

LANCASHIRE COUNTY COUNCIL
GOVERNOR SERVICES

MELLOR ST MARY'S CE PRIMARY SCHOOL

SUMMER TERM MEETING

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

PART A

PRESENT: Mr P Skupski (*Chair*)
Mr C Blackburn
Mrs N Burtonwood-Wilson
Ms S Chudasama
Mrs J Hindle
Mr P Metcalfe
Mr M O'Donoghue
Mrs J Taylor
Mrs E Wilson
Mrs J Embley-Peers (*Headteacher*)

IN ATTENDANCE: Mrs M Calland (*Clerk*)

The Chair opened the meeting and welcomed everyone. Mr Metcalfe and Mrs Wilson were welcomed to their first full governing body meeting.

ACTION

22.17 APOLOGIES FOR ABSENCE

There were no apologies for absence.

22.18 GOVERNING BODY MATTERS

a) Declaration of interest

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

b) Membership

Governors noted the foundation governor ex-officio vacancy.

Mr P Metcalfe and Mrs E Wilson were welcomed to their first full governing body meeting as a foundation governors. In line with the Regulations, they were asked to ensure they –

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;
3. had a Schools' Portal account arranged for him/her/them; and
4. arranged to attend one of the New Governor training sessions if they were totally new to governance.

Mrs J Hindle gave notice that she would be resigning from the governing body at the end of the academic year, leaving a vacancy for a parent governor. The headteacher would arrange the parent governor election in the autumn term.

Headteacher

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.

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

22.19 MINUTES OF THE PREVIOUS MEETING HELD ON 21 MARCH 2022

It was agreed that the minutes of the meeting held on 21 March 2022, having been circulated, be approved by the chair as a correct record.

22.20 MATTERS ARISING FROM THE MINUTES

The following matters arising were reported from the minutes of the previous meeting.

Item 22.08 a) – SFVS

The completed standard was submitted on time.

22.21 REPORTS

a) Committee Reports

The governors noted and accepted the minutes of the Resources Committee meeting held on 9 May 2022.

Questions were invited:

Q- Does the budget for 22/23 include the extra teacher?

A- Yes, the contract is temporary for a year as it depends on funding going forward. Some of the catch-up funding has been put toward this cost.

The governors noted and accepted the minutes of the Curriculum Committee meeting held on 14 June 2022.

Questions were invited:

Q- In terms of the new EYFS having more emphasis on practitioner judgement, who moderates this?

A- I (HT) have moderated this due to my background in EY. The teacher has also attended LA moderation meetings.

Q- Why did some assessments not go ahead in the autumn term?

A- Due to covering gaps in learning and catching children up, not all of the autumn content had been covered in time for the assessment.

Q- Overall, are we making expected progress for children with SEN?

A- The progress for these children is very niche. 2 have met ARE and the other 7 have made small steps of progress, monitored by PIVATS. These children are tracked termly and also after interventions have taken place.

Governors noted that it is rare for children with SEN to meet national data levels as the scale is designed for 'all' pupils and their progress may not be measurable at that level. 2/9 SEN children meeting ARE was good. The headteacher explained that the children are monitored to ensure that the gap between them and other children doesn't widen.

Q- Do they complete the same assessments?

A- Yes, but we are conscious of their self-esteem so we set them assessments appropriate for their level of understanding, meaning we may use assessments for younger ages. There are some bespoke assessments and the headteacher completes cognitive process assessments with these children. PIVATS assessment is an ongoing process, teachers can see when these small steps of progress have been achieved.

b) Nominated Governors

Nominated governor roles were updated as follows:

Mr P Metcalfe- Resources committee.
Mrs E Wilson- HT appraisal committee and RE.
Mr M O'Donoghue- pupil discipline committee.
Ms S Chudasama- school website/online safety.

Clerk

The following reports were received:

The governing body received a written report from Mrs J Taylor on work undertaken in school regarding EYFS.

