

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

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

Minutes of the governing body meeting held at the school on Thursday, 19 June 2014.

**Present:**

**Mr H Roberts (Chair)**  
**Mr M Campbell**  
**Mr L Carson Brown**  
**Reverend M Gisbourne**  
**Mr I Gomersall**  
**Mr J Lailey**  
**Mr J Mynott**  
**Mrs A Quainoo**  
**Mrs L Quayle**  
**Mr G Rycroft**  
**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 were received and accepted from Mrs R Atkinson, Mr A Holland and Mrs I Slaney.**

Mrs A Quainoo was welcomed to her first meeting of the full governing body.

Reverend M Gisbourne opened the meeting with a prayer.

**14.22 Governing Body Matters**

**a) Declaration of Interest**

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

**b) Membership**

The clerk informed the governing body of the following:

Mrs H Harrison had decided not to undertake another term of office as a PCC nominated foundation governor. The clerk would advise on whether the vacancy needed to be filled by a parent.

**Action**

**Clerk**

Action

Thanks were expressed to Mrs Harrison for all her work on the governing body and her commitment to the school. The headteacher reported that, in turn, Mrs Harrison had thanked the governing body with a letter and biscuits for the meeting.

Mr I Gomersall had applied for another term of office as a DBE nominated foundation governor. The clerk agreed to check the progress of his application with the Diocese.

Clerk

Mrs R Atkinson would come to the end of her term of office on 27 September 2014. The headteacher was asked to arrange for a teacher governor election at the appropriate time.

Headteacher

c) **Governors' Contact Details**

Governors reviewed the contact information circulated and provided the clerk with details of any necessary changes.

d) **Clerking Service Level Agreement**

The governing body considered the revised charging structure and agreed to delegate the decision to the Staffing and Finance Committee.

Staffing and  
Finance  
Committee

#### 14.23 Minutes of the previous meeting

It was agreed that the minutes of the previous meeting held on 20 March 2014, having been circulated, be approved and signed by the chair as a correct record; subject to the following amendments:

- **Minute 14.04 Committee Reports c) to read**

The governors noted and accepted the minutes of the extraordinary meeting of the Staffing and Finance Committee held on 5 February 2014 **and the budget setting meeting held on 6 March 2014.**

- **Minute 14.05 Nominated Governors a) paragraph two to read**  
Reverend Gisbourne reported that the RE curriculum had settled well; a different **collective worship** topic was covered every half term.

It was agreed that the minutes of the extraordinary meeting of governors held on 13 May 2014, having been circulated, be approved and signed by the chair as a correct record.

The headteacher and chair verbally reported that the meeting had determined the policy for admission to the nursery and the associated terms and conditions.

#### Questions and Comments

In response to a question Miss S Huddleston answered that there would be an average of 8.5 children per session for the first term of the

nursery (autumn 2014) and that this was just beyond the breakeven point.

#### **14.24 Matters arising from the minutes**

- **Minute 14.04 Committee Reports b) refers:**

Miss S Huddleston reported that Reverend M Gisbourne had volunteered to be a member of the Worship and RE working party and that Mrs L Quayle had volunteered to be a member of the wellbeing working party.

Mr K Weatherill volunteered to support ICT. Mrs A Quainoo and Mr M Campbell volunteered to support modern foreign languages. The headteacher explained that, under the new national curriculum, from September 2014 it was mandatory to study a language and that this would be French.

#### **Questions and Comments**

- **Minute 14.11 The Living Wage refers:**

The headteacher was asked to comment on the decision to adopt the Living Wage, both the financial impact and any wider implications. In response she answered that a small number of staff had been eligible; the lunchtime staff and the cleaner. The additional financial outlay was not a large sum. It was requested that the exact figure be reported to the next meeting of the Staffing and Finance Committee.

**Headteacher/  
Staffing and  
Finance  
Committee**

The headteacher continued to report on the wider implications. The kitchen staff were employed by Lancashire County Commercial Group (LCCG) and they had been raised to the Living Wage. This had reduced the differential between them and the salary of the cook. It was acknowledged that the introduction of free school meals for all in key stage one further raised the workload and responsibility of school cooks. The headteacher reported that the current school cook would retire at the end of the summer term. Although the position had been advertised by LCCG only one applicant had been found. It was agreed that it was important to find the right candidate for the position and acknowledged that the changes meant that the role was possibly less appealing than previously.

The headteacher informed all present that it was important to maintain the quality of the meals provision, particularly due to the implementation of free school meals in key stage one, as the school would receive income based on the uptake.

#### **14.25 Committee Reports**

- a) The governors noted and accepted the minutes, previously circulated, of the extraordinary Staffing and Finance Committee

meeting held on 6 May 2014.

