

LANCASHIRE COUNTY COUNCIL
GOVERNOR SERVICES

MELLOR ST MARY'S CofE PRIMARY SCHOOL

SPRING TERM MEETING

MINUTES OF THE MEETING OF THE FULL GOVERNING BODY HELD VIRTUALLY
ON MONDAY 21st MARCH 2022 AT 7.00PM

PART A

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

IN ATTENDANCE: Mrs M Calland (*Clerk*)

The meeting was opened with a prayer.

ACTION

22.01 APOLOGIES FOR ABSENCE

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

22.02 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 vacancies for:

- 3 Foundation governors

The headteacher confirmed that forms for two applicants for the above vacancies had been submitted to the Diocese for approval. A third potential application from the Reverend was awaiting confirmation.

Committee membership

The following updates were made to committee membership:

- Admissions: 2 vacancies filled by Mrs Adams and Mrs Burtonwood-Wilson.
- Complaints Appeals: 1 vacancy filled by Mrs Burtonwood-Wilson
- HT appraisal: 1 vacancy filled by Mrs Burtonwood-Wilson
- Pay committee: 1 vacancy filled by Mrs Adams

Clerk

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.

22.03 MINUTES OF THE PREVIOUS MEETING

It was agreed that the minutes of the meeting held on 22nd November 2021, having been circulated, be approved by the chair on behalf of the governing body.

Chair

22.04 MATTERS ARISING FROM THE MINUTES

The following matters arising from the minutes were noted:

Item 21.36) d) Register of business interests)

The register had been updated.

Item 21.43) School term and holiday dates)

The Bank Holiday had been confirmed as the 29th of April.

Item 21.46) Finance)

Lettings and Charging and Remissions policies had been added to the school website.

22.05 REPORTS

a) Committee Reports

The governors noted and accepted the minutes of the Curriculum Committee meeting held on 21st February 2022.

The governors noted and accepted the minutes of the Resources Committee meeting held on 14th March 2022.

b) Nominated Governors

There were no reports from nominated governors.

It was noted that nominated governor visits could begin to happen again soon, now that new roles had been established and Covid regulations were coming to an end.

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.

22.06 SCHOOL IMPROVEMENT

a) School Improvement Plan

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

1. Develop a consistent approach to writing

- A deep dive had been completed with the English lead and improvements identified.
- Whole school use of the new literacy scheme was having positive outcomes in grammar, spelling and quality and quantity of writing.
- The school adviser praised the subject lead for her in depth knowledge.
- This priority will remain next year and be tweaked accordingly.

2. Mastery of Maths

- Gaps in KS1 are being addressed by additional maths mastery arithmetic sessions.
- Staff CPD continued, a session had been given by a teacher from Lancaster who was an expert in the maths mastery approach. TAs had received further training.
- The confirmed maternity cover teacher was familiar with maths mastery and Red Rose, this would hopefully mean a seamless transition.
- Mr Blackburn gave a summary of Year 6 data noting that the percentages overall had improved to ~80% meeting the target level. He also noted an upcoming writing moderation activity with other local schools which would prove useful to assess whether the children were on track.

3. Develop metacognition and resilience in learners

- Philosophy for children CPD had taken place for all staff and was being trailed across school.
- Staff had received metacognition training.
- Metacognition suggestions were included in pupil voice interviews.
- Priority will continue next year as Covid has had a huge impact on the pupils.

- Resilience is praised and awards are given on a Friday.

4. Develop communication, language and literacy skills in EYFS

- NELI intervention in place for 4 children, all are showing improvement in interim assessments.
- Ted Talk in place in Year 1 and 2.

b) School Emergency Plan

The governing body noted that the school's Emergency Plan had been updated and the H&S officer had seen a copy of it.

c) Governors and the Curriculum

Governors noted the changes to the Ofsted Inspection Framework regarding the curriculum.

22.07 HEADTEACHER'S REPORT

a) Termly report

The headteacher's written report had been circulated in advance of the meeting. The Headteacher drew attention to the following:

- 1 pupil had recently left Year 5 to move to another school, the class remained oversubscribed.
- Two staff were to commence maternity leave, one had brought it forward by a week and the handover had taken place with the supply teacher last Friday, this all went well.
- The other staff member may bring the start of their maternity leave forward. The agreed cover teacher cannot start until after the May holiday so supply would be needed in the interim.
- The headteacher expressed huge thanks to FOSMs for funding the purchase of the Oxford Early Literacy phonics scheme at a cost of £4300. The scheme comes with training for teachers and TAs and comprehensive scripts. It will improve outcomes for learners going forward.
- The curriculum is still being developed and curriculum maps are underway.
- New up to date data will be available after Easter and will be shared with governors at the next meeting.

