

**Governor Services, Learning and Skills Team**

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

Minutes of the governing body meeting held at the school on Tuesday 7 November 2017.

**Present:**

**Mr H Roberts (Chair)**  
**Reverend Doctor R Aechtner**  
**Mrs R Atkinson**  
**Reverend M Gisbourne**  
**Mr I G Gomersall**  
**Mr M Hammond**  
**Mrs I Jolley**  
**Mr J Mynott**  
**Mrs S Pyle**  
**Mrs A Quainoo**  
**Mrs K Soole**  
**Mrs F Urquhart**  
**Mr K Weatherill**

**Mrs A Aylott(Headteacher)**

**Also Present:**

**Mrs F Graham (Clerk to Governors)**

The meeting commenced with opening prayers from Reverend M Gisbourne.

**Action**

The chair welcomed the new governor Reverend Dr Aechtner to her first meeting and thanked her for agreeing to be a governor.

**17.43 Apologies for Absence**

Apologies for absence were received and accepted from Mr P Metcalfe

There were no apologies for absence from Mr L Carsons Brown.

**17.44 Governing Body Matters**

**a) Declaration of Interest**

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

**b) DBS Checks for Governors**

The governing body confirmed that all necessary arrangements were in place for governors and the single central record (SCR) was up to date.

It was agreed that the new governor, Reverend Dr Aechtner would check that she had submitted the appropriate paperwork to the school.

**Reverend Dr Aechtner**

### **c) Membership**

The clerk advised the governing body of the following:

Reverend Dr Aechtner had been appointed as a Foundation governor.

Mr J Mynott's term of office as a parent governor was coming to an end on the 4 December 2017 and the school would organise a parent election. The chair thanked him for his help and commitment to the school during his time as a governor.

The clerk agreed to check the membership of Mrs A Quainoo as an application form for her re-appointment as a Foundation Governor had been submitted to the Blackburn Diocesan Board of Education.

**clerk**

### **d) Register of Business Interests**

The governing body updated the register of business interests and confirmed that the register was already published on the school's website.

The register should remain in school. Forms were available on the Schools' Portal.

Reverend Dr Aechtner and Mr M Hammond were asked to complete a register of business interests.

### **e) Code of Conduct**

Governors discussed the model Code of Conduct (2017) which set out the expectations on and commitment required from school governors in order for the governing body to properly carry out its work within the school and the community.

Governors adopted the Lancashire County Council model Code of Conduct and governors reflected on their commitment, duties and responsibilities included in the code. The chair asked that the new governors Reverend Dr Aechtner and Mr Hammond were aware of the details of the Code of Conduct.

## 17.45 Minutes of the Previous Meeting

It was agreed that the minutes of the meeting held on 3 July 2017, having been circulated, be approved and signed by the chair as a correct record, with the following addition and amendment.

'The chair welcomed the new governor Mrs F Urquhart to her first meeting and thanked her for agreeing to be a governor.'

### **Committee Reports** (Minute 17.26) refers

a) The governors noted and accepted the minutes of the Curriculum and **Standards** Committee meeting held on Wednesday 7 June 2017.

### **Nominated Governor Reports** (Minute 17.27 refers)

d) The governing body received a report from Mr Mynott regarding sport. **Mr Mynott** spoke about some of the school successes in sport

## 17.46 Matters Arising from the Minutes

### **School Admissions** (minute 17.36 refers)

#### b) Changes in the Admissions Criteria

Mrs Aylott appreciated that the proposal, for changing the admissions criteria, had been made as a recognition of the hard work of staff at the school. She welcomed any other suggestions from governors on how the hard work of staff could be recognised. Mr Weatherill agreed that he would take this up at the Curriculum and Standards Committee.

This was outstanding as it had not been possible to raise it at the Curriculum and Standards Committee that met on 25 October 2017

**Spring term/  
Curriculum  
and  
Standards  
Committee**

## 17.47 Review of Committees and Nominated Governors

### a) **Constitution, Membership and Terms of Reference**

The governing body reviewed the constitution and membership of its committees. It was agreed that the membership of the committees for the 2017/18 academic year be appointed as detailed at Appendix A to the minutes.

The terms of reference of the committees were delegated to the

working committees to review.

The terms of reference for the non-working committees would remain the same as the previous year.

The governing body reviewed its requirement to appoint a clerk to each committee.

It was noted that Governor Services were the appointed clerking service to the full governing body and Mrs A Malin, School Business Manager would continue to clerk its working committees.

