

DIRECTORATE FOR CHILDREN AND YOUNG PEOPLE
AREA NORTH

SCOTFORTH ST PAUL'S C E PRIMARY SCHOOL

Minutes of the governing body meeting held at the school on Thursday 20 March 2014.

Present:

Mr H Roberts (Chair)
Mrs R Atkinson
Mr M Campbell
Mr L Carson Brown
Reverend M Gisbourne
Mr I G Gomersall
Mrs H Harrison
Mr H Holland
Mr J Mynott
Mrs L Quayle
Mr K Seacy
Mrs I Slaney
Mrs K Soole
Mr K Weatherill

Mrs A Aylott (Headteacher)

Also Present:

Mrs L Wilson (Clerk to governors)
Miss S J Huddleston (Observer)

Apologies:

Apologies were received and accepted from Mrs A Quainoo and Mr G Rycroft.

An opening prayer was said by Reverend Gisbourne.

14.01 Governing Body Matters

a) **Membership**

The clerk informed the governing body of the following:

Mr Carson Brown had been appointed as an Authority governor.
Mr Mynott had been appointed as a parent governor and Mrs Quainoo (PCC) and Mrs Soole (Ripley Trust) had been appointed as foundation governors.

Action

The Chair welcomed new members to the governing body.

Mr Gomersall and Mrs Harrison were coming to the end of their term of office; both members were asked to inform school if they wished to have their membership renewed. Appropriate arrangements would be taken.

School

b) **Declaration of Interest**

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

Governors completed the annual Register of Business Interests.

14.02 Minutes of the previous meeting

It was agreed that the minutes of the previous meeting held on 7 November 2013, having been circulated, be approved and signed by the chair as a correct record, subject to an amendment to reflect the fact that the FOSSY website had been sorted.

14.03 Matters arising from the minutes

Arising from the minutes it was reported that the 20mph advisory speed limit had been introduced outside the school; signs had been used that day for the first time. This was to be celebrated.

Also arising on the minutes the committee reviewed the membership of the committees and the nominated governors in the light of new governors.

A copy of the revised list is attached at Appendix A and would be sent to school.

Clerk

14.04 Committee Reports

a) The governors noted and accepted the minutes of the Lettings Committee meeting held on 18 December 2013.

b) The governors noted and accepted the minutes of the Curriculum Committee meeting held on 30 January 2014.

Governors were asked to consider whether they wished to become members of any of the four working parties that had been established to address the main priorities of the School Development Plan.

Sports Premium funding was drawn to the attention of governors; additional sports activities and competitions were taking place and staff were being upskilled to ensure enhanced sports provision

became sustainable.

E-safety had been considered; Ofsted recommended that this policy was revised twice a year; this was recommended and accepted. Pupils from Year 6 had produced a video on E-Safety; governors were recommended to watch this on the school's website.

Year 6 were to visit London in June for two days. Reverend Gisbourne agreed to write to the Bishop of London in connection with a visit to St Paul's cathedral.

**Reverend
Gisbourne**

In response to a query it was reported that the county council would continue to provide internet services post April.

Link governors were encouraged to visit school as and when they could. It was suggested that a planned schedule would be useful and it was AGREED that governors would approach school with their proposed dates.

- c) The governors noted and accepted the minutes of the extraordinary meeting of the Staffing and Finance Committee held on 5 February 2014.
- d) The governors noted and accepted the minutes of the Admissions Committee meeting held on 6 March 2014.
- e) The governors noted and accepted the minutes of the Buildings, Health and Safety Committee meeting held on 13 March 2014.

It was reported that contact had been made with a tree surgeon in relation to the three trees at the front of school. Prices had been obtained for the removal of all three and for cutting the canopy of the large tree by 25% and removing the other two trees. It was hoped to install railings at the front and plant flowers.

14.05 Nominated Governors

- a) The governing body received a report from Reverend Gisbourne on work undertaken in school regarding RE.

Reverend Gisbourne reported that the RE curriculum had settled well; a different topic was covered every half term.

Reverend Gisbourne was thanked for his report.

- b) The governing body received a report from Mrs Quayle in relation to FOSSY.

- £2,088 had been raised recently
- £1,000 of books had been bought for KS1 and KS2
- A disco had been organised
- Assistance had been given to the running of the book club
- A quiz had taken place
- Outdoor equipment had been bought
- An Easter orienteering event had been organised for parents and a fun run.
- £2,876 was available.

Mr Carson Brown thanked Mrs Quayle and her colleagues for all their hard work; FOSSY had gone from strength to strength in recent years.

Mrs Quayle was thanked for her report.

- c) The governing body received a report from Mrs Atkinson on Pupil Voice.

As part of a project run by Rota Kids, Pupil Voice were collecting towels and blankets.

A wellbeing questionnaire had been circulated; the results would go in the school newsletter.

Pupil Voice were also participating in the design of the outdoor area.

