

GOVERNOR SERVICES: EDUCATION, QUALITY AND PERFORMANCE SERVICE

SCOTFORTH ST PAULS CHURCH OF ENGLAND PRIMARY SCHOOL (01006)

Minutes of the governing body meeting held at the school on Tuesday 8 March 2022 at 5.30pm

Present:

- Mr K Weatherill (Chair)**
- Mrs R Atkinson**
- Mr B Booth**
- Mr L Carson Brown**
- Miss A Goddard**
- Mr M Hammond**
- Doctor R Long**
- Doctor R McKenna**
- Mrs N Miller**
- Mr J Mynott**
- Mrs A Quainoo**
- Mrs K Stephens**
- Mrs K Walsh (Headteacher)**

Also Present:

- Mrs H Lewis (Clerk to Governors)**
- Miss S Huddleston (Deputy Headteacher – Observer)**

Mr Weatherill welcomed governors and opened the meeting with a prayer.

Action

22.01 Apologies for Absence

Apologies for absence were received and accepted from Reverend Aechtner and Ms K Dolan.

22.02 Governing Body Matters

a) Declaration of Interest

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

b) Membership

It was noted that Mr Weatherill's term of office would end on 2 July 2022; The governing body supported Mr Weatherill to seek re-appointment with the Diocese.

The clerk reported that Miss Goddard's term of office would end on 31 August 2022. The governing body was keen to retain her skills. Miss Goddard would seek re-appointment with the Diocese.

Mr J Mynott's term of office as local authority governor would end on 12 March 2022. The governing body presented Mr Mynott with a leaving card to thank him for his eighteen years of service on the board and thanked him for his support. In response Mr Mynott praised the school and wished the governing body well.

Governors noted that Mrs I Jolly had resigned.

Clerk

Mrs Quainoo confirmed she had sought reappointment with the Diocese.

The changes meant that there were vacancies for a local authority governor and a foundation governor.

c) Disclosure and Barring Service (DBS) checks for governors

The governing body confirmed that all necessary arrangements were in place and 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. The headteacher noted that the SCR would be updated with a new safeguarding governor.

22.03 Minutes of the Previous Meeting

The minutes of the meeting held on 9 November 2021, having been circulated, were approved as a correct record, subject to three minor typing errors it would be signed by the chair at the next meeting.

Chair/Clerk

Mrs Miller noted that the list of nominated governors had not been updated to the current version. Mr Weatherill would send the clerk the updated record.

Chair

22.04 Matters Arising

The following matters arising from the minutes were noted:

a) Termly Report (Minute 21.45 a) refers)

The chair drew attention to the how the governing body would convey their appreciation to staff on their performance, he noted that the headteacher had put procedures in place to reduce their workload but was keen that the board recognised their efforts.

The board heard a range of options offered by other schools, including taking the staff out for a meal and a half days leave. The headteacher responded that some schools give staff time off as a thank you, however she would not feel comfortable advocating a half days leave when parents are discouraged from taking their children out of school. The headteacher did not want to influence governors

however when pressed did offer that a meal for staff as part of an INSET day would be welcomed.

Mr Weatherill supported any suggestion that kept staff moral high. It was noted that in terms of teambuilding it should be something that all staff would appreciate.

A governor suggested that the board meet with staff, particularly as there had been some changes in personnel and governors, they could then be thanked for their diligence face to face. Mrs Walsh replied that it would have to be at an INSET day, the next available date would be January 2023.

A governor responded that January 2023 was too far away and asked if governors could attend a staff meeting. Mrs Walsh explained that the staff meetings were limited to one hour and had been pre-set until the second week after Easter. The headteacher recognised it was important for governors to display their appreciation to staff and suggested that the meeting took place after the Ofsted visit.

Mr Weatherill proposed dedicating a curriculum meeting at some time in the future.

A governor suggested the governing body write to staff. The headteacher liked the idea adding that a card and/or a token of appreciation would be a lovely gesture.

The chair would take the suggestions forward.

