

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 6 November 2018 at 5:30pm.

Present:

- Mr K Weatherill (Chair)
- Reverend Doctor R Aechtner
- Mrs R Atkinson
- Mr L Carson-Brown
- Mr I Gomersall
- Mr M Hammond
- Mr J Mynott
- Mrs S Pyle
- Mrs A Quainoo
- Miss F Urquhart
- Mrs A Aylott (Headteacher)

Also Present:

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

18.38 Apologies for Absence

Apologies for absence were received and accepted from Miss A Goddard, Mrs I Jolley, Mr P Metcalf and Mr H Roberts.

18.39 Election of Vice-Chair

Following a discussion, Mrs A Quainoo was elected as vice-chair until first meeting of the autumn term 2023.

18.40 Governing Body Matters

a) Declaration of Interest

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

b) 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.

Action

Mrs Aylott agreed that she would check on the DBS certificate for Mr Gomersall.

Mrs Aylott

c) Membership

The clerk confirmed the following:

- Mr I Gomersall had been re-elected as a foundation governor.
- Mrs R Atkinson had been re-elected as the staff governor.
- The ex-officio foundation governor position was vacant

d) Register of Business/Pecuniary Interests

All governors, observers and associate members to committees were reminded of the need to update the Register of Business Interests on an annual basis, and to ensure that appropriate details were included on the school's website.

It was noted that this register should remain in school.

e) Code of Conduct

The governing body adopted the model Code of Conduct and governors reflected on the commitment, duties and responsibilities included in the code. All agreed to adhere to the Code of Conduct.

f) Disqualification Criteria

The governing body noted the disqualification criteria for governors.

18.41 Minutes of the Previous Meeting

It was agreed that the minutes of the meeting held on 3 July 2018, having been circulated, be approved and signed by the chair as a correct record.

18.42 Matters Arising

The following matters arising from the minutes were noted;

a) Matters Arising (Minute 18:20 refers)

Miss Huddleston confirmed that she had updated the governing body membership details on the school website and she would check again for further changes.

The clerk agreed to email all governors with a skills audit form.

clerk

The chair reminded governors that the governor training and development programme 2018-19 was available on the schools portal. He urged governors to consider making use of the training available as it was part of the service level agreement.

b) Reports (Minute 18.21 refers)

The ripple in the new astro turf had not been rectified but it was not a trip hazard and seemed to change according the weather conditions.

c) Policies and Procedures a) Performance Management and Pay (Minute 18.28 refers)

A meeting of the committee to undertake the appraisal of the headteacher's performance and the validity of the appraisal process across the school had not taken place. Mrs Aylott suggested the date of 21 November for the meeting to be held. The performance management committee membership was comprised of Mr K Weatherill, Mr H Roberts and a foundation vacancy.

**Headteacher
performance
appraisal
committee**

18.43 Review of Committees

The governing body reviewed the constitution and membership of its committees and the requirement to appoint a clerk to each committee. The only changes were to add Mrs A Goddard to the Buildings Health and Safety Committee and also the Finance and Staffing Committee.

It was agreed that the membership of the committees for the 2018/19 academic year be appointed as detailed at Appendix A to the minutes.

The terms of reference and delegated powers of the committees would remain the same as in the previous year.

18.44 Review of Nominated Governors

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

The governing body agreed the following arrangements for the receipt of reports from nominated governors:
Termly reports.

The next item discussed was confidential and minuted as such.

18.45 Reports

a) Committee Reports

Governors noted and accepted the reports of the following committee meetings:

- Curriculum and Standards and Committee minutes held on 10 October 2018;

The committee had been well attended. A Special Educational Needs (SEN) report had been provided by Mrs R Atkinson. A review of the School Development Plan (SDP) 2017/18 had been distributed. The overarching objective of the SDP 2018/19 had been shared, this was emotional health and wellbeing with five focus areas.

