

SCHOOL NUMBER

01006

**DIRECTORATE FOR CHILDREN AND YOUNG PEOPLE
AREA NORTH**

**SCOTFORTH ST. PAUL'S CHURCH OF ENGLAND
PRIMARY AND NURSERY SCHOOL**

Minutes of the governing body meeting held at the school on Monday, 29 June 2015 at 7.30pm.

Present:

Mr H Roberts (Chair)
Mrs R Atkinson
Mr M Campbell
Mr L Carson Brown
Reverend M Gisbourne
Mr I Gomersall
Mr P Metcalfe
Mr J Mynott
Mrs A Quainoo
Mrs L Quayle
Mr K Seacy
Mrs K Soole
Mr K Weatherill
Mrs A Aylott (Headteacher)

Also Present:

Mrs L Kirby (Clerk to Governors)
Miss S Huddleston (Observer)

Apologies:

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

The chair welcomed all governors to the meeting, particularly Mr P Metcalfe to his first meeting of the governing body.

Reverend M Gisbourne opened with a prayer.

ACTION

15.20 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 P Metcalfe had been appointed to the governing body as a

PCC nominated foundation governor.

The following foundation governors were coming to the end of their terms of office as foundation governors:

- Mr K Weatherill – 31 August 2015
- Mr H Roberts – 31 October 2015

c) Publication of Governors' details and the Register of Interests

The governing body noted the information in relation to the publication of governors' details and the Register of Interests and requested that the headteacher make the necessary arrangements to ensure that the school website was updated to comply with the latest requirements.

Headteacher

The headteacher was asked to ensure that those unable to attend the meeting completed the necessary form.

Headteacher

d) Governing Body Constitution

The governing body noted receipt of the new Instrument of government effective from 24 March 2015.

The governing body confirmed adoption of parent and staff election procedures as provided by the county council.

The governing body considered arrangements for the appointment of governors made by the governing body and agreed it would be by co-option of nominations at a meeting of the full governing body.

15.21 Minutes of the previous meeting

It was agreed that the minutes of the previous meeting held on 11 March 2015, having been circulated, be approved and signed by the chair as a correct record.

15.22 Matters arising from the minutes

Minute 15.03 (Matters arising from the minutes) refers:

The headteacher reported that the defibrillator had been moved to a suitable location. It was accessible by the community and did not pose a risk to children walking past. Mr L Carson-Brown agreed to supply a sign to denote the defibrillator location, to the site supervisor, for the front of school.

Mr L Carson-Brown

Mr P Metcalfe confirmed that he had had his photograph taken and that it had been added to the governor board.

Mr K Seacy noted that the first governor newsletter had had a good response and encouraged all present to keep up the momentum. Mr J

Mr J Mynott /
Mr P Metcalfe

Mynott and Mr P Metcalfe kindly agreed to write a summary of the year's activities for publication before the end of term.

Minute 15.04 (Change of school name) refers:

The headteacher confirmed that the school name had been changed on EduBase.

Minute 15.18 (Date and time of future meetings) refers:

It was noted that the date of the summer term meeting was changed after the meeting, from Thursday 18 June 2015 to Monday 29 June 2015.

Questions and Comments

Minute 15.19 (Membership of committees) refers:

A concern was raised about potential conflicts of interests of governors named on various committees. The clerk explained that the quorum for the statutory committees was three and that all governors would be checked for their eligibility to sit on the committee. **It was agreed** that a full committee review would take place at the autumn term meeting.

Clerk

15.23 Committee reports

- a) The governors noted and accepted the minutes, previously circulated, of the Buildings and Health and Safety Committee meeting held on 13 May 2015 and the Health and Safety Report of 11 March 2015.

The chair reported that the kitchen would be refurbished in 2016, if the school was successful with their LCVAP (Local Education Authority Co-ordinated Voluntary Aided Programme) bid.

Questions and Comments

In response to a governor question the chair confirmed that the school crossing patrol continued to be funded by the local authority.

