

**Governor Services: Education, Quality and Performance Service**

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

Minutes of the governing body meeting held at the school on Tuesday 10 March 2020 at 5:30pm.

**Present:**

**Mr K Weatherill (Chair)**  
**Rev Dr R Aechtner**  
**Mrs R Atkinson**  
**Miss A Goddard**  
**Mr M Hammond**  
**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)**

**Action**

**20.01 Apologies for Absence**

Apologies for absence were received and accepted from Mr L Carson-Brown and Mrs I Jolley.

**20.02 Governing Body Matters**

**a) Declaration of Interest**

Mr J Mynott declared an interest in agenda item 17. He explained that his department had been responsible for organising the Civic Reception for Chairs of Governors.

**b) Membership**

The clerk advised there were two vacancies for foundation governors.

**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 confirmed the Single Central Record (SCR) was up to date, and all details in relation to governors had been duly recorded.

**20.03 Minutes of the Previous Meeting**

It was agreed that the minutes of the meeting held on 30 October 2019, having been circulated, be approved and signed by the chair as a correct record.

**20.04 Matters Arising**

The following matters arising from the minutes were noted:

a) Governing Body Matter (Minute 19.37 refers)

All governors confirmed they had read the update to Keeping Children Safe in Education (2019).

b) Reports (Minute 19.42)

Mrs Quainoo and Ms Urquhart had spoken about including details of the FOSSY activities in the parish magazine.

c) School Improvement school website information (Minute 19.43 refers)

Miss Goddard had checked the school website. She confirmed that it was up to date, was easy to navigate, and newsletters and curriculum details met the requirements. The governor details did require updating. All governors were listed but some did not have photographs. The headteacher asked that governors without photographs should email the school with a photograph so that their governor details could be updated.

**Miss  
Goddard  
Mrs  
Stephens  
Dr Long**

**A governor asked** if it would be possible for a tab to be added on the school website for the church blog. The governor suggested that this was a good way to feed back to parents. Mrs Aylott agreed that the link would be helpful. She explained that the website contract was due for renewal shortly and she would request that the website template was altered to include the extra tab.

**Mrs Aylott**

d) Finance (Minute 19.49 refers)

The headteacher confirmed the Lettings policy and Charging and Remissions Policy were available on the school website.

The auditor of the unofficial school fund was confirmed as Chris Killey.

Consideration of the Schools Financial Value Standard (SFVS) had been completed and would be submitted to the local authority before 31 March 2020.

**20.05 Reports**

**a) Committee Reports**

Governors noted the minutes of the following meetings:

- Buildings Health and Safety Committee held on 3 March 2020.

Mr Hammond provided highlights of the main points that were discussed at the meeting.

**A governor asked** if there had been any incidents with parents regarding the coronavirus. Mrs Aylott said she had followed government guidelines and would continue to do so. Several children had brought wipes into school and were aware of the issue. Handwashing was being taken more seriously by the children, but generally parents did not seem too anxious.

**A governor enquired** about the action that would be taken should the school have to close because of a case of coronavirus. Mrs Aylott replied that a deep clean would be carried out by a specialist company and would continue to follow advice and guides lines given to the school.

- Staffing and Finance Committee held on 3 March 2020

Ripley trust was proposing to merge all three feeder schools to use the same building consultant. The proposed consultant was Cassidy and Aston. They would carry out a 5 year building inspection plan in April. No payment would be required until it was decided to go ahead with a project, then a fixed fee would be paid.

The financial monitoring report autumn term 2019 summary and conclusions showed the forecast outturn:

Balance brought forward 2018/19 £67,268

Forecast in year budget deficit £-772

Estimated balance carried forward 31 March 2020 £66,496

Compared to the approved budget the forecast outturn had increased by £15,932.

The main reasons for the difference between the forecast outturn figures at 31 August 2019 and 31 December 2019 were £20k extra Early Years funding offset by £4,5k reduced income from the Head Teacher's NLE status. Mrs Aylott explained that the NLE payments had changed. The payments were now claimed back rather than paid directly so this caused a delay.

Numbers in the nursery had increased. There were 22 at the moment and so the nursery was nearly at capacity, Paid nursery places had increased and lots of those children had school meals which they paid for.

Mrs Aylott thanked Mrs Atkinson for all her hard work with the nursery numbers.

