SCHOOL NUMBER
11/072

LANCASHIRE COUNTY COUNCIL
GOVERNOR SERVICES

MELLOR ST MARY CE PRIMARY SCHOOL

SPRING TERM MEETING

MINUTES OF THE MEETING OF THE FULL GOVERNING BODY HELD AT THE SCHOOL ON TUESDAY 24 MARCH 2026 AT 7.00PM

PRESENT: Mr P Skupski (Chair)
Mrs H Adams
Mr C Blackburn
Mrs N Burtonwood-Wilson
Mr P Metcalfe
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.

ACTION

26.01 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Mrs S Chudasama and Mrs J Taylor.

26.02 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 Mr P Metcalfe was renewed for a further four years with effect from 22/03/2026.

Vacancies:
Foundation governor (ex-officio)

Terms due to expire:

The term of Foundation governor Mrs E Wilson was due to end on the 03/05/2026. Mrs Wilson had submitted her reapplication to the diocese.

There were no further terms due to expire this academic year.

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.

26.03 MINUTES OF THE PREVIOUS MEETING

It was agreed that the minutes of the meeting held on 18 November 2025, having been circulated, be approved and signed by the Chair as a correct record.

Chair

26.04 MATTERS ARISING FROM THE MINUTES

There were no matters arising from the minutes.

26.05 REPORTS

a) Committee Reports

The governors noted and accepted the minutes of the following committee meetings:
Curriculum- 24/2/26
Resources- 10/3/26

The following was discussed:

<u>Curriculum</u>
Online safety group to arrange a meeting.
Online safety policies had been uploaded to Governor Hub.

Online safety group

Q- Is school using AI?
A- Staff are becoming familiar with it and using it as a support tool, for example it may be used to help produce reports. Pupils are aware of it, but they haven't explicitly used it. They have been taught how to scrutinise information provided by AI. Mr Metcalfe offered to give staff training on AI.

<u>Resources</u>
• Clawback had been reduced from 12% to 8%, so spending plans had been brought forward.
• The cost centre summary indicated an outturn £74,374.
• There had been no further updates on catering but the increase in paid meal costs was recommended from April.

• It was hoped that the final outturn would be below clawback guideline balances.
• Governors noted forecasts.

The governors ratified the following policies as commended by the committees:
Internal Finance Manual

b) Nominated Governors

The Governing Body received a report from Mrs Wilson on RE, key points were summarised as follows:

• Mrs Wilson had attended a working party on the Questful RE scheme.
• The three key concepts of Theology, Philosophy and Social Science had been introduced via characters.
• The new scheme was much clearer, and it was easier to include different religions.
• Assessment grids were clearer.
• Pupils had responded well.

Mrs Wilson was thanked for her report.

c) Chair's Action

The Chair reported that it had been necessary to take a Chair's action because a delay in exercising this function would have been seriously detrimental to the interests of the school The Chair confirmed that the following decision had been taken:
Approved virements as detailed in the financial monitoring reports.

26.06 SAFEGUARDING

The governors confirmed that they had read and understood the safeguarding requirements set out in KCSIE 2025, EYFS statutory framework 2025 and Online Safety guidance, and that the statutory responsibilities were understood, implemented and regularly reviewed by all staff and governors.
It was confirmed that the section 175/157 audit had been completed and submitted.
It was agreed that Mrs Wilding would complete Safer Recruitment training.

26.07 SCHOOL IMPROVEMENT AND HEADTEACHER'S REPORT

a) School Improvement

Governors received the RAG rated SIP prior to the meeting detailing progress made this term.

b) Headteacher's Report

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

Q- What are your main areas of concern and which areas are going well?
A- The areas of concern and areas going well all centre around SEND. We want to continue to develop consistency in practice for SEND and develop the curriculum through a SEN lens, however we are happy that our SEND pupils make good progress.

The headteacher gave a presentation on the White Paper and SEND Law, (possible implementation by 2030) with key points summarised as follows:

The two key documents for consideration were:
'Every Child Achieving and Thriving' and
'Putting children and young people first'.

Key principles:
• Early (identification and support).
• Local (close to home).
• Fair (access to resources and provision).
• Effective (grounded in evidence).
• Shared (education, health, and social care should work in partnership).
• All staff to receive training and Expert at Hand provision.
• All practice should be evidence based.
• Most pupils should be in mainstream education.
• Ensure parents views are included.
• National inclusion and SEND training.
• Pupil voice should be included.

4-tiered approach
1. Universal offer
2. Targeted support- individual support plan
3. Targeted plus- external specialist support
4. Specialist- Individual support plan and possible EHCP.
• Pupils can move up and down tiers and can enter at the appropriate level.
• Individual support plans will be statutory, and the responsibility will lie with the school and teachers. This would mean complaints would be directed to school.
• National template for individual support plans.
• Guided by the National Inclusion Standards

Tier 1- Universal Offer
• More inclusive teaching practice and teacher training/high quality teaching.
• Early intervention (nursery/EYFS)
• Inclusion will be planned into the curriculum and lessons.
• Accessible buildings and enrichment activities.
• Fostering belonging and attendance.
• Partnerships with families and wider services.
• Disability to be taught in the curriculum.

• Oak Academy creating resources.

Tier 2/3
• Will utilise inclusion bases, based at secondary schools
• EHCPs will be retained until pupils finish their current phase of education.
• The ISP will detail the day-to-day provision.
• EHCPs for the most complex needs only.

