

LANCASHIRE COUNTY COUNCIL
GOVERNOR SERVICES

ST MARY'S RC PRIMARY SCHOOL, SABDEN

SUMMER TERM MEETING

MINUTES OF THE MEETING OF THE FULL GOVERNING BODY HELD AT THE
SCHOOL ON WEDNESDAY 12 JUNE 2019 AT 6.00PM

PART A

PRESENT: Mr M Mulrooney (*Chair*)
Miss A Bishop
Monsignor J Corcoran
Mr J Doyle
Mrs MB Hilton
Mr G Latta
Mr P White
Ms C Wolfenden
Miss C Halstead (*Headteacher*)

IN ATTENDANCE: Mrs C Dobson (*Clerk*)

The Chair opened the meeting, welcomed everyone and asked Monsignor Corcoran to lead governors in an opening prayer.

19.17 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Mr J McNulty and Mrs R Bowes. Apologies for absence were received from Mrs Donnelly Nelson. The governing body felt that as Mrs Donnelly Nelson had been unable to attend a number of meetings, the Chair should speak to her regarding whether she wished to continue in her role as parent governor.

19.18 GOVERNING BODY MATTERS

a) Declaration of interest

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

b) Membership

It was noted that Mr J Doyle's term of office would end on 8 October; he was asked to complete the application form for re-appointment by the Diocese.

c) Disclosure and Barring Service (DBS) Checks for Governors

<u>ACTION</u>

The governing body confirmed that all necessary arrangements were in place, and that all governors had the required clearances.

d) Section 128 checks

The governing body noted the Department for Education recommendation in relation to Section 128 checks. The Head advised that this check had been completed for all governors.

19.19 MINUTES OF THE PREVIOUS MEETING HELD 11 MARCH 2019

It was agreed that the minutes of the meeting held on 11 March 2019, having been circulated, be approved and signed by the chair as a correct record.

19.20 MATTERS ARISING FROM THE MINUTES

The following matters arising were reported from the minutes of the meeting held on 11th March: -

19.14 Inclusion – governors asked if the child school had taken on a managed move had remained at this school. The Head reported this pupil was now permanently on roll.

19.21 REPORTS

a) Committee Reports

The governors noted and accepted the minutes of the Curriculum and Standards Committee meeting held on 29 April 2019.

The governors noted and accepted the minutes of the Resources Committee meeting held on 29 April 2019.

b) Nominated Governors

There were no reports from nominated governors. It was agreed that a governor visit week would be held w/c 11th November. Governors were advised that they could choose a time and day to suit their schedule during that week. In addition the Chair reminded governors that they can arrange to come in on another date if they wanted, and they should liaise with Mrs Thorp.

c) Chair's Action in Cases of Urgency

The chair reported that it had not been necessary to take any decisions on behalf of the governing body since the last meeting.

19.22 SCHOOL IMPROVEMENT AND SELF-EVALUATION

a) Education Inspection Framework Update

The governing body noted that a new Education Inspection Framework and Inspection Handbooks had been published.

The Chair noted that the next Ofsted inspection would not be until 2022. The Head planned to book onto training in 2020 and hear about the experience of other schools who had been through inspection under the new framework. Governors would attend training in 2020/21 in preparation for the next inspection.

b) School Improvement

The governing body received a progress report from the headteacher on the development and implementation of the School Improvement Plan for the current academic year.

The Head highlighted that the majority of the action plan was rated green. Once the SATs results and end of year data had been received the action plan would be reviewed and the impact analysed. It was noted that the end of KS1 data was already available and had been provided to governors.

The Head reported that she would be discussing the areas for improvement for the 2019/20 school improvement plan with the School Advisor and bringing the identified priorities to governors next term.

c) Understanding Your Data

Governors reviewed the current pupil numbers and past trends.

The Head confirmed that this year 11 children had been offered a place in Reception, of which 10 had been accepted. Historically this school has always taken children further up the school and mid-year, and the number on roll for September was 87 which was higher than anticipated when the budget was set.

It was noted that there were a number of schools in the area who were undersubscribed this year, which was likely to suggest a low birth-rate year.

19.23 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 1 results 2017/18
- End of KS1 SATS attainment 2019
- EYFS
- Phonics
- End of KS2 attainment 2017/18
- Current attainment and progress
- Curriculum special events
- Special achievements – PE games mark

SIP Priority Areas

- RAG rated School improvement action plans

Parents and carers

- Issued raised – road awareness
- Parental involvement
- Special events

Leadership and management

- Recruitment update
- Innovation/new legislation – New inspection framework
- Supervision and wellbeing
- Staff development
- Staff changes
- Class news

Learning environment

- Buildings – boiler
- Safeguarding
- Behaviour management
- Educational Visits

Governance

- Visits to school by governors

Religious Education and matters

- RE Curriculum data
- Pupil chaplains
- Mission statement

The Head expanded on the following areas: -

- Site supervisor – School has an SLA with Service Alliance who employ the Site Supervisor. There had recently been increasingly more problems with the individual employed in this role so the Head had taken advice from LCC who said Service Alliance should be made aware that the individual was inappropriate for the school.

When the Head spoke to Service Alliance they did not argue the case and the Site Supervisor was removed. Cover was provided and now Service Alliance have found a permanent replacement.