Mrs Atkinson was thanked for her report.

- d) The governing body received a report from Mrs Harrison on work undertaken in school regarding Music.

Year 4 had been learning recorders and Year 2 had taken part in a music festival.

Mrs Harrison was thanked for her report.

14.06 Chair's Action

The chair reported action taken on behalf of the governing body since the last meeting, which involved:

- Agreeing to the increased fees for the use of school by the After School club.
- Liaising on school finances
- Spending a day in school observing various classes and activities.

14.07 School Improvement

The governing body were advised that the School Development Plan had been considered fully by committees.

14.08 Headteacher's report

a) Termly report

The governing body received the headteacher's report which contained information regarding the achievements and developments in school since the last meeting including reference to:

Staffing and Finance
Curriculum
Special Needs/Disability
Church and Community Links
Attendance
Buildings
Funding Issues

The headteacher reported that high academic standards continued in school; nevertheless there was still a lot of interesting and enjoyable topics covered as well.

Reverend Gisbourne reported on funds being raised by church for the Olivia project; £800 had been raised so far and the funds would be sent to Uganda to Bweyale Primary School.

Attendance was discussed; this had been good and was now even better.

Preparation for implementing the New Curriculum in September 2014 was in process. This represented a huge challenge.

A DFE comparison table had been issued recently; St Paul's school was 11th out of all primary schools with 96% of pupils achieving Level 4 or above in reading, writing and maths.

The headteacher concluded by regretting that she was unable to access the funding she needed to address emotional and behavioural issues of some pupils who were in need of this support. The school had evidenced deprivation in the past; however it was felt to be increasing with a lot of it being just below the radar as families narrowly missed out on qualifying for various benefits and were therefore ineligible for free school meals and

pupil premium.

b) **Educational visits**

The governing body approved the following residential type B visit:

London – Year 6 - June 2014

14.09 Governor Training and Development

The governing body noted that details of current training courses for school governors were available in the Governors' Training and Development Programme.

The training link governor reported that the following training had been arranged.

Safer Recruitment – on 27 March and 3 April as cluster training.

Church schools training was also available.

New Governor training was recommended for new governors as was Finance training for new members of the Finance and Staffing Committee.

The training link governor was asked to look into Effective governing Body training.

A Skills Audit form would be issued to governors for completion.

Governors were encouraged to complete the Governor Services training survey.

**Training
Link
Governor**

School

Governors

14.10 Policy and Procedures

Lancashire Personnel Policies

The governing body confirmed adoption of the latest version of the county council model policies detailed below:

- Disciplinary Procedure Support Staff (August 2013)
- Grievance procedure Support Staff (August 2013)
- Teacher Discipline Procedure (August 2013)
- Teacher Grievance Procedure (August 2013)
- Appraisal Policy (September 2013)
- Long Term Sickness Absence Procedure (October 2013)
- Short Term Sickness Absence Procedure (October 2013)
- Bullying & Harassment (September 2013)
- Capability - Teachers (September 2013)

Action

- Capability - Support Staff (March 2013).

14.11 The Living Wage

Following a discussion on the County Council's proposal to become a 'Living Wage Employer,' the governing body agreed to:

Adopt the county council approach of the revised grading structure, whereby Spinal Column Points (SCP) 5-10 were removed and a new spinal column point was set at the Living Wage. All staff paid below point 10 would receive this new point set at the Living Wage.

Changes would be effective as of 1 April 2014.

The headteacher agreed to submit the relevant information to the county council immediately.

Headteacher**14.12 Finance****a) Budget 2014/15**

The governing body requested the Finance and Staffing Committee to consider and prepare the 2014/15 budget prior to its formal approval at the summer term governors' meeting.

Finance and Staffing Committee**b) Schools Financial Value Standard (SFVS)**

The governing body noted the information provided regarding the Schools Financial Value Standard and;

- Noted that the approved standard and action plan had been agreed by the Finance and Staffing Committee and had been submitted to the county council.

14.13 Schools Forum Elections

The governing body agreed to delegate to the chair the casting of its vote in any schools' forum elections.

14.14 Admission Arrangements for September 2015 intake

The existing arrangements would continue and the admission number of 30 was confirmed. Governors confirmed that all relevant paperwork had been forwarded to the county council.

14.15 Information

The governing body noted the information provided in respect of:

a) School Provision Planning Update

- b) PE and Sports Grant** – the governing body noted the requirement to publish the information on the school website by 4 April 2014.

c) Support Staff Pay Policy

Governors queried inter-school and intra school sports and it was explained that inter-school sports competitions were attended by Year 5 and 6 whilst intra school competitions were undertaken throughout the school.

14.16 Forums for Chairs and Vice-chairs

The governing body received a report from the Chair concerning topics covered at the latest forum meeting which he had attended.

School Governor rules had been circulated at the forum; the Chair had arranged for these to be circulated to governors.

The re-constitution of governing bodies had been discussed; further clarification would be reported on.