The chair confirmed that the meeting had discussed the nursery class project and the associated admissions policy and advertising.

- b) The governors noted and accepted the minutes, previously circulated, of the Curriculum Committee meeting held on 7 May 2014.

The committee chair, Mr K Weatherill, reported that the committee had discussed school self evaluation and looked at the progress and achievement of pupils by key stage and as groups. The committee had evaluated the quality of teaching, behaviour and safety of pupils, the school leadership and management and the spiritual, moral and cultural development of pupils. Strengths and areas for development had been discussed. The committee had also evaluated three recent school visits.

### **Questions and Comments**

In response to a question the headteacher answered that the school had previously used the pupil attitude questionnaire. She explained that, this year, the school had devised its own questionnaire asking the children what they did and did not like about school, their opinions on lessons, thoughts about bullying and many other aspects. The results had been very enlightening and it had been a successful exercise. Although the pupil attitude questionnaire had been useful there had been a cost implication and the school designing its own had allowed for greater flexibility with questions.

It was noted that the majority of progress was well above the national average.

The governors commended Ms G McCallum, clerk to the committee, for the clarity and detail provided in the minutes.

- c) The governors noted and accepted the minutes, previously circulated by email, of the Finance and Staffing Committee meeting held on 10 June 2014.

A brief discussion was held on the governors' 10% contribution to the LCVAP (Local Education Authority Co-ordinated Voluntary Aided Programme) funding for the replacement of the flat roofs. Mr J Lailey reported that the Ripley Trust would be happy to consider a request from the headteacher and asked that this be supplied in writing.

**Headteacher**

- d) The governors noted and accepted the minutes, previously circulated by email, of the Buildings and Health and Safety Committee meeting held on 10 June 2014.

The chair noted that the horse chestnut tree was still overhanging the

A6 road. In response the headteacher confirmed that advice had been sought from both the local authority and the tree surgeon that had worked on other trees. Neither had voiced any concerns.

### **Questions and Comments**

In response to a governor question the headteacher confirmed that there was no preservation order on that particular tree.

## **14.26 Nominated Governors**

### **The following nominated governors were appointed:**

Music – Mrs L Quayle

French – Reverend M Gisbourne.

Clerk

- a) Mr K Weatherill reported that SEN updates had been included in the headteacher's report and received at the Curriculum Committee meeting. He had nothing further to add at this time.
- b) The governing body received a verbal report from Mr K Seacy on work undertaken in school regarding literacy.

Mr Seacy reported that he had met with Mrs R Atkinson and that they had discussed changes resulting from the implementation of the new national curriculum from September 2014. Mr Seacy was pleased to report that the school was looking forward to it as the new curriculum just enhanced what was already being done. Mr Seacy explained that he had also discussed with Mrs Atkinson how parents could receive more information regarding the reading framework.

- c) The governing body received a verbal report from Reverend M Gisbourne on RE and worship.

Reverend Gisbourne reported that the current worship theme was courage.

It was noted that the Diocese was holding a major summer festival on 21 June 2014 at Arnold King Edward and Queen Mary School, Lytham. Reverend Gisbourne would be taking the school's flower; designed and made by the Explorers Club.

- d) The governing body received a verbal report from Mr L Carson-Brown, chair of FOSSY parents, teachers and friends association.

Mr Carson-Brown reported that an orienteering event had been held at Easter at Williamsons Park. This had been well attended with 100 participants. Parents and children had worked well together and the event enjoyed by all.

A fun run had raised £911 for the hospice and also been well supported with 100 runners.

Governors viewed the new defibrillator and the headteacher confirmed that all staff, bar three, had been trained in its use. Mrs L Quayle reported that another training session would be held and it was hoped that it would be attended by parents, FOSSY members and the local community. Mr Carson-Brown explained that the defibrillator would be fitted outside in an external box.

Mrs Quayle reported that the recent bid to the Princes Trust had been unsuccessful. All criteria had been ranked against points and the successful project had received just two extra points. The bid would be re-submitted for the next round.

Forthcoming events were noted as a murder mystery event in the autumn term and a social event for the new parents.

All governors were invited to attend the summer fair on 11 July between 5pm and 7pm. Wristbands had been received from the Adam Appeal with the defibrillator. It was proposed that they be given out at the summer fair in exchange for donations.

The headteacher reported that glockenspiels had been requested from FOSSY to support music in school.

### **Questions and Comments**

In response to a question regarding school promotion Mrs Quayle agreed to supply Mr L Carson-Brown with a photograph of the fun run to send to his contact at the local paper.

