

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

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

**AUTUMN TERM MEETING**

**MINUTES OF THE MEETING OF THE FULL GOVERNING BODY HELD AT THE**  
**SCHOOL ON MONDAY 20 NOVEMBER 2017 AT 6PM**

**PART A**

**PRESENT:** Mr M Mulrooney (*Chair*)  
Mrs R Bowes  
Mrs N Burnop  
Mrs L Donnelly-Nelson  
Mr J Doyle  
Mrs MB Hilton  
Mr J McNulty  
Mr D Hartley  
Mr P White  
Miss C Halstead (*Headteacher*)

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

*The Chair opened the meeting welcomed everyone and asked Mrs Bowes to lead governors in an opening prayer. All governors were asked to introduce themselves for the benefit of the new governors.*

<b><u>ACTION</u></b>
----------------------

**17.36 APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Miss A Bishop.

**17.37 GOVERNING BODY MATTERS**

**a) Declaration of interest**

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

**b) DBS Checks for Governors**

The Governing Body confirmed that DBS checks were in place for all long-serving governors and were underway for the new

governors. In addition governors had been asked to complete the staff disqualification disclosure. The Chair confirmed he had checked the Single Central Record.

**c) Membership**

The Clerk advised the Governing Body of the following:

- Mr Hartley had been appointed LA governor
- Mrs Ousby and Mrs Frankland had resigned as parent governors
- Mrs Burnop and Mrs Donnelly-Nelson had been appointed as parent governors.
- Father Murphy had moved out of the Parish
- There was one vacancy on the governing body for the Ex-officio Foundation governor. This appointment would be made by the Diocese.

It was agreed that Associate Member Mr D Buggie would be removed from the governing body as he had not been attending meetings.

**d) Register of Business Interests**

The Governing Body noted the requirement to update the Register of Business Interest on an annual basis and to ensure that the appropriate details were included on the school website. The Register was retained in school.

**e) Code of Conduct**

The Governing Body reviewed and confirmed adoption of the Salford Diocese Code of Conduct. Governors were encouraged to reflect on the commitment, duties and responsibilities included in the Code.

**17.38 MINUTES OF THE PREVIOUS MEETING HELD 28 JUNE 2017**

It was agreed that the minutes of the meeting held on 28 June 2017, having been circulated, be approved and signed by the Chair as a correct record with the amendment at 17.29 that Mr Doyle attended the finance training for governors.

**17.39 MATTERS ARISING FROM THE MINUTES**

There were no matters arising from the minutes which would not come up on this agenda.

**17.40 REVIEW OF COMMITTEES AND NOMINATED GOVERNORS**

- a) The Governing Body reviewed the constitution and membership of its committees and the requirement to appoint a clerk to each committee. It was agreed that the membership of the committees for the 2017/18 academic year be appointed as detailed at Appendix A to the minutes.

The Governing Body agreed to adopt the local authority's updated model terms of reference for all of its committees.

- b) Nominated governor appointments were reviewed and confirmed as detailed at Appendix A and arrangements for the receipt of reports from nominated governors were discussed.

## 17.41 REPORTS

### a) Committee Reports

The governors noted and accepted the minutes of the **Resources Committee** meeting held on 25 September 2017.

The governors noted and accepted the minutes of the **Curriculum Committee** meeting held on 25 September 2017.

The governors ratified the **Safeguarding and Child Protection Policy** as commended by the Curriculum Committee.

### b) Nominated Governors

- The Governing Body received a report from Mr Mulrooney on his visit to Class 2. The class topic was World War II and Mr Mulrooney had observed the class working in groups and as individuals. A variety of activities had been done over the week and the children were very engaged.
- The Governing Body received a report from Mr White on work undertaken in school regarding numeracy. Mr White had visited Class 1 and seen a maths lesson linked to World War II. The children were very engaged and their good relationship with the teacher was evident.
- Mr White provided a report on St Mary's flower Festival as a number of the pupils had been asked to read at the opening ceremony. The pupils read well and their behaviour was excellent.
- Mr White provided a report on the training he and Mr Mulrooney had attended at the Diocese. This has been minuted under 'Training and Development' below.

