

GOVERNOR SERVICES: EDUCATION, QUALITY AND PERFORMANCE SERVICE

SCOTFORTH ST PAUL'S CHURCH OF ENGLAND PRIMARY SCHOOL (01006)

Minutes of the governing body meeting held by video conference on Tuesday 3 November 2020 at 5:30pm.

Present:

Mr K Weatherill (Chair)
Rev Dr R Aechtner
Mrs R Atkinson
Mr L Carson-Brown
Miss A Goddard
Mr M Hammond
Mrs I Jolley
Dr R Long
Mr J Mynott
Mrs S Pyle
Mrs A Quainoo
Mrs K Stephens
Ms F Urquhart
Mrs A Aylott (Headteacher)

Also Present:

Mrs F Graham (Clerk)
Miss S J Huddleston (Deputy Headteacher - Observer)

Rev Dr R Aechtner opened the meeting with a prayer.

Action

20.36 Apologies for Absence

There were no apologies for absence, all governors were present.

20.37 Meeting Protocol

Governors confirmed their agreement for the meeting to be held by vide conference and to abide by the Virtual Meetings Protocol.

20.38 Governing Body Matters

a) Declaration of Interest

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

b) DBS / Section 128 Checks for Governors

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

c) Membership

ACTION

The clerk confirmed that there were two foundation governor vacancies. Two parent governors had expressed an interest in becoming foundation governors and had spoken with Rev Dr R Aechtner. She agreed to ensure the necessary foundation governor appointment forms were sent to the governors.

**Rev Dr
Aechtner**

In view of the pandemic and the need to social distance it was agreed that the two parent governors would remain in their parent governor posts until it was possible to organise parent governor elections safely.

d) Register of Business Interests

All governors, observers and associate members to committees were reminded of the need to update the Register of Business Interests on an annual basis, and to ensure that appropriate details were included on the school's website.

It was noted that this register should remain in school and that the Data Controller had been made aware of the form.

The clerk agreed to email a copy of the Register of Business Interests form to all governors for completion and return to the school.

clerk

e) Code of Conduct

The governing body adopted the updated model Code of Conduct and governors reflected on the commitment, duties and responsibilities included in the code. All agreed to adhere to the Code of Conduct.

f) Disqualification Criteria

The governing body noted the disqualification criteria for governors.

20.39 Minutes of the Previous Meeting

It was agreed that the minutes of the meeting held on 30 June 2020, having been circulated, be approved as a correct record and would be signed by the chair at a later date.

Chair

20.40 Matters Arising

There were no matters arising from the minutes.

20.41 Review of Committees

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 2020/21 academic year be appointed as detailed at Appendix A to the minutes.

The terms of reference and delegated powers of the committees would remain the same as in the previous year.

20.42 Review of Nominated Governors

Nominated governor appointments as detailed at Appendix A were retained without amendment.

The governing body agreed the following arrangements for the receipt of reports from nominated governors:
Termly.

20.43 Reports

a) Committee Reports

Governors noted and accepted the reports of the following committee meetings:

- i. Buildings, Health and Safety Committee minutes held on 6 October 2020;

The chair of the committee highlighted the main points of the meeting. Mrs Aylott advised that since the meeting, Cassidy and Ashton had carried out the internal and external conditions survey. Once the school had received the survey report it would be possible to arrange a meeting with Cassidy and Ashton to discuss the five year development plan.

- ii Finance and Staffing Committee minutes held on 6 October 2020;

The chair of the committee highlighted the main points of the meeting. She added that the budget details had been based on the situation before the pandemic and the full effect of the cost of the pandemic would not be fully realised until the next budget. Before School and After School club were running but not at a cost to the parents. Several factors would affect the budget, namely the income had decreased and the costs had increased.

Mrs Aylott mentioned that as a Christian school it was morally wrong not to help with free school meal vouchers over the holidays and she had personally brought the vouchers and emailed them to the appropriate parents. School would reimburse the cost to her.