The draft mission statement and principles has been distributed and were shared with all governors. Ms D Durham had visited school on 8 October and offered help on the mission statement.

The key principles were discussed and governors agreed with their content. The principles had been distributed to the staff and would go to the pupils through the school council and then into classes in age appropriate format. It was agreed that the mission statement, should be accessible to all children from Reception to Year Six. The mission statement was 'As God's Family we learn, grow and care'. Mrs Aylott agreed to check with Ms Durham whether or not the word Family should have a lower case 'f'

Mrs Aylott

A governor suggested that the word order of the mission statement could be altered to 'We learn, grow and care in God's family'.

A governor asked if parents would have an opportunity to comment on the mission statement. It was agreed that the mission statement would be displayed on a board at parents evening and they could write comments underneath the statement if they wished.

The governing body ratified the following policies as commended by the Curriculum and Standards Committee:

The homework Policy.

- Buildings/Health and Safety Committee minutes held on 1 November 2018;

The committee had agreed that no amendments would be made to the medicines policy apart from the administration of Calpol at the headteacher's discretion. A practice run of the Emergency Lockdown Plan had been carried out on INSET day. This had

highlighted problems with bells and issues with some keys to doors.

Mr D Cocker the site supervisor had provided a long and detailed list of the maintenance work that had been carried out.

An update on the lighting survey had been received and was still on going. Quotes had been received from UK Energy Watch with three different options on the work required. It had been agreed that an approach would be made to the Ripley Trust for a contribution.

Quartz had carried out an Electrical Installation Condition Inspection. The report had highlighted some areas that were non-compliant. Governors had recommended that any item that was coded C2 or C3 should be looked at as a matter of urgency.

A letter, composed by Mr J Mynott, and sent by the 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. The school did not use the field. A playing field on Dorrington Road was used by the school and had been for many years.

Mr H Roberts had advised governors that a new chair would be needed to be elected to the Buildings Health and Safety Committee.

**All
governors**

- Finance and Staffing Committee held on 1 November 2018.

The School Fund and FOSSY year-end documents had been independently audited by Mr B Threlfall. Copies of the audited accounts had been shown to governors at the meeting. Mr Threlfall was thanked for completing the audit.

The closing balance of the school fund account was £19,767.11 of which £2016.13 belonged to the Olivia Project.

The Charging and Lettings policies had been reviewed and there had been no changes. The hourly rate had remained the same. Some businesses had lower discretionary rates but their charges had been increased slightly as their businesses were doing well. The charges were still less than others in the area.

A supervision course on SFVS had been completed by Mrs R Atkinson. Governors had written off a dinner money debt of £50.60 but had agreed to pursue parents for an outstanding payment of £167 for a residential trip to Lockerbie Manor.

Mr H Roberts had advised governors that a new chair would be needed to be elected to the Finance and Staffing Committee.

**All
governors**

The governing body ratified the following policies as commended by the Finance and Staffing Committee:
Lettings Policy/Charges

The report following the Appraisal Committee and Pay Committee meetings was deferred to the next meeting as the committees had not met at the time of the full governing body meeting.

clerk

b) Nominated Governors

- The governing body received a verbal report from Mr M Hammond regarding sport.

More competitions had been entered than ever before. Girls were participating in cricket and lacrosse. A swimming trophy had been won and a tag rugby team had come first in a competition and a hockey team had come second in a competition both held at Saltaire. A football team had come fifth in a local football competition. A pupil named Jamie Golding had attended some North West football trials and been selected to represent Lancaster. Thanks were expressed to the parent volunteers who had helped at the various sporting events.

- Mrs S Pyle provided a verbal report regarding maths. Excellent results had been obtained in Key Stage One and Key Stage Two. The Dashboard data showed lots of green. She had observed Maths No Problem in Year Three which she had found very interesting. The Maths No Problem text books were very expensive and this issue was being discussed.