### 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.

The Chair advised he had attended a meeting regarding Multi-Academy Trusts. The Diocese have now registered one MAT and a number of schools had shown an interest in joining. This school had agreed to consider joining a MAT in 3-5 years and would continue watching progress. All schools in this cluster were represented on the steering group by a local Headteacher and all schools get the minutes of these meetings.

## 17.42 SCHOOL IMPROVEMENT

### a) School Improvement and Self-Evaluation

The Governing Body received a progress report from the headteacher on the development and implementation of this year's School Improvement Plan. This was included within the Headteacher's report. The main priorities were as follows: -

- **To further develop school's processes for the teaching of spellings and phonics across school**  
The year-end data identified this as a weaker area in school. The Head highlighted the interventions in place to support phonics and the newly purchased 'No nonsense' spelling scheme.
- **To support the more able writers throughout school ensuring they continue to attain high standards**  
In the 2017 SATS no pupils achieved greater depth. The Head advised that while there were no particularly strong writers in that cohort, there were some talented writers in school now and they would receive support to help them achieve greater depth.
- **To ensure the Catholic Life of the school has a positive impact on pupils**  
The RE audit had identified areas to work on and these would be addressed. Training had been booked and pupils were being taught about applying what they learn in RE. The profile of the Pupil chaplains was being raised. A cluster of chaplains were getting together to share good practice and this highlights the importance of the chaplaincy role. Children are more involved in Mass.

Governors asked what year group the pupil chaplains were from. The Head reported they start in Year 5 and help train up the next set of chaplains when they reach Year 6.

- **To maintain a focus on maths in order to continue the improvements already made**

Big improvements had been made over the last year and

this would continue this year with an emphasis on calculation speed and accuracy and using the most efficient methods. The maths subject leader had created an action plan for this year.

The RAG rated School Improvement Plan had not been circulated yet as it was with the advisor for any comments. This would be circulated to governors.

**Pupil Premium** – The Head reported that all children eligible for Pupil Premium funding made good progress, though not all reached age related expectation. The newly published dashboard shows the detail. The data reviewed by the Standards and Curriculum committee indicated that the interventions provided were having a positive impact.

**b) NQT Capacity Checklist**

The Governing Body noted that there were no NQTs in school.

**17.43 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
- Attainment and Progress
- Curriculum special events

**Parents and carers**

- Issued raised
- 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**

- RE data overview
- Sacramental programme
- Masses

**b) Racist incidents**

The Governing Body was informed that there had been no racist incidents in the previous year.

**c) Unavoidable School Closures**

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

**17.44 SCHOOL TERM AND INSET DATES 2018/19**

The Governing Body noted the school term and holiday dates set by the authority for 2018/19 and reviewed the proposed holiday pattern from St Augustine's High School. The Head explained that being in-line with St Augustine's was helpful for families with siblings in each school.

The Governing Body agreed the proposed holiday pattern and the five INSET days on:

- 3<sup>rd</sup> September 2018
- 4<sup>th</sup> September 2018
- 12<sup>th</sup> April 2019
- 22<sup>nd</sup> July 2019
- 23<sup>rd</sup> July 2019

**17.45 EDUCATIONAL VISITS**

The Headteacher reported details of the following proposed educational visits which were considered and approved:

- Class 1 trip to Gawthorpe Hall for a Victorian Christmas – this links in with the history curriculum
- Whole school trip to the Pantomime on 7<sup>th</sup> December 2017

The Governing Body received a report on recent visits in relation to the impact and benefits for pupils. This included: -

- Lockerbie Outdoor Pursuit trip October 2017

## **17.46 SCHOOL COMPLAINTS: MODEL SCHOOL POLICY AND PROCEDURES (SEPTEMBER 2017)**

The Governing Body considered the authority's recommended model School Complaints Policy and Procedures (Revised September 2017) and accompanying appendices.

Governors noted the changes to the formal stage of the complaint process. The Governing Body adopted the authority's model School Complaints Policy and Procedures (September 2017) and accompanying appendices.

The Governing Body agreed to change the name of the Complaint Appeal Committee to the Complaint Review Committee.