- iii Curriculum and Standards committee meeting held on 14 October 2020;

The chair of the committee highlighted the main points of the meeting. The School Development Plan had been reviewed and would continue

with a broadened emphasis on social and emotional wellbeing, a catch up recovery curriculum, remote education and preparation for the statutory relationships curriculum with particular regard to online safety.

Autumn term Baseline assessments had been carried out in all year groups. Details of these assessments had been circulated to governors prior to the meeting. The assessments would be used to identify catch up requirements and an audit would be done on catch up spending.

The governing body ratified the following policies as commended by the Curriculum and Standards Committee:

- Safeguarding policy
- Behaviour policy

The draft Remote and Blended Learning Policy had been sent to governors. There were some operational changes to finalise and once these had been done the policy would be distributed to all governors.

Mrs Aylott

iv Appraisal Committee meeting held on 20 October 2020

Mr Weatherill provided a verbal report. He said the headteacher's objectives had been reviewed very successfully and objectives had been set for this year. The Pay committee would meet next to review recommendations from the appraisal committee on teachers' pay progression.

b) Nominated Governors

A governor asked for clarification on the expectations for nominated governors in the current climate. Mrs Aylott was grateful to receive this request and replied that as things began to settle down in school she would ask subject leaders to contact nominated governors.

Governors agreed that it would be prudent to revisit nominated governor and subject leader contact in the spring term.

- The governing body received a verbal report from Mr Hammond on work undertaken in school regarding PE. He explained that he had spoken with Mrs Alison Boyle about PE provision. There were no sporting events, but Coach Dan had run a healthy minds sports session with Year Three and next Year Five would have a values and resilience sports session. Morecambe Football Club had been in school helping with reluctant readers. Also Diddy Dance was running successfully in Nursery.

Mrs Aylott added that staff had made a conscious decision to encourage children to be outside as much as possible. Miss

Huddleston had provided a short time in the afternoon for Year Six pupils to practice strategies to get better at running.

Mr Hammond was thanked for his report and continued support.

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.

20.44 School Improvement

a) School Improvement and Self-Evaluation in the extraordinary national context

The governing body had received the school development plan and year group baseline assessments prior to the meeting. Governors agreed that the school improvement had been covered in depth at the Curriculum and Standards committee meeting.

b) Ofsted Interim Visits

The governing body noted the arrangements for Ofsted interim visits.

c) Lancashire School Safeguarding Checklist

Mrs Aylott confirmed that it was possible to tick all sections in the Lancashire School Safeguarding Checklist and all necessary arrangements were in place.

d) Statutory Requirements in PSHE Education 2020/21

Governors noted the update on the implementation of the PSHE statutory requirements, and agreed the following actions:

- Links to the school development plan were in place as a priority.
- Staff training with Mr Stephen Whittaker from the Diocese had been rebooked for 2 December 2020 from 3:30pm to 5:30pm. Governors were welcome to attend the meeting via a Zoom link.

20.45 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.

A governor asked how the pupils had settled back into the new environment in school, with stricter routines, online learning and Zoom

assemblies. Mrs Aylott replied that the Key Stage Two children particularly enjoyed the Zoom assemblies. Rev Dr R Aechtner had provided some excellent virtual assemblies with follow up craft tasks for home and in class.

Rev Dr R Aechtner was grateful to receive the positive feedback and explained the activities were part of an online package that had purchased and extra rights had been obtained so that the school could access the activities too. Mrs Aylott thanked Rev Dr R Aechtner for making this provision available to school.

Miss Huddleston informed governors that Year Six pupils were recording songs and readings that would be sent out to the care homes which the children usually visited at this time of year. Mrs Aylott's daughter, a professional singer, was helping with these recordings.

Miss Huddleston assured governors that the singing and recording was all taking place outside.

Mrs Aylott was impressed with the way in which the children had adapted to the new routines. She had noticed that resilience was not quite at the usual level and it was helpful that half term had included a week and two days so that children had a good break.

