

**LANCASHIRE COUNTY COUNCIL**  
**GOVERNOR SERVICES, LEARNING & SKILLS TEAM**

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

**SPRING TERM MEETING**

**MINUTES OF THE MEETING OF THE FULL GOVERNING BODY HELD AT THE**  
**SCHOOL ON MONDAY 26 FEBRUARY 2018 AT 6PM**

**PART A**

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

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

*The Chair opened the meeting and welcomed everyone*

**OPENING PRAYERS**

**18.01 APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Mrs Donnelly Nelson.

**18.02 GOVERNING BODY MATTERS**

**a) Declaration of interest**

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

**b) Membership**

The clerk advised the governing body that Father J Corcoran had been appointed as ex officio Foundation governor.

Mr Mulrooney and Mr McNulty were coming to the end of their

**ACTION**

terms of office. They were asked to complete the Diocese application form to start the re-appointment process.

The Chair reported that Mr D Hartley had resigned as a governor since the last meeting. There was a vacancy for 1 LA governor.

**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. Edubase and governor details on the website were up to date.

**d) Governor Code of Conduct for VA Schools**

All governors had received a copy of the Salford Diocese code of conduct for VA schools. The governing body adopted this code of conduct and all governors were asked to sign the declaration which would be stored with the register of interest form.

**18.03 MINUTES OF THE PREVIOUS MEETING HELD 20 NOVEMBER 2017**

It was agreed that the minutes of the meeting held on 20<sup>th</sup> November 2017 having been circulated, be approved and signed by the chair as a correct record.

**18.04 MATTERS ARISING FROM THE MINUTES**

Governors asked if there had been any response from County regarding 17.50 Pressure on School Places. The Head advised she had expressed an interest to LCC which had been noted.

**18.05 REPORTS**

**a) Committee Reports**

The governors noted and accepted the minutes of the Curriculum and Standards Committee meeting held on 29<sup>th</sup> January 2018.

The governors noted and accepted the minutes of the Resources Committee meeting held on 29<sup>th</sup> January 2018.

**b) Nominated Governors**

School had recently had a Governor week when members of the governing body were invited to visit school. This had been very successful and number of reports were received from governors on the following areas: -

- SEND - Mr McNulty 7<sup>th</sup> February

- Maths – Mr Doyle 6<sup>th</sup> February
- RE – Mrs Bowes 6<sup>th</sup> February
- Worship & RE Class 2 – Mr White 6<sup>th</sup> February
- Class 1 and Collective worship – Mr Mulrooney 5<sup>th</sup> February

It was agreed that there would be 2 planned governor weeks each year, but that governors can still arrange to come into school on other occasions.

Mrs Bowes had asked in her report on RE if all pupils know and use the school mission statement. The Head reported that all children know the motto and a recent review showed that the older children understand the mission statement. Following Mrs Bowes' visit and her comments the Head had looked at the school website to see if the mission statement was prominent enough. She had felt it could be more prominent and this had now been addressed.

Mrs Bowes asked how often whole school worship takes place. The Head reported that Monday is whole school worship based on The Big Question and prayer intentions and led by Pupil chaplains. Thursday is a more traditional whole school assembly linked to the liturgical year. Other worship takes place in classrooms. It was highlighted that Father would be coming on 5<sup>th</sup> March to take Mass.

All governors had been very impressed with everything they saw in school.

### **SEND Report**

The governing body received a report from Mr McNulty on work undertaken in school regarding SEND. Mr McNulty had visited school on 30<sup>th</sup> January to review and evaluate the effectiveness and impact of the school's SEND policy, procedures, provision and monitoring. The visit had comprised of meeting with Mrs Ashton the SENCO and the Head. Governors had received a copy of the report and Mr McNulty emphasised the positive impact that Mrs Ashton was having in school. It was noted that although the school budget was tight this was a very valuable service which should be continued. Mrs Burnop reported that she had found Mrs Ashton very approachable and professional when she had had a child with special needs in school.

Mr McNulty explained the expression of concern form which was in use. In response to a question he and the Head explained that the form is completed by a member of staff and given to Mrs Ashton who plans the next steps from this information. Documents such as this could be shared with other agencies outside of school if there was parental permission. Mr McNulty highlighted the impact that the new data protection regulations would have on SEND.

### 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.

## 18.06 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. The RAG rated plans for each of the following priority areas were reviewed: -

1. *To further develop school's processes for the teaching of spellings and phonics across school ensuring that*
  - *phonics is taught systematically through KS1*
  - *a higher percentage of Y1 pupils achieve expected standards in the June 2018 screening*
  - *standards of spelling ability are seen to improve through KS2*
2. *To support the more able writers throughout school ensuring they continue to attain high standards through*
  - *high quality marking and feedback*
  - *opportunities to write across the curriculum*
  - *exciting writing activities*
  - *explicit teaching of writing skills*
3. *To ensure the Catholic Life of the school has a positive impact on pupils including*
  - *Raising the profile of the Pupil Chaplains*
  - *Embedding the RE scheme plus assessments*
  - *Supporting pupils to instigate, plan and lead their own worship*
4. *To maintain a focus on maths in order to continue the improvements already made. This will include a focus on*
  - *most efficient methods*
  - *fluency and reasoning*
  - *arithmetic*

The Head reported that all areas were on track and the term 2 actions should all be rated green by Easter.

### **Pupil Premium**

The Head reported that there were 16 children Pupil Premium children. The progress of each child had been reviewed and their achievement at their previous key stage noted to determine if they were making expected progress. 15 pupils were making expected progress, and the 16<sup>th</sup> was a pupil who joined school in KS2 who had been given higher KS1 data than school would have expected.