Mrs Taylor had also visited school to discuss safeguarding, PP and SEN all of which were successful visits. The reports from these would be circulated for the next meeting.

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.

22.22 SCHOOL IMPROVEMENT

SIP

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

- The majority of the priorities are part of the 2-3 year development plan, following the EEF research model.
- Priorities such as metacognition and resilience would continue next year.
- Writing would continue to be a priority next year, staff were still at the early stages of CPD for this.
- Maths Mastery would continue.
- Improving communication in EYFS may be removed next year.

The headteacher would share the SIP for 22/23 with governors in the autumn term.

SEF

The headteacher informed governors that overall, the judgement for the school was 'good' with some areas, such as personal development and EYFS, potentially outstanding.

Curriculum

The headteacher updated governors about work on the curriculum, noting the strong and developing subjects as follows:

Strong: English, Maths, Science, History, Geography, Art, RE

Developing: DT, IT, PSHE, PE, MFL, Music.

It was noted that the government had issued new guidance stating that music would be a priority for development. It was hoped there would be increased funding attached to this.

Statutory assessment

Data was shared with governors and the following key points noted:

Reception:

- 70% GLD for RWM
- This seems to be above a lot of local schools, it is anticipated that it may also be above national level.

Q- When looking at the data, the figures drop from spring to summer- why is this?

A- When taken to moderation it became clear that some children hadn't made the expected level of progress.

Year 1:

- This was internally assessed and moderated data.
- 50% GLD for RWM. The maths results had brought this overall figure down.

- This had been discussed with the teacher and would be an area to develop and improve.
- These children had a gap in their maths knowledge (shape, space and measure) due to Covid disruption when they were in Reception class, this had impacted their abilities to complete the problem solving and reasoning aspects of the Year 1 curriculum.
- A moderation and pupil progress meeting had been held. Children that were behind had been identified and would be supported next year by specific interventions- e.g. help to understand maths vocabulary.

Q- Why is there a dip from spring to summer in the data?

A- The spring term moderation was not done in as much detail as it was in autumn and summer as it is a shorter term and therefore there was not as much evidence available- this data was more based on teacher knowledge of the pupils.

Q- In there a training need for the teaching, or for understanding and estimating attainment?

A- Both. Maths Mastery CPD is continuing, and this will help to clarify the pitch and pace of the lessons and how to use resources effectively. From September school will trial a new system of assessment, where a test will be done at the start of the term and repeated at the end to show progress. Assessment will also be standardised across school which should make judgement easier. Next year the Maths training will continue with the Maths Hub and teachers will have the opportunity to visit other schools and observe their practice which will be a good learning opportunity.

Year 2:

- This was statutory assessment (KS1 SATs)
- The results have been moderated and writing externally moderated.
- 75% GLD in RWM. This is a considerable catch up from 63% at the end of Year 1. These children have had impact from Covid in both Reception and Year 1, so the results are very good.
- We expect these results to be above national level.
- Two children resat the phonics screening but did not pass. They will continue to have phonics support next year.

Year 3 and 4:

- These are the cohorts with the most concern.
- They have experienced the impact of Covid and also instability of staff.
- They now have consistent teaching from Mr Hammond who has created bespoke catch-up programmes for the children, progress is now being seen.
- This cohort also has the highest percentage of SEN across school.
- Several children have joined this cohort since March 2020 who have SEN.

Q- What has been done to support these children?

A- Mr Hammond has spent a lot of time identifying gaps in their learning. Working with the SLT, plans have been put into place to get these children to the required level by the end of Year 6. Work has been done to teach basic skills and fill fundamental gaps. Children initially found this hard, but now they can see progress, their confidence and resilience has hugely improved. Mr Hammond will take the children into the next year so the work can continue. The school led tutor also takes some of these children. Next year the focus for school led tutoring will be to work with children that have fallen just below average, many of these are in Year 3/4.

