

Governor Services, Traded Services (Start Well)

**SCOTFORTH ST PAUL'S CHURCH OF ENGLAND PRIMARY AND NURSERY SCHOOL
(01006)**

Minutes of the governing body meeting held at the school on Thursday, 23 June 2016.

Present:

Mr H Roberts (Chair)
Mrs R Atkinson
Reverend M Gisbourne
Mr I G Gomersall
Mr J Lailey
Mr P Metcalfe
Mr J Mynott
Miss D Park
Mrs A Quainoo
Mrs L Quayle
Mr K Weatherill

Mrs A Aylott (Headteacher)

Also Present:

Ms C Atkinson (Clerk to governors)
Miss SJ Huddleston

Apologies:

Apologies for absence were received and accepted from Mrs Soole, Mr Carson Brown and Mrs I Jolley.

Opening prayers said by Rev Gisbourne

Action

16.20 Governing Body Matters

a) Declaration of Interest

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

b) Membership

The clerk advised the governing body of the following:

Mr H Roberts would complete the application for re-appointment as a foundation governor. **Mr Roberts**

There was a vacancy for a parent governor. The headteacher would make arrangements for an election at the beginning of the autumn term. **Headteacher**

16.21 Minutes of the Previous Meeting

It was agreed that the minutes of the meeting held on Wednesday, 9 March 2016, having been circulated, be approved and signed by the chair as a correct record subject to the following change:

Title: change to, '....primary **and nursery** school.'

16.22 Matters Arising from the Minutes

Matters arising from the Minutes (Minute 16.03 refers)

It was confirmed that the defibrillator signs had now been installed.

A meeting between Mrs Atkinson and Mrs Jolley, the looked after children nominated governor, had not taken place as the child concerned was no longer in this category.

Governor Training and Development (Minute 16.13 refers)

The meeting to evaluate the effectiveness of the governing body would be scheduled for the autumn term.

Chair

16.23 Committee Reports

- a) The governors noted and accepted the minutes of the Finance and Staffing Committee meeting held on Wednesday, 18 May 2016.

The committee had looked at the outturn statement and noted a carried forward balance of £95,301. It had been noted that the pupil premium grant for 16/17 was lower than many schools. The expenditure of this money had been detailed to governors. Governors had been informed that the headteacher had been asked to work as an associate head for a school in Fleetwood. The positive impact this would have on the budget had been explored.

It was reported that the work to upgrade the kitchen could go ahead as the bid for £74,500 from the Blackburn Diocese had been successful. The Ripley Trust had approved the 10% contribution from governors. It was felt that more money may be needed to cover the work and governors agreed to put an extra £20,000 into the PROP fund, thereby causing a reduction in the carried forward figure for 2016/17.

The curriculum committee had to be cancelled.

The Building committee would schedule a date to look at the kitchen

plans, once prepared, with the intention that the kitchen building work could go ahead over the summer holidays.

16.24 Nominated Governors

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

Reverend Gisbourne was thanked for his report.

- b) The governing body received a report from Mrs Quayle on work undertaken for FOSSY.

Governors were informed that the school fair would take place on Friday, 1 July between 5-7pm. It was explained that the swimming lessons had to be cancelled due to the closure of Ripley swimming pool and no alternatives being available for use. It was hoped that these would resume in the autumn term.

Mrs Quayle was thanked for her report.

- c) The governing body received a report from Mr Lailey on work undertaken in school regarding sport.

Recent school successes were reported including the school winning the swimming, netball and cricket tournaments. There had been an orienteering event held in Williamson park and it had been very pleasing that 250 children and parents had turned up.

Mr Lailey was thanked for his report.

- d) The governing body received a report from Mrs Atkinson on work undertaken in school regarding Pupil Voice.

It was reported that children had written to Mrs Nicky Morgan, secretary of state for Education and their local MP regarding the SAT tests.

Mrs Atkinson was thanked for her report.

- e) The governing body received a report from Mrs Quayle on work undertaken in school regarding music.

Cinderella Rockefeller had been an excellent event, enjoyed by the children. The KS2 choir had performed in Charlie the Cello. A talent show was scheduled for Tuesday, 12 July which would include a wide variety of performances from the children.

Mrs Quayle was thanked for her report.

- f) The governing body received a report from Mr Weatherill on work undertaken in school regarding assessment.

Mr Weatherill had attended a useful session on assessment at the chair's forum. This had confirmed that the school was doing everything necessary for introducing the new assessments.

Mr Weatherill was thanked for his report.

16.25 Chair's Action

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

- Agreement to the headteacher taking up the position as associate headteacher at a school in Fleetwood. (Work at Warton as Associate was coming to an end.)

In response to governors' questions, Mrs Aylott said that there was an expectation that she would act as an associate headteacher for other schools given the school's status as a lead support school. Governors asked if this could be communicated to parents. (News of previous associate Headships had already been shared with parents.) Governors also asked if the deputy headteacher would get sufficient time to act up as headteacher when Mrs Aylott was not in school. It was confirmed that this was the case as one teacher on a temporary contract was being retained to allow this time. The cost could be justified, given that the school would receive additional money for Mrs Aylott acting as an associate headteacher.

