

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 VIRTUALLY
VIA ZOOM ON WEDNESDAY 7th JULY 2021 AT 6.00PM

PART A

PRESENT: Mr M Mulrooney (*Chair*)
Miss A Bishop
Canon P Brindle
Mrs R Bowes
Mr J Doyle
Mr G Latta
Ms C Wilson
Mrs C Wheatcroft
Mr P White
Miss C Halstead (*Headteacher*)

IN ATTENDANCE: Mrs S Pinder (*Clerk*)

The Chair opened the meeting with a prayer.

ACTION

21.18 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Mr J McNulty and Ms C Wolfenden.

21.19 GOVERNING BODY MATTERS

a) Declaration of interest

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

b) Membership

Governors noted that Mrs R Bowes term as Foundation Governor had been renewed for a further 4 year term.

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

The Governing Body confirmed that all necessary arrangements were in place, and that all Governors had the required clearances.

The Governing Body noted the Department for Education recommendation in relation to Section 128 checks.

The single central record is checked termly by the Chair and Headteacher.

A Safeguarding Audit has been completed with no issues to report. The Safeguarding officer and CP will meet to review and update the Safeguarding Policy.

21.20 MINUTES OF THE PREVIOUS MEETING

It was agreed that the minutes of the meeting held on the 3rd March 2021 having been circulated, be approved, and signed by the chair as a correct record at the next face to face meeting.

21.21 MATTERS ARISING FROM THE MINUTES

The Chair noted that Miss A Bishop was missing from the list of Governors attending the spring FGB on the 3rd March.

Apologies from the clerk who would make the amendment.

Clerk

21.22 REPORTS

a) Committee Reports

The Governors noted and accepted the minutes of the Curriculum and Standards Committee meeting held on 12th May 2021.

The Governors noted and accepted the minutes of the Resources Committee meeting held on 12th May 2021.

b) Nominated Governors

It was noted that during the current Covid 19 lockdown Nominated Governors had been unable to visit the school.

c) Chair's Action

The Chair reported that it had not been necessary to take any urgent decisions on behalf of the Governing Body since the last meeting.

21.23 SCHOOL IMPROVEMENT

a) School Improvement Plan in the Current Context of the Pandemic

The Headteacher circulated prior to the meeting a detailed RAG rated SIP report, the following points were highlighted:

- Covid has interrupted progress on the SIP.
- Progress can still be seen and there are many green areas.

- The SIP priorities not completed will be moved to the next academic year.
- From the data obtained evidence of the impact of the interventions and the implementation of the recovery curriculum can be seen.

21.24 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. Key points included:

Key facts

- Numbers on roll
- Attendance
- SEND
- Finance

Curriculum

- Data
- Autumn Term Review 2020/21
 - Year 1 Phonics
 - Reception
 - Year 1 to Year 6
 - Next Steps
- Spring Term Review 2020/21
 - Reception
 - Year 1 to Year 6
 - Next steps
- Summer Term Review 2020/21
- Curriculum special events
- Special achievements

SIP Priority Areas and Progress

Parents and carers

- Issues raised
- Parental Involvement
- Special Events for Parents/Carers/Community

Leadership and management

- Development Work
- Innovation/New Legislation
- Staff development-whole school
- Staff development-Individual
- Staff changes
- Staff issues

Learning Environment

- Safeguarding
- Behaviour Management
- Racist Incidents
- Educational Visits

Governance Issues

- Visits to school by Governors

Religious Education and matters

The Headteacher highlighted the following points:

- KP initially appointed to cover RH maternity leave had to withdraw his application as he accepted another job offer that would hopefully lead to a permanent position.
- JW has now been appointed to the role after a successful interview and will be a great asset to the school.
- JW has already been into school for a whole week and some additional days to get to know the children.
- JW will start in school next week.
- RH maternity leave will commence a little earlier than expected due to doctor's advice, RH last day in school will be the 9th July.

Q – How will the new appointment affect the Maths Leadership?

A – In the schools JW has worked before she has been part of the Maths Mastery and will take part in the new training.

The Headteacher noted that she would continue in the Maths Leadership role for another year as the named person, but all the teachers would be working together as a team.

Q – There is mention of no Crossroads Mass this time?

A – Unfortunately it wasn't possible to hold the mass this time, but the children from St Augustine's have been able to join our children via zoom and answer questions about the spiritual life in high school.

The children from class 3 will be attending mass on the 14th July with JW, JR and AB.

The Headteacher was thanked for her comprehensive report.

b) Unavoidable School Closures

The Headteacher confirmed there had been no unavoidable school closures since the last meeting, beyond the national school closure.

School has been very fortunate and no 'bubbles' have had to be closed.

There are a few children who have needed to isolate due to contact within their family group and home learning has been provided.

c) Tree Decision

Governors noted receipt of the reports produced in relation to the trees in school, and the TPO in place.

The local council had recommended that the trees be removed.

Governors noted that the proper procedure had been followed and professional advice received.

Governors **approved** the removal of the trees.

The Headteacher whilst sad to lose the trees agreed that there was no option as to leave them in place would cause untold damage to neighbouring property.

The Headteacher will instruct CP to organise the removal of the trees during the summer break.

HT

21.25 FINANCE

a) Budget Outturn 2020/21 / School Budget 2021/22

The Governing Body noted the school's outturn position for 2020/21.