All year groups had an online learning platform through Purplemash, Minimash and Evidence me. These were all proving very successful and worth the investment.

A governor asked about attendance and absence for sickness. Mrs Aylott explained that there were the usual sickness and diarrhoea illnesses, but these were marginally less than last year. Currently, there were confirmed parental cases of Covid but no pupils. Parents were very supportive and were accommodating if a child became ill during the daytime in school and was sent home. Parents had worn masks on the school premises since September and had observed social distancing. Mrs Aylott expressed her thanks to parents for being so helpful.

A governor enquired about parents evenings. Mrs Aylott explained that she had talked with staff about the appropriate format. Parents evenings, via Zoom or telephone would be offered during the week commencing 30 November. No face to face appointments would take place. A letter offering this provision would be sent out to parents shortly.

The headteacher was thanked for her comprehensive report.

b) EU Settlement Scheme

The governing body noted the information regarding the EU Settlement Scheme.

Mrs Aylott said she was aware of the scheme but would not take any action until she was required to do so.

c) Unavoidable School Closures

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

20.46 School Term and Holiday Dates – 2021/22

The governing body noted the school term and holiday framework provided by Lancashire County Council (following consultation with the County Union Secretaries and the Diocesan/Church Authorities).

Governors approved the circulated proposal for school term dates 2021/22 and agreed INSET days on:

- 1 September 2021
- 21 October 2021
- 22 October 2021
- 6 June 2022
- 7 June 2022.

20.47 Evaluation of Educational Visits and Approval of Future Visits

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

- Year Six residential visit to Lockerbie Manor 13 – 17 September 2021. This was a provisional booking at this stage and letters had been sent to Year Five parents about the proposed visit.

20.48 Policies and Procedures

a) Pay Policy

The governing body adopted the model Pay Policy 2020/21.

b) Lancashire Personnel Policies

The governing body confirmed adoption of the following model Lancashire Personnel Policies and Procedures, and also all generic HR policies:

- Absence (Management of Sickness) – August 2020
- Absence (Management of Sickness) Guidelines – August 2020
- Attendance Procedure (Teachers) – Centrally Managed Services – August 2020

- Breastfeeding at Work – August 2020
- Ill Health Retirement – Support Staff – August 2020
- Ill Health Retirement – Teachers – August 2020
- Long-Term Absence Procedure – August 2020
- Long Service Award – Support Staff – July 2020
- Long Service Award – Teachers – July 2020
- Retirement – AAB – August 2020
- Retirement- Phased – August 2020
- Short-Term Absence Procedure – August 2020.

20.49 Finance**a) Finance Policies**

The governing body approved the following policies:

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

The headteacher was requested to ensure that the Lettings Policy and Charging and Remissions Policy were available on the school website.

Headteacher**b) The Unofficial School Fund 2019/20**

The accounts for 2019/20 had not yet been audited and would be presented at the next meeting.

Governors appointed Mr C Killey as the auditor for the 2020/21 account.

c) Schools Financial Value Standard (SFVS)

Governors agreed that Miss Goddard, Miss Huddleston and Mrs Malin would consider the SFVS on behalf of the governing body.

A detailed report together with the completed self-assessment and action plan would be brought to a future meeting of the governing body for approval.

It was agreed that the headteacher would submit the approved standard to the local authority by 31 March 2021.

Headteacher**d) Budget Sustainability**

The governing body had previously delegated the review and setting of all school's budget plan to the Finance and Staffing Committee. The chair of the committee explained that when the budget was set for this

year finances were in a good position. With the pandemic the finances were less clear and the committee would need to examine the details carefully. Mrs Aylott added that central government would have to provide additional funding for schools going forward. The main concern was the current position rather than funding for two years' time.

It was confirmed that the headteacher had reviewed up to date pupil numbers which would form the basis of 2021/22 funding. She confirmed that the Reception class was full.

e) Financial Transparency of Local Authority Maintained Schools and Academy Trusts: Government Consultation Response

The governing body noted the DfE's response to the consultation, and agreed that the headteacher would arrange for the additional financial information to be published on the school's website from 1 January 2021.