Chair

b) Finance (Minute 21.29 a) refers)

The Letting Policy had been uploaded to the school website

c) Finance (Minute 21.49 refers)

The headteacher confirmed that a system of reviewing policies had been set-up. Miss Huddleston had updated a number of policies during the autumn term.

A governor asked if there would be a version table introduced to the first page of each policy document. The headteacher replied that the bottom of each policy would have the last review and next review date. **Mrs Miller acknowledged** that a version table would mean additional work, she submitted that it would offer an instant view. Mrs Walsh reassured the governor that the current system would be effective and flexible to guidance/regulation changes.

22.05 Reports

a) Committee Reports

Governors noted the minutes of the following meetings:

- Buildings, Health and Safety Committee held on 22 February 2022

This item was deemed and reported as confidential.

Mr Hammond briefed governors on the conditions report by Cassidy and Ashton. A number of repairs had been identified. Together with the school they had created a priority list and quotes for the work had been sought. The site supervisor, Mr Cocker would carry out some remedial works.

At the committee meeting Mr Cocker had raised two safety issues;

- a child fell and knocked a tooth out in the KS2 boys' toilets. The area was inspected and no safety issues were identified.
 - a cleaner sprained her ankle. There were no safety issues identified.
- Staffing and Finance Committee held on 22 February 2022

Miss Goddard reported that the SFVS had been completed. The committee recommended that the SFVS was approved by the governing body.

The committee chair reported that they had compared the benchmarking data against other similar school, Miss Goddard noted that 80% of the budget was spent on staff. The income did not include the funding from the Ripely Trust. It was noted that other schools received more income from lettings, the committee would explore this income stream further.

The committee reviewed the financial monitoring report and again there was nothing in the report unexpected. Miss Goddard reported that there was a delay in receiving the utility bills, water and electric usages had increased significantly due to covid. Mrs Malin continued to take weekly energy readings to monitor costs. Photographic evidence of the readings had been recommended prior to the increase in energy costs on 1st April.

Catering income had reduced due to the restricted menu during the autumn term. Governors were reminded that KS1 meals were free, the numbers paying for school meals tended to drop off at KS2 and further again in year 6.

The boards attention was drawn to the Early Indication Budget Report that estimated the carry forward balance on the 31/3/2022 would be £60,639. Miss Goddard was mindful that it may be less due to the uncertainty of timing of bills. It is unclear whether next year's budget will include the recovery and pupil led funding.

The committee chair noted that it was important the school had thirty reception admission in September 2022.

- Curriculum Committee held on 2 March 2022

Mr Weatherill reported that the committee meeting had been productive, the progress of the SDP was discussed at length and he noted the following;

Key Priority 1; To ensure that children are working at the expected level where possible in all areas of the curriculum and targeted intervention is effective for those who are working below the expected level, had been split into;

1a) To ensure writing attainment improves through high quality whole class teaching and support, with all children making at least expected progress and

1b) To ensure intervention had an impact on progress for those children working below expectations.

The committee chair explained that 1b) relied on teaching staff knowing where children were, they had demonstrated that well, it was clear that intervention work was ongoing Teaching assistants (TA) were taking children out of class for the intervention work, the committee asked that it was rostered so that the children did not miss the same lessons.

Referring to the second priority; To ensure all subject leaders have the confidence, knowledge and skills to lead and monitor their subjects across school effectively, Mr Weatherill reported that the headteacher had freed time for the subject leaders to walk through classes and observe first-hand the impact of what was happening in class.

The governing body noted the work that had been undertaken to make the 50 words of the school vision have maximum impact. The vision wording had changed slightly with more emphasis on the responsibility to maintain the world.

The committee touched on the impact the situation in Ukraine had on the children. It was decided that the details of the conflict were better dealt with by parents. The headteacher added that there was a reflection area outside her office.

b) Nominated Governors

The chair recognised that nominated governor visits had been restricted and asked governors to consider the vacancies, the following changes were agreed;

- Miss Goddard agreed to take on the SEND role.

