

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

**MELLOR ST MARY C.E PRIMARY SCHOOL**

**AUTUMN TERM MEETING**

**MINUTES OF THE MEETING OF THE FULL GOVERNING BODY HELD VIRTUALLY**  
**ON MONDAY 22 NOVEMBER 2021 AT 7.00PM**

**PART A**

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

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

*The Chair opened the meeting and welcomed everyone. Prayers were said in honour of Mrs K Walsh-Venables and her family. She had sadly passed away since the last meeting.*

**ACTION**

**21.33 APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Mr M O'Donoghue.

**21.34 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 2022.

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

**21.35 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 2022.

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

## 21.36 GOVERNING BODY MATTERS

### 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, and all details in relation to governors had been duly recorded.

### c) Membership

The clerk updated governors on the latest position:

The term of office of Mrs S Smith a Foundation Governor would end on 21 February 2022. Mrs Smith informed the Governing Body that she would be resigning as a governor at that date.

*The Chair and governors expressed their sadness that she would not be standing for another term and wished her all the best for the future.*

There were now 2 Foundation Governor vacancies one of them was an ex-officio post.

*The headteacher and governors noted the position and future actions required.*

H/T

### 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.

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

H/T

### e) Code of Conduct

The Governing Body reviewed and confirmed adoption of the Code of Conduct (2021). 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.

### **21.37 MINUTES OF THE PREVIOUS MEETING**

It was agreed that the minutes of the meeting held on 29 June 2021, having been circulated, be approved and signed by the Chair as a correct record. Please note any local arrangements, e.g. the minutes would be signed at a point when physical meetings re-commence.

### **21.38 MATTERS ARISING FROM THE MINUTES**

The following matters were arising from the minutes of the meeting held on 29 June 2021:

- There would need to be a training handover done.
- Minute No 21.22 The installation of the WIFI had been completed at half term.

Minute No 21.25 Headteachers Report

- In terms of moderation, there was a need for a cluster moderation to be done
- In Key stage 2 the external writing was ok.
- The Rev Karen Herschel had visited the school for worship.

Minute No 21.26 Finance

- The Income and Expenditure Form had been submitted.

### **21.39 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 2021/22 academic year be appointed as detailed at Appendix A to the minutes.

There would be a full review done in the Spring 2022 term

H/T

The Governing Body agreed to adopt the local authority's updated model terms of reference for all of its committees.

- b) Nominated governor appointments were reviewed and confirmed as detailed at Appendix A.

### **21.40 REPORTS**

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

The governors noted and accepted the minutes of the Curriculum Committee meeting held on 18 October 2021.

The governors noted and accepted the minutes of the Resources Committee meeting held on 1 November 2021.

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

Lettings Policy/Charges.  
Internal Financial Regulations.  
All Lancashire Policies.

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

Respecting All Policy.  
Attendance Policy.  
Behaviour Policy.  
Policy for Education of Children in Our Care and Previously Looked After Children.  
Online Safety Policy.  
PHSE Education-including Statutory and Health Education (RHE) Policy.  
Pupil Premium Policy.  
Safeguarding Policy.  
SEND 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.

**21.41 SCHOOL IMPROVEMENT**

The Headteacher had circulated the latest School Improvement Priorities for 2021-22. The summary priorities were shown below:

**Key Priority 1 Teaching and Learning**

Point 1: To develop a consistent approach to writing throughout school.

**Key Priority 2 Outcomes for Pupils**

Point 2: To embed the mastery approach to mathematics in KS1 and KS2 to ensure a deeper understanding of problem solving and reasoning skills across the school and raise attainment in mathematics (Ofsted).

**Key Priority 3 Outcomes for Pupils**

Point 3: Develop metacognition and self-regulated learning knowledge and QFT to create resilient and independent learners.

## Key Priority 4 Outcomes for Pupils

Point 4: Develop communication, language and literacy skills in EYFS to ensure all children have a wide vocabulary by the end of their first year in school.

All the priorities had actions that were being taken in the Autumn 2021 term with strategies for the Spring and Summer 2022 terms shown under the next steps. Termly reviews would be carried out.

*Governors thanked the Headteacher for her detailed update.*

### 21.42 HEADTEACHER'S REPORT

#### a) Termly report

The headteacher's written report had been circulated in advance of the meeting.

Reference was made to:

#### Context Characteristics

- School Population = 144 pupils/ class structure. Group analysis by attendance and category.
- Admissions – The policy had been reviewed for 2022-23.
- Attendance = 89.5%.
- Quality of Education for all Years showing:
  - The whole school curriculum was currently in its third year of review. Focusing on relevance and progression.
  - The quality of education still focused on intent, implementation and impact.
  - Whole school baseline data had identified issues with pupil confidence, learning behaviours as well as reduced independence skills, and abilities to tackle problems independently with learning and in social situations.
  - **End of year internal data:** Internal data clearly showed the progress cohorts made over the course of the year. The prior attainment measures were pre COVID and were based on the end of EYFS or KS1 statutory assessments for each cohort. The Year 3 cohort data stands out as bucking the trend due to the high initial baseline by Mr Parsons, followed by the return of Mrs Pye in the spring / summer terms. This had been addressed through internal monitoring by SLT and core subject leaders to ensure the end of year data was secure.
  - **Local Comparison Data (OLSIP)** The school had taken part in an optional LSIP collection with 198 based schools at the end of the Summer 2021 term.

