SCHOOL NUMBER
11/072

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 23 JUNE 2026 AT 7:00PM

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

IN ATTENDANCE: Mrs M Calland *(Clerk)*

The meeting was opened with a prayer.

ACTION

26.20 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Mrs C Siggs and Mrs E Wilson.

26.21 GOVERNING BODY MATTERS

a) Declaration of interest

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

b) Membership

The clerk advised the following:

Changes since the last meeting:
The term of foundation governor Mrs E Wilson ended on the 03/05/2026 (reapplication underway).

Vacancies:
1 Foundation governor ex-officio
1 Foundation governor (reapplication from Mrs E Wilson underway)

Terms due to expire:

There were no terms due to expire this academic year.

The term of parent governor Mrs C Wilding was due to end on the 02/10/2026. The headteacher confirmed that an election would be arranged. **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.

The SCR had been signed by the chair.

26.22 MINUTES OF THE PREVIOUS MEETING

It was agreed that the minutes of the meeting held on 24 March 2026 having been circulated, be approved and signed by the chair as a correct record via Governor Hub. **Chair**

26.23 MATTERS ARISING

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

Online Safety group to arrange a meeting. **Online Safety Group**

26.24 REPORTS

a) Committee Reports

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

<u>Resources- 5/5/26</u>

• Reviewed and recommended the budget 2026/27.
• The three-year forecast was likely to change due to unknowns such as pupil numbers and funding.
• Mrs Scales was increasing her financial duties within school.

<u>Curriculum- 2/6/26</u>

• Reviewed data.
• Policy approved (below)

The governors ratified the following policy as commended by the Curriculum committee:

Restrictive Interventions

b) Nominated Governors

The following reports were received:

History and Geography- Mrs Taylor
• Visited school and spoke to the subject leaders.
• Looked at examples of pupils work and books.
• School used KAPOW planning which was working well.
• Quality assurance and monitoring was completed by subject leaders.

Year 4- Mrs Taylor
• The cohort was improving in Maths.
• They were also increasing in confidence as a group.
• Watched the Easter service in Church.

Sustainability- Mr Metcalfe
• Observed during sustainability day.
• It was a very successful day with a range of events planned.
• Pupils could articulate what they were doing during the day and why.
• Mr Metcalfe would arrange another meeting to discuss the action plan.

Developments for next year:
There had been generous donations for the sustainability day such as plants, compost, tools and clothing. Next year the event would be organised earlier to see if more local businesses could be involved to provide talks or demonstrations.

Nominated governors were thanked for their reports and continued support.

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.

d) Policies for approval

Governors received and **approved** the following policies circulated prior to the meeting:

Allergy Management
PSHE-RSHE
PSHE including SRE
Mobile Phone

26.25 SAFEGUARDING

Governors **confirmed** that they had read and understood the following guidance –

- Updated Mobile Phone Guidance in schools.

- Restrictive Interventions including the Use of Reasonable Force.
- Updates to Working Together to Safeguard Children.

The headteacher also confirmed that the Designated Safeguarding Lead (DSL) in school had reviewed the changes to Working Together to Safeguard Children.

The following discussions took place –

Q- Do you have an AI policy?
A- Mr Blackburn has completed this and will share it with governors for approval in the autumn term. **Mr Blackburn**

26.26 SCHOOL IMPROVEMENT & HEADTEACHER'S REPORT

a) School Improvement

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

b) Attendance and Behaviour

The headteacher gave a presentation on the Attendance Similar Schools Comparison report, summarised as follows:

• The report was a new document from the DfE, which compared attendance against 20 similar schools every half term. From September this would also be done for achievement and attainment.
• All schools had been given an Attendance Baseline Improvement Expectation (ABIE). If the target wasn't met, schools may be referred to a rise hub for attendance.
• School's ABIE was an increase of 0.4% (this would equate to 101 extra school days). Governors discussed that this could be a challenge when considering pupils with additional needs or part-time timetables.

<u>Attendance data</u>
Pre-pandemic- 97.5%
New target- 95.7%
Current data- 95.3%
Local average- 95%
National average- 95%

<u>Strengths:</u>
FSM attendance was within the top 3 of similar schools.
Year 3 attendance was within the top 5.
SEN attendance was within the top 5.

<u>Areas to focus on:</u>
1. Year 6 attendance was lower than a quarter of similar schools. One pupil in this class mostly attended Alternative Provision (AP) and there had also been some holidays in term time.

Q- Why does AP not count toward attendance?
A- When they attend their AP it is an attendance mark, but AP is not full-time. The LA attendance officer is aware of the reasons for the absence.

Q- How are the similar schools selected?
A-It is based on a range of contextual data such as FSM, size, deprivation etc.

2. Year 4 attendance. One pupil was on a part-time timetable and accessing Alternative Provision.
3. Friday attendance.

Overall
17th out of 21 similar schools for attendance.
Persistent absence was 9th out of 21 similar schools.

Governors noted that all procedures were followed regarding holiday requests in term time and fines issued when appropriate. They were pleased to see that attendance of FSM, SEND and vulnerable pupils was a strength. There had been an improvement in SEN attendance compared to 24/25.

Q- Has anything specific been done to improve the attendance of SEN and FSM pupils?
A- The only difference is we offer some SEN pupils a flexible start, other than that there hasn't been anything specific for these groups. We do the same for all our pupils.

Q- Are late marks issued?
A- Yes, but only if they arrive more than 20 mins after the register has closed. We have a few who are late regularly and some have attendance contracts in place to support this.