Headteacher

20.50 Governor Training and Development

The training link governor reported that new course details had been published. He encouraged governors to attend courses as the SLA covered governor training.

Governors noted the Lancashire County Council Governor Services Governor Training & Development Programme 2020/21 was available on the [LPDS website](#). Courses this term would be delivered by video conference.

- Rev Dr R Aechtner had completed online training entitled Strive to thrive. Unfortunately she had not found the training very helpful.
- Dr R Long had completed Safer Recruitment training.

The training link governor agreed to maintain a record of all governor training attended.

Training link governor

20.51 Information and Updates

Governors noted the following articles of additional information:

- a) Inspiring Governance
- b) Governor Self Review Tool for Online Safety
- c) Keeping Children Safe in Education
- d) DfE Guidance for Schools: Coronavirus (COVID-19)
- e) DfE Consultation on Draft Schools Admissions Code
- f) LASGB.

20.52 Forums for Chairs and Vice-Chairs

The chair confirmed he hoped to attend the next meeting and suggested it would be quite in order for the vice chair to attend too.

20.53 School Admissions

The governing body noted the information regarding the process and statutory closing dates for reviewing admission arrangements.

The governing body confirmed that no changes would be made to the admission arrangements. Although a variation had been submitted and accepted for entry next September and this was likely to be in place for the following September. The Diocese had confirmed that consultation was not required to make the variation due to the restrictions caused by the pandemic.

20.54 Confidentiality

Governors confirmed that all matters discussed at governing body meetings were confidential and not for general discussion outside the meeting.

The governing body considered whether any items discussed were required to be recorded in the minutes as confidential.

It was agreed there were no items deemed confidential.

20.55 Date and Time of Next Meeting

The governing body confirmed the dates for spring and summer term full governing body meetings as follows:

Spring Term 2021	5:30pm
Full governing body meeting	Tuesday 9 March
Summer Term 2021	5:30pm
Full governing body meeting	Tuesday 6 July

The chair thanked governors for their attendance and input. The meeting closed with the Grace at 19:05pm.

APPENDIX A

GOVERNOR SERVICES, EDUCATION, QUALITY AND PERFORMANCE SERVICE
SCOTFORTH ST PAUL'S CHURCH OF ENGLAND PRIMARY SCHOOL (01006)

	Foundation Governor	Non-Foundation Governor
*Building/Health & Safety	Vacancy - DBE1 Vacancy - DBE2 Keith Weatherill Dr Rebecca Long Rev Dr Rebecca Aechtner	Headteacher Mark Hammond (c) Josh Mynott Lindsey Carson-Brown
*Lettings	Mrs Anne Quainoo Dr Rebecca Long Vacancy - DBE1	Headteacher Josh Mynott
*Finance & Staffing	Mrs Anne Quainoo Vacancy - DBE1 Keith Weatherill Mrs Imogen Jolley Miss Anne Goddard (c)	Headteacher Lindsey Carson-Brown Miss Fiona Urquhart Mrs Ruth Atkinson Josh Mynott
*Pay Appeals	Rev Dr Rebecca Aechtner (c) Vacancy - DBE1 Mrs Kerry Stephens Dr Rebecca Long	
Performance Management	Miss Anne Goddard Miss Anne Quainoo Keith Weatherill (c)	
*Pay Committee	Keith Weatherill (c) Mrs Imogen Jolley Vacancy – DBE2	
*Curriculum & Standards	Mrs Anne Quainoo Keith Weatherill (c) Miss Anne Goddard Rev Dr Rebecca Aechtner Vacancy - DBE2 Mrs Imogen Jolley Dr Rebecca Long Mrs Kerry Stephens	Mrs Ruth Atkinson Headteacher Mrs Sally Pyle Miss Fiona Urquhart