In response to a further question Mrs Quayle answered that there was approximately £2000 in the account.

e) The governing body received a verbal report from Mr J Mynott.

Mr Mynott commended the recent key stage two production of Alice in Wonderland. He thanked the staff for their hard work and noted that the enjoyment of the children had been evident.

All governors were invited to the performances of Romeo and Juliet on 17 and 18 July 2014, at a time to be confirmed.

### **14.27 Chair's Action**

The chair reported that it had not been necessary to take any decisions on behalf of the governing body since the last meeting.

He informed all present that he had requested increased governor



visibility on the school website and that this was in progress. Governor photographs would be uploaded shortly.

#### **14.28 School Improvement**

The governing body were referred to the information detailed in the Curriculum Committee meeting minutes as previously discussed.

There was nothing further to add at this point.

#### **14.29 Headteacher's report**

##### **a) Termly report**

The governing body received the headteacher's report, previously emailed, which contained information regarding the achievements and developments in school since the last meeting.

The headteacher verbally reported on the successful year six visit to London. The pupils had met Eric Ollerenshaw, MP, who had had an excellent rapport with the pupils. He had provided a tour of the highlights of the building and its history. He had sent a gift of a pencil and chocolates to a pupil that had been unable to go on the visit. The school had sent a letter of thanks to Mr Ollerenshaw.

Mr Ollerenshaw, had referred to the visit in the local newspaper (Lancaster Guardian 12 June 2014):

*Last week in Parliament it was good to meet pupils from Scotforth St Paul's C of E Primary School during their trip to London. They arrived on the same day as the State Opening so they were totally thrilled to have the Queen go by in her new coach. My thanks to the staff of St Paul's who put in so much work to make sure that these trips are possible and I have to say the pupils were a great credit to their school and Lancaster.*

Thanks were formally given to Mrs Pyle and Mrs Soole for their time spent supporting school with maths and reading respectively.

The headteacher reported that she was pleased with the attendance figures which had improved since the introduction of the attendance policy.

#### **Questions and Comments**

In response to questions on the headteacher's report the following answers were given:

- Staffing arrangements from September would be conveyed to parents now they had been received by governors.
- There were 18 children in school with special educational needs (SEN). Three had statements. The rest were on school action or

**Action**

school action plus. The headteacher reminded governors that these categories would no longer exist under the new SEN reforms.

- The acronym ASD referred to autistic spectrum disorder.
- The impact of the pupil premium funding was regularly evaluated. In response to a request the headteacher agreed to present an evaluation of the impact of the pupil premium funding to the next meeting of the Curriculum committee. It was noted that the latest SATs results would be available at that time.

**Headteacher /  
Curriculum  
Committee**

Mr J Mynott reported that Lancashire County Council were in the process of developing a resource to assist governors with their role of evaluating the use of the pupil premium funding.

- **School field**

A discussion was held on the school field. The headteacher explained that the health and safety of the children was of paramount importance. Due to the increased level of dog mess, litter and broken glass the decision had been taken to padlock the gates. Recently a local councillor had asked that it be opened up as a community resource. The headteacher reported that she had also received a complaint from a local resident regarding the noise of the children on the field.

It was agreed that it would be good to be able to offer a community resource and that the school did not want to cause any bad feeling.

### **Questions and Comments**

A suggestion was made of opening the field for holidays. It was feared that people would then try to access it at other times, even if locked.

In response to a question the headteacher answered that the land belonged to the school and not leased. There were already signs up stating that the land was privately owned.

In response to a further question the headteacher answered that it was unlikely that the local authority would be willing to check and clear the field if it was opened up, as they had been unwilling to remove stinging nettles from the access pathway.

The headteacher reported that the field was used a lot in summer and infrequently in winter.

It was noted that the scouts used the field and held a key. Reverend Gisbourne was asked to offer the facility to the Brownies, Guides and Rainbows.

**Reverend M  
Gisbourne**

In conclusion governors agreed that the field should remain locked, acknowledging that there were many other areas nearby that were already available for community use. The health and safety of the



children in the school had to be the key priority.

**b) Educational visits**

The governing body noted that the Curriculum Committee had evaluated school trips and all present were referred to the minutes.

The headteacher added that the recent year six visit to London trip was definitely worth repeating with future year groups.

**14.30 Governor Training and Development**

**a) Training link governor report**

Mr M Campbell, training link governor, reported that a number of governors had attended safer recruitment training (Mr H Roberts, Reverend M Gisbourne, the headteacher and Miss S Huddleston).

In response to a question the headteacher replied that the training was generic. Mr L Carson-Brown informed all present that he had attended the training through