

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 6th JULY 2022 AT 6.00PM

PART A

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

IN ATTENDANCE: Mrs S Pinder (*Clerk*)

The Chair welcomed everyone and opened the meeting with a prayer.

ACTION

22.17 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Mr J Doyle.
Retrospective apologies received from Mrs C Wheatcroft.

22.18 GOVERNING BODY MATTERS

a) Declaration of interest

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

b) Membership

Governors noted 1 x Parent Governor vacancy.
The vacancy would be advertised in the autumn 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 Chair had been unable to visit as normal due to the high

levels of illness in school and would make arrangements to sign the Single Central Record as soon as possible.

Chair

The Governing Body noted the Department for Education recommendation in relation to Section 128 checks. The Headteacher updated Governors that the checks were fully completed.

22.19 MINUTES OF THE PREVIOUS MEETING

It was agreed that the minutes of the meeting held on the 9th March 2022 having been circulated, be approved, and signed by the Chair as a correct record, at the next opportunity.

22.20 MATTERS ARISING FROM THE MINUTES

There were no matters arising from the minutes of the previous meeting, which were not scheduled for discussion during the forthcoming agenda.

22.21 REPORTS

a) Committee Reports

The Governors noted and accepted the minutes of the Curriculum and Standards Committee meeting held on 11.05.2022.

The Governors noted and accepted the minutes of the Resources Committee meeting held on 11.05.2022.

Governors noted that the audited unofficial school fund had been received and was ready for circulation to the Governors. The Headteacher would circulate the document and noted that a slot for next years audit had been booked in advance to avoid the delay experienced this time.

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b) Nominated Governors

There were no reports from Nominated Governors.

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.

d) Academy

The Chair noted the meeting attended by Governors with representatives of the Romero Trust. The Headteacher had spoken to the teachers in school who also fed back the views of the TA's and they felt mostly reassured. However, they did wish to visit a school in the academy to meet

the staff and ask further questions about the process, they were keen to check that the process would not change St Mary's.

PW noted that he was apprehensive about the proposal to academise but was surprised and happy with the information delivered.

CW raised a note of caution from her previous experience of academisation and recommended that the Headteacher drill down on the continued control and autonomy of the school going forward. It would be beneficial to speak to HR and the Unions.

Governors welcomed the plans for the staff to visit a school in the academy and that the Headteacher seek further clarification about the process.

Governors would discuss the proposal and how they would like to proceed in the autumn term.

Autumn
FGB

22.22 SCHOOL IMPROVEMENT

The Headteacher circulated detailed RAG rated SIP documents prior to the meeting. The following points were highlighted:

- The trajectory of maths has altered and a decision about completion of the third year of Maths Mastery will be taken when RH returns to her role as subject lead in the autumn term.
- All the other areas of the SIP have gone to plan.
- Next years SIP will contain the following focus areas:
 - Maths
 - Writing
 - Assessment- especially for SEN children, with a focus on how their progress from starting points is monitored.

Q – Have we had the multiplication test results?

A – Yes, the children are given a mark out of 25 and lots of the children have done very well and achieved in the 20's.

The results are just an indicator as no pass mark is given.

The YR4 cohort have a high number of SEN children.

The Headteacher would circulate the percentage results to Governors.

HT

Q – Is school still using the Times Table Rockstars?

A – Yes, and we will continue to use it from YR2 onwards.

It has been useful to use in the run up to the multiplication assessment as practice tests can be accessed to help get the children ready.

22.23 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. Key points included:

- **Key facts**
- **Curriculum**
- **SIP Priority Areas**
- **Data**
- **Curriculum and Special Events**
- **Special Achievements**
- **Parents and carers**
- **Leadership and management**
- **Innovation/New Legislation**
- **Staff Development**
- **Staff Changes**
- **Safeguarding**
- **Governance Issues**
- **Religious Education and matters**

The Headteacher updated Governors with the recently received SATs results:

- 18 children completed the tests
- **Maths-** 50% at the expected standard, unfortunately 3 children narrowly missed out with a score of 99, they needed to score 100.
- **Reading-** 78%
- **Writing-** 74%
- The results for Reading and Writing put school in line or slightly above national standards.

The Headteacher noted that the results were very good.

Q – In relation to Writing is the focus on content or neatness?

A – Content is the main focus, there are marks for neatness but only a small amount.

Grammar, punctuation, content and fitting the brief are the major areas, but presentation is also looked at in class.

Q – Are the children shown how to use a pen?

A – Yes, we do show them how to hold a pen, we have guides to help them. It is difficult to change how the children hold a pen as they have usually developed a grip before they start school.

