

**LANCASHIRE COUNTY COUNCIL**  
**GOVERNOR SERVICES, TRADED SERVICES (START WELL)**

**ST MARY'S SABDEN RC PRIMARY SCHOOL**

**SUMMER TERM MEETING**

**MINUTES OF THE MEETING OF THE FULL GOVERNING BODY HELD AT THE**  
**SCHOOL ON WEDNESDAY 28 JUNE 2017 AT 6PM**

**PART A**

**PRESENT:** Mr M Mulrooney (*Chair*)  
Miss A Bishop  
Mr J Doyle  
Mr J McNulty  
Mrs R Bowes  
Mr P White  
Miss C Halstead (*Headteacher*)

**IN ATTENDANCE:** Mrs C Dobson (*Clerk*)

*The Chair opened the meeting and welcomed everyone*

**OPENING PRAYERS**

**ACTION**

**17.19 APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Mrs Ousby, Father Murphy and Mrs Hilton.

**17.20 GOVERNING BODY MATTERS**

**a) Declaration of interest**

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

**b) Membership**

The clerk advised the governing body of the following:

Mrs Bowes and Mrs Hilton had been appointed as Foundation governors. New members were welcomed to the meeting.

Mrs S Frankland had resigned as a governor since the last meeting. The parent governor election would be held in the Autumn term.

**c) DBS Checks for Governors**

The governing body confirmed that DBS checks were in place for all governors. The Chair had checked the Single Central Record which was complete and up to date.

**d) Appointed governor for "Prevent Duty"**

The governing body agreed that the appointed governor for Safeguarding/Child Protection would also be the appointed governor for Prevent. Online safety would remain with Mrs Ousby.

**17.21 MINUTES OF THE PREVIOUS MEETING HELD 15 MARCH 2017**

It was agreed that the minutes of the meeting held on 15 March 2017, having been circulated, be approved and signed by the chair as a correct record.

**17.22 MATTERS ARISING FROM THE MINUTES**

There were no matters arising from the minutes.

**17.23 REPORTS**

**a) Committee Reports**

The governors noted and accepted the minutes of the **Resources Committee** meeting held on 8<sup>th</sup> May 2017.

The governors noted and accepted the minutes of the **Curriculum and Standards Committee** meeting held on 8<sup>th</sup> May 2017.

It was noted that Miss Taylor's presentation on the maths action plan had been very informative.

The Head gave an update on pupil performance data, noting that the Year 2 end of year data showed 87% got expected or above for reading and maths and 75% for writing.

**b) Nominated Governors**

There were no reports from nominated governors.

**c) Update on Multi-Academy Trusts**

The Head and Chair had attended meetings where information was given to schools on the progress of the MATs being set up by the Diocese. This has included a briefing by the Legal firm behind the set-up of the MATs.

Governors were advised that the Head at Blessed Trinity was

having a 'year out' to work on the MAT. 2 schools have an academy order so the MATs have to be set up over the next year. Some schools were interested in joining straight away while others wanted to wait. Originally this school had said they would consider joining in 3-5 years. The governing body agreed to stick to this decision.

Governors asked if the schools in this cluster will be in the same MAT and the Head confirmed they would. Governors asked if schools will still run independently of each other. The Chair advised that it will be similar to how things run now with the local authority. Governors asked if there would be any effect on pupil transition to St Augustines and the Head noted this was not known. There were many areas of uncertainty and questions, many around HR. It looked like those staff already in post would remain in their own schools but those recruited after a school joins a MAT may be moved around as required. There would be more meetings through the year and governors would be kept informed.

**d) 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.

**17.24 SCHOOL IMPROVEMENT AND SELF-EVALUATION**

**a) Overview of Ofsted Inspection**

The Head gave an overview of the recent Ofsted visit. The inspector had a number of key lines of enquiry based on the school's dashboard and the Head addressed each of these. For example the dashboard highlighted the pupils with SEN who were persistent absentees and the Head could explain this by explaining the medical needs of those pupils. The dashboard had shown that outcomes had dropped last year, but the Head had evidence that this was linked to specific cohorts and the inspector accepted this.

The Head reported there were no lesson observations, instead the inspector did a walk through and looked at books. Most of her time was spent in KS1. She spent a lot of time with the children who had said wonderful things. At lunchtime the inspector confirmed that it would not be converted and there would not be a second day.

The feedback given to governors on the day was very positive and a letter would be published rather than a full report.

