

**Governor Services, Learning Services 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 12 March 2019 at 5:30pm.

**Present:**

**Mr K Weatherill (Chair)**  
**Reverend Doctor R Aechtner**  
**Mrs R Atkinson**  
**Mr L Carson-Brown**  
**Miss A Goddard**  
**Mr M Hammond**  
**Doctor R Long**  
**Mr J Mynott**  
**Mrs S Pyle**  
**Mrs A Quainoo**  
**Mr H Roberts**  
**Miss F Urquhart**

**Mrs A Aylott (Headteacher)**

**Also Present:**

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

**Action**

**19.01 Apologies for Absence**

Apologies for absence were received and accepted from Mr I Gomerall and Mrs I Jolley.

**19.02 Governing Body Matters**

**a) Declaration of Interest**

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

**b) Membership**

The clerk advised there was one foundation governor vacancy.

**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.

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

The SCR was up to date and would be formatted before being added to the Portal. The chair would check the SCR when this had been completed.

**Chair**

### **19.03 Minutes of the Previous Meeting**

It was agreed that the minutes of the meeting held on 6 November 2018, having been circulated, be approved and signed by the chair as a correct record, subject to the following amendments.

Governing Body Matters c) Membership (Minute 18.40)

- **Miss A Goddard had been elected as a foundation governor.**

Reports, Buildings Health and Safety committee minutes held on 1 November 2018 (Minute 18.45)

A letter sent by **the chair** and headteacher to LCC stating that the school had no knowledge or given any consent to support the erection of security mesh fencing and gates around the playing field on Barton Road.

Reports b) Nominated Governors (Minute 18.45)

- **Mrs A Quainoo** had observed Year Five learning French...

### **19.04 Matters Arising**

The following matters arising from the minutes were noted;

Governing Body Matters c) Membership (Minute 18.40)

The ex-officio foundation governor position had been filled by Reverend Doctor Rebecca Aechtner.

Reports a) Committee Reports (Minute 18:45)

The mission statement had been agreed and published and a new school letter head had been agreed.

Unfortunately no payment had been received following the approach to parents for an outstanding payment of £167 for a residential trip to Lockerbie Manor.

Confidential Item

Review of Nominated Governors (Minute 18.44)

The headteacher asked that the confidential item in the previous minutes be amended so that it was no longer confidential. The

details had been confidential at the time of the meeting but were no longer and she was concerned to ensure that the details were available should anyone ask to see them. The confidential item was as follows:

'The headteacher said that the appointment of a new incumbent was underway and it was hoped they would be in post by Easter 2019. The parish profile had gone to the patrons of the church and the Bishop of Blackburn for approval. An advert would be placed on the internet and it was hoped that shortlisting and interviews would be held before Christmas to allow for the three months notice period.

**A governor said** they hoped that the new incumbent would retain the links with the school. Mrs Aylott replied that this was of key importance to the headteacher and the school. She hoped that the new incumbent would continue to develop the links that had been established by Reverend Gisbourne.

The headteacher mentioned that a governor buddy system had been set up by Reverend Gisbourne and she hoped that a governor would help the new incumbent in the same way. Mr J Mynott volunteered to take up this position. Mr Mynott was thanked by the headteacher.'

## **19.05 Reports**

### **a) Committee Reports**

Governors noted the reports of the following committee meetings –

- **Curriculum and Standards Committee held on 6 February 2019.**
- **Buildings Health and Safety Committee held on 6 March 2019.**

It was noted that Mr P Metcalf had sent his apologies for the meeting and Mr L Carson-Brown had attended the meeting. Mr Roberts stepped down as chair of the Buildings, Health and Safety Committee and governors voted and appointed Mr M Hammond as chair. The headteacher expressed her grateful thanks to Mr Roberts for all he had done as chair of the committee.

- **Finance and Staffing Committee held on 6 March 2019.**

Mr Roberts stepped down as chair of the Finance and Staffing Committee and governors voted and appointed Mrs A Goddard as chair. The headteacher expressed her grateful thanks to Mr

Roberts for all he had done as chair of the committee.

Mr Threfall who had kindly audited the unofficial school fund for more than 20 years had retired. A bottle of wine had been purchased to give to Mr Threfall as a thank you. The headteacher asked if a governor would be willing to take on the auditing of the unofficial school fund. Or indeed if governors knew of anyone who would be happy to take up the position.

**All  
governors**

The chair thanked headteacher and Mrs Malins, the school business manager for managing the school accounts so well. The financial monitoring report showed that the in year surplus brought forward for 2019/20 was £53,225 this had increased by £16,427 compared to the approved budget.

The School Financial Values Standard (SFVS) had been completed and submitted to LCC.

Referring to the three year budget forecast Mrs Aylott said that the expenditure for 2020/21 and 2021/22 was difficult but it was the same for all school. Many schools sought parental contributions and this had been considered in the past. Mrs Aylott did not want to take this route but she was concerned that parents were aware of the situation and knew that other schools did ask for money from parents.

Mrs Aylott explained that she had spoken with the chair about returning to work full time as her health was much better. Governors were pleased that Mrs Aylott felt ready to return from 9 to full time. It was also recognised that this would affect Miss Huddleston who had taken on the headteacher responsibilities for the 1.