## **17.47 PERSONNEL**

### **a) Pay Policy 2017/18**

The Governing Body confirmed adoption of the county council model Pay Policy for 2017/18.

### **b) Lancashire Personnel Policies**

The Governing Body confirmed adoption of the following model Lancashire Personnel Policies:

Whistleblowing Policy (Delegated Schools)	April 2017
Bullying & Harassment Policy, Procedure and Appendices	April 2017
Leave of Absence - Support Staff	April 2017
Leave of Absence - Teachers	September 2017
Workforce Planning and Redundancy	June 2017
Job-share	April 2017
Capability Procedure (Support Staff)	May 2017
Retirement – phased	September 2017
Retirement – AAB	September 2017
Retirement – Age - teachers	September 2017
Probation Arrangements Support Staff in Schools	May 2017
Collective Disputes - Model Procedure (Teachers)	May 2017
Flexible Working	May 2017
Parental Leave	May 2017
Retirement – flexible	June 2017
Contracts - Temporary (Guidance)	September 2017
Adoption Leave	June 2017

Disciplinary & Dismissal procedure (Teachers)	June 2017
Disciplinary & Dismissal procedure (Support Staff)	June 2017
Ex-Offenders (Recruitment of) Guidance	July 2017
Teachers expenses	July 2017
Long service award - teachers	July 2017
Long service award - support staff	July 2017
Amalgamation/Re-organisation of Schools - Teachers	July 2017
Amalgamation/Re-organisation of Schools - Support	July 2017
Breastfeeding at Work	August 2017
Absence (Management of Sickness)	August 2017
Grievance Procedure (Support Staff)	August 2017
Absence (Management of Sickness) Guidelines	August 2017
Short-term absence procedure	August 2017
Long-term absence procedure	August 2017
Ill health retirement- support staff	August 2017
Grievance Procedure (Teachers) - Centrally Managed Services	August 2017
Grievance Procedure Teachers	August 2017
Appraisal - Support staff	April 2017
Statement of Ethical Standards	September 2017
Capability Policy (Teachers)	September 2017
Capability Policy (Teachers) - Centrally Managed Services	September 2017
Appraisal Policy (Teachers)	September 2017

## 17.48 FINANCE

### a) Finance Policies

The Governing Body confirmed adoption of the following finance related policies:

- Lettings Policy/Charges
- Charging and Remissions Policy
- Internal Financial Regulations.

### b) The Unofficial School Fund

The Governing Body noted receipt of and approved the audited accounts of the unofficial school fund for 2016/17.

Mr J McGuire was appointed auditor of the unofficial school

fund for the 2017/18 account.

**c) Schools Financial Value Standard (SFVS)**

The Governing Body noted the requirements of the SFVS and requested the working group to make the necessary arrangements for the annual completion of the relevant documentation.

It was agreed that the working group would present a detailed report, together with the completed self-assessment and action plan to the governing body for approval prior to submission to the County Council.

**d) Budget Sustainability**

The Head reported that she meets with the Finance Officer to create a 3 year financial forecast. As noted in the Head's report, school is looking to carry forward more than anticipated when the budget was set, so the school is in a better position than the last 3 year financial forecast suggested. Another forecast would be created at the end of the financial year.

Governors were aware that the budget was tight, and action had already been taken as the Head was teaching in class which reduced staffing costs.

The Chair advised that the Chair's forum had included a session on budget sustainability. The suggestion was to look at pupil numbers and investigate any patterns, however as governors were aware this school had always had fluctuations in numbers through the year. The Head noted that when children join mid-year and after the census date they are not included in the funding for the next year.

**e) Funding for PE and Sport Premium**

Governors discussed the changes in income for this funding stream and the prevalence this initiative held in schools. The Head advised that the additional funding meant school could provide more clubs for free rather than asking parents to pay. School was also looking to overhaul the outdoor resources provided for Class 1. Children should ideally be active for at least an hour a day. It was noted that the money is ring-fenced and can only be used in certain ways.

**17.49 GOVERNOR TRAINING AND DEVELOPMENT**

Mr White and Mr Mulrooney had attended CPDF training at the Cathedral led by Sister Judith. This focused on the role of the governor and the importance of the Catholic ethos in school. It was suggested that in the light of this training governors should re-visit the school mission statement to ensure it re-inforces the Catholic ethos of the school.

