

DIRECTORATE FOR CHILDREN AND YOUNG PEOPLE  
AREA NORTH

SCOTFORTH ST PAUL'S CHURCH OF ENGLAND PRIMARY SCHOOL

Minutes of the meeting of the governors held at the school on Thursday 14 June 2012 at 7.00pm.

**Present:**

Mr H Roberts (Chair)  
Mrs R Atkinson  
Mr M Campbell  
Mr I G Gomersall  
Mrs H E Harrison  
Mr A Holland  
Mr M Pearson  
Doctor C Rogers  
Mrs J Vickers  
Mr K Weatherill  
Mrs A Aylott (Headteacher)

**Also Present:**

Mrs B Shackleton (Clerk to Governors)  
Miss S J Huddleston (Deputy Headteacher)

**Apologies:**

Apologies for absence were received and accepted from Canon J Frost, Reverend M Gisbourne, Mrs J Goody, Mr J Helm, Mr J Lailey and Mrs I Slaney.

Malcolm Campbell and Martin Pearson were welcomed to their first meeting.

The meeting opened with prayers.

**12.21 Governing body matters**

**ACTION**

**(a) Membership**

- **Appointment:** Mr M Campbell, parent governor, with effect from 4 May 2012
- **End of term of office:** Doctor C Rogers, authority governor, with effect from 31 August 2012
- **Vacancy:** One foundation governor (PCC, parent)

Doctor Rogers advised that he would not seek re-appointment for a further term of office. Governors regretted his leaving, and offered their sincere and warm thanks for his service over the past 28 years.

**(b) Declaration of interest**

There were no declarations of interest.

**12.22 Minutes of the Previous meeting**

It was **resolved – that** the minutes of the meeting held on 15 March 2012, having been circulated, be approved and signed by the chair as a correct record.

**12.23 Matters arising from the minutes****12.04b) Attendance**

This letter had not yet been completed, but would be sent out in the autumn term once the new intake of pupils had arrived.

**Headteacher****12.09 District 1 Business Proposal**

The application had been completed and a business plan received, which was available for governors to inspect. (The plan was no different from the draft.) It was also noted that the school had paid its share (£600) towards the setting up and running of the company. The governing body formally AGREED the business plan.

**12.10a) Equality Act Guidance**

As the Curriculum Committee had not met, this item was deferred to their next meeting.

**Curriculum  
Committee****12.14 Revision to Faith Route Criteria**

Reverend Gisbourne and Canon Frost had worked together to prepare a paper on this. It was proposed that a special Admissions meeting be held (to which all governors would be invited) at which this paper would be discussed. Decisions from this meeting would be sent to the next governing body meeting for ratification.

**Admission  
Committee  
Clerk****12.24 Committee reports****(a) Buildings and Health and Safety Committee**

The governors noted and accepted the minutes of the Buildings and Health and Safety Committee meeting held on 30 May 2012.

The LCVAP bid for the replacement of the KS2 boilers and the upgrade of pipework had been successful. The total cost was given as £162,840. The whole of the school's DFC (Devolved Formula

## **ACTION**

Capital) would be committed to this and the LCVAP portion was £125,793. The school would ask the Ripley Trust for help with the payment of the governors' 10%. The headteacher had spoken to Julian Lailey and would write to the Trust.

**Headteacher**

Following a question, it was noted that there was no date set for going out to tender. The site had only just been inspected. Paul Simpson (property consultant) had offered to attend a Buildings Committee meeting (once he had something to say), but the headteacher was trying to move things on more quickly. The chair of governors agreed to send an email to Andrew Hird (Head of Building Asset Maintenance) to see if he could help with this.

**Chair of governors**

### **(b) Finance and Staffing Committee**

The governors noted and accepted the minutes of the Finance and Staffing Committee meeting held on 30 May 2012.

#### **Finance**

The balance brought forward from 2011/12 was given as £89,258.99. Governors thanked the headteacher and Gillian McCallum for their stewardship and management of the budget.

For 2012/13, the proposed school budget was £783,495 and an in-year deficit of £49,167 was predicted, giving an estimated carry forward figure of £49,858. Question: What will happen the year after? Answer: This had been discussed thoroughly at the committee meeting and measures would need to be taken to keep the school financially viable. The situation would have been even worse if the school had not been losing a very experienced teacher and replacing her with a less experienced one. (Budget approval is minuted at minute 12.35.)

#### **Staffing**

It was noted that the headteacher and deputy headteacher were working two days a week and one day a week respectively at Carleton St Hilda's Primary School which had been put into special measures.

### **(c) Curriculum Committee**

The governors noted that this committee had not met during the term.

### **(d) Review of Committee Membership**

It was agreed that Mr Pearson join the following committees: Finance and Staffing, Buildings/Health and Safety and Lettings and that Mr Campbell join the Curriculum Committee.

**Clerk**

**12.25 Reports from nominated governors**

(a) The governing body received a report from Mrs Vickers, the child protection governor. She had attended a course on 26 April and been involved in interviews in her role as Safer Recruitment Governor.

Mrs Vickers was thanked for her report.

(b) The governing body received a report from Mrs Harrison on FOSSY. There was around £5,000 in the FOSSY account, but £4,000 of this was due to be handed over to the school. For the first time for a very long time, FOSSY had made a loss with swimming. The swimming teacher seemed more committed now, and children were being encouraged to take part in swimming classes, so it was hoped that the situation would improve. Governors were cordially invited to attend the summer fair on Friday 13 July at 5.00pm. Officers were noted as: Lindsay Carson Brown – Chair, Gary Rycroft – Treasurer, and Steph Smith – secretary.

Governors were also reminded about the Olympic torch event on Friday 22 June.