#### **b) Nominated Governor Roles and Appointments**

Nominated governor appointments were reviewed and confirmed as detailed at Appendix A.

The governing body agreed that nominated governor reports would be received termly.

### **17.48 Reports**

#### **a) Committee Reports**

Governors noted and accepted the minutes of the Finance and Staffing Committee held on 17 October 2017.

The governing body ratified the following policy as commended by the Finance and Staffing Committee:

- The Lettings policy to be amended to list internal and external hourly rates.

An audit of the website had been done and was compliant. The chair of the committee requested that photographs were taken at the full governors meeting of the governors who did not have their photographs on the website. The governors were; Mrs R Atkinson, Ms F Urquhart, Dr R Aechtner, Mr P Metcalfe, Mr M Hammond, Ms I Jolley and observer Ms S Huddleston.

There were no changes to the terms of Reference for the Finance Committee and Staffing Committee.

The chair explained that the financial situation of the school was the same as many other schools. The balance carried forward 31 March 2018 was estimated to be £34,331, compared to the approved budget the forecast outturn had decreased by £17,411.

The three year financial forecast had been based on the current funding formula.

Some of the funds in the account of FOSSY (Parents teachers and friends association for the school) had been used to purchase audio visual equipment. This had amount to £2,300 plus VAT.

The chair drew the governors' attention to the fact that Ms J Pearce had joined the school as Business Support Officer.

Governors noted and accepted the minutes of the Curriculum and Standards Committee held on 25 October 2017.

The chair commended the headteacher on the excellent results and asked governors to refer to the headteacher's report for more details.

The School Development Plan (SDP) had three focus areas with equal priority worth:

Priority 1 to further embed quality basic skills in literacy and numeracy and continue with excellent results.

Priority 2 to review the curriculum to ensure it remained inspiring and engaging and enriching for all children.

Priority 3 for children to know about themselves and their bodies and to keep themselves safe and healthy.

The headteacher explained that the INSET training on Monday 6 November had been focussed on the draft SDP reviewing it to ensure children were independent, resilient and recognised their place in the world both locally and globally, instilling well-being and a love of learning.

The excellent start to the academic year for Year 6 pupils when they went on their residential visit to Lockerbie Manor was noted. In addition governors' attention was drawn to the Year 5 and Year 6 visit to Lancaster library where they met a local author. A visit to school from the author on World Book day had been arranged.

The headteacher said that the visit to school by John Willis, a quadriplegic was inspirational. He had spoken about the importance of resilience, perseverance and practice.

Governors noted and accepted the minutes of the Buildings Committee held on 17 October 2017.

In relation to the kitchen a two and a half percent retention was still being held by the Diocese. This matter was being investigated with the Diocese as the headteacher was unsure if this was the

**headteacher**

case.

The school was health and safety compliant. This had been completed and updated on the portal.

The new playground surface had received positive feedback from parents and visitors. A copy of a letter of thanks and a card drawn and designed by the children was shown to governors of the committee and this would be presented to the Ripley Trust at their next meeting. The governors extended their thanks to the Ripley Trust for the grant for £50,000 that had been received from the trust for improvements to the school playground.

Special thanks was extended to Mr D Cocker the site supervisor for the general maintenance report he had carried out

### **b) Nominated Governors**

- The governing body received a report from Mr Weatherill regarding SEND. He reported that the school was recognised as a school with a caring ethos for SEND children that parents appreciated. More and more children with significant SEND needs were coming into main stream school with no funding and this was becoming increasingly difficult to manage with the already strained budget.
- The governing body received a report from Mrs Quainoo regarding the Year 6 visit to Clitheroe Castle, she said it had been a fantastic experience.
- The governing body received a report from Mrs Pyle regarding maths. She commended the good results and the noticeable high percentage for the school in relation to the national percentage.
- The governing body received a report from Reverend Gisbourne regarding RE. He reported that the new curriculum was gradually being introduced from January and there had been a launch of this in November.
- The governing body received a report from Mrs Atkinson regarding the Pupil Voice. She reported that new class representatives had been elected for Years 1 to 6 and a meeting was held each term. The focus of the meetings was values and how to reward children who demonstrated all abilities not just academic.

Nominated governors were thanked for their reports and continuing support.

### **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. Although he had expressed thanks to the Ripley Trust for their kind donation.

