

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 2 July 2019 at 5:30pm.

Present:

Mr K Weatherill (Chair)
Mrs R Atkinson
Mr L Carson-Brown
Miss A Goddard
Mr I Gomersall
Dr R Long
Mrs A Quainoo
Mr H Roberts
Mrs K Stephens
Miss F Urquhart

Mrs A Aylott (Headteacher)

Also Present:

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

Opening Prayer

Action

19.16 Apologies for Absence

Apologies for absence were received and accepted from Reverend Dr R Aechtner, Mr M Hammond, Mrs I Jolley, Mr J Mynott and Mrs S Pyle.

19.17 Governing Body Matters

a) Declaration of Interest

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

b) Membership

Mrs K Stephens was welcomed to her first full governing body meeting as a foundation governor. In line with the Regulations, she was asked to ensure she –

1. started the DBS process within 21 days of appointment otherwise there was a risk of disqualification;

The Able ICT day for Year 4 and Year 5 had been cancelled but would run during the autumn term.

The headteacher expressed her thanks to governors who had volunteered in school during the year. Their help had been gratefully received.

- b) The governors noted and accepted the minutes of the Buildings Health and Safety Committee meeting held on 19 June 2019.

Following a kitchen inspection from LCC food hygiene the school was again awarded a five star rating. The chair expressed his thanks to all the staff.

High water usage had been detected by LCC energy and this was being monitored. The overspend was in the region of £600.

The site supervisor Mr David Cocker had provided a detailed and comprehensive report of work carried out. A change in the site supervisor's hours had been made from cleaning hours to site supervisor hours.

A governor asked if the outdoor classroom was included in the painting and decorating project. Mrs Aylott replied that the outdoor classroom was still to be painted. The FOSSY garden group would be doing some of that work.

- c) The governors noted that the Finance and Staffing Committee meeting had been held just prior to the full governing body meeting.

Minutes for the meeting would be available at a later date. The discussions which followed were deemed confidential and minuted as such.

b) Nominated Governors

- The governing body received a verbal report from Mrs F Urquhart on work undertaken in school regarding English.

Mrs Urquhart had spoken with the subject leader about reading, reading challenges and the library bus. FOSSY had provided funding for some new Key Stage One books which were much appreciated. Home/school reading record books had helped raised the profile of reading. Two letters had been sent to parents, the first was a general letter about reading and the second letter was more personal one about reading. Mrs Aylott mentioned that most parents did listen to their children read regularly, but there was a minority group that needed encouragement.

- Governors received a verbal report from Mrs Urquhart, the nominated governor for FOSSY.

FOSSY had organised the summer fair to take place on Friday 12 July 2019. The school disco would held on Friday 19 July run by school staff and DBS cleared FOSSY volunteers. Refreshments had been provided by FOSSY at the talent show and also the Reception induction meeting.

A FOSSY gardening group came into school every Friday to do gardening and planting. They were assisted by Key Stage One children. Climbers on the railings had been planted to create a living wall.

Money raised by FOSSY events was spent as soon as possible. Contributions towards carpets, books and re-decorating in school had been made. Details of the money raised and where it had been spent were put on newsletters. The chair thanked Mrs Urquhart and also all the members of FOSSY for all the help they gave.

- Miss A Goddard presented a report regarding PSHE. She said that children knew personally how to be healthy and how to relate to each other and to adults. It was more apparent that children were using the language of values in everyday language.
- The nominated governor for ICT Mr I Gomersall said that £6,000 would be spent on a new server for the school.
- Miss Goddard presented a report regarding Modern Foreign Languages (MFL). French was taught in the school and Year Four had enjoyed a French day. They had dressed up and enjoyed activities such as French cuisine and made Eiffel towers from art straws.

Nominated governors were thanked for their reports and continued support.

Mrs Atkinson left the meeting at 6:15pm.

c) Chair's Action in Cases of Urgency

The chair reported that it had not been necessary to take any urgent decisions on behalf of the governing body since the last meeting.

19.21 School Improvement Plan

a) Education Inspection Framework Update

The governing body noted that a new Education Inspection Framework and Inspection Handbooks had been published.

The headteacher explained the preparations that were in place for the introduction of the revised Inspection Framework, which included:

- A self-assessment exercise was underway and nearly complete.
- It would be useful for governors to know about the new Education Inspection Framework and Inspection Handbook that had been published. These were available on line at www.gov.uk.