Governors were advised that: -

- Mrs R Bowes had completed new governor training and Mrs Donnelly-Nelson had booked to complete this next month.
- Mr Mulrooney had attended a Prevent training course. The Head reported that staff will be attending Prevent training at a local school.
- Mr Mulrooney had booked on to a Preparing for Ofsted course and a Safeguarding course.

The Headteacher confirmed that access to the Schools' Portal had been arranged for the new governors.

#### **17.50 PRESSURE ON SCHOOL PLACES IN LANCASHIRE**

The Governing Body discussed the need for additional school places in Lancashire and considered whether the school should submit an expression of interest to the local authority.

It was delegated to the Headteacher to submit an expression of interest to the local authority.

**Head**

#### **17.51 SCHOOL ADMISSIONS**

The Governing Body noted the requirements in relation to the school admissions process. The Admissions Policy 2019/20 was reviewed and approved.

#### **17.52 STATUTORY GUIDANCE FOR THOSE WITH LEGAL RESPONSIBILITIES IN RELATION TO EXCLUSION**

The Governing Body noted the updates to the statutory exclusion guidance.

The Head would check that the Discipline and Behaviour policies complied with the new guidance and that they made reference to the Headteacher's ability to exclude, including the ability to exclude pupils for behaviour off site.

**Head**

#### **17.53 SCHOOL GOVERNANCE REGULATIONS**

The Governing Body noted the guidance and additional information in relation to the amendments to the School Governance Regulations.

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

The Governing Body received a report from the Chair concerning topics covered at the latest forum meeting, including finance and complaints.

The Chair confirmed he would not be able to attend the next meeting and asked the Vice-Chair if he would like to attend.

## COMMITTEE STRUCTURE 2017-18

Appendix A

School 11066 St Mary's Roman Catholic Primary School, Sabden

### 17.55 LASGB

The Governing Body noted the information provided by the LASGB.

### 17.56 CONFIDENTIALITY

There were no items deemed confidential.

### 17.57 DATE AND TIME OF NEXT MEETING

The following dates were agreed: -

#### Spring term

Curriculum committee	Monday 29 January 2018 at 6pm
Resources committee	Monday 29 January 2018 at 7pm
Full Governing body	Monday 26 February 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

**Admissions Committee**

Chairman  
Headteacher

**Committee of Appointed Governors**

Mr P White  
Mr J McNulty  
Mr M A Mulrooney

**Discipline & Dismissal Committee**

Any three untainted governors excluding staff gov's

**Grievance Appeals Committee**

Any three untainted governors excluding staff gov's

**Pay Appeals**

Any 3 untainted governors (exc staff)

**Pupil Discipline Committee**

Any three untainted governors excluding staff gov's

**Standards and Curriculum Committee**

Mrs L Donnelly-Nelson  
Mr J Doyle  
Mr P White  
Mrs R M Bowes  
Mr J McNulty  
Mr M A Mulrooney  
Miss A Bishop  
Headteacher

**Class Governors**

Class 1 - Mr Mulrooney  
Class 2 - Mr White  
Class 3 - Mr Doyle

**Complaints Appeals Committee**

Any three untainted governors excluding staff gov's

**Discipline and Dismissal Appeals Committee**

Any three untainted governors excluding staff gov's

**Nominated Governors**

Science - Mr M Mulrooney  
Numeracy - Mr Doyle  
Literacy - Mr White  
Child Protection - Chairman  
Link - Mr M Mulrooney  
Online Safety - Mr D Hartley  
SEN - Mr J McNulty  
R.E - Mr White & Mrs Bowes  
Sports Premium/Healthy Lifestyles - Mrs Hilton  
Prevent Duty - Chairman

**Pay Committee**

Mr J Doyle  
Mrs M B Hilton  
Mrs R M Bowes  
Mr J McNulty

**Resources Committee**

Mrs N Burnop  
Mr J Doyle  
Mrs M B Hilton  
Mr P White  
Mr M A Mulrooney  
Miss A Bishop  
Headteacher