## **17.49 School Improvement**

### **a) School Improvement and Self-Evaluation**

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

### **b) NQT Capacity Checklist**

The governing body discussed the importance of their role in ensuring that:

- their school had the capacity to support an NQT;
- they monitored the quality of the induction experience in school; and
- NQTs received their statutory entitlements during their employment.

Governors were aware that the school met the criteria necessary for NQTs but currently there were no NQTs at the school.

## **17.50 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:

The headteacher said how hard the staff worked with ever shrinking resources. She commended the excellent and dedicated team at the school.

Three working parties this year would focus on the SDP priority areas:

- 1) To further embed quality basic skills in literacy and numeracy.
- 2) Review the curriculum to ensure it remained inspiring, engaging, and enriching for all children.
- 3) For children to know about themselves their bodies and how to keep themselves safe and healthy.

The end of Key Stage One and Key Stage Two SATs had taken place in May and the national results were published in the autumn. The school academic standards remained very high. In Year 6 the percentage average scaled score in all areas was above the acceptable level of 100 percent. The excellent results were a fitting tribute to the hard work of the staff, pupils, parents and whole school community.

Attendance remained generally very good with just a tiny core of persistent absentees. This core were provided with individual targets and support. There was a slight decrease in late arrivals in the mornings. Last year the figure was 0.84%, this year it was 0.51%. This was due to letters being sent to individual families who were repeat offenders and items regularly appeared on the newsletter.

Extra-curricular activities, such as Explorers Club, had been run by staff over the last few years, but they were becoming harder to run. The headteacher said that she was looking for volunteers to run, or help run some activities for example the library once or twice a week, and a chess club.

The headteacher was thanked for their comprehensive report. **A governor complimented** the headteacher on the photograph on the front of the report, showing Year 6 children enjoying the challenge of raft-building during their recent residential visit to Lockerbie Manor.

#### **b) Racist Incidents**

As recorded in the headteacher's report, governors noted that there had been no racist incidents.

#### **c) Unavoidable School Closures**

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

### **17.51 School Term and Holiday Dates 2018/19**

The governing body noted the school term and holiday framework provided by Lancashire County Council for 2018/19 following consultation with the unions and the Diocesan/church authorities;

Governors agreed their individual school term and holiday pattern and determined the five INSET days for 2018/19.

Monday 3 September 2018  
Monday 29 October 2018

**All  
governors**



Tuesday 30 October 2018  
Wednesday 10 April 2019  
Friday 14 June 2019

**A governor enquired** if the holiday pattern was in line with Ripley St Thomas Academy and the Royal Grammar School. Mrs Aylott confirmed that it was the same apart from a couple of days that were slightly different. And that actually the dates for Ripley and the Grammar schools were also slightly different from each other, so she had had to strike a balance.

#### **17.52 Educational Visits**

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

Year 6 residential visit to Lockerbie Manor from Monday 10 September 2018 to Friday 14 September 2018.

#### **17.53 School Complaints: Model School Policy and Procedures**

The governing body considered the authority's recommended model School Complaints Policy and Procedures (Revised 2017) and accompanying appendices.

Governors discussed the changes to the formal stage of the complaint process.

The governing body adopted the model policy and agreed to change the name of the Complaint Appeal Committee to the Complaint Review Committee.

The membership of the Complaint Review Committee was confirmed and recorded in the Appendix to these minutes.

#### **17.54 Personnel**

##### **a) Pay Policy 2017/18**

The governing body adopted the authority's model Pay Policy.

##### **b) Lancashire Personnel Policies**

The governing body noted the changes to the Appraisal Policy, particularly the requirement to have three governors on the committee.

It was confirmed that the membership of the Appraisal Committee recorded in the Appendix to these minutes.

Governors adopted the following statutory policies:

- Appraisal Policy (teachers).
- Capability Policy (teachers);
- Capability Procedure (support staff);
- Disciplinary & Dismissal procedure (support staff);
- Disciplinary & Dismissal procedure (teachers);
- Grievance Procedure (support staff);
- Grievance Procedure (teachers).

The governors requested that the headteacher adopt the other listed policies.

## **17.55 Finance**

### **a) Finance Policies**

The governing body delegated the review of the following finance related policies to the Finance and Staffing Committee.

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

### **b) The Unofficial School Fund 2016/17**

The governing body received and approved the audited account of the 2016/17 unofficial school fund for submission to the authority.

Governors were cognisant of the need to appoint auditors for the 2017/18 account and confirmed the auditor as Mr B P Threlfall. They thanked him for his continuing support in auditing school's accounts.

