 80-85% in future years.

Phonics

- 83% (15/18)
- Slightly below previous years.
- The three pupils who didn't pass were very close and would resit in Year 2.

Q- Did the Year 2 resits pass? What happens if they don't pass in Year 2?

A- Two pupils took the resit in Year 2 this year and they didn't meet the threshold, however they had both made progress on their Year 1 scores.

In Year 3 these pupils will be identified as the lowest 20% of readers and receive extra support.

Q- Are there any strategies other than phonics?

A- It is a statutory requirement to teach phonics and carry out the phonics screening. Pupils do have other strategies in place to support reading, but we must teach it through phonics.

Q- Are there additional costs associated with supporting pupils with phonics?

A- Yes, we must ensure we have enough staff in class to deliver the catch-up programme.

Year 2 SATS (Non-statutory)

- Used as an additional measure to support teacher assessment.
- Not taken under strict exam conditions.
- Data was good, especially 25% GD for Reading and 80% EXS+ for Writing. Maths showed a big improvement from spring data.

Year 6- Teacher assessment

Predicted: 86% Reading

77% Writing

77% Maths

There would be no progress measures.

Q- How will progress be measured in future?

A- It will be measured from EYFS baseline to end of Year 6.

Pupil Premium

A question had been raised at the curriculum committee meeting:

Q- What percentage of PPG pupils access extra-curricular activities?

A- To answer the above question the headteacher had produced a report for governors detailing the percentage of PPG pupils accessing each club. The following was noted:

- PPG pupils were accessing a range of enrichment opportunities. Only a few clubs had no PPG pupils, and this may be due to the cohorts the club was on offer to.
- Some PPG pupils did not take part in after school enrichment due to their personal circumstances or other commitments.
- The PPG strands (high quality teaching, interventions and enrichment) would stay the same going forward.
- PPG pupils were represented in all pupil voice groups.
- Costs were covered for external clubs.

Numbers

- A pupil was on appeal for a place in current Year 3. If successful, this would take the cohort to 23.
- There had been interest in another Year 3 place, and this would also go to appeal.
- If both appeals were successful, this would take the number on roll to 141.

Parent questionnaire

- 43 responses.
- Lots of positives.
- Some constructive feedback which had been shared with staff.

Curriculum

Governors received curriculum reports for each subject.

- There would be some changes in subject leadership from September due to new staff.
- The Music development summary plan was available to view on the school website.

Buildings

- New KS1 boiler required. Quotes ranged from £3000-4000.
- The flooring in Class 4 contained asbestos and as such would be too expensive to remove and replace. This meant the plan to redevelop the classroom would no longer go ahead.
- The SCA bid for the toilets would be submitted.
- The maintenance team had advised that the hall ceiling would likely not come under SCA so would have to be funded from the school budget.

Governors were informed of an issue with LCC teacher pension contributions, which hadn't been paid since the transition to Oracle Fusion. Governors were extremely concerned and agreed to submit a letter of complaint to LCC. Mrs Adams would draft this and share it with the Chair.

Mrs Adams/
Chair

The headteacher was thanked for her comprehensive report.

24.23 SAFEGUARDING

Governors noted the requirement to attend regular safeguarding training.

All governors had been requested to complete NGA online safeguarding training. Any governors who had not yet shared their certificate with the headteacher were requested to send this as soon as possible.

Governors

The section 175/157 audit toolkit had been completed.

24.24 ARRANGEMENTS FOR EXAMS

The governing body noted the information regarding Key Stage 2 SATS. It was confirmed that 22 pupils sat the test. Results would be available on the 9th of July.

24.25 UNAVOIDABLE SCHOOL CLOSURES

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

24.26 EDUCATIONAL VISITS

Year 6 pupils had recently attended Tower Wood. This had been provisionally booked for next year.

The trip had been very successful, and the pupils thoroughly enjoyed it. There had been concerns that some activities would be limited due to issues with Tower Wood's risk assessments, however they were still able to take part in some water-based activities.