Governors were referred to the General Ledger Cost Centre summary by cost group and also summary by cost centre. Mrs Aylott explained that the general cost centre ledger provided an idea of the running costs, but it was not very accurate because in some areas more money would come in and so it was slightly misleading. The financial monitoring report was more accurate.

Mrs Malin, Miss Huddleston and Miss Goddard had attended the new Schools Financial Value Standards training. The number of questions for the SFVS had increased to 29 questions. The school provided clear and concise monitoring reports and held committee and full governing body meetings every term.

One question in the SFVS referred to non-staffing expenditure, for example buying exercise books in bulk. Mrs Aylott said purchases had been made from YPO but checks would be made in future on whether or not there were cheaper options available.

Benchmarking had shown that the school was underfunded and under staffed. Spending costs on supply were low and the school offered very good value for money.

**A governor enquired** if this benchmarking was good or bad. Mrs Aylott replied that it was good but also bad because the school was under funded and this could not be addressed.

Governors were referred to the School Budget Overview 2020/21. This included details for three years. This was based on best fit and it was worth bearing in mind that three years was a long time in the future. The budget was set to benefit the children who were in school at the moment. The carry forward was not large and meeting the school development was a requirement. The annual statement of Pupil Premium grant spending was on the school website and provided comprehensive details.

Setting a balanced budget was essential and in order to do this some surplus had been brought forward. Governors agreed the use of surplus and the proposed budget. The financial monitoring report was done on a regular basis and governors were informed of significant variances.

The staffing would remain the same for 2020/21 and teaching assistants hours would remain the same. The teaching assistant hours had been raised on a temporary basis and this would continue for a further year. This had had significant impact and had helped reduce teachers stress levels

**A governor enquired** if the funds delegated by the LA would increase. Mrs Aylott said this had not been confirmed for 2021-22 and 2022-23. The number of children joining the reception class was always variable until the numbers had been confirmed.

- Curriculum and Standards Committee held on 26 February 2020.

Mr Weatherill provided highlights of the main points that were discussed at the meeting.

Mr J Wright, School adviser had provided an excellent presentation on 'Preparing for an Ofsted Inspection'. This had been a good overview in preparation for an Ofsted Inspection from which outstanding schools were no longer exempt.

The Primary Inspection Data Summary Report (IDSR) had been examined. This report was automatically produced each year. The report was positive with just average in writing and average in progress. Absence was in the lowest 20% of schools, but this was in line with schools with a similar level of deprivation.

Benchmarking showed the school had 1/3 less budget to similar schools.

All governors had received via email the updated review of the school development plan together with further updates in specific areas.

- Admissions Committee meeting held on 3 March 2020

The discussions were deemed confidential and minuted as such.

## **b) Nominated Governors**

The following reports were received:

- Mr M Hammond, nominated governor for PE updated governors on work in this area.
- Rev Dr R Aechtner provided a verbal report regarding religious education.
- The governing body received a verbal report from Mrs K Stephens on work undertaken in school regarding reading.

Mr M Hammond left the meeting at 6:45pm.

- Dr R Long provided a verbal report regarding science.

- Mrs F Urquhart provided a verbal report regarding FOSSY. Mrs Urquhart also mentioned that the art club was being run by parents and she would attend the club.
- The governing body received a verbal report from Miss A Goddard on work undertaken in school regarding ICT.
- Mr J Mynott, nominated governor for geography updated governors on work in this area.
- Mrs R Atkinson provided a verbal report regarding Pupil Voice.
- Dr R Long, nominated governor for music updated governors on work in this area.
- 

### **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.

## **20.06 School Improvement and Self-Evaluation**

The governing body received a progress report on the implementation of the School Improvement Plan for the current academic year. The school improvement plan and self-evaluation had been discussed extensively during the committee meetings. These were working documents that were continually updated.

In order to assess the impact the SIP was having on school improvement, governors reviewed the following reports:

- Inspection Data Summary Report.
- Update on school development plan for reading February 2020.
- Update on school development plan for French February 2020.
- Update on school development plan for parental engagement February 2020.
- Update on school development plan for history February 2020.
- Update on school development plan for on-line safety February 2020.

## **20.07 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:

- Attendance - the number of children with less than 95% attendance had fallen from 53 to 47 and within that several Pupil Premium children had improved their attendance.
- Staffing and Finance
- Special Educational Needs and Disabilities
- Church and community links
- Buildings

The headteacher was thanked for her comprehensive report.