Governors were pleased with the actions taken by school to support attendance, including for pupils who had faced issues attending school, and felt this should be celebrated.

c) Inclusion

The governing body discussed how well the school was meeting the needs of the more vulnerable pupils, and confirmed the following:

The school adviser had recently completed a case study of 3 pupils with SEN.
He was very pleased with the processes in place and could identify the inclusive practice and support in lessons. He could see progress at the right level. He spoke to pupils and was satisfied that they felt included and happy.
The full report would be shared with governors via Governor Hub.

Clerk

School would receive an Inclusion Fund of £7900 which could be spent across seven key areas. The headteacher would be required to produce a report to evidence the spending, she would work with the specialist teacher to complete this.

d) Headteacher's Report

In addition to the above items, governors received the headteacher's detailed report prior to the meeting. Questions were invited:

Q- Are there any safeguarding concerns or updates which we should be aware of?
A- The headteacher had met with safeguarding governor Mrs Taylor and reviewed the anonymised cases. Mrs Taylor was happy with the procedures in place.
Behaviour incidents had reduced this term, indicating the positive impact of support for these pupils.

The headteacher was thanked for her comprehensive report.

e) Unavoidable School Closures

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

26.27 ARRANGEMENTS FOR 2026 EXAMS

Key Stage 2 SATS

The governing body **noted** the information regarding Key Stage 2 SATS. The suggested questions from the agenda were discussed, and the following confirmed –

- The test papers had been stored securely. Mr Skupski had visited to ensure procedures were followed.
- Test conditions were observed in all rooms.
- Accommodations such as separate rooms and modified tests were made for any pupils that needed them.
- The last exam paper had been collected late by the DfE. The headteacher had reported this.
- School had been externally moderated for writing, and the moderator approved the teacher judgements. (75% Expected, 10% Greater Depth).

26.28 EDUCATIONAL VISITS

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

26.29 FINANCE - BUDGET OUTTURN 2025/26 AND SCHOOL BUDGETS 2026/27

The governing body noted the school's outturn position for 2025/26. The differences between the estimated and actual outturn for 2025/26 were discussed.

Following the recommendation of the Resources Committee, and after considering any budget sustainability issues, the governing body approved the school budget plan for 2026/27 as follows:

Revenue income of £983,807 and proposed revenue expenditure of £988,637 resulting in a net in year deficit of £4,830.

The governing body considered the effect on school balances and noted the estimated balance of £70,500 brought forward from the previous year which would result in a forecast carry forward balance of £65,670 into 2027/28.

Financial forecasts for 2027/28 and 2028/29 were noted.

Q- What does the clawback reduction mean?
A- We used to be able to hold 12% of our income, it has now dropped to 8% meaning we can hold a smaller reserve.

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

26.30 REVIEW AND PUBLISH DETAILS OF PE AND SPORTS PREMIUM FUNDING

Governors noted that the necessary information would be published on the school website by 31 July 2026.

Governors discussed the following:
School would receive half the amount of sports funding this financial year (£8000) which would cover additional swimming and possibly the sports partnership SLA.
It was unclear if the sports partnership would continue and events may be reduced.
Governors discussed that the sports funding had been a success and were concerned that the new government offer may not be as strong.

26.31 STAFFING ARRANGEMENTS

a) Staffing Arrangements

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 (**Mrs Burtonwood-Wilson, Mrs Wilson and Mr Skupski**);
- the school had bought into a 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 Adams, Mrs Taylor and Mrs Chudasama**);
- relevant training had been/would be undertaken by governors to assist them in fulfilling their duties.

The governing body considered the current staffing arrangements and agreed that a reorganisation was not necessary.

b) HR Policies

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

- Early Retirement of Support Staff Policy
- Directed Time Policy
- Trans Equality Guidance.

Governors also noted the changes to the council's Occupational Health provider and Employee Assistance Programme provider.

c) Wellbeing

The governing body noted the update in the information booklet. The headteacher confirmed that the chair checked her wellbeing and workload.

d) Support for Staff

Governors noted the changes to the council's Occupational Health provider and Employee Assistance Programme provider.

26.32 GOVERNOR TRAINING AND DEVELOPMENT

The training link governor reported on training undertaken by the governing body.

Attention was drawn to courses provided by LPDS, particularly on Ofsted and Effective School Visits.

Governors were encouraged to complete training, particularly any courses applicable to their nominated roles. **Governors**

Mr Skupski confirmed he had attended the Chair's Forum.

26.33 CONFIRMATION OF PROCEDURES FOR 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

26.34 SCHOOL ADMISSIONS

Governors noted the details of the processes and statutory closing dates outlined in the supporting information.

No changes to the admissions criteria or numbers were proposed, and it was confirmed that the school had consulted within the last seven years.

26.35 FOR INFORMATION / ACTION AS APPROPRIATE

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

a) Inclusion Plans 2026
b) SEND Service Restructure
c) Health and Safety SLA changes
d) Lancashire Governance Association
e) Complaints reminder

26.36 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.

26.37 DATE AND TIME OF NEXT MEETING

The governing body confirmed the pattern of dates for the 2026/27 academic year as follows:

Autumn term 2026		
Curriculum	Tuesday 13th October	5.30pm
Resources	Tuesday 20th October	5.30pm
Full Governing Body	Tuesday 17th November	7.00pm

Spring term 2027		
Curriculum	Tuesday 23rd February	5.30pm
Resources	Tuesday 2nd March	5.30pm
Full Governing Body	Tuesday 23rd March	7.00pm
Summer term 2027		
Resources	Tuesday 4th May	5.30pm
Curriculum	Tuesday 25th May	5.30pm
Full Governing Body	Tuesday 22nd June	7.00pm

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