- The Link Governor remained vacant.
- There was a vacancy for LASGB governor.
- Mr Weatherill would take on Child Protection /Prevent
- Mr Carson-Brown offered to take the role of Data Protection and Buddy Governor.

The following reports were received:

a) Mrs Miller reported on Writing. The nominated governor had met with the subject leader where she had seen big improvements in writing and thanked staff for their achievements. Mrs Miller was pleased to hear that subject leaders had been given time for classroom observations. The subject leader had updated Mrs Miller on the key targets from the SDP and noted that there was a lot of information on the website.

b) The nominated governor for reading reported that the reading bands had had an impact and encouraged regular reading across the year groups. Children on lower bands had been identified and they were being encouraged to read more with 'Rosie the reading dog'.

A governor asked if there had been any feedback on the reading bands. The headteacher replied that overall, it was encouraging.

Doctor Long mentioned that she volunteered in the library on a Tuesday. It was good to see the library open again and for year 6 to take on the responsibility. Miss Goddard added that the children loved reading to other children and they were all very keen.

c) Doctor Long was pleased to report that there had been some excellent work in maths. The subject leader was hopeful that some of her ideas to broaden the depth of maths would be actioned. The nominated governor had every confident in the subject leader to follow through on the ideas they had discussed.

d) Mrs Miller was hoping to get FOSSY up and running and engage with new parents to come up with a fundraising plan. The governor acknowledged the best time to get parents involved in fundraising was when their child went to reception. The headteacher would arrange for FOSSY to be mentioned at parents meeting and would consider fundraising causes that would have the best impact on the children. Mrs Miller noted that a key focus of the meeting planned for next week would be for someone to lead it and run it. Mrs Walsh reported that some parents had commented on the parent questionnaire that they would like to be involved in fundraising activities.

e) The nominated governor for ICT/Website, Miss Goddard reported that she viewed the website every week. The headteacher reported that she had created links from Facebook to the Blog. Governors had

noticed the link and commented that it was a good idea. The board discussed the action by the headteacher and the impact it would have on parents viewing what was happening in school. Everyone felt that engagement with parents was important, **Doctor Long commented** that prospective parents were more likely to consider a school that engages with parents.

A governor expressed that there had been a reluctance to use Facebook to promote the school, but it was good to have instant messages and be reactive to the world around us.

A governor remarked that he did not use Facebook and questioned how many other parents were excluded from the engagement. Mr Booth noted that Facebook was a good resource for a subset of people, but there did not appear to be anything in place for those like himself who did not use the social media site. He said that the newsletter was not engaging and does not point back to the website and blog. **Mr Booth suggested** that the headteacher consider an engagement plan and said he would like to see a communication strategy. Mr Booth added that he would be reluctant to put focused resources on one communication platform that the school could not control.

The headteacher asked what Mr Booth's specific issue was with Facebook. **The governor responded** that Facebook was an open platform where anyone could comment on and undermined the goodwill of people. Mrs Walsh reassured the governor that she was in control of the content and had the ability to remove negative activity.

Mr Booth continued that it was a risk management strategy and a buy in from administration, he questioned the SLA before comments were taken down or deleted, the platform could potentially have an impact on what goes on in school.

Mrs Walsh appreciated that some parents did not use Facebook but stressed she had not come across a problem, she said that it was only a link to the website on Facebook and she would tightly manage activity on the social media site and keep it under review.

Mr Booth offered to undertake an engagement plan and make recommendations on how the school could do better in terms of communication. Mr Booth stressed that he was not saying to take the Facebook page down.

A governor commented that they agreed that there was potential for negativity on the Facebook page, however they had found that in other contexts it was self-policing. **Mr Booth agreed** and reiterated that the school just needed to be mindful of the impact of negative comments adding that it would be good to see alternative platforms

used. Mr Booth suggested that a communication strategy was needed to link all areas of school life including FOSSY.