**All
governors**

b) School Improvement

The governing body received a progress report on the development and implementation of the Improvement Plan for the current academic year.

The working party had looked at the school improvement plan and reviewed the details that had been entered into the outcome column. In all areas the objectives had been completed and updates had been provided to the Curriculum and Standards Committee meetings throughout the year.

Mr H Roberts left the meeting at 6:30pm.

c) Understanding Your Data

Governors reviewed the current pupil numbers and past trends.

The school was full and there was a waiting list and appeals for the Reception class.

A governor enquired about housing development in the area. Mrs Aylott said there was lots of development in south Lancaster, but no plans for new schools.

A governor asked about in year transience. Mrs Aylott replied that there was far more in year transience than in the past. Lots of families were at the university and the hospital. At the school there were more children with English as an additional language (EAL) which was good, but also a challenge with the shrinking budget.

A governor asked if the children joining the school came with any reports. Mrs Aylott said that unfortunately they did not.

The next discussion which followed was deemed confidential and minuted as such.

Mr L Carson-Brown left the meeting at 6:40pm.

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:

- Seven children in photograph on the front of the report were children with EAL.
- Attendance was still excellent, although slightly down on this time last year.
- **A governor queried** the illness percentage at 2.087%. The headteacher agreed to check this.
- **A governor asked** about lateness. Mrs Aylott replied that one child had been late 84 times since September. There had been lots of letters, emails and phone calls to the parents who unfortunately were separated. The last few days the child had been on time. There were ten other families that were often late and three or four families that were often late to pick up their children at the end of the school day.

Mrs Aylott

Mrs Aylott also presented detailed subject leader reports:

- Art and DT – Mrs S Belshire
- Computing – Mr D Manning
- French – Mrs J Redmayne
- History – Mrs T Mayor
- Music – Miss S Huddleston
- PE – Mrs A Boyle
- PSHE and SRE – Mrs P Browne
- RE – Miss S Huddleston
- Science – Mrs S Dowson

Governors were grateful to receive the subject leaders' reports.

The headteacher was thanked for her comprehensive report.

b) Unavoidable School Closures

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

19.23 Budget Outturn 2018/19

The governing body noted the school's outturn position for 2018/19 and considered the impact of significant differences between the original budget set for 2018/19 and the actual outturn.

Key features included:

- Revenue income £1,002,357

- Revenue expenditure £990,185
- Revenue balance carried forward 31 March 2019 £67,268
- Total in year movement £12,173

A governor queried the discrepancy between the supply teaching staff amount of £4,268 and the agency supply staff amount of £12,676. Mrs Aylott replied that the insurance did not cover the first three days of absence. Following on the money received was a flat nominal rate, but it was worth being in the supply insurance scheme.

The chair thanked the headteacher for her good stewardship of the finances.

19.24 School Budget 2019/20

Following the recommendation of the Finance and Staffing Committee, the governing body approved the school budget plan for 2019/20, and the financial forecasts for 2020/21 and 2021/22. The budget plan for 2019/20 was as follows:

Revenue income of £? and proposed revenue expenditure of £? resulting in a net in year surplus/deficit of £?

The governing body considered the effect on school balances and noted the estimated balance of £67,268 brought forward from the previous year which would result in a forecast carry forward balance of £? into 2020/21.

Governors noted that the financial forecasts showed a budget decrease. However, it was difficult to see how the school could increase the revenue. The school was almost full in all year groups. Six or seven enquiries had been received but these were for year groups that were full. There was the maximum number of children in the nursery at all times. There were lots of lettings and there was additional income through the headteacher's NLE (National Leaders of Education) commitments.

It was noted that the Income and Expenditure Form had been submitted to the county council within the required timeframe.

19.25 School Financial Value Standard (SFVS)

Governors noted the proposed changes to the SFVS requirements.

It was agreed that Mr H Roberts and Mrs A Malin, School Business Manager would attend the training provided by LCC Schools Financial Services.

19.26 Educational/Off Site Visits

a) Health and Safety of Pupils on Educational / Off Site Visits Policy and Guidelines

The governing body noted the information provided on the health and safety of pupils on educational visits.

It was confirmed that **Sarah Huddleston, Deputy Headteacher** was the Educational Visits Co-ordinator (EVC) for the school and reporting procedures for visits were agreed as:

Option 3

The governing body to approve residential Type B visits only prior to submission to Lancashire County Council. The headteacher/EVC to approve all Type A visits and to approve all other Type B visits for submission to Lancashire County Council. The decisions to be reported to the governing body meeting each term.