The targets for improvement which would be included in the letter were all around embedding what has been introduced this year so it can have an effect on the whole school as pupils

move through.

Governors thanked the Head for pulling everything together and all her hard work.

The governors who had met with the inspector reported that they were asked a number of in depth questions but they were prepared for them. These also followed those key lines of enquiry. The governing body's duty of care towards the Head was noted, which governors had already discussed, and this would continue to be monitored.

**b) Progress on the School Improvement Plan**

The governing body received a progress report from the headteacher on the development and implementation of this year's School Improvement Plan. This was RAG rated and the majority was green. There were a number of areas which would become green once the Year 6 SATs results had been released. The Head felt that the whole improvement plan should be completed by the end of the academic year.

The Ofsted inspector had been happy that everything that had been put in place to improve maths had worked and confirmed that school just need to keep doing it. The improvement focus in the 2017/18 plan would go back onto reading and writing so that these areas remained good.

The Head reported that the MIT team would not be working with school any longer. There would be a sign off meeting in July where a full review would be done and the impact analysed. The Head noted that part of the sign-off agreement included having a mindset coach to work one-to-one with the Head. This is funded by LCC. Governors were pleased that this was being offered and felt it reflected the importance of staff wellbeing.

**c) Pupil Premium**

The Head reported that the impact of how Pupil Premium funding has been spent would be evaluated fully once all the year-end data was in. This analysis will come to governors in the Autumn term. In general the progress of Pupil Premium children was very good and an audit had been completed looking at whether school was doing all it could to support those children.

**d) Governor action plan**

The updated governor action plan was circulated to the governing body showing progress made on the agreed objectives. An up to date evaluation was provided for each

objective noting the items to work on, visits to school to be arranged etc

The following strategies were agreed for continued school improvement:

- The School Advisor will come in before the end of term to meet with the Head and review the year
- The Ofsted recommendations will be built into the new School Improvement Plan
- The Head will bring a draft improvement plan to staff and then to governors for approval.

## **17.25 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. Reference was made to:

#### **Key facts**

- Numbers on roll
- Attendance
- SEND
- Finance

#### **Curriculum**

- End of Key Stage results
- Progress measures and floor standards
- Current attainment data
- Progress since baseline assessments
- Curriculum special events
- Special achievements

#### **Parents and carers**

- Parental involvement
- Special events

#### **Leadership and management**

- Innovation/new legislation
- Staff development
- Staffing

#### **Learning environment**

- Buildings
- Behaviour management
- Educational Visits

#### **Governance**

- Visits to school by governors
- Governor development work – action plan

#### **Religious Education and matters**

- The Bishop's visit

- Sacramental programme
- RE audit

Governors asked about the RE re-inspection. The Head confirmed that the Diocese have said there will be a re-inspection, and it had been thought Anne Heard from the Diocese might be carrying this out when she visited. However she said she was carrying out an audit not an inspection. The verbal feedback she gave the Head was lovely and she advised that a report would be provided to the Diocese and the school, however this has not been received to date. It is believed that the re-inspection could be next term.

Governors asked about RE assessment. The Head explained that *Come and See* has an assessment program within it, and 3 times a year pupils are assessed in levels. The Diocese have not changed the assessment on this despite the DfE moving away from levels, so school may look at the assessment of RE internally. School has met the targets in RE set at the beginning of the year.

The Head was thanked for her report.

**b) Unavoidable School Closures**

The headteacher advised that there had been no unavoidable closures since the last meeting.

**17.26 FINANCE**

**Budget outturn 2016/17 and School Budgets 2017/18**

**a) Budget Outturn 2016/17**

Following consideration of the information provided by the Resources committee, the governing body noted the school's outturn position for 2016/17.

**b) Cost Pressures**

Governors discussed the impact of the difference between the actual outturn for 2016/17 and the figure estimated, and the cost pressures being faced by school. It was reported that the Head has been teaching which reduces staffing costs, and this model will continue next year.

Governors asked if supply costs had been built in to allow the Head additional time out of class when required. The Head explained that supply costs were included under 'agency supply teaching staff'.

Governors noted that more had been included in the ICT cost centre and asked the Head about this. The Head explained that

upgrades and repairs were needed.

**c) School Budget 2017/18**

Following the recommendation of the Resources committee, the governing body APPROVED the school budget plan for 2017/18.