Mr Mynott referred to the school visits to County Hall. The visits were part of the education strategy, the communication strategy was used to showcase the visit. He was of the view that communication strategy was secondary to the education and care of children in our school.

Governors considered the proposal and benefits of having a comprehensive communication plan. Mr Booth offered to create a communication strategy plan.

f) Doctor McKenna reported that there were very thorough plans for science. The nominated governor had been briefed on the knowledge map for each year group. Each concept was built on in successive years. Sex Education with year 5 was very detailed. Doctor McKenna had joined the year 4 science trip to Ripley St Thomas High School and reported that the facilities were excellent and the children really enjoyed the visit.

g) Mrs Atkinson reported on Pupil Voice. A diverse range of ambassadors had been chosen from year 1 to year 6. Subject leaders had met with ambassadors. The Curriculum Committee would receive feedback.

h) The governing body noted that the Worship team had met regularly and a school council meeting would be held soon.

i) The nominated governor for music reported that a music resource was being trialled. Mrs Stephens explained the tool was useful for staff who were less confident teaching music. The resource would be assessed and other options would be considered going forward.

j) Mrs Quainoo would contact Miss Parlane for an update on French.

k) Mr Hammond was pleased to report that PE/sport inter-school competitions had started.

- Year 5 and 6 had reached the semi-final of the large school football tournament.
- Years 5 and 6 had also taken part in indoor athletic.
- The after school club activities continued to be popular.
- The dance club were filming a dance for a competition and if success would perform in Blackpool.
- Girls football squad held a friendly game against St Luke's Primary School.
- Year 6 Bikeability was coming soon.

Nominated governors were thanked for their reports 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.

22.06 School Improvement Plan

The governing body noted the updated school development plan circulated ahead of the meeting on the progress of this year's improvement priorities.

22.07 School Emergency Plan

The governing body noted that the school's Emergency Plan needed updating due to arrival of new Headteacher.

Headteacher

22.08 Governors and the Curriculum

Governors noted the changes to the Ofsted Inspection Framework with regard to the curriculum.

It was agreed that the Curriculum Committee would discuss the framework in more detail, and explore the key questions included in the supporting Information Booklet. The outcome of this discussion would be shared with the governing body.

Curriculum Committee

The headteacher referred to the importance of nominated governors meeting with subject leaders. Some aspects of the curriculum were easily evidenced and others were more involved. To have a better understanding and the ability to know the answers to the questions Mrs Walsh directed governors to the subject information on the website where the subject leaders have mapped out the important aspects of their subjects.

22.09 Headteacher's Report

a) Termly Report

Governors had received the headteacher's written report in advance of the meeting. As Mrs Walsh highlighted aspects of her report, she invited comments and questions from governors

i) The governing body heard that the headteacher had been in class covering for staff and had observed the wide variety of opportunities for children to learn in different ways.

ii) The board noted that there had been some staff changes and Miss Huddleston had returned to year 6. Miss Parlane would teach one

day a week, half a day in year 6 and half a day in year 2 to cover for Miss Huddleston's leadership time and one part time teacher. TA's were reorganised so that interventions were led by TAs working in the same classes. **A governor asked** if interventions happened at the same time each week. The headteacher explained that because the TAs work in the same class they provide interventions for, they can happen when it is convenient – we try to make sure any child receiving intervention does not miss the same lesson every week.

iii) Following a covid outbreak, governors heard that at the beginning of the spring term the school moved into level two of the Lancashire County Council Covid Guidance and had reintroduced bubbles. Returning after half term had been more fluid and children were able to get back together for world book day, where the children took part in book hunts and reading buddies.

iv) The headteacher described her passion for providing regular outdoor learning opportunities, she would be looking for parent volunteers to take children to Dorrington woods and the playing field to take part in outdoor learning.

A governor referred to the observation time given to the subject leaders and **asked** if it was linked to the SDP. The headteacher confirmed it was and that she was covering the subject leaders' lessons.

v) Mrs Walsh drew attention to attendance and reported that whilst covid continued to present attendance issues there had also been other illnesses reported. The school were working with parents to improve the situation. Unauthorised absences had reduced, absences would only be authorised under specific and exceptional circumstances.