## 18.07 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. The report included information regarding: -

#### **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
- Special achievements

#### **Parents and carers**

- Issues raised
- Parental involvement
- Special events

#### **Leadership and management**

- Development work
- Innovation/new legislation
- Staff development
- Class news
- Staffing

#### **Learning environment**

- Buildings
- Behaviour management
- Educational Visits

#### **Governance**

- Visits to school by governors
- Governor development work

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

The Headteacher invited questions and was asked how the Prayer Bags initiative was working. The Head explained how the bags were used and confirmed that pupils and families were engaging with it.

The Head highlighted the progress data which showed how pupils were progressing linked to their previous key stage results. It was reported that in Year 6 all pupils were making expected progress compared to their KS1 results in reading, and 93% in maths and writing. This does not mean this percentage will reach age related expectations but it

demonstrates they are making good progress and achieving what they can. Governors asked if this could be said in every school if the pupils do not all reach the expected level. The Head clarified that this school has a high number of SEN and vulnerable children as a percentage of the overall number on roll. In each cohort there are children with barriers to learning and this means that they may not be able to reach the expected attainment level but their progress data shows how far they have come.

**b) Approval and Evaluation of Educational Visits**

There were no visits to approve at this time.

The Head reported that the France trip was definitely going ahead with Rishton Methodist school. Governors asked what the ratio of staff to children was and the Head explained this depended on the age of the children. For this trip there had to be a minimum of 1 adult to 10 pupils, and school always adds on at least one more staff member.

**c) Unavoidable School Closures**

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

**18.08 MORE ABLE PUPILS**

With reference to the supporting information booklet, governors discussed the needs of the more able pupils at the school to ensure that these pupils were receiving appropriately challenging learning opportunities. This was one of the school's key areas this year, specifically in relation to writing. It was agreed that the nominated governor for English Mr White would visit school to meet with the Head and look at how the more able pupils are identified and challenged.

Governors discussed how school defined a pupil as more able or as being gifted/talented, and the way schools works with parents and other agencies such as Burnley football club to signpost pupils to local clubs. The Head noted that the official definition of a more able pupil was achieving over 112 on a SATs test. Boosters were provided in school for more able pupils to support and challenge them.

**18.09 FINANCE**

**a) School Budget 2018/19**

The governing body requested the Resources Committee to consider and prepare the school's budget plan for 2018/19 and to arrange for it to be submitted to the authority by 18 May 2018. The budget would be formally approved at the summer term governing body meeting.

**b) 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.

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

The governing body noted the information provided regarding the Schools Financial Value Standard and;

- approved the report and completed self-assessment prepared by the working party;
- agreed the SFVS action plan as follows
  - asset register to be updated this academic year
  - check that the whistleblowing policy is up to date and available to all staff
- confirmed that the approved standard and action plan had been submitted to the local authority by 31 March 2018.

Governors asked the Head to thank Mrs Thorp for her work on the SFVS.

**d) Charging and Remissions Policy**

The model policy was delegated to the Resources Committee for review and approval.

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**18.10 GOVERNOR TRAINING AND DEVELOPMENT**

Mrs Burnop reported that she had attended new governor training. Mrs Bowes reported she would be attending Diocesan Level 1 governor training in April.

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

**18.11 SCHOOL ADMISSIONS ARRANGEMENTS 2019/20**

The governing body noted the information relating to school admissions and delegated to the Headteacher the responsibility of forwarding the determined admission arrangements (whether changes have been made or not) to the authority by 15 March 2018.

Governors also noticed the requirement to place the document on the school's webpage, clearly marked, allowing parents to see the policy easily. Where applicable, it was noted that policies should be sent to neighbouring local authorities and neighbouring out of county schools.

**18.12 INFORMATION, UPDATES AND ITEMS FOR FUTURE DISCUSSION AS APPROPRIATE**

- a) Schools' buying strategy – the Chair advised this was an invitation to join a buying hub pilot scheme. It was felt that this was not a priority for this school at this time.

**18.13 FORUMS FOR CHAIRS AND VICE-CHAIRS**

The chair informed governors they would not be able to attend the next meeting which was 7<sup>th</sup> March but he would be attending on 13<sup>th</sup> June.

**18.14 LANCASHIRE ASSOCIATION OF SCHOOL GOVERNING BODIES (LASGB)**

The governing body noted that information regarding the LASGB was available via their website. The next seminar was on GDPR. The Head reported that Mrs Thorp had attended the training offered by LCC Legal Services and was working through the checklist provided. The policy and procedures would be provided to governors for the committee meetings. The Diocese had checked to ensure school was putting everything into place.

**18.15 CONFIDENTIALITY**

There were no items deemed confidential.

**18.16 DATE AND TIME OF NEXT MEETING**

The next meeting of the governing body would be held on Monday 25<sup>th</sup> June 2018 at 6pm.

Committee meetings were confirmed as follows:

Curriculum committee    Monday 30 April 2018 at 6pm  
Resources committee    Monday 30 April 2018 at 7pm

**CLOSING REMARKS**

Mrs Hilton offered to organise an educational visit to the Mayor in the Council chambers and asked if school would be interested in making links with a school in Northern Ireland. Governors felt these activities would fit in well with the British Values curriculum and raise pupil awareness of other cultures. Mrs Hilton agreed to contact the Head regarding these ideas.

There being no other business the Chair thanked governors for their attendance and duly closed the meeting.