Key Stage Two teachers had attended a very useful course at the end of the summer term which had provided some new maths resources. The course was inexpensive and the resources were very specific to year groups.

- Miss F Urquhart, nominated governor for Art and Design updated governors on work in this area. She had spoken to the subject co-ordinator and helped with making some models. She explained that art and design was done as part of the curriculum and also linked to other subjects.
- Miss Urquhart had observed Year Five learning French and she had looked at the materials used to teach French in years three to six. She had also spoken to the French subject leader.
- New school councillors had been elected in each class. Team captains and vice captains had been selected. The headteacher had held a big assembly in which job descriptions had been

shared. Pupils had been given an opportunity to apply for the positions. Lots of pupils had applied, there had been short listing and then a two stage interview firstly in groups and then 1:1 with a governor. Miss Huddleston had prepared the children for the interviews and they had taken the whole procedure very seriously. They had been asked to consider something about the school that was really good and something they would like to change. There had been more candidates that positions and so two prefect posts had been created.

Mr Gomersall left the meeting at 6:45pm.

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.

18.46 School Improvement

a) School Improvement Plan (SIP) and Self-Evaluation

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

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

- The FFT aspire 2018 KS2 School Dashboard
- The Analyse School Performance (ASP) data for Key Stage One and Key Stage

Discussions that followed included:

- The FFT aspire was software purchased by the school. The headteacher and assistant headteacher had attended an intensive course on the software and how it worked as an interactive tool. Data for maths was excellent and the data for writing was good but not quite as good as it was for maths.
- **A governor asked** how the data analysis was being used. The headteacher explained that writing was part of the SIP plan, maths would continue to be part of the SIP and focus on standards remained a high priority.
- The ASP data was published, but not in the format provided for the governors.
- The FFT aspire data showed comparisons of other schools in the area and in the league tables.
- The FFT aspire data provided in year tracking. Also individual children could be tracked. A child's whole school journey could be tracked, even those children who had not started at the school in EYFS.

b) NQT Induction Partnership Agreement Checklist 2018/19

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 2018/19.

18.47 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:

- Mr Cocker was off sick with a nasty chest infection.
- Parentview had had 20 responses, 50% would recommend the school and 50% would not. The headteacher hoped it would be possible to encourage more parents to comment on Parentview as the negativity had come from a minority of sometimes rather vocal parents.
- Mrs Quainoo shared the positive comments she had received at parents evening when she had welcomed parents in her capacity as a school governor. The nursery was excellent, it was a caring school, the children were happy and there was a good school atmosphere, a Bulgarian child who had joined the school was very happy, the pupils were very polite
- One negative comment was parents did not know much about what governors did or when the chair and vice chair changed.

Mrs Quainoo was thanked for her help at parents evening and she replied that she would be happy to help again in the future. **A governor suggested** that it would be useful to post the positive comments on to the school website.

Mrs Aylott said she appreciated that the school was not perfect but it would help if parents came into school to discuss their concerns. She continued that the staff always strived to do their very best for all the children in their care and so if anyone had concerns they should inform her.

Mrs Aylott shared an email she had received from a parent stating they were not happy with the new homework policy and they would like this view shared with the governing body. The parent had suggested that already spelling, reading and timetables were done routinely. Mrs Aylott said she would respond to the parent.

A significant review of the homework policy had been carried out four years ago and the response had been a 50:50 split so a middle ground had been taken. This middle ground had resulted in pleasing no one.

Parents were provided with lots of information about what was being done in school. The termly curriculum letters provided by each class teacher contained lots of hyperlinks. Also there were website links on the class pages on the school website. There were parents' evenings and also every half term parents received reviews for their children in reading, writing and maths with progress grades and effort grades and attitude to learning.

A governor asked what could be done by the governors to reassure staff that the negative comments were from a minority of parents. Mrs Aylott replied that governor presence at events such as parents evening would be really helpful.