Year 5:

- 67% GLD in RWM
- The HT and Mrs Pickup have worked together to identify targets as this cohort go to Year 6.
- Mrs Pickup already knew the children, so the transition (for maternity cover) went smoothly, and she will take them into the next year to ensure this continues.
- Reading has been identified as a concern and this will be specifically targeted.

Year 6:

- Writing was externally moderated and 80% achieved GLD which was very pleasing.
- The data for the reading and maths is based upon SATs papers that the children sat in spring. It is hoped that when the actual SATs results are released, they will have done as well, however the novel experience and pressure of taking exams for the first time must be acknowledged.

Governors noted that the writing results were excellent, as nationally they were anticipated to be much lower. It was also noted that the school had increased opportunities for children to produce handwritten pieces.

Q- Overall, how does the school adviser feel about the data and how would Ofsted view it?

A- Ofsted don't look at all the data, the inspections have moved away from looking at historical data and focus more on current 'live' data, and discussions with staff and pupils.

The headteacher would put the data from the SATs results on the website once they were released.

The chair noted that overall, the data looked good and that for the Year 3/4 cohort plans were in place.

22.23 HEADTEACHER'S REPORT**a) Termly report**

The headteacher's report on the achievements and developments in school since the last meeting of the governing body was received and noted. Key points included:

Attendance

- The government had released an update stating that there would be a national fine for holidays taken in term time.
- Overall school attendance (96.1%) was above national average.
- 4 children had been identified as persistent absentees, one of these was due to medical needs and the other three due to holidays rearranged because of Covid. It was hoped that next year this would settle down as holiday absence had resulted in a significant amount of lost teaching days over the year.

Admissions

- A pupil had been accepted into Year 6 that had been excluded from their previous school.
- A Year 1 pupil was on appeal with a school in Blackburn.
- There was a possibility that one of the confirmed places for EYFS would not be taken, there was a waiting list if this was the case.

Curriculum

- The new government focus on music would mean possible changes to the music curriculum.
- Subject leadership would continue to be priority.
- CPD would continue
- TAs would be completing CPD in phonics
- School would continue to follow the EEF model.

PP/SEND

- Data included in the report
- 2/9 children were at ARE
- Progress was being made by the majority of children; 6/9 writing, 8/9 reading and 9/9 maths.

Quality of teaching

- Overall the teaching was 'good' quality.

Q- Is this judgement based on lesson observation?

A- It is based on a combination of things, walk rounds and drop ins, pupil voice, observations and monitoring.

PE Grant

- School had received confirmation that this would continue in 22/23.
- This meant that 3 classes could attend swimming lessons.
- The sports coaching would not be renewed as the impact had been minimal considering the cost (£9000)
- New sports equipment would be purchased
- FOSMS had funded the Trim Trail.

Environment

- KS2 classroom furniture would be replaced.

- Waiting for quotes for kitchen refurbishment
- Work on the fencing and ramps would take place over the summer holidays.

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.

22.24 FINANCE

a) Budget Outturn 2021/22

The governing body noted the school's outturn position for 2021/22.

C/f as at 31.3.22= £102, 675

Governors were aware that the application of clawback had been suspended on balances held by the school at 31 March 2022.

Governors reviewed the Analysis of Balances Return, which highlighted the commitments carried forward, and were informed that it had been submitted to the county council.

b) Schools Budget 2022/23

Following the recommendation of the Resources Committee, and after considering any budget sustainability issues, the governing body approved the school budget plan for 2022/23 as follows:

Total revenue income: £797,812

Total revenue expenditure: £777,143

In year surplus/ deficit: £20,669

Surplus/ deficit brought forward: £102,675

Cumulative surplus/ deficit c/f: £123,344

Financial forecasts for 2023/24 and 2024/25 were noted.

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

c) Pupil Premium Grant (PPG) 2022/23

Governors noted the pupil premium grant allocations and conditions of grant.