Governors commended the work of the site supervisor and noted that the school remained clean and tidy. The headteacher was asked to pass on the thanks of the governing body.

Headteacher

- b) The governors noted and accepted the minutes, previously circulated by email, of the Finance and Staffing Committee meeting held on 13 May 2015.

The chair reported that the new on-line payment system, Tucasi, was live.

- **Budget 2014/15**

A healthy balance had remained at the end of financial year 2014/15, due to good financial management and income from the new school nursery. £76,278 had carried forward in reserves.

A discussion had been held on energy. Although it was difficult to compare usage, due to changes in energy prices, it was felt that the new boilers were more effective. Staff members were pleased that the temperature in rooms was more controllable.

- **Budget 2015/16**

Governors were referred to the report that reminded governors of their core functions. Attention was drawn to the background information supplied and the spending assumptions made.

The chair explained that pension and national insurance contributions had increased and that the funding allocation had decreased.

All governors were reminded of the importance of the Pupil Premium Grant and asked to have an awareness of how it was used to support eligible children. £22,700 had been received for the 2015/16 financial year.

Governors were referred to the budget summary previously circulated. Increased teaching costs were due to the increase in contributions and an extra member of full time staff for the nursery.

Questions and Comments

Governors noted the proposed deficit budget, affordable due to the money in reserves, and asked about the next financial year. The chair and headteacher agreed that the Finance and Staffing Committee would need to be aware of the situation and plan accordingly.

In response to governor questions the following answers were given:

- The income from the nursery had been included as a conservative estimate as exact numbers were not known.
- The income from nursery was not shown as a separate income line, it was included with the funds delegated from the local authority.
- The income from facilities and services included additional income from the nursery. This was generated by parents paying for additional hours within the setting above the 15 hours free entitlement.
- The 'income from catering' was the income from children in key stage two. The Universal Infant Free School Meals grant was listed as 'additional grant for schools.'
- It was difficult to know if all families eligible for the Pupil Premium Grant were claiming. Information was provided in the pack for new Reception children. The importance of claiming for a grant if eligible was explained at meetings and in individual conversations. It was expected that all, or nearly all, that were eligible had claimed. It was noted that many other families were just above the threshold.
- The plan for next year was to fill nursery. If necessary a review of

staffing would take place.

- Reception would be full in September 2015. Some places were still available for nursery. Mrs R Atkinson explained that new children could join nursery at different points throughout the year, depending on when they turned three.

A discussion was held on converting to an academy. As a voluntary aided school the only option would be to become part of the Diocesan multi-academy trust. Mr I Gomersall, the chair and headteacher all confirmed that there would be no financial benefit and it was agreed that academisation was not to be pursued at the current time.

Governors noted that income received from catering exceeded expenditure. Various suggestions were considered including bringing catering in-house and banning packed lunches. The headteacher explained that the unit cost of providing a meal reduced as uptake increased. The headteacher confirmed that the cook was able to cater for allergies and intolerances but acknowledged that some children were picky eaters. It was also agreed that, for a family with several siblings, packed lunches were more affordable.

It was agreed that the school continue to promote meals to all, especially those in key stage one entitled to a free school meal.

Governors thanked the headteacher and Mrs G McCallum for their hard work in preparing the budget.

- c) The governors noted and accepted the minutes, previously circulated by email, of the Curriculum Committee meeting held on 10 June 2015.

Committee chair, Mr K Weatherill, confirmed that the committee had examined RAISE online data and referred governors to the summary report circulated. Mr Weatherill explained that RAISE online was one of the schools used to assess performance and inform the next year's School Development Plan (SDP).

Governors were pleased to note that overall achievement remained Outstanding and that pupils made very good progress through key stage two, ending year six with standards well above the national average in reading, writing and mathematics.

The headteacher reported that writing would be a priority area of the next SDP, with hand writing as a sub section.

Mr Weatherill referred to the draft terms of reference circulated and the governing body agreed that the committee name be changed to a Curriculum and Standards Committee. It was agreed that the committee review and adopt terms of reference at their autumn term meeting.