Governors agreed that the LCC figures forecast for the budget for 2020/21 and 2021/22 were based on the best financial advice available at the time but were open to change going forward.

Governors agreed to approve the budget for 2019/20 based on the details provided by the Finance and Staffing Committee.

The next item of discussion was deemed confidential and minuted as such.

- **Admissions Committee held on 6 March 2019.**

The committee had considered the applications for admission to the school in September 2019. The applications had included two CLA child information received from the Local Authority.

They met criteria 1A. After a full discussion it was unanimously agreed the 30 children to be admitted, having followed the admissions criteria contained in the Admissions Policy.

The next discussion was deemed confidential and minuted as such.

- The Appraisal Committee was held on 20 November 2018 and Pay Committee meeting held on 20 November 2018.

### **b) Nominated Governors**

The following reports were received:

- Mrs Pyle, nominated governor for maths updated governors on work in this area.
- Reverend Doctor Aechtner provided a verbal report regarding RE and worship.
- The governing body received a report from Mr Hammond on work undertaken in school for sports.
- Mrs Atkinson, nominated governor for Pupil Voice updated governors on work in this area.
- Mrs Quainoo provided a verbal report regarding MFL.
- The governing body received a report from Miss Urquhart on work undertaken for the school by FOSSE.

The chair expressed his grateful thanks to the contributions made by FOSSE.

The following nominated governor positions were agreed:

- ICT – Mr G Gomersall
- Music – Dr R Long
- Science – Dr R Long
- PSHE – Mrs A Goddard
- Literacy – Miss F Urquhart
- Art & DT – Miss F Urquhart
- LASGB – Mr J Mynott
- Humanities - Mr J Mynott
- Buddy governor – Mr J Mynott

### **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.

**19.06 Headteacher's Report and School Development Plan**

**a) Termly report (with reference to the School Development Plan)**

The headteacher's report on the achievements and developments in school since the last meeting of the governing body was received and noted. The headteacher invited questions

The first item of discussion was deemed confidential and minuted as such.

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.

**b) Unavoidable School Closures**

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

**19.07 Finance**

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

The governing body approved the completion of the SFVS and

- accepted the SFVS report together with the completed self-assessment prepared by the Finance and Staffing;
- delegated the submission of the approved standard to the school business manager, to be submitted to the county council by 31 March 2019.

**b) School Budget 2019/20**

The governing body delegated the review and approval of the school's budget plan to the Finance and Staffing Committee. It was confirmed that the school's budget plan would be ready for the deadling.

It was noted that this had to be submitted to the county council by Friday, 17 May 2019.

**c) Lancashire Schools' Forum**

**Headteacher**

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 2019.

**19.08 Governor Training and Development**

Governors noted that the following training had taken place:

Mrs Pyle had attended a course entitled Primary Curriculum for Governors.

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

The training link governor suggested that governors may be interested to attend a course entitled, Strive and Thrive – A Happy and Well School Community. The course was due to take place on Tuesday 14 May 6:30pm to 9pm at Ribby Hall, Wrea Green.

The clerk agreed to send the governors skills audit form to all governors.

**clerk**

Governors noted the Lancashire County Council Governor Services Governor Training and Development Programme 2018/19 was posted on the LPDS website. Attention was drawn to the elearning modules available through Learning Link (<https://nga.vc-enable.co.uk>)

Mr Carson-Brown left the meeting at 7:30pm.

**19.09 Introducing Supervision to Address Staff Wellbeing**

Governors noted the information provided in the supporting booklet.

Governors considered the budget allocation to address staff wellbeing. The governors discussed whether the school would benefit from introducing supervision beyond Early Years Foundation Stage (EYFS) staff and supporting the headteacher to access regular external supervision.

Mrs Aylott and Mrs Atkinson had attended supervision training and the first round of supervision had been undertaken with teaching assistants as a group during the autumn term. During the spring term individual meetings would take place.

**19.10 School Admissions Arrangements 2020/21**

The headteacher confirmed the changes to the determined

admission arrangements had been forwarded to the diocese and then would be sent to LCC in time for the deadline of 15 March 2019.

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

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

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

- a) Children and Family Wellbeing Service – Delivering Early Help
- b) Supply Agency Recruitment and Selection Checklist
- c) New site to help schools save thousands on recruitment costs
- d) Ofsted Annual Report
- e) Consultation on proposals for changes to the Education Inspection Framework
- f) Compare School Performance
- g) Learning life-saving skills in school is crucial
- h) Schools challenged to go single use plastic by 2022
- i) Lancashire Association of School Governing Bodies (LASGB).

**19.12 Forums for Chairs and Vice-Chairs**

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

**19.13 LASGB**

The chair said to governors that they were members of the LASGB and it was helpful to attend the meetings. The annual conference would take place on Saturday 11 May 2019.

**19.14 Confidentiality**

Governors were reminded 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; 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 sections of items 19.05 and 19.16 were confidential and should be minuted accordingly.

**19.15 Date and Time of Next Meeting**



**ACTION**

The next meeting of the governing body was confirmed as Tuesday 2 July 2019 at 5:30pm. The chair thanked governors for their attendance and continued support.

The meeting closed with The Grace at 7:45pm

*Karl W. Weald*  
2/7/19