The headteacher was requested to inform Lancashire County Council of any changes.

Headteacher

b) Evaluation of Educational Visits and Approval of Future Visits

The headteacher's report included details on recent visits in relation to the impact and benefits for pupils. Educational visits included:

- EYFS and Key Stage One children visit to South Lakes Safari Zoo
- Year Five visit to Lune Aqueduct
- Year Five visit to UCLAN Science Week
- Year Three and Year Four visit to Leighton Moss
- Year Six visit to County Hall

Mrs Aylott said that the Year Six visit to County Hall had been organised by Mr Mynott. He had reported back that he hoped the Year Six pupils had learnt a little about the County Council and democracy. He had enjoyed their visit and some pupils had asked some brilliant and thoughtful questions. He said he would be very happy to welcome the school back again at any time.

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

19.27 Policies and Procedures

a) Performance Management and Pay

In preparation for the performance management of staff in the autumn term the governing body confirmed that the following arrangements were in place:

- a committee to undertake the appraisal of the headteacher's performance and the validity of the appraisal process across the school (3 untainted governors);
- the school had bought into the county council Schools Advisory Service for advice regarding the appraisal of the headteacher;
- a committee to undertake pay decisions in relation to the headteacher and teacher's pay as identified in the school's pay policy (Mr H Roberts and Mrs I Jolley).
- relevant training had been undertaken by governors to assist them in fulfilling their duties.

b) Election of Chair and Vice-Chair

The governing body noted the options available for the appointment procedure of chair and vice-chair.

It was agreed that:

- nominations would be accepted by both self and other nomination;
- nominations would be received both prior to and at the meeting;
- voting would be by show of hands;
- in the event of a tie, a second vote would be held; if the outcome remained tied then lots would be drawn;
- in the event of only one candidate being nominated for a position the candidate would be asked to leave the room while a vote was held.

The next election of the chair would be in Autumn 2021 and the next election of the vice chair would be in Autumn 2023.

19.28 Governor Training and Development

Mr Mynott the training link governor was absent from the meeting but he asked that following be reported on:

Mr Mynott had received four skills audit response from governors and he asked if governors had bought paper copies to the meeting they could be collected by the headteacher. Once he had received a few more skills audit responses he would draw some conclusions and make some recommendations.

Governors noted that the governor training programme 2019/20 was available on the [LPDS website](#).

**All
governors**

ACTION

The chair hoped it would be possible for governors to do some training as it was already paid for. Also he mentioned he would be grateful if governors were prepared to do safer recruitment. This was available as on line training.

**All
governors**

19.29 School Admissions

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

The admission arrangements for 2021/22 had been reviewed and the new criteria had been approved by the diocese. The headteacher said she would check that the Schools Portal included the amendments that had been made.

headteacher

19.30 For Information

The governing body noted the update to the Governance Handbook.

19.31 Forums for Chairs and Vice-Chairs

The chair informed governors he would not be able to attend the next meeting. He hoped that it would be possible for another governor to attend in place of the chair.

**All
governors**

19.32 Lancashire Association of School Governing Bodies (LASGB)

The governing body noted that information regarding forthcoming events was available on the LASGB website.

19.33 Confidentiality

Governors confirmed that all matters discussed at governing body meetings were confidential.

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 parts of items 19.20 and 19.21 be regarded as confidential and be minuted accordingly.

19.34 Any Other Business

A governor enquired if the Lancashire County Council parental questionnaire template was used for the school parental questionnaire. Mrs Aylott replied it was not because it was very expensive.

19.35 Date and Time of Next Meeting

The governing body confirmed the pattern of dates for the 2019/20 academic year as follows:

Autumn Term ?
Curriculum and Standards Committee
Finance and Staffing Committee
Buildings Health & Safety Committee
Full governing body meeting Wednesday 30 October
2019 5:30pm

Spring Term ?
Curriculum and Standards Committee
Finance and Staffing Committee
Buildings Health & Safety Committee
Full governing body meeting

Summer Term ?
Curriculum and Standards Committee
Finance and Staffing Committee
Buildings Health & Safety Committee
Full governing body meeting

The chair thanked governors for their attendance and input and closed the meeting at 7:20pm. The meeting closed with The Grace.

W. W. W. W.

30/10/2019

Handwritten text, possibly a signature or name, located in the center of the page.