The governing body noted that the revenue income of £448,152 and proposed revenue expenditure of £457,344 resulted in a net in year deficit of £9,192 and considered the effect on school balances. The estimated balance of £23,517 brought forward from the previous year would result in a forecast carry forward balance of £14,325 into 2017/18.

**d) Income and Expenditure Form**

Governors delegated to the Headteacher the responsibility for ensuring that the income and expenditure form was submitted.

**17.27 EDUCATIONAL VISITS**

**a) 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 Mrs A Thorp was the Educational Visits Co-ordinator (EVC) for the school and reporting procedures for visits were AGREED as:

Option 2: The Governing Body/Management Committee to approve all Type B visits prior to submission to Lancashire County Council.

The Headteacher/EVC to approve all Type A visits.

The decisions to be reported to the Governing Body/Management Committee meeting each term.

**b) Approval and evaluation of visits**

The governing body received a report on the following recent visits in relation to the impact and benefits for pupils:

- Skipton castle – the castle staff were well organised and it was a good visit for that age group and linked to the history curriculum.

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

**17.28 POLICIES AND PROCEDURES**

**a) Performance Management and Pay**

In preparation for the performance management and pay review

of staff in the autumn term, the governing body confirmed the following arrangements were in place:

- A committee to undertake the appraisal of the Headteacher's performance
- It was noted that the school had bought into the County Council's School Advisory Service for advice regarding the appraisal of the Headteacher.
- A separate committee had been established to undertake pay decisions in relation to the Headteacher and other staff.
- Mr McNulty and Mr White had undertaken training in relation to the pay and appraisal process.

**b) Online Safety Checklist tool**

The governing body delegated the completion of the Online Safety checklist to Mrs Ousby the nominated online safety governor. **LO**

**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 by show of hands;
- 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 not be asked to leave the room while a vote was held.

**17.29 GOVERNOR TRAINING AND DEVELOPMENT**

The following training had been completed: -

- Mr White – Finance for governors
- Mr Mulrooney – Handling complaints

Mrs Bowes was advised that the dates for new governor courses were online and could be booked.

Mr Mulrooney reported he was booked onto a safeguarding course

The training link governor confirmed that a record of all training undertaken by governors was being maintained.

The headteacher confirmed that access to the Schools' Portal would



be arranged for all new governors.

### **17.30 SCHOOL ADMISSIONS**

The governing body noted the requirements in relation to the school admissions process.

Governors asked if school was full in September and the Head reported it was not. 5 children were joining in Reception and there were a number of others joining further up school, so numbers will be around the same as they have been this year.

A discussion ensued about how school could raise its profile and publicise the good Ofsted result. It was agreed that Miss Bishop would send information to newspapers in both Clitheroe and Burnley about school events.

### **17.31 INFORMATION, UPDATES AND ITEMS FOR FUTURE DISCUSSION AS APPROPRIATE**

- a) Governors' Responsibility for Health and Safety when Employing External Coaches – the Head confirmed schools is compliant
- b) The Early Years Foundation Stage (2017) – School have been moderated against this and everything was fine
- c) Transfer of Lancashire Teaching Agency to Schools HR Team
- d) Changes to GCSE Grading from Summer 2017
- e) Update on RAISEonline
- f) New Governors Handbook and Competency Framework / Skills Audit
- g) Retirements / Appointments

### **17.32 FORUMS FOR CHAIRS AND VICE-CHAIRS**

The governing body received a report from the Chair regarding topics covered at the latest forum meeting. This included ASP which had replaced RAISEonline and the pressures on school budgets.

The chair confirmed they hoped to attend the next meeting.

### **17.33 LASGB**

The governing body noted that information regarding the LASGB was available via their website.

### **17.34 CONFIDENTIALITY**

There were no items deemed confidential.

### **17.35 DATE AND TIME OF NEXT MEETING**

The Governing Body agreed to the following schedule of meetings for the 2016/17 academic year:

**Autumn term**

Curriculum committee Monday 25 September 2017 at 6pm  
Resources committee Monday 25 September 2017 at 7pm  
Full Governing body Monday 20 November 2017 at 6pm

**Spring term**

Curriculum committee Monday 29 January 2018 at 6pm  
Resources committee Monday 29 January 2018 at 7pm  
Full Governing body Monday 5 March 2018 at 6pm

**Summer term**

Curriculum committee Monday 30 April 2018 at 6pm  
Resources committee Monday 30 April 2018 at 7pm  
Full Governing body Monday 25 June 2018 at 6pm