- Boiler – the funds for Phase 2 which is to install a back-up boiler have been secured through a successful LCVAP bid

The Headteacher invited questions as summarised below:

- *Q. Do we know anything about the appeals to high school?*
- *A. No, each family will have been given an appeal date. All 3 pupils wanted a place at St Augustine's High school but it is oversubscribed.*
- *Q. Have these 3 children been in this school since Reception?*
- *A. 1 of them has, and has siblings at St Augustine's*

The Headteacher was thanked for her comprehensive report and the Chair thanked the staff for the class news, reports and photos included.

b) Unavoidable School Closures

The Headteacher confirmed there had been no unavoidable school closures since the last meeting.

19.24 FINANCE

a) Budget Outturn 2018/19 / School Budget 2019/20

The governing body noted the school's outturn position for 2018/19. The Resources Committee had considered the significant differences between the actual outturn for 2018/19 and original budget set for 2018/19.

Following the recommendation of the Resources Committee, the governing body approved the school budget plan for 2019/20, and the financial forecasts for 2020/21 and 2021/22. The budget plan for 2019/20 was as follows: Revenue income of £474,945 and proposed revenue expenditure of £479,958 resulting in a net in year deficit of £5,013.

The governing body considered the effect on school balances and noted the estimated balance of £18,022 brought forward from the previous year which would result in a forecast carry forward balance of £13,009 into 2020/21.

It was noted that the Income and Expenditure Form had been submitted to the county council within the required timeframe.

b) Schools Financial Value Standard (SFVS)

Governors noted the proposed changes to the SFVS requirements.

It was agreed that Mr Doyle would attend the training in June and the Head and Mrs Thorp would attend the training provided by LCC Schools Financial Services.

19.25 EDUCATIONAL VISITS

a) Health and Safety of Pupils on 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 Amanda Thorp (Office Manager) was the Educational Visits Co-ordinator (EVC) for the school and reporting procedures for visits were agreed as: Option 2 - The governing body 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 meeting each term.

Mrs Thorp was booked onto EVC update training.

The headteacher was requested to inform Lancashire County Council of any changes.

b) Evaluation of Educational Visits and Approval of Future Visits

The governing body received a report on recent visits in relation to the impact and benefits for pupils. Educational visits discussed included:

- Class 3 visit to Space Port – Linked to science. This was enjoyable for the pupils however school does not intend to go again as the event was badly organised.
- Class 1 visit to Outdoor elements – This was very successful and the Head was looking at the possibility of using Outdoor elements in the run up to SATs next year.
- Whole school trip to Treetops

The headteacher reported details of the following proposed educational visits which was considered and approved:

- Lockerbie Manor Adventure Class 3 residential 7th – 11th October 2019
 - Q. Is school joining up with another school to run this visit?
 - A. No, there is no minimum number for this trip.

19.26 POLICIES AND PROCEDURES

a) Performance Management and Pay

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 and the validity of the appraisal process across the school (Mr White, Mr McNulty and Mr Mulrooney);

- the school had bought into the county council 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 as identified in the school's pay policy (Mr Doyle, Mrs Hilton, Mrs Bowes and Mr McNulty).
- Governors were aware of the training available

b) School Policies for Review

Governors approved the Whistleblowing policy.

The Head suggested that as the Child Protection and Safeguarding Policy and the Home-school agreement would be updated with the new mission statement ready for the new academic year, it would be best to circulate the revised versions for approval in the Autumn term.

FGB

c) Election of Chair and Vice-Chair procedures

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 would not be asked to leave the room while a vote was held.

19.27 GOVERNOR TRAINING AND DEVELOPMENT

The training link governor reported on training undertaken by individual governors: - Mr Latta and Mrs Wolfenden had attended new governor training.

It was noted that a list of the training governors had attended was kept in school and available on the school website.

Governors noted that the governor training programme 2019/20 was available on the [LPDS website](#).

19.28 SCHOOL ADMISSIONS

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

The Head confirmed that the admissions policy discussed and approved last term will be submitted in the Autumn term in line with the required timescale.

19.29 FOR INFORMATION

The governing body noted the update to the Governance Handbook.

19.30 FORUMS FOR CHAIRS AND VICE-CHAIRS

The governing body noted the dates of forum meetings. The chair confirmed he hoped to attend the next meeting.

19.31 LANCASHIRE ASSOCIATION OF SCHOOL GOVERNING BODIES (LASGB)

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

19.32 CONFIDENTIALITY

There were no items deemed confidential.

19.33 DATE AND TIME OF NEXT MEETING

The governing body confirmed the pattern of dates for the 2019/20 academic year as follows:

Autumn term

Standards and Curriculum - Wednesday 2nd October at 6pm
Resources committee – Wednesday 2nd October at 7pm
Full Governing Body – Wednesday 13th November at 6pm

Spring term

Standards and Curriculum - Wednesday 29th January at 6pm
Resources committee – Wednesday 29th January at 7pm
Full Governing Body – Wednesday 11th March at 6pm

Summer term

Standards and Curriculum - Wednesday 6th May at 6pm
Resources committee – Wednesday 6th May at 7pm
Full Governing Body – Wednesday 10th June at 6pm

Monsignor Corcoran thanked the governing body for their commitment.

The chair thanked governors for their attendance and input and closed the meeting.