**Clerk /
Curriculum and
Standards
Committee**

Mr Weatherill confirmed that the committee had evaluated four recent educational visits to assess their impact and benefits for the pupils.

15.24 Nominated governors

- a) Mr L Carson-Brown invited all present to the FOSSY (parent teacher association) summer fair on Friday 3 June 2015 between 5pm and 7pm.
- b) Mr J Mynott commended the recent art show. He noted that it had been well attended with some excellent exhibits on show.
- c) The governing body received a verbal report from Mrs R Atkinson regarding the pupil voice.

All governors

Mrs Atkinson reported that children had been involved in collecting glasses for overseas charities, collecting food for local food banks, speaking in assembly and writing for the newsletter. The children had asked that donations from the key stage two show be sent to Water Aid in Nepal.

Mrs Atkinson confirmed that she had talked to a range of children to gauge their opinions about what mattered to them in school. They liked having students in classes, the salad bar at lunchtimes, discos and lunchtime play leaders. Some did not like split playtimes, as they missed seeing their siblings, and others missed being able to use the library at dinnertimes.

Questions and Comments

The headteacher was asked why the library was not available at lunchtime and whether this could be reconsidered. In response the headteacher explained that there had been various concerns; books had gone missing and there had been an instance where a child in key stage one had taken home an inappropriately aged book after selecting it at lunchtime, so it was imperative that book choices were checked if the library were to reopen at lunchtime. It was noted that teachers were entitled to a lunch break and so could not be asked to take on additional tasks, such as running the library, in their free time.

It was agreed that a love of reading was to be encouraged. As the children had asked for the library to be open more often, the **headteacher was asked to** consider ways that this could be facilitated.

Headteacher

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

Mrs Quayle highlighted that year two had attended the local music festival in March. Children continued to learn instruments and take grading tests. Governors were invited to see children playing guitars and

flutes at a forthcoming assembly on Friday 10 July 2015.

- e) The governing body received a verbal report from Mr K Weatherill on assessment.

Mr Weatherill reported that he had attended the assessment working group earlier in the year.

He reminded all governors that levels would no longer be used as a way of grading pupils. Preparations for working without levels were going well.

Governors were referred to the moderation information previously circulated. Key stage one had been moderated on 9 June 2015 and key stage two writing had been moderated on 4 June 2015. In both cases teacher assessments had been as accurate and consistent with national standards.

The headteacher confirmed that she continued to work with local primary school headteachers and some secondary school headteachers. This had highlighted the difficulty of the transition between primary and secondary education. From September 2015 all primary schools would be free to determine their own methods of assessment. This would be difficult for the secondary schools as they would receive varying information from their feeder primaries.

- f) Mr P Metcalfe was invited to contact Reverend M Gisbourne with any questions, in his role as buddy governor.

Mr Metcalfe requested an acronym sheet and the clerk agreed to facilitate this.

Clerk

15.25 Chair's action

The chair's report was deemed confidential and minuted as such.

15.26 School Improvement and self-evaluation

All governors were invited to the September meeting of the Curriculum and Standards Committee where the subject leaders would explain their subject evaluations and suggestions could be made for the next SDP.

All governors

15.27 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, previously circulated by email, was received and noted.

The headteacher highlighted that attendance was excellent. There had been a slight dip due to a norovirus outbreak but it had not had a big impact overall.

Some excellent comments had been received from parents regarding SEN (special educational needs) support.

Thanks were expressed to those that helped in school, particularly Anne Randall (ex deputy headteacher), Mrs A Quainoo and Mrs K Soole.

- **PHSE/Sex Education**

The headteacher reported that the PHSE/Sex Education Policy required review. There was a wide variety of information and guidance available and the headteacher cited examples of some suggested topics.

Governors agreed that information had to be age, location and community appropriate.

It was agreed that a staff working party be set up with governor involvement. A questionnaire would be sent out to parents.