Mrs Harrison was thanked for her report.

**12.26 Chair's report**

The chair provided a report on action taken since the last meeting. He had agreed that the headteacher could help to support Carleton St Hilda's school when it had gone into special measures. The report regarding this school had taken two months before publication and had been confidential until this had happened.

**12.27 Headteacher's report**

The governing body received the headteacher's report which contained information regarding; extra-curricular activities, church and community links, buildings, staffing and finance and curriculum.

Governors congratulated the school staff on the extra-curricular activities including cheer leading and cricket. They were interested in the Rose Queen where the criterion was to be a 'good friend'. They were pleased to hear the positive news about Mrs Hannan's health.

School staff were thanked for their work in 'keeping the school going' whilst the headteacher was attending Carleton St Hilda's.

The chair thanked the headteacher for her comprehensive report.

## **ACTION**

<b>12.28</b>	<b>(a) School improvement/Self Evaluation</b> <p>These would be discussed at committee meetings. The main focus of the school development plan was:</p> <ol style="list-style-type: none"><li>1. Embedding of the Creative Curriculum</li><li>2. ICT – across the curriculum</li><li>3. Improving the physical environment, especially the playground</li></ol>	
<b>12.29</b>	<b>Educational visits</b> <p><b>(a) Approval of proposed visits</b> There were no visits to approve.</p> <p><b>(b) Monitoring and evaluation of recent visits</b> The governing body requested that the Curriculum Committee review the impact of any recent educational visit.</p>	<b>Curriculum Committee</b>
<b>12.30</b>	<b>Governor training and development</b> <p><b>(a) Training link governor report</b> Mr Campbell agreed to become the training link governor and he was thanked for this.</p> <p><b>(b) Skills audit</b> It was agreed that this be undertaken at the autumn term meeting. The clerk was asked to send out individual skills audit form with the agenda.</p>	<b>Clerk</b>  <b>Clerk</b>
<b>12.31</b>	<b>School Appraisal and Capability Procedures</b> <p>The governing body noted the information provided regarding the availability of model policies for Appraisal and Capability. Due to the timescales involved it was agreed to delegate to the Finance and Staffing Committee the power to review and adopt policies for use from the autumn term.</p> <p>The Pay Committee would meet after the Finance and Staffing Committee meeting to discuss the headteacher's ISR.</p>	<b>Finance and Staffing Committee</b>  <b>Pay Committee</b>
<b>12.32</b>	<b>Whistleblowing Policy</b> <p>The governing body noted that minor amendments had been made to the previously adopted Whistleblowing Policy. It was agreed to adopt the policy which was available on the Schools' Portal.</p>	
<b>12.33</b>	<b>Behaviour Policy</b> <p>The governing body noted that guidance on a Behaviour and Attendance Policy was being produced and would be available for</p>	<b>Headteacher</b>

## **ACTION**

making revisions to the school's policy in the autumn term.

### **12.34 Model Whole-School Pay Policy**

This would be sent to the Finance and Staffing Committee for consideration at their next meeting and then to the governing body.

**Finance and  
Staffing  
Committee &  
Clerk**

### **12.35 Finance**

#### **(a) School budget 2012/13**

The governing body approved the school budget of £783,495 (net) for 2012/13 as recommended by the Finance and Staffing Committee.

#### **(b) Schools Financial Value Standard (SFVS)**

The governing body noted the information provided regarding the SFVS and requested that the Finance and Staffing Committee complete the required work involved in order to achieve the Standard.

**Finance and  
Staffing  
Committee**

### **12.36 Admission arrangements for September 2014**

The governing body noted the information provided regarding the introduction of a new admissions code for the September 2014 intake.

### **12.37 Net Capacity Assessment**

The governing body noted the information provided regarding the net capacity assessment being conducted by the local authority in the autumn term. The headteacher would make sure that arrangements were made to ensure that the school's net capacity assessment was correct and up-to-date.

**Headteacher**

### **12.39 Information**

The governing body noted the information provided in respect of:

- (a)** Ofsted Consultation
- (b)** Infant Class Sizes
- (c)** EYFS Revised Statutory Framework (The headteacher has attended a briefing and the FS teacher would be undertaking training in July as soon as the framework is fully published.)
- (d)** Ofsted Inspection arrangements for Early Years
- (e)** Changes to KS4 Qualifications.

### **12.40 Chairs' forum**

The governing body noted the information provided regarding future dates for chairs' forums. The chair had attended this term's forum and advised governors briefly about what had been discussed



(including the new governing body constitution regulations).

**12.41 Election of governing body chair and vice chair**

The governing body noted the options available for the appointment process for chair and vice chair when appropriate. However it was agreed that these decisions would not be made at this meeting. Both the chair and the vice chair had been elected for a four year term of office and elections were not due until the autumn term of 2013.

**12.42 Lancashire Association of School Governing Bodies**

- The governing body noted the information provided on behalf of the LASGB.
- Nominations for governors who are an invaluable asset to schools: The clerk was asked to inform the LASGB that this was a good idea, but that the deadline of 1 May for nominations was too early. Most governing bodies held their summer term meetings after this date.

**Clerk**

**12.43 Confidentiality**

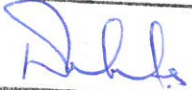
The headteacher's report was deemed to be confidential.

**12.44 Date and time of next meeting**

Governing body meetings for the academic year 2012/13 were agreed as:

Thursday 8 November 2012 at 6.30pm  
Thursday 14 March 2013 at 6.30pm  
Thursday 13 June 2013 at 7.30pm

The meeting closed at 8.45pm.

Signed: _____ (Chair)	
Date: _____	8/11/2012