Q- What is happening with the Trim Trail repair?

A- The company are waiting for parts before the repair can take place, they haven't confirmed a date yet.

Q- Has attendance improved and is it still above the National average?

A- It is relatively static at the moment but remains above National average. Holidays requests are increasing, they are always

refused but parents can still choose to go, this is impacting attendance. Covid is causing less absence now however there are still impacts from the usual winter illnesses and chickenpox.

Q- If a child is absent with something other than Covid, for example chickenpox, does school have to provide remote learning?

A- No, for Covid absence this was a legal requirement, however for other illnesses school is not expected to provide remote learning.

The headteacher was thanked for her detailed report.

b) Approval and Evaluation of Educational Visits

The headteacher reported details of the following proposed educational visits which were approved:

- Year 5/6 Tower Wood- 24th June
- KS1 Fleetwood museum- May

c) Unavoidable School Closures

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

22.08 FINANCE

a) Schools Financial Value Standard (SFVS) 2021/22

The governing body approved the SFVS including:

- the completed checklist;
- the completed dashboard spreadsheet;

The governing body delegated the submission of the approved standard to the headteacher/school business manager noting that it should be submitted to the county council by 31 March 2022.

HT

b) School Budget 2022/23

The headteacher provided the following summary report on the projected school budget 2022/23:

Summary

Estimated c/f as of 31st March 2023= £34, 287

Total income- £747, 283

Total expenditure- £792, 767

In year deficit- £ 45, 529

- This budget includes keeping the additional teacher

- At this stage a budget can be set for next year, but for the following two years the employment of the additional teacher may not be sustainable.

Q- Has catch up funding come to an end?

A- No but it is being gradually reduced. This year the DfE paid 75% of costs and school 25%, next year this would be the other way round so we are not sure if we can commit to next year. Extra money for cleaning has ended and no more claims can be made for Covid absence.

The governing body delegated the review and recommendation of the school's budget plan for 2022/23, and a forecast for 2023/24 and 2024/25 to the Resources Committee.

Resources

It was noted that this had to be submitted to the county council by Friday, 20 May 2022.

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 2022.

Chair

22.09 GOVERNOR TRAINING AND DEVELOPMENT

The training link governor reported that Mrs Burtonwood-Wilson had completed the new governor training.

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

22.10 PERSONNEL

a) Pay Policy 2021/22

The governing body confirmed adoption of the model Pay Policy (September 2021).

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 (December 2021);
- Appraisal Policy (Teachers) (September 2021);
- Appraisal Policy (Teachers) – Centrally Managed Services (September 2021);
- Capability Policy (Teachers) (September 2021);

- Capability Policy (Teachers) – Centrally Managed Services (September 2021);
- Career Break Scheme (December 2021);
- Paternity Leave Policy & Form (November 2021);
- Recruitment and Selection (September 2021);
- School Staff Code of Conduct (September 2021);
- Smoke-free Policy (September 2021).

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.

22.11 DETERMINATION OF ADMISSION ARRANGEMENTS

The headteacher confirmed the determined admission arrangements had been forwarded to the county council and the diocese by 15 March 2022.

Confirmation was received that the document was available on the school's webpage.

22.12 INFORMATION, UPDATES AND ITEMS FOR FURTHER DISCUSSION AS REQUIRED

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

- a) Safeguarding – Section 175/157 Audit.

Had been completed on the 13th of January and sent to the LA

Q- Were any concerns raised in the audit?

A- No real concerns, just notes to ensure training is continually updated. On the Friday weekly diary there is now a SG focus section with actions to complete such as reading updated documents.

- b) School Admissions and Fair Access Arrangements
- c) Covid and Local Authority Risk Assessment
- d) Ofsted
- e) Safeguarding – Review of Sexual Abuse in Schools and Colleges.

The headteacher had completed training on this and it was included in the school's safeguarding and behaviour policies.

22.13 FORUMS FOR CHAIRS AND VICE-CHAIRS

The chair confirmed he hoped to attend the next meeting.

Chair

22.14 LASGB

The governing body noted the update provided by the LASGB.

The headteacher noted that it may be useful to see the most recent newsletter at the next meeting. The clerk would include this in the pack if possible.

Clerk

22.15 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.

22.16 DATE AND TIME OF NEXT MEETING

The next meetings of the Governing Body would be held on:

Resources- Monday 9th May at 5.30pm.
Curriculum- Tuesday 7th June at 5.30pm.
FGB- Tuesday 28th June 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 8.05pm.