#### **b) Approval and Evaluation of Educational Visits**

The governing body received a report on recent visits in relation to the impact and benefits for pupils. The following points were highlighted:

- Year Five had walked down the A6 to Royal Lancaster Infirmary as part of their geography/history topic on Lancaster.
- Year Two had visited the Judges Lodges in Lancaster.
- Year Six had visited Clitheroe Castle as part of a Remembrance Service.
- Year Five had visited Beacon Fell for shelter building. This was linked with the reading of 'Kensuke's Kingdom' by Michael Morpurgo.
- Year Five and Year Six had attended the MEN Arena, Manchester for the Peace Proms on 18 January 2020 where they had the opportunity to sing with a live orchestra.
- Year Three would be attending the Tower Ball rooms 'School of Dance 2020' on 16 March 2020.

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

#### **b) Unavoidable School Closures**

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

### **20.08 Finance**

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

The governing body approved the SFVS including:

- The completed checklist;
- The completed dashboard spreadsheet;
- The SFVS action plan (if applicable).

The governing body delegated the submission of the approved standard to the headteacher, noting it should be submitted to the county council by 31 March 2020.

**Headteacher**

## ACTION

### **b) School Budget 2020/21**

The governing body delegated the review and approval of the school's budget plan for 2020/21, and a forecast for 2021/22 and 2022/23 to the Staffing and Finance Committee.

**Staffing and  
Finance  
Committee**

It was noted that this had to be submitted to the county council by Friday, 15 May 2020.

### **Lancashire Schools' Forum**

The governing body noted the information provided about the Schools' Forum election process and delegated to the chair the responsibility for voting on behalf of the governing body should an election take place in the summer term 2020.

**Chair**

### **20.09 Governor Training and Development**

The training link governor reported on:

- a) Governors were asked to complete a skills audit if they had not done so already.
- b) A training session arranged for the whole governing body and school staff which included a PowerPoint presentation delivered by the School adviser, Mr M Wright on 'Preparing for an Ofsted Inspection.

**All  
governors**

The impact of this training was discussed.

It was noted that all governors had a Schools' Portal account.

### **20.10 Capacity Within School to Support NQT Induction 2019/20**

Governors noted that the school did not currently employ any newly qualified teachers (NQTs) and did not feel there was a need to complete the NQT Induction Partnership Agreement Checklist 2019/20.

### **20.11 Lancashire Personnel Policies**

Governors noted that a number of generic personnel policies had been updated, including:

- Alcohol/Drug Abuse, Statement for Employees – December 2019
- Capability Policy (Teachers) – September 2019
- Capability Policy (Teachers) – Centrally Managed Services – September 2019
- Career Break Scheme – December 2019
- Paternity Leave Policy and Form – November 2019



- Recruitment and Selection – September 2019
- School Staff Code of Conduct – September 2019
- Smoke Free Policy – September 2019.

The governing body confirmed adoption of the latest versions of Lancashire Personnel Policies and Procedures.

The headteacher confirmed the determined admission arrangements would have been forwarded to the county council by 15 March 2020.

Confirmation was received that the document was available on the school's webpage.

**20.12 Information, updates and items for further discussion as appropriate**

The governing body noted the guidance and additional information in relation to:

- a) Government plans for universal school inspections
- b) Primary school performance details 2019
- c) LASGB

**20.13 Forums for Chairs and Vice-Chairs**

The chair confirmed he hoped to attend the next meeting.

**20.14 Civic Reception for Chairs of Governors**

Governors noted the information provided and the chair indicated that he would be attending.

**20.15 Confidentiality**

Governors were reminded that all matters discussed at governing body meetings were 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; that is, that should not be made available to the general public should a request be received to view governing body papers.

It was agreed that part of item 20.05 was confidential and should be minuted accordingly.

**20.16 Date and Time of Next Meeting**

**ACTION**

The next meeting of the governing body was confirmed as 5:30pm on Tuesday 30 June 2020.

Committee meetings were agreed as follows:

Wednesday 20 May 4:30pm – Governor training delivered by Mr S Whittaker on HRSE

Wednesday 17 June – Curriculum & Standards committee

Tuesday 23 June – Buildings Health & Safety committee

Tuesday 23 June – Staffing and Finance committee