- **Aspire**

The headteacher reported that the school had been part of Aspire, a not for profit business established in the local area. The work of Aspire had now ended and the school would receive £3696.97. Following a brief discussion it was agreed that the money be put to the work of the Lancaster and Morecambe cluster to enable them to continue to offer services and resources that benefitted the school. The headteacher was asked to facilitate this.

Headteacher

b) Unavoidable School Closures

There had been no unavoidable school closures.

15.28 Educational visits

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

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 for the school was Sarah Huddleston.
- Confirmed the agreed reporting instructions as:
 - The governing body/management committee 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/management committee meeting each term.
- Requested the headteacher to complete the e-proforma to confirm the details held by the Liaison and Compliance Team and to return it to them by 10 July 2015.

Headteacher

b) Approval and Evaluation of Visits

Governors were referred to the recent evaluations as detailed in the Curriculum Committee meeting minutes.

15.29 Finance

School budget 2015/16

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

- noted the revenue income of £914,982 and proposed revenue expenditure of £971,260 resulting in a net in year deficit of £56,278 and;
- considered the effect on school balances and noted the estimated balance of £76,278 brought forward from the previous year which would result in a forecast carry forward balance of £20,000 into 2016/17.

The governing body approved the total revenue expenditure of £971,260 for 2015/16 as recommended by the Finance Committee.

The headteacher confirmed that the Income and Expenditure form would be submitted to the county council with the support of finance officer, Peter Mashiter.

**Headteacher/
Peter Mashiter**

15.30 Policies and Procedures

a) Social Networking Sites and Social Media Policy

The governing body confirmed adoption of the Lancashire County Council model policy.

b) Disqualification by Association

The governing body confirmed that appropriate arrangements were in place to comply with the legislation.

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

Voting would be by a secret ballot

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.

15.31 Governor training and development**a) Training Link Governor Report**

Mr K Weatherill reported that he had attended level one child protection safeguarding training at Thurnham Glasson Christ Church, Church of England Primary School.

Mr Weatherill and Reverend M Gisbourne both reported that they had undertaken training in SIAMS (Statutory Inspection of Anglican and Methodist Schools).

The chair reported that he had attended the third session of a Chair's Continuous Professional Development Course and this had focussed on tackling difficult questions and improving listening skills.

Mr P Metcalfe was asked to attend a new governor training course.

Mr P Metcalfe

b) Skills Audit

The governing body acknowledged that the skills audit was a useful way of assessing the skills, knowledge and experience of the governing body. It was also noted that this was a useful tool to identify training needs and a means of identifying the qualities, skills, experience and knowledge when looking to recruit to vacancies on the governing body.

It was agreed that the skills audit would be undertaken. All governors were asked to complete the audit in their information book and hand them to Mr M Campbell, training link governor, or to the school office

All governors

within the next two weeks.

The clerk agreed to send Mr Campbell a matrix so that the results could be compiled.

Clerk

15.32 Information and Updates

The governing body noted the information provided in respect of:

- a) Agency Workers Regulations
- b) Head of Governor Services
- c) Forums for Chairs and Vice Chairs

The chair reported that he had attended the district one forum on 23 June 2015. Topics had included the new Ofsted inspection framework accountability and governance, and school reforms.

The chair emphasised that it was important that all governors were aware of how the school would perform against the new standards. Governors were referred to the minutes of the Curriculum Committee for further information.

Information had been received about children looked after (CLA) in school. Although there were none in school at the current time Mrs R Atkinson was noted as their designated teacher.

15.33 Lancashire Association of School Governing Bodies (LASGB)

The governing body noted the information provided on behalf of the LASGB.

15.34 Confidentiality

Minute 15.25 Chair's action was deemed confidential and minuted as such.

15.35 Date and time of future meetings

The next meeting of the governing body would be held at 7.30pm, on Tuesday 20 October 2015.

The spring term meeting would be held at 6.30pm, on Wednesday 9 March 2016.

The summer term meeting would be held at 7.30pm, on Thursday 16 June 2016.

The chair thanked all governors for attending and the meeting closed with the Grace at 9pm.

Signed: _____

(Chair)

Dalton

Date: _____

28/10/2015