Mrs Aylott was thanked for her informative report. The headteacher thanked Mr Mynott for the research he had carried out on the school.

b) Unavoidable School Closures

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

18.48 Autumn Net Capacity Consultation

The governing body confirmed the Net Capacity Files had been reviewed; the assessment was correct and reflected the actual use of space.

18.49 Evaluation of Educational Visits and Approval of Future Visits

The governing body were referred to the minutes of the Curriculum and Standards Committee meeting for details on recent visits in relation to the impact and benefits for pupils.

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

- Residential visit to Lockerbie 9 – 13 September 2019

18.50 School Term Dates 2019/20 (including INSET dates)

Governors approved the circulated proposal for School Term dates 2019/20 and agreed INSET days on:

- Monday 2 September 2019
- Thursday 17 October 2019
- Friday 18 October 2019
- Monday 1 June 2020
- Monday 20 July 2020

18.51 Policies and Procedures**a) Pay Policy**

The governing body adopted the model Pay Policy 2018/19.

b) Lancashire Personnel Policies

The governing body confirmed adoption of the following model Lancashire Personnel Policies and Procedures:

- Absence (Management of Sickness) – August 2018
- Absence (Management of Sickness) Guidelines – August 2018
- Adoption Leave Policy (Teachers and Support Staff) – July 2018
- Amalgamation/Reorganisation of Schools (Support Staff) – August 2018
- Amalgamation/Reorganisation of Schools (Teachers) – August 2018
- Appraisal (Support Staff) – April 2018
- Appraisal Policy (Teachers) – September 2018
- Appraisal Policy (Teachers) Centrally Managed Services – September 2018
- Breastfeeding at Work – August 2018
- Bullying and Harassment Policy and Procedures – April 2018
- Capability Procedure (Support Staff) – June 2018
- Capability Procedure (Teachers) – September 2018
- Capability Procedure (Teachers) Centrally Managed Services – September 2018
- Critical / Terminal Illness Guidance
- Disciplinary and Dismissal Procedure (Support Staff) – August 2018
- Disciplinary and Dismissal Procedure (Teachers) – August 2018
- Disqualification by Association Disclosure Form
- Grievance Procedure (Support Staff) – August 2018
- Grievance Procedure (Teachers) – August 2018
- Guidance on the Use of Social Networking
- Leave of Absence (Teachers) – June 2018
- Long Service Award (Teachers) – August 2018
- Long Term Absence Procedure – August 2018
- Managing Alcohol/Drug Abuse – December 2017
- Recruitment and Selection
- Redundancy and Workforce Planning Policy – June 2018
- Short Term Absence Procedure – August 2018
- Statement of Ethical Standards – September 2018.

18.52 Finance**a) Finance Policies**

The governing body noted that there had been no changes to the following documents and they were approved:

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

b) The Unofficial School Fund 2017/18

The governing body noted receipt of and approved the audited accounts of the unofficial school fund for 2017/18.

c) Schools Financial Value Standard (SFVS)

The governing body delegated consideration of the SFVS to the Finance and Staffing Committee.

A detailed report together with the completed self-assessment and action plan would be brought to a future meeting of the governing body for approval.

Finance and Staffing committee

d) Budget Sustainability

The governing body had previously delegated the review and setting of all school's budget plan to the Finance and Staffing Committee.

It was confirmed that the headteacher had reviewed up to date pupil numbers which would form the basis of 2019/20 funding.

The Finance and Staffing Committee had projected that there were £48,000 in reserves. £18,000 would be required to set the budget and so reserves would be £36,000. Going forward after next year the Finance and Staffing Committee would need to look at ways in which to increase the income and decrease the costs.

18.53 Governor Training and Development

The training link governor agreed to send an e-learning link to all governors.

Governors noted the Lancashire County Council Governor Services Governor Training & Development Programme 2018/19 was available on the [LPDS website](#).