The PPG statement would be updated on the website for September.

d) PE and Sports Premium Grant

The governing body noted the requirement for schools to publish information on its website relating to its use of government grant funding.

Governors confirmed compliance with the requirements of the grant.

22.25 EDUCATIONAL VISITS

a) Health and Safety of Pupils on Educational / Off Site Visits Policy and Guidelines

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

It was confirmed that **Mr C Blackburn** was the school's trained Educational Visits Co-ordinator (EVC) and **Mrs J Embley-Peers** 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 8 July 2022.

Headteacher

b) Evaluation of Educational Visits and Approval of Future Visits

There were no visits to approve at the time of the meeting.

The school had been invited to take part in the School Games at Blackpool.

It was hoped that an EYFS/Year 6 buddy trip to Blackpool Zoo could take place, this was initially coming out very expensive due to coach costs, however school would subsidise part of the cost to reduce it to £19. Governors also noted that a contact of the school worked at the zoo and the cost could potentially be reduced further.

22.26 MANAGEMENT OF SERIAL AND PERSISTENT COMPLAINTS / FREEDOM OF INFORMATION / SUBJECT ACCESS REQUESTS

a) Management of Serial and Persistent Complaints

The governing body confirmed adoption of the DfE model policy for managing serial and unreasonable complaints.

b) Freedom of Information (FOI) / Subject Access Requests (SARs)

Governors confirmed that the school bought into the SLA with Legal Services, and noted that Legal Services could provide advice and support regarding FOI and SARs.

22.27 HEALTH AND SAFETY

a) Fire Safety

Governors noted the new challenge procedure introduced by the Lancashire Fire and Rescue Service and confirmed that the school's fire safety procedures included the need for the responsible person on site to check for signs of smoke or fire prior to making the 999 call.

22.28 POLICIES AND PROCEDURES

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 P Skupski, Mrs N Burtonwood-Wilson, Mrs E 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 H Adams, Mrs J Taylor, Ms S Chudasama).
- relevant training had been undertaken by governors to assist them in fulfilling their duties;
- consideration would be given to the changed school context when reviewing performance.

b) Menopause Policy for Schools

The governing body confirmed adoption of the model Menopause Policy.

The headteacher agreed to share the policy with staff.

Headteacher

c) 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 be asked to leave the room while a vote was held.

22.29 GOVERNOR TRAINING AND DEVELOPMENT

The chair encouraged governors to take advantage of the courses available through the schools' portal.

The headteacher would arrange safeguarding training for governors and speak to the school adviser about Ofsted training.

Headteacher

22.30 FOR INFORMATION / ACTION AS APPROPRIATE

a) School Admissions

Governors noted the information on school admissions.

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

- b) Team Around the School and Settings**
- c) White Paper**

The headteacher noted that a key part of the white paper was the government's plans for academisation. The timeframe set out in the paper stated that all schools should join a MAT by 2030. Governors held discussions about this, noting that it would be important to start thinking about which MATs may be appropriate.

It was suggested to table this item on future agendas if not already included.

Clerk

- d) Green Paper**
- e) LASGB**

22.31 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.

22.32 DATE AND TIME OF NEXT MEETING

The governing body confirmed the pattern of dates for the 2022/23 academic year as follows:

Autumn Term 2022

Curriculum Committee	Tuesday 18 October 5.30pm
Resources Committee	Tuesday 1 November 5.30pm
Governing body meeting	Tuesday 22 November 7.00pm (v)

Spring Term 2023

Curriculum Committee	Tuesday 21 February 5.30pm
Resources Committee	Tuesday 28 February 5.30pm
Governing body meeting	Tuesday 21 March 7.00pm (v)

Summer Term 2023

Resources Committee	Tuesday 9 May 5.30pm
Curriculum Committee	Tuesday 6 June 5.30pm
Governing body meeting	Tuesday 27 June 7.00pm (v)

The chair thanked governors for their attendance and input and closed the meeting at 8.55pm.