Clerk**14.17 Lancashire Association of School Governing Bodies**

The governing body noted the information received from the Lancashire Association of School Governing Bodies.

14.18 Code of Conduct

The governing body were reminded to note the provisions of the governor's code of conduct in everything they did both in and out of school. If governors were unaware of where to find the code they should contact the headteacher.

14.19 School Crossing Patrol

The headteacher informed the governing body of a proposal to fund the school crossing patrols on a different basis.

Currently the cost to fund the school crossing patrols was £4,500. It had been proposed that in future schools were given £2,000 and then paid for the patrol themselves on the basis that they sought funding to make up the shortfall.

There had been widespread opposition to the proposal and it was not certain that the proposal would go ahead. However governors were asked for their views should the proposal be approved.

After a lengthy discussion it was AGREED that in the interests of safety, the school crossing patrol would be retained and that sponsorship from local firms would be sought. Additionally it was AGREED to discuss with other local schools whose children used the crossing if they would contribute towards the cost,

14.20 Confidentiality

The governing body were asked to keep the details of the admissions confidential until the next meeting.

14.21 Date and time of next meeting

The next meeting of the governing body would be held at 7.30pm, on Thursday 19 June 2014.

Committee meetings would be arranged.

At the end of the meeting the Grace was said.

APPENDIX A**Directorate for Children & Young People - Governors System***School Committees***Scotforth St Paul's Church of England Primary School****Admissions**

Mr J Lailey
 Mrs I Slaney
 Mr H Roberts
 Mrs K Soole
 Mrs A Aylott

Complaints Appeals and Curriculum Complaints

Mr K Seacy
 Mr K Weatherill
 Mr I G Gomersall
 Mrs K Soole
 Mr L Carson Brown

Finance and Staffing

Mr J Lailey
 Mrs I Slaney
 Mr H Roberts
 Mr K Weatherill
 Mrs A Quainoo
 Mr G Rycroft
 Reverend M Gisbourne
 Mrs A Aylott
 Mr L Carson Brown

Lettings

Mrs A Quainoo
 Mr H Roberts
 Mr G Rycroft
 Mr J Mynott
 Mr A Holland
 Mrs A Aylott

Pay Appeals

Mrs A Quainoo
 Mr K Seacy
 Mr G Rycroft
 Mr K Weatherill
 Mr I G Gomersall

Buildings/Health and Safety

Mr A Holland
 Mr K Seacy
 Mrs K Soole
 Mr H Roberts
 Mr K Weatherill
 Mrs H Harrison
 Mr K Rycroft
 Mrs A Aylott
 Mr J Mynott

Curriculum

Mrs L Quayle
 Mr M Campbell
 Mrs I Slaney
 Mr K Weatherill
 Mrs H Harrison
 Mr I G Gomersall
 Mr L Carson Brown
 Mrs A Quainoo
 Reverend M Gisbourne
 Mrs R Atkinson
 Mrs A Aylott
 Mrs K Soole

Grievance

Mr M Campbell
 Mrs L Quayle
 Mrs K Soole
 Mrs I Slaney
 Reverend M Gisbourne

Pay Committee/Committee of Appointed Governors

Mr J Lailey
 Mr H Roberts
 Reverend M Gisbourne

Pupil Discipline

Mr J Mynott
 Mr J Lailey
 Mr K Weatherill
 Mr I G Gomersall
 Mrs I Slaney

Staff Discipline/Dismissal

Mr J Mynott
 Mrs I Slaney
 Mr H Roberts
 Mr I G Gomersall
 Mrs A Quainoo

Staff Review

Mrs L Quayle
 Mr J Lailey
 Mr H Roberts
 Mr K Weatherill
 Mrs H Harrison
 Mrs A Aylott

Nominated Governors

SEN – Keith Weatherill
 Training Link – Mr M Campbell
 Child Protection/LAC – Mrs I Slaney
 Literacy – Mr K Seacy
 Numeracy – Mr I G Gomersall
 RE and Worship – Reverend M Gisbourne
 FOSSY – Mrs L Quayle and Mr Carson Brown
 PHSE – Mrs K Soole
 ICT – Mr I G Gomersall
 Science – Mr K Weatherill
 Art and DT – Mr J Mynott
 Music and French – Mrs H Harrison
 Sport and Topic – Mr J Lailey
 Assessment – Mr K Weatherill
 Early Years – Mrs I Slaney
 LASGB Representative – Mrs I Slaney
 Buddy – Reverend M Gisbourne
 Pupil Voice – Mrs R Atkinson

Staff Discipline/Dismissal Appeals

Mr J Lailey
 Mr K Weatherill
 Mrs K Soole
 Mr M Campbell

SEF

Mrs K Soole
 Mrs R Atkinson
 Mrs A Aylott
 Chair of Governors
 Vice-Chair of Governors

Independent Scrutineer

Mrs G McCullum