18.54 Information and Updates

Governors noted the following articles of additional information:

- a) Update from John Readman - Interim Executive Director of Education and Children's Services
- b) Updates from the Department for Education
- c) Governors do the honours
- d) Lancashire Association of School Governing Bodies (LASGB);
- e) School Admissions Consultation.

18.55 Forums for Chairs and Vice-Chairs

The chair informed governors he would not be able to attend the next meeting. He invited governors to attend in place of the chair.

18.56 LASGB

Governors noted the update provided by the Lancashire Association of School Governing Bodies.

18.57 School Admissions

Mrs Aylott explained that in order to make any changes there was a consultation period of six consecutive weeks before 31 January 2019. The proposed policy and arrangements should be sent to LCC before 30 November 2018. The school would need to liaise with the diocese and any other interested party prior to those dates.

The Ripley Family which included Skerton St Luke's Primary School Lancaster and Lancaster Christ Church Church of England Primary School had the following details in their admissions policy criteria:

- Looked after children
- Siblings
- Parish church attendance
- 12 monthly church attendance
- Staff
- Children with parents in the parish
- Children outside the parish but worshipping at Christ Church

The headteacher suggested the following changes to the school admission policy criteria:

- Looked after children (remain the same)
- Siblings (this be moved to the second criteria)
- 36 monthly church attendance (be reduced to 24 months)
- 22 out of a maximum of 30 in the class (church attendance, included in Churches Together)

- Church attendance be once a month for a period of six months

The proposed changes led to the following comments and discussions

- Church attendance should be people who wanted to attend church not an attendance just to get their children into school.
- Six months was too short a period. A longer period of time would be necessary as people may find faith.
- It was hoped that the next incumbent would fully support the school and be involved in the school.
- A degree of flexibility would be necessary for committed Christians.
- The existing policy placed faith too high on the list of priorities and the policy needed to reflect society.
- There was a perception in the area that if a family did not have a strong faith they would not be able to get their child into the school. In reality the reception class was not full.
- Church links were important but siblings were too.
- It would be good to support and appreciate the staff.
- The SLT had to be Christian and support the Christian ethos.

After lengthy consideration the following criteria was agreed:

The number of places available for admission to the Reception class would be a maximum of 30.

1. (a) Children in public care and previously looked after children.

(b) Children with special medical or social circumstances affecting the child where these needs can only be met at this school.

2. Children who had a sibling attending the school on the date of application and on the date of admission. Siblings included step, half, foster, adopted brothers and sisters living at the same address.

3. Children with a parent/guardian worshipping in a church in full membership of Churches Together in England or the Evangelical Alliance or the North West Partnership or the Global Horizons network to a maximum of 10.

"Parental worshipping" was normally taken to mean a minimum of 35% attendance at church at public worship for over at least 2 years.

4. Children with parent/guardian who lives in the ecclesiastical parish of Scotforth St. Paul's or civil parish of Scotforth.

5. Other children.

Post meeting note to record a change to the minutes:

Change to criteria number 3

At the full governing body meeting governors decided to amend the Church commitment criteria to 35% attendance. Following a Diocesan Admissions briefing, stating 35% may not meet the Admissions Code 2014 in terms of being "clear". It was suggested that stating "18 times in a 12 month period for two years" would be a more acceptable wording.

The chair asked governors to confirm this by email with either an agreement or disagreement to this amendment.

18.58 Confidentiality

Governors confirmed that all matters discussed at governing body meetings were confidential and not for general discussion outside the meeting.

Part of Item 18.44 was deemed confidential and minuted as such.

18.59 Date and Time of Next Meeting

Governors confirmed that the next meetings of the full governing body would be at 5:30pm on Tuesday 12 March 2019 and Tuesday 2 July 2019.

The chair thanked governors for their attendance and input and closed the meeting at 9:00pm.

Signed: *Kate W. Deane*
(Chair)
Date: 12/3/19