- The school was above the project LA average in most areas.
    - The greater depth scores were higher than the project LA average in most areas
    - In KS2 writing was higher than the project LA average and the NCER average.
  - There had been 8 children identified on the SEN register.
  - The SEND Policy and Information Report had been updated.
  - Teaching staff had received updated training on POPs.
  - The Behaviour Policy had been updated.
- **Pupils Personal Development.**
  - Racist Incidents =1.
  - Bullying Incidents = 0.
  - Behaviour Reports=1.
  - Pupil groups were now back and running well.
  - The buddy system had been re-established.
- **Leadership**
  - The quality of teaching across the school was Good.
  - The roles and details of staff were shown in the report.
- **Self -Evaluation**
  - The school continued to be Good.
  - The Key School Improvement Priorities had been listed in Minute No 21.41.
- **Professional Development (CPD)**
  - Most CPD was beginning to revert to face to face with some virtual.
  - A list of CPD training was listed in the report.
- **Management**
  - Reviews had been done for all teachers and new targets set to reflect the School Improvement Plan
  - All risk assessments had been updated and were in place.
- **Stakeholder views and Partnerships**
  - The new School Council had met.
  - Eco Schools had now been set up.
  - Wellbeing Warriors had been appointed.
  - Play leader training to commence.
  - Faith Groups had started again.
  - The new Rev Karen had led worship at school once this half term.
  - Policies for consultation had been presented to governors. They were also on the school website.
- **Environment**
  - The school environment had promoted positive attitudes to learning and behaviours.
  - The 5-year fixed wiring testing had been completed.
  - All school areas were Covid compliant.

- There were numerous initiatives being done at school.
- **Culture and Ethos.**
  - The Christian Ethos, vision, mission and values was the main driver that underpinned the curriculum.
  - Whole school worship was in place.
  - Staff and pupil moral were positive.
  - Mindset principles used throughout school.
- **Financial Report**
  - School Budget was effectively monitored, and long-term financial planning was in place. This is monitored and approved by the Resources Committee.
  - School budget and School improvement plan were linked, and this year money had been prioritised for writing development and training, maths mastery development and the setting up the new curriculum in EYFS. IT hardware and software as well as support continue to be an area in need of investment.
  - School Funds had been audited – new auditor was Mr Matt Taylor.
  - DFE grants had to be used for NELI – Nuffield Language Training and School Led Tutoring.
  - DFC funds had been used for IT hardware investment – new WIFI system.
  - DFC and SCA funds were being used to support IT hardware projects and external fencing concerns.
- **Closing statement**
  - The closing statement by the headteacher concluded the report.
- **Other Information**
  - The school had been struggling with staff absences.
  - The school had held assessment week. Internal moderation had taken place.
  - Writing was improving.
  - Four members of staff were eligible for pay progression backdated to September 2021.

*Governors agreed with the Headteacher on the pay progression.*

- Phonics in Year 2 had a 90% success rate.
- The Headteacher had circulated the Annual Performance Review from the School Advisor dated April 2021. The document represented the Adviser's objective and professional judgement based on the available evidence and this or her knowledge of the school and how well it functions. It was designed to give governors and school leaders an independent illustration of how the school is performing and provide support for the school's own self-evaluation processes. The school had been graded 2 which was Good.

*Governors noted the report and the position of the school.*

*The headteacher was thanked for her detailed report.*

**b) EU Settlement Scheme**

The governing body noted the information regarding the EU Settlement Scheme.

**c) Unavoidable School Closures**

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

**21.43 SCHOOL TERM AND HOLIDAY DATES 2022/23**

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 2022/23 and agreed INSET days on:

- Thursday 1 September 2022.
- Friday 2 September 2022.
- Friday 21 October 2022.
- Tuesday 3 January 2023.
- Monday 5 June 2023.

**21.44 EDUCATIONAL VISITS – APPROVAL AND EVALUATION**

The Headteacher advised that there were no visits to approve at this time.

It was hoped that the school would book a summer term residential at Towerwood. **H/T**

**21.45 LANCASHIRE 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 2021)
- Absence (Management of Sickness) (August 2021)
- Capability Procedure (Support Staff) (May 2021)
- Long Service Award – Support Staff (July 2021)
- Long Service Award – Teachers (July 2021)
- Long-term Absence Procedure (August 2021)
- Short-term Absence Procedure (August 2021).