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

The governing body delegated the completion of the School's Financial Value Standard to the Finance and Staffing Committee.

It was agreed that a detailed report together with the completed self-assessment and action plan would be brought to the spring term full governing body for approval before submission to the local authority by 31 March 2018.

### **d) Budget Sustainability**

In light of any new information (e.g. recent staffing changes) and taking account of the latest financial monitoring report the

governing body

- discussed the 2017/18 budget to consider the use of reserves;
- reviewed up to date pupil numbers which would form the basis of 2018/19 funding;
- considered the implications of the above for setting the 2018/19 budget;

The chair confirmed that the Finance and Staffing committee were already considering actions to be taken to set a sustainable budget for 2018/19. The headteacher said that the staff were aware of the situation and had been informed that unless there was some drastic change of heart from central government regarding funding, then the school would definitely have to lose staff.

#### **e) Funding for PE and Sport Premium**

Governors discussed the changes in income for this funding stream and the prevalence this initiative held in schools.

The funding was now £17,780 which was double the previous amount. The money was ring fenced and may be used to train a current member of staff as a coach, pending interest from suitable staff. This may enable the school to avoid at least one redundancy.

Governors delegated to the headteacher the responsibility of ensuring that the income and expenditure form was submitted to the local authority.

### **17.56 Governor Training and Development**

The training link governor reported on:

- the training needs of the governing body and individual governors as identified from the most recent skills audit;
- training undertaken by or arranged for individual governors at the school;
- any training or development sessions arranged for the whole governing body or identified as a result of a recent governing body self-evaluation.

The governing body discussed the effectiveness and impact of this training, points highlighted included the following:

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

The headteacher confirmed that access to the Schools' Portal would be arranged for Mr Hammond and Reverend Doctor R

Achetner. The chair advised the new governors to attend New Governing Induction training and book their places on the course on line.

The chair, as the training link nominated governor, outlined useful courses that were available this year, these ranged from accountability, to compliance, safer recruitment, online safety and Prevent training for governors. The courses were available free of charge and could be accessed from the portal. He mentioned that the Diocese would be holding governor self-evaluation training, with Canon Daphne Durham, on 20 February 2018 at 5.30pm.

Prevent training would be held at County Hall on Tuesday 21 November. This course would be repeated at the Globe on 11 December and again at the Globe on 20 February 2018. Governors were encouraged to attend.

#### **17.57 Pressure on School Places in Lancashire**

The governing body discussed the need for additional school places in Lancashire. Governors agreed that the school was not in a position to extend its admission number.

The headteacher mentioned that there was no room to expand on the site of the school. She had been approached by the Lancashire County Council and expressed interest in the past in accommodating a one year “bulge” class, so held a meeting with the county council and Diocese. However it required structural alterations to the current YR classroom, and her suggestion Lancashire County Council pay for the building work needed had been turned down. Mrs Aylott told the governors that feedback from some parents was one of the reasons they chose the school because it was not too big and that was a positive point for some parents.

#### **17.58 School Admissions**

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

**A governor enquired** if the closing date were provided for the parents. The headteacher confirmed that it was; on the policy, on newsletters, on the school website and posters.

#### **17.59 Statutory Guidance for those with Legal Responsibilities in relation to Exclusion**

The governing body noted the updates to the statutory exclusion guidance. It was delegated to the Standards and Effectiveness Committee to ensure that existing policies were compliant with the

**SEC  
committee**

new guidance. It was agreed that the Discipline, Behaviour and Rewards policy would be revisited and updated.

#### **17.60 School Governance Regulations**

The governing body noted the guidance and additional information in relation to the amendments to the School Governance Regulations. Particularly, the alteration that now allowed governing boards to remove parent and staff elected governors.

#### **17.61 Forums for Chairs and Vice-Chairs**

The chair informed governors that they had attended forums but the current venues were a long distance away, but they would revolve around nearer to Lancaster by the summer. The school had hosted a forum in the past and was willing so again in the future if requested to do so.

#### **17.62 Lancashire Association of School Governing Bodies (LASGB)**

The governing body noted the information provided by the LASGB.

#### **17.63 Confidentiality**

There were no items deemed confidential.

#### **17.64 Date and Time of Next Meeting**

The date of the next meeting of the governing body was confirmed as Wednesday 7 March 2018 at 5:30pm, Tuesday 3 July 2018 at 5:30pm and Tuesday 6 November 2018 at 5:30pm.