SEF	Chair Vice Chair Miss Anne Goddard Vacancy – DBE2	Headteacher Mrs Ruth Atkinson
#Staff Discipline/Dismissal	Mrs Anne Quainoo Vacancy - DBE1 Keith Weatherill Mrs Imogen Jolley	Josh Mynott
#Staff Discipline/Dismissal Appeals	Miss Anne Goddard Mrs Kerry Stephens Rev Dr Rebecca Aechtner	Mrs Sally Pyle Lindsey Carson-Brown
*Staff Review/Dismissal	Vacancy - DBE1 Keith Weatherill Mrs Kerry Stephens	Headteacher Josh Mynott
#Grievance (Staff)	Rev Dr Rebecca Aechtner Miss Anne Goddard Mrs Imogen Jolley	Mrs Sally Pyle Mark Hammond
#Complaints Appeals & Curriculum Complaints	Vacancy – DBE2 Miss Anne Goddard Rev Dr Rebecca Aechtner Mrs Imogen Jolley	Lindsey Carson-Brown Miss Fiona Urquhart
*Admissions	Keith Weatherill (c) Mrs Imogen Jolley Miss Anne Goddard Mrs Kerry Stephens	Headteacher
#Pupil Discipline	Vacancy – DBE2 Rev Dr Rebecca Aechtner Mrs Kerry Stephens Mrs Imogen Jolley	Josh Mynott

Clerk to the Governing Body –
Mrs. Fiona Graham Tel: 01524 581156
fiona.graham@lancashire.gov.uk

***Clerk to the Committee –**
Mrs Amanda Malin

#Clerk to the Committee –
Clerk to the Governing Body

Nominated/Link Governors
SEN Governor - Mrs Imogen Jolley
Link/Training Governor - Josh Mynott
LASGB Representative - Josh Mynott
Child/Protection/Looked After Children Governor/Prevent - Mrs Imogen Jolley
Writting Governor - Miss Fiona Urquhart
Reading Governor - Mrs Kerry Stephens
Maths Governor - Mrs Sally Pyle
RE and Worship - Rev Dr Rebecca Aechtner
FOSSY - Miss Fiona Urquhart
PHSE - Miss Anne Goddard
ICT - Miss Anne Goddard
Science - Dr Rebecca Long
Art & DT - Miss Fiona Urquhart
Geography - Josh Mynott
History - Lindsey Carson-Brown
Pupil Voice - Mrs Ruth Atkinson
Music - Dr Rebecca Long
French - Mrs Anne Quainoo
Sport - Mark Hammond
Assessment - Keith Weatherill
Early Years - Mrs Imogen Jolley
Buddy Governor - Josh Mynott
Data Protection - Mrs Imogen Jolley
Independent Scrutineer: - Mrs Amanda Malin

GOVERNING BODY CONSISTS OF ;

4 PARENT NON FOUNDATION GOVERNORS
1 LEA GOVERNOR
2 STAFF GOVERNORS inc. Head teacher
9 FOUNDATION GOVERNORS

16

DIOCESE (DBE) APPOINT 3
PCC APPOINT 3
RIPLEY TRUST APPOINT 2
VICAR IS FOUNDATION GOVERNOR EX-OFFICIO

PARENT GOVERNORS 4

Non Foundation
Lindsey Carson-Brown
Miss Fiona Urquhart
Mark Hammond

Mrs Sally Pyle

LEA GOVERNOR 1

Josh Mynott

STAFF GOVERNORS 2

Mrs Ruth Atkinson

Head teacher

FOUNDATION GOVERNORS 9

Rev Dr Rebecca Aechtner – Incumbent

Keith Weatherill – Ripley Trust

Mrs Kerry Stephens – Ripley Trust

Mrs Anne Quainoo – PCC

Miss Anne Goddard – PCC

Dr Rebecca Long - PCC

Vacancy - DBE1- DBE

Mrs Imogen Jolley - DBE

Vacancy - DBE2 - DBE