## 21.46 FINANCE

### a) Finance Policies

The governing body approved / delegated the approval of the following policies to the Resources Committee:

- Lettings Policy/Charges;
- Charging and Remissions Policy;
- Internal Financial Regulations;
- 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 of cashless payment systems);
- Potential Risks and Key Controls Checklist;
- Petty Cash / Imprest Accounts Financial Arrangements (document and policy);
- Debt Management / Billing Arrangements (document and policy).

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

HT

### b) The Unofficial School Fund

The audited accounts of the Unofficial School Fund 2020-21 had been approved at the Full Governing Body Meeting on 29 June 2021.

Governors appointed Mr M Taylor as the auditor for the 2021/22 account(s).

### c) Schools Financial Value Standard (SFVS)

The governing body delegated consideration of the SFVS to the Resources Committee.

A detailed report together with the completed self-assessment 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 2022.

H/T

### d) Budget Sustainability

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 2022/23 funding.

**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.

**21.47 GOVERNOR TRAINING AND DEVELOPMENT**

The training link governor reported on:

- a) the training needs of the governing body/individual governors as identified from the most recent skills audit. There was a good spread of skills across the governing body.
- b) training undertaken by or arranged for individual governors at the school which included:
  - a. New governor induction courses.
  - b. Mentoring courses.
- c) training sessions arranged for the whole governing body which included:
  - a. Training on the New Framework for governors to be done by the School Advisor.
  - b. All governors could choose courses from the latest booklet

It was noted that all governors had a Schools' Portal account.

**21.48 SCHOOL ADMISSIONS (not relevant for community schools)**

Governors noted the details of the processes and statutory closing dates outlined in the supporting information. The Headteacher had also circulated the Admissions Arrangements Lancashire for September 2023. The form was on the school website and could be accessed by parents wishing to apply at the school.

*Governors approved the Policy*

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

School Policies  
National Tutoring Programme  
Keeping Children Safe in Education  
School Suspensions and Permanent Exclusions  
Forums for Chairs and Vice Chairs  
LASGB

**21.50 CONFIDENTIALITY**

The governing body considered whether any items discussed were required to be recorded in the minutes as confidential.

It was agreed there were no items deemed confidential.

## 21.51 DATE AND TIME OF NEXT MEETINGS

Full Governing Body /Committee meetings were arranged as follows:

### **Spring Term**

Curriculum Committee Monday 21 February  
2022 at 5.30pm.

Resources Committee Monday 28 February  
2022 at 5.30pm.

Governing body meeting Monday 21 March  
2022 at 7.00pm.

### **Summer Term**

Resources Committee Monday 9 May 2022 at  
5.30pm.

Curriculum Committee Monday 6 June 2022 at  
5.30pm.

Governing body meeting Monday 27 June 2022  
at 7.00pm

## **CLOSING REMARKS**

There being no further business, the Chair thanked everyone for their attendance and support, and duly closed the meeting at 8.10 pm.



**Admissions Committee**

Mrs J Hindle  
Mrs J Embley-Peers  
Ms L Skupski - Bursar/Observer

**Curriculum Committee**

Mr M O'Donoghue  
Ms S Chudasama  
Mrs J Taylor  
Mrs N Burtonwood-Wilson  
Mr C Blackburn  
Mrs J Embley-Peers

**Nominated Governors**

Training Link Governor - Vacancy  
Mathematics - Vacancy  
ICT - Vacancy  
MFL-Vacancy  
Year 6 -Mrs J Hindle  
English - Vacancy  
RE/Worship - Vacancy  
Science - Ms S Chudasama  
Year 5 - Vacancy  
Year1- Vacancy  
Year 4- Vacancy  
Year 3 Mr M O'Donoghue  
Year 2-Vacancy  
SEND/PSHE - Vacancy  
Geography/History - Mrs J Taylor  
Safeguarding/LAC - Mrs J Taylor  
School Website/Online Safety - Mrs J Hindle  
Science and Technology - Vacancy  
P.E- Vacancy  
EYFS- Vacancy  
Assessment - Mr M O'Donoghue  
Art/Music- Vacancy

**Pay Committee**

Ms S Chudasama  
Mrs J Taylor

**Resources Committee**

Mrs J Hindle  
Mrs H Adams  
Mr P Skupski  
Mr C Blackburn  
Mrs J Embley-Peers

**Staff Discipline and Dismissal Committee**

Mr M O'Donoghue  
Vacancy

**Complaints Review Committee**

Ms S Chudasama  
Mr P Skupski  
Vacancy

**HT Appraisal Committee**

Mrs J Hindle  
Mr P Skupski  
vacancy

**Pay Appeals Committee**

Mr M O'Donoghue

**Pupil Discipline Committee**

Mrs J Hindle  
Mr P Skupski  
Vacancy

**Staff Discipline and Dismissal Appeals Committee**

Mr P Skupski  
Mrs J Taylor

**Staff Grievance Committee**

Mr P Skupski  
Vacancy