Some children do have a bad grip and once bad habits are learned it can be hard to change but we do try.

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.

22.24 FINANCE

a) Budget Outturn 2021/22

The Governing Body noted the school's outturn position for 2021/22.

Governors were aware that the application of clawback had been suspended on balances held by the school at 31 March 2022.

The Analysis of Balances Return, which highlighted the commitments carried forward, had been submitted to the county council.

b) Schools Budget 2022/23

Following the recommendation of the Resources Committee, and after considering any budget sustainability issues, the Governing Body ratified approval of the school budget plan for 2022/23 as follows:

Revenue income of £549,190 and proposed revenue expenditure of £574,153 resulting in a net in year surplus/deficit of -£24,963.

The Governing Body considered the effect on school balances and noted the estimated balance of £86,470 brought forward from the previous year which would result in a forecast carry forward balance of £61,507 into 2023/24. Financial forecasts for 2023/24 and 2024/25 were noted.

The Headteacher confirmed that the Income and Expenditure Form had been submitted to the county council within the required timeframe.

c) Pupil Premium Grant (PPG) 2022/23

Governors noted the pupil premium grant allocations and conditions of grant.

PP funds were used for staffing to provide any extra support needed, and also for enrichment to ensure that no child missed out due to their financial background.

Details of the new PP allocation of funds would be published on the schools website in September.

The Headteacher would provide a breakdown of the plans in the autumn FGB

Autumn
FGB

d) PE and Sports Premium Grant

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

The Headteacher noted that school were blessed with help from Burnley Football Club who provided sporting activities in school. The recent sports day had been a great success.

22.25 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 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 check that the details recorded above aligned with those on the Evolve system and to return the e-proforma to the county council by 8 July 2022.

b) Evaluation of Educational Visits and Approval of Future Visits

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

The Headteacher noted that class 3 would be visiting Whitehough Outdoor Centre in July and the residential trip to Willersley Castle in Derbyshire was booked for October.

22.26 MANAGEMENT OF SERIAL AND PERSISTENT COMPLAINTS / FREEDOM OF INFORMATION / SUBJECT ACCESS REQUESTS

a) Management of Serial and Persistent Complaints

The Governing Body confirmed adoption of the DfE model policy for managing serial and unreasonable complaints.

b) Freedom of Information (FOI) / Subject Access Requests (SARs)

Governors confirmed that the school bought into the SLA with Legal Services and noted that Legal Services could provide advice and support regarding FOI and SARs.

22.27 HEALTH AND SAFETY

Fire Safety

Governors noted the new challenge procedure introduced by the Lancashire Fire and Rescue Service and confirmed that the school's fire safety procedures included the need for the responsible person on site to check for signs of smoke or fire prior to making the 999 call.

The fire alarm is tested weekly.
A fire drill takes place every term.

The Headteacher highlighted that the Health and Safety audit recommendation to replace the staffroom fire door to one containing glass, had been completed. This was to ensure that anyone on the outside of the door could be seen before opening. The door had now been replaced by a glass panelled fire door and there were no further outstanding actions.

22.28 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 1 other untainted Governor);
- Consideration would be given to the changed school context when reviewing performance.

b) Menopause Policy for Schools

The Governing Body confirmed adoption of the model Menopause Policy.

The Headteacher agreed to share the policy with staff.

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

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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.

22.29 GOVERNOR TRAINING AND DEVELOPMENT

The Chair noted completion of Safeguarding training.

22.30 FOR INFORMATION / ACTION AS APPROPRIATE

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

- a) School Admissions
- b) Team Around the School and Settings
- c) White Paper

The Chair highlighted the proposal that 90% of primary school children achieve the expected standard in reading, writing, and maths by 2030.

- d) Green Paper
- e) LASGB

22.31 CONFIDENTIALITY

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

22.32 DATE AND TIME OF NEXT MEETING

The Governing Body confirmed the pattern of dates for the 2022/23 academic year as follows:

Autumn term 22

Standards and Curriculum – Tuesday 11th October at 6pm

Resources committee – Tuesday 11th October at 7pm

Full Governing Body – Tuesday 22nd November at 6pm

Spring term 23

Standards and Curriculum - Tuesday 7th February at 6pm

Resources committee – Tuesday 7th February at 7pm

Full Governing Body – Tuesday 28th March at 6pm

Summer term 23

Standards and Curriculum – Tuesday 16th May at 6pm

Resources committee – Tuesday 16th May at 7pm

Full Governing Body – Tuesday 4th July at 6pm

The Chair thanked Governors for their attendance and input and closed the meeting at 6.35pm.