A governor enquired if the attendance figure was comparable with other local schools. The headteacher confirmed that the statistics on the overall attendance were in line with other schools.

A governor was interested to know if the Life Education van was worthwhile. Mrs Walsh replied that she would review its effectiveness next year and added that Kidsafe was being taught by a TA who had completed the training.

iv) The headteacher referred to the self-evaluation summary that had been circulated ahead of the meeting. The summary was a working document and regularly updated. The governing body heard that Ofsted would receive a copy prior to an-inspection. Mrs Walsh asked governors to review and familiarise themselves with the document.

The self-evaluation had been adapted but contained all the information based on the county council format. The headteacher suggested it would be useful for governors to compare it to the grade

descriptors. The self-evaluation referred to the school as good, the last assessment graded the school as outstanding, whilst the standards had altered and it was more difficult to achieve an outstanding grading the headteacher said there were elements that could be evidenced as outstanding. Mrs Walsh welcomed any feedback/comments including typing errors.

Responding to a question the headteacher clarified that the staff had been part of the self-evaluation process and had feedback on a previous version.

The headteacher was thanked for her comprehensive report.

b) Approval and Evaluation of Educational Visits

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

d) Unavoidable School Closures

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

22.10 Finance

a) Schools Financial Value Standard (SFVS) 2021/22

The governing body approved the SFVS including:

- the completed checklist;
- the completed dashboard spreadsheet;
- the SFVS action plan

The governing body delegated the submission of the approved standard to the headteacher noting that it should be submitted to the county council by 31 March 2022.

Headteacher

b) School Budget 2022/23

The governing body delegated the review and recommendation of the school's budget plan for 2022/23, and a forecast for 2023/24 and 2024/25 to the Finance and Staffing Committee.

Finance and Staffing Committee

It was noted that this had to be submitted to the county council by Friday, 20 May 2022.

The budget and forecasts would be presented for approval at the next governing body meeting.

Summer term governing body

c) 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 2022.

Chair**22.11 Governor Training and Development**

The headteacher would circulate a date for safeguarding training.

Headteacher

A governor enquired if the diocesan safeguarding course was the same training. The headteacher replied that the diocesan training was different in terms of the governor role.

The link governor reminded the board that training courses were free and that there was a wide range of courses run physical and online.

22.12 Pay Policy 2021/22

The governing body confirmed adoption of the model Pay Policy (September 2021).

22.13 Lancashire Personnel Policies

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

- Alcohol/Drug abuse, statement for employees (December 2021);
- Appraisal Policy (Teachers) (September 2021);
- Appraisal Policy (Teachers) – Centrally Managed Services (September 2021);
- Capability Policy (Teachers) (September 2021);
- Capability Policy (Teachers) – Centrally Managed Services (September 2021);
- Career Break Scheme (December 2021);
- Paternity Leave Policy & Form (November 2021);
- Recruitment and Selection (September 2021);
- School Staff Code of Conduct (September 2021);
- Smoke-free Policy (September 2021).

22.14 Appraisal

The governing body confirmed that appraisals had taken place for teachers and school leaders. The deputy headteachers appraisal would take place to set new targets. It was also noted that appropriate objectives were in place for the current year, and arrangements had been made for mid-year reviews.

22.15 Determination of Admission Arrangements

The headteacher confirmed the determined admission arrangements would have been forwarded to the county council and the diocese by 15 March 2022.

Confirmation was received that the document was available on the school's webpage available for all to see.

22.16 Information, Updates and Items for Further Discussion as appropriate

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

- a) Safeguarding – Section 175/157 Audit.

It was agreed that the safeguarding governor would receive the outcome of the assessment.

Safeguarding Governor

- b) School Admissions and Fair Access Arrangements
- c) Covid and Local Authority Risk Assessment
- d) Ofsted
- e) Safeguarding – Review of Sexual Abuse in Schools and Colleges.