5 proposed areas of need:
1. Executive function
2. Motor and physical
3. Speech, language, and communication
4. Social and emotional
5. Sensory.

National Inclusion standards
• To be introduced by 2028.
• Detail what all schools must offer
• Inclusive by design.
• There would be a digital library of high-quality identification tools.
• Shared nationally for consistency.

National training
• Some staff at school were already completing their NPQSEN.
• All staff will receive training for SEND and Inclusion.

Accountability
• From 2026, an Inclusion Strategy will be statutory for every school.
• Concerns and complaints will go back to school and there will be more accountability placed on schools.
• The strategy will be published annually and will show how schools intend to use funding and resources.

Governors
• Need to know the cohorts and context of the school and SEN needs.
• Provide effective challenge and scrutiny.
• Ensure provision is high quality and improves outcomes.
• Scrutinise data.
• Complete training.
• Sample ISPs.

The headteacher was thanked for her comprehensive report.

c) Attendance

Governors noted the guidance on attendance, including their responsibility to support schools with this, as detailed in the Information Booklet.

The governing body reviewed the current attendance data, and confirmed that school leaders were implementing the following strategies to promote good attendance:
• Meeting with the LA attendance officer.
• Targeting Persistent Absence (this was reducing).
• Some families were going to court due to absences or refusal to pay fines.
• Legal notices had been issued for low attendance.
• The LA were happy with the systems and processes in place.
• Data shared with the LA and DfE daily.
• Similar schools comparison data scrutinised.

d) Arrangements for exams 2026

Governors noted the following access arrangements required:

• 1 child would be disallowed.
• 3 children would need possible adjustments.
• TAs would receive training for any support requirements.

26.08 UNAVOIDABLE SCHOOL CLOSURES

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

26.09 EDUCATIONAL VISITS

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

The governing body received the following update on educational visits:

37 pupils would be attending Tower Wood. Staff and parental support had been arranged.

Q-Have families supported Let's Go Sing?
A- We were disappointed as a lot of families dropped out despite initially saying they would attend. Some of these cancellations were very close to the event. It is part of our music curriculum to take part in a performance, however not as much importance seems to be placed on this as sporting events. The headteacher had shared an email with parents expressing this.
The pupils that attended enjoyed it.
Governors agreed it was a great event.

Q- How will you mitigate this problem next year?
A- We may offer it to a smaller group to reduce costs. We will also try to emphasise the value of this with parents. Ideally, we would like all pupils to continue to do it. We could consider charging for the transport.

26.10 GOVERNORS' RESPONSIBILITIES AS EMPLOYERS AND HEADTEACHER WELLBEING

Governors noted their employer responsibilities, as set out in the Information Booklet, and the changes that would take effect under the Employment Rights Act 2025.

26.11 COMPLAINTS POLICY

The governing body confirmed that the two-stage DfE model Complaints Procedure, and the model policy for managing serial and unreasonable complaints, had been adopted.

26.12 FINANCE

a) Schools Financial Value Standard (SFVS)

The governing body approved the SFVS and related party transactions template.

The governing body delegated the submission of the approved standard and related party transactions template to the headteacher/school business manager noting that it should be submitted to the county council by 31 March 2026. **HT/SBM**

b) School Budget 2026/27

The governing body delegated the review and recommendation of the school's budget plan for 2026/27, and a forecast for 2027/28 and 2028/29 to the Resources Committee.

It was noted that this had to be submitted to the county council by Friday, 15 May 2026.

The budget and forecasts would be presented for approval at the summer term governing body meeting. **Summer FGB**

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 2026.

26.13 PERSONNEL

a) Pay Policy 2025/26

The governing body confirmed adoption of the model Pay Policy (September 2025).

b) Lancashire Personnel Policies

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

- Recruitment & Selection Guidance (September 2025)
- TLR Guidance (September 2025).

26.14 GOVERNOR TRAINING AND DEVELOPMENT

Governors received the report detailing training undertaken by the governing body.

Any governors who hadn't completed their annual safeguarding training were requested to do so. **Governors**

It was suggested that if a 2026/27 safeguarding refresher training is available next year, governors complete this.

26.15 SCHOOL ADMISSIONS

The governing body noted the determined admission arrangements for 2027/28. The headteacher confirmed the determined admission arrangements had been forwarded to the county council and the diocese.

Update on admissions:
• The admissions committee meeting had taken place.
• There were 45 applicants.
• There were 19 first choices initially and 2 first choices which were submitted late.

Q- Can we go above PAN?
A- It would depend on the class split.

Q- Do we know if any of the pupils have additional needs yet?
A- No, we don't have this information yet.

26.16 REVIEW AND PUBLISH GENDER PAY GAP INFORMATION

It was confirmed that the school had less than 250 employees.

26.17 INFORMATION, UPDATES AND ITEMS FOR FURTHER DISCUSSION AS REQUIRED

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

a) New Ofsted Framework
b) Music Service – Music Curriculum
c) School Planning
d) Attainment data for districts

26.18 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.

26.19 DATE AND TIME OF NEXT MEETINGS

Summer term 2026		
Resources	Tuesday 5th May	5.30pm
Curriculum	Tuesday 2nd June	5.30pm
Full Governing Body	Tuesday 23rd June	7.00pm

CLOSING REMARKS

The headteacher informed governors that the new school website would be finished soon. Once live, governors would be asked to review it, and Mrs Chudasama would conduct a website check.

There being no further business, the Chair thanked everyone for their attendance and support and duly closed the meeting at 8.50pm.