Headteacher

- Agreement to take an additional 20K out of the 2016/17 budget to ensure there was sufficient money to cover the cost of the upgrading of the school's kitchen. It was reported that a decision had been made to go ahead and use Pinnington's as the contractor rather than go out to tender. The school had used this firm in the past and had been satisfied with the work. Having a tender process tender would delay the work going ahead over the summer holiday.

16.26 School Improvement

The governing body received a progress report from the headteacher on the implementation of the School Development Plan.

The headteacher said that some key priorities in the future plan were around assessment, PE and spelling, punctuation and grammar (SPAG) and pupil's presentation of work. She proposed monitoring

progress through the plan at committee meetings. Governors were invited to a meeting with staff to put together the plan for the forthcoming year. The date of this meeting would be confirmed.

Headteacher

16.27 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. Reference was made to:

Curriculum and Assessment

This had been very difficult for the school to manage, due to the raising of the standards and the in-year changes.

Teaching and Learning

The headteacher was confident that this remained high across the school, despite the challenges caused by the new curriculum.

Dashboard Data

The headteacher shared this data with governors, which was for 2015. It was very pleasing that 100% of pupils had achieved Level 4+ in reading, writing and mathematics, against the floor standard of 65% of children.

b) Unavoidable School Closures

The governing body was informed there had been no unavoidable school closures since the last meeting.

16.28 Educational Visits

a) Educational/Off Site Visits Policy and Guidelines

The governing body:

- Received and noted information concerning the health and safety of pupils on educational visits.
- Confirmed that the appointed Educational Visits Co-ordinator(s) for the school was Sarah Huddleston
- Confirmed the agreed reporting instructions as:

The governing body to approve residential type B visits only prior to submission to Lancashire County Council.

The headteacher 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 school had been sent an e-proforma showing the current information held by Lancashire County Council and instruction for its completion and return by 9 July 2016.

b) Approval and Evaluation of Educational Visits

There were no visits to approve at this time.

16.29 School Budget 2016/17 and Budget Outturn 2015/16

Following consideration of the information provided by the Finance and Staffing Committee, the governing body:

- noted the school's outturn position for 2015/16;
- noted the revenue income of £934,248 and proposed revenue expenditure of £972,616 resulting in a net in year deficit of £38,368 and;
- considered the effect on school balances and noted the estimated balance of £95,301 brought forward from the previous year which would result in a forecast carry forward balance of £56,933 into 2017/18.

The governing body approved the total revenue expenditure of £972,616 for 2016/17 as recommended by the Finance and Staffing Committee.

The governing body confirmed that the Income and Expenditure form had been submitted to the county council.

16.30 Policies and Procedures

a) Cost of Living Pay Award

The governing body considered the information provided and agreed:

- (i) To apply the cost of living pay award in the way that the county council recommended.

b) Performance Management and Pay

The governing body confirmed the membership of the Appraisal,

Pay and Pay Appeals Committees as follows:

Pay/Committee of Appointed Governors

Mr J Lailey
Mr H Roberts
Reverend M Gisbourne

Pay Appeals

Mr K Weatherill
Mr I G Gomersall
Mrs A Quainoo
Mr P Metcalfe

c) 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 prior to the meeting (to the clerk for inclusion on the agenda for the meeting - minimum 21 days prior to 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.

16.31 Governor Training and Development

a) Training Link Governor Report

The training link governor reported on forthcoming training opportunities for governors:

- New Governors course – 30 June and 7 July 2016
- Appraisal and pay committee training – 25 June 2016

- Curriculum for governors – 5 July 2016

Governors were encouraged to take up any opportunities for training.

b) Skills Audit

The governing body agreed that the skills audit would be updated. The chair was requested to arrange the update of the existing document. **Chair**

c) GEL e-learning

The governing body noted the information in relation to the changes to the GEL e-learning developments.

16.32 School Admissions

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

A suggestion was made on whether the admissions criteria should be changed to have a category for children of staff at the school. A discussion took place on the pros and cons of children of staff at the school attending the school and whether all staff would be included. It was decided to discuss this further at the admissions committee in October, to which all governors were invited. A formal decision would then be made at the next governing body meeting.

**Admissions
committee
/Autumn term
governing
body meeting**

16.33 DBS Checks

The governing body confirmed that arrangements had been made to ensure a DBS check was in place for each governor.

16.34 For Information

The governing body noted the information provided in respect of:

- a) Interim Head of Governor Services
- b) Governance Handbook
- c) Governance videos – HMI Belita Scott
- d) The Government White Paper – Educational Excellence Everywhere.

16.35 Forums for Chairs and Vice-Chairs

The governing body received a report from the vice-chair concerning topics covered at the latest forum meeting. This had explored the main detail within the Education Excellence Everywhere white paper.

The chair confirmed that he hoped to be able to attend the next meeting.

16.36 LASGB

The governing body noted that information regarding the LASGB was available via their website.

16.37 Confidentiality

There were no items deemed confidential.

Governors were reminded of the need for confidentiality in particular if there was sensitive information in the minutes of the finance and staffing committee.

16.38 Date and Time of Next Meeting

The next meeting of the governing body would be held at 6.30pm, on Thursday, 10 November 2016.

Dates for governing body meetings for the rest of the year were set as:

Thursday, 9 March at 6.30pm

Thursday, 6 July at 6.30pm.

Governors were thanked for their attendance. Reverend Gisbourne finished the meeting with a prayer.