It was agreed that the Curriculum Committee would discuss this in more detail and explore the key questions in the supporting Information Booklet. The outcome of this discussion would be shared with the governing body.

Curriculum Committee

A governor enquired if the final point in the PSHE provision had been picked up. The headteacher clarified that it had and the report found it was up to standard.

- f) LASGB

22.17 Forums for Chairs and Vice-Chairs

The chair informed governors he would not be able to attend the next meeting.

22.18 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 that item(s) 22.05 a) was confidential and should be minuted accordingly.

22.19 Date and Time of Next Meeting

The next meeting of the governing body was confirmed as 5.30pm on 5 July 2022.

Committee meetings were agreed as follows:

Staffing/Finance Tuesday 3 May 2022 at 5.45pm

Buildings Tuesday 3 May 2022 at 4.30pm

Curriculum Wednesday 15 June 2022 at 4.30pm

The headteacher referred to the revised vision, strapline and Bible verse and recommended that the school consider a new badge that reflected its new principle. Mrs Walsh proposed that the children should be involved in a new design and time would be given to parents to renew the uniform.

Mr Booth responded that the badge represented the school and felt that it should not be changed. Miss Huddleston explained that the current badge represented the armour of God and the old strapline had been aligned to the logo. Mr Booth said he thought it related to St Paul. The Headteacher said that the badge no longer reflects the school vision and sometimes things do need to be changed.

Mrs Miller commented that making a change in uniform would impact lower income families.

Doctor Long expressed her concern that it may not be an appropriate time to introduce a change when families were already impacted by increases in energy costs and household bills.

Following a discussion, governors agreed that this was a conversation that needed exploring at a greater depth and they would arrange a time to consider the proposal further.

A governor asked the headteacher what/if any plans there were to celebrate the Queen's platinum jubilee. The headteacher replied that an art project had been planned, each class would work on a different commonwealth county culminating in a display for parents. Mrs Atkinson added that the government were distributing a book for every child. **Doctor Long queried** that she understood there would be a community event over the extended bank holiday weekend organised by the local community and the church and wondered if the school were involved. Mrs Walsh replied that due to the celebrations being on a weekend it would be difficult for staff who lived outside the community and she was reluctant to sign staff up to an activity in half term. **The governor suggested** that the governing

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body could support the event and manage a small stall on behalf of the school.

The chair thanked governors for their attendance and contribution and the meeting finished with the grace at 7.45pm

<p>Signed: _____ (Chair)</p> <p>Date: _____</p>

CONFIDENTIAL

Minutes of the governing body meeting held at the school on Tuesday 8 March 2022 at 5.30pm

22.05 Reports

a) Committee Reports

- Buildings, Health and Safety Committee held on 22 February 2022

Mr Hammond reported that the committee spent some time discussing the alterations to the construction project. The key plan would be to establish an early year's unit, a facility where nursery and reception could be both integrated and segregated.

The headteacher circulated a plan of the proposal as governors heard that Key Stage 1 would be refurbished as part of the project. A staff shower room and toilet would be created. The proposal to utilise the loft space was not cost effective and would no longer be part of the project, it would be retained as storage.

The committee had walked around the site of the proposed changes. Concerns were raised regarding the ramp that needed to be addressed. The next step would be to submit the application to planning. Governors noted that funding for the project was in place and would be allocated once planning approval had been awarded.

Mr Weatherill commented that the proposed ramp was not satisfactory and would be surveyed again. Parents who looked after the greenery around the area were on board and looking forward to the new planting scheme.

A governor asked for an update on the timetable for building work. The headteacher explained that a timetable could not be confirmed until the project had planning and funding approval. In the meantime, she would discuss an in principle timetable with the architect, Mrs Walsh was hopeful that the work would be completed by the end of the summer term holiday. **Doctor Long reiterated** for the headteacher to reach out to governors if help with moving furniture and equipment was needed.

Signed: _____
(Chair)

Date: _____