24.27 FINANCE - BUDGET OUTTURN 2023/24 AND SCHOOL BUDGETS 2024/25

The governing body noted the school's outturn position for 2023/24. The significant differences between the estimated and actual outturn for 2023/24 (£62,439) were discussed.

The headteacher provided a breakdown of reasons for the difference including an increase in high needs block funding, savings in teaching staff, savings in energy and learning resources.

Following the recommendation of the Resources Committee, and after considering any budget sustainability issues, the governing body approved the school budget plan for 2024/25 as follows:

Brought forward: £104, 841

In year deficit: £-30,277

Estimated c/f as at 31 March 2025: £74,564

Financial forecasts for 2025/26 and 2026/27 were noted.

The headteacher confirmed that the Income and Expenditure Form had been submitted to the county council within the required timeframe.

24.28 PERSONNEL

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

(Mr Skupski, Mrs Wilson, Mrs Burtonwood-Wilson)

- 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

(Mrs Taylor, Ms Chudasama, Mrs Adams)

- relevant training had been/would be undertaken by governors to assist them in fulfilling their duties.

b) Lancashire Personnel Policies

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

- Alcohol / Drug Abuse, Statement for Employees
- Directed Time
- Extreme / Unpredictable Weather Guidance
- Flexible Working
- Grievance Procedure (Support Staff)
- Grievance Procedure (Teachers)
- Job Share
- Leave of Absence
- Paternity Leave Policy & Form
- Shared Parental Leave
- Smoke-Free Policy
- Trans Equality Guidance

c) Staffing arrangements

The governing body had previously considered staffing arrangements and were satisfied with the structure for next academic year.

24.29 GOVERNOR TRAINING AND DEVELOPMENT

It was agreed that governors would complete a skills audit in September.

They would also meet to review the school vision and ethos.

Governors

24.30 GOVERNING BOARD'S EFFECTIVENESS AND STRATEGY FOR 2024/25

The effectiveness of the governing body was considered. Governors determined the following actions that they had taken over the year:

- Scrutiny of finances and movement to a new finance officer.
- Staffing decisions/ restructuring.
- Adopting policies.
- Safeguarding and Cpoms training.
- Attending educational visits.
- Wellbeing- governor appointed and wellbeing added as an agenda item.
- Governor visits and reports.
- Website audit.

24.31 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 both self and other nomination;
- nominations would be received both prior to and at the meeting;
- voting would be 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;
- in the event of only one candidate being nominated for a position the candidate would not be asked to leave the room while a vote was held

24.32 FOR INFORMATION / ACTION AS APPROPRIATE

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

- a) Safe Work Statement
- b) Wellbeing and Mental Health
- c) Chairs Forum
- d) GovernorHub
- e) LASGB
- f) Recovery Premium Funding
- g) PE and Sport Premium Funding - primary schools
Governors noted that the reporting deadline for the current academic year was 31 July 2024.
- h) Apprenticeship Levy Underspend to be shared with Non-Levy Paying Schools
- i) Cyber Security
Governors noted their responsibility for cyber security. Mrs Burtonwood-Wilson offered to complete cyber security training if a course became available next year.

Mrs
Burtonwood-
Wilson

Q- Are staff trained in this?

A- Yes as part of our annual online safety training.

- j) Sustainability

24.33 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.

24.34 DATE AND TIME OF NEXT MEETING

The governing body confirmed the pattern of dates for the 2024/25 academic year as follows:

Autumn term 2024		
Curriculum	Tuesday 15 th October	5.30pm
Resources	Tuesday 29 th October	5.30pm
Full Governing Body	Tuesday 19 th November	7.00pm
Spring term 2025		
Curriculum	Tuesday 25 th February	5.30pm
Resources	Tuesday 4 th March	5.30pm
Full Governing Body	Tuesday 25 th March	7.00pm
Summer term 2025		
Resources	Tuesday 6 th May	5.30pm
Curriculum	Tuesday 3 rd June	5.30pm
Full Governing Body	Tuesday 24 th June	7.00pm

The chair thanked governors for their attendance and input and duly closed the meeting at 8.30pm.