Mr Roberts said that he would be standing down as chair of the full governing body. He had thoroughly enjoyed the position and said it had been an honour and a privilege to have been the chair and before that a parent governor. He made a short speech about all the changes and improvements he had seen at the school and he expressed his gratitude to the support he had received from the other governors.

The headteacher expressed her grateful thanks to the chair and presented him with a gift from the school and the governors.

#### **17.65 Election of Chair**

Governors elected Mr Keith Weatherill as chair until the first meeting of the autumn term 2021.

Mr Roberts congratulated Mr Weatherill and said that he would

assist him in his new position as chair of the full governing body.

#### **17.67 Election of Vice-Chair**

Governors elected Reverend Michael Gisbourne as vice-chair until the first meeting of the autumn term 2021.

Mr Roberts congratulated Reverend Gisbourne and said that he would assist him in his new position as vice chair of the full governing body.

The chair thanked all the governors for their support and closed the meeting at 6:25pm.

## Appendix A

**School** 01006 Scotforth St Paul's Church of England Primary and Nursery Sc

### **Admissions**

Mr H Roberts  
Mrs K Soole  
Mrs I Jolley  
Mrs A Aylott

### **Buildings/Health and Safety**

Mr J Mynott  
Mr H Roberts  
Mr K Weatherill  
Mrs K Soole  
Mr P Metcalfe  
Mrs R Atkinson  
Mrs A Aylott  
Mrs G McCallum (clerk)

### **Committee of Appointed Governors**

Mr H Roberts  
Mr K Weatherill  
Reverend M Gisbourne

### **Complaints Review and Curriculum Complaints**

Mr L Carson Brown  
Mr K Weatherill  
Mr I G Gomersall  
Mrs K Soole  
Mrs I Jolley

### **Curriculum and Standards**

Mr L Carson Brown  
Mr K Weatherill  
Mr I G Gomersall  
Mrs A Quainoo  
Mrs K Soole  
Mrs I Jolley  
Reverend M Gisbourne  
Mr P Metcalfe  
Mrs R Atkinson  
Mrs A Aylott  
Mrs G McCallum (clerk)

### **Finance and Staffing**

Mr L Carson Brown  
Mr H Roberts  
Mr K Weatherill  
Mrs A Quainoo  
Mrs K Soole  
Mrs I Jolley  
Reverend M Gisbourne  
Mrs A Aylott  
Mrs G McCallum (clerk)

### **Grievance**

Mrs K Soole  
Mrs I Jolley  
Reverend M Gisbourne

### **Lettings**

Mr J Mynott  
Mr H Roberts  
Mrs A Quainoo  
Mr P Metcalfe  
Mrs A Aylott

### **Pay**

Mr H Roberts  
Mrs K Soole  
Mrs I Jolley

### **Pay Appeals**

Mr K Weatherill  
Mr I G Gomersall  
Mrs A Quainoo  
Mr P Metcalfe

### **Pupil Discipline**

Mr J Mynott  
Mr K Weatherill  
Mr I G Gomersall  
Mrs I Jolley

### **SEF**

Mrs K Soole  
Reverend M Gisbourne  
Mrs R Atkinson  
Mrs A Aylott  
Vice Chairman  
Chairman

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**Staff Discipline/Dismissal**

Mr J Mynott  
Mr H Roberts  
Mr I G Gomersall  
Mrs A Quainoo  
Mrs I Jolley

**Staff Review**

Mr H Roberts  
Mr K Weatherill  
Mrs A Aylott

**Staff Discipline/Dismissal Appeals**

Mr L Carson Brown  
Mr K Weatherill  
Mrs K Soole

**Y: Nominated Governors**

SEN - Mr K Weatherill  
Training Link - Mr H Roberts  
Child Protection- Mrs I Jolley  
Literacy - Vacancy  
Numeracy - Mrs S Pyle  
RE & Worship - Reverend Gisbourne  
FOSSY - Mr Carson Brown  
PHSE - Mrs K Soole  
ICT - Mr I G Gomersall  
Science - Mr P Metcalf  
Art and DT - Vacancy  
Music - Mr P Metcalfe  
MFL- Mrs A Quainoo  
Sport - Mr J Mynott  
Assessment - Keith Weatherill  
Early Years - Mrs I Jolley  
LASGB Representative - Mr H Roberts  
Humanities - Reverend Gisbourne  
Pupil Voice - Mrs R Atkinson  
Looked After Children - Mrs I Jolley  
Buddy governor - Reverend Gisbourne

**Z: Independent Scrutineer**

Mrs G McCullum