Governors were aware that the application of clawback had been suspended on balances held by the school at 31 March 2021.

The Analysis of Balances Return had been submitted to the county council.

Governors noted the change to the Pupil Premium Grant allocations.

Money carried forward from the PP and Sports Grant has already been used.

Q – Do we have any large invoices to come?

A – No there shouldn't be any.

Following the approval and recommendation of the Resources Committee, and after considering any budget sustainability issues, the Governing Body ratified approval of the school budget plan for 2021/22 as follows:

Revenue income of £538,133 and proposed revenue expenditure of £545,183 resulting in a net in year surplus/deficit of -£7,050.

The Governing Body considered the effect on school balances and noted the estimated balance of £72,774 brought forward from the previous year which would result in a forecast carry forward balance of £65,724 into 2022/23. Financial forecasts for 2022/23 and 2023/24 were noted.

The Headteacher confirmed that the Income and Expenditure Form had been submitted to the County Council within the

required timeframe.

b) Schools Financial Value Standard (SFVS)

The Governing Body had previously delegated consideration and approval of the SFVS to Mr M Mulrooney, Mr J Doyle and Mr P White.

The Governing Body confirmed that the approved standard had been submitted to the County Council on the 15th March 2021.

c) Pupil Premium Grant (PPG) 2021/22

Governors noted the updated pupil premium conditions of grant.

The Headteacher updated Governors that there was a change to how the data should be presented on the school's website from September.

The Headteacher would work over summer to update the PP details to publish on the school's website.

HT

d) Use of Government Grants

The Governing Body noted the requirement for schools to publish information on its website relating to its use of government grant funding, including:

- Pupil Premium
- Year 7 Literacy and Numeracy Catch-up Premium
- Coronavirus (COVID-19) Catch-up Premium
- PE and Sport Premium for primary schools
- Financial Information
- Charging and Remissions Policies.

The Details are published on the school's website and would be checked and updated at the start of the next academic year.

Catch-Up premium has been used to provide quality interventions and support, as a result a rise in attainment can be seen.

Good progress has been made since the children's return to school in April.

21.26 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 Chrissy Patterson was the Educational Visits Co-ordinator (EVC) and Claire Halstead had Head/Administrator status for the school's EVOLVE system. The 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.

The Headteacher was requested to inform Lancashire County Council of any changes by 16 July 2021.

HT

b) Evaluation of Educational Visits and Approval of Future Visits

Q – Have we already approved the trip to Wales?

A – Yes, the initial approval from Governors is still valid.

The trip is the same, just with different children, and is fully approved on the EVOLVE system.

The Headteacher noted that a new section requesting that school adhere to the venues Covid regulations had been added to the EVOLVE system.

Governors wished to note that after discussion they were still happy to **approve** the residential trip to Wales.

21.27 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 Mulrooney, Mr White, and Mr McNulty);
- 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 Bowes, and Mr Latta);
- Consideration would be given to the changed school context when reviewing performance.

Governors noted the online training courses available to complete.

b) HR Policies

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

- Directed Time
- Extreme / unpredictable Weather Guidance
- Whistleblowing Policy (Delegated Schools)

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 the meeting 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.

21.28 GOVERNOR TRAINING AND DEVELOPMENT

Chair noted that CW had completed some training. Updates of the courses available are detailed on the School's Portal.

21.29 FOR INFORMATION

The Governing Body noted the guidance and additional information in relation to:

- a) School Admissions
- b) LASGB
- c) Update from School Safeguarding
- d) Ofsted Update
- e) Clerking Service Level Agreement

The Headteacher noted that Ofsted are around 12 months behind. The school is ready now for inspection but the Headteacher will spend additional time in the next academic year preparing for a visit.

21.30 CONFIDENTIALITY

Governors were reminded that all matters discussed at Governing Body meetings were not for general discussion outside the meeting.

21.31 ANY OTHER BUSINESS

The Headteacher wished Governors to note that due to the extra Bank Holiday for the Queen's birthday falling on the Friday of half term in June 2022. School have added Monday 6th June as an additional holiday.

Governors approved the holiday plan and the Headteacher would update parents.

21.32 DATE AND TIME OF NEXT MEETING

The Governing Body confirmed the pattern of dates for the 2021/22 academic year as follows:

Autumn term 21

Standards and Curriculum - Wednesday 29th September at 6pm

Resources committee – Wednesday 29th September at 7pm

Full Governing Body – Wednesday 3rd November at 6pm

Spring term 22

Standards and Curriculum - Wednesday 19th January at 6pm

Resources committee – Wednesday 19th January at 7pm

Full Governing Body – Wednesday 9th March at 6pm

Summer term 22

Standards and Curriculum - Wednesday 11th May at 6pm

Resources committee – Wednesday 11th May at 7pm

Full Governing Body – Wednesday 6th July at 6pm

Q – Is CP staying with school?

A – Yes, she has a permanent contract now.

Governors wished to note that they were happy that CP was staying as she was very helpful and kind to the parents, children, and staff.

Governors also wished to record that the newsletter produced by CP was excellent.

Governors thanked the Headteacher for all her hard work during a very challenging year.

The Headteacher thanked the Governors for their support and noted that it was a team effort.

The Chair thanked Governors for their attendance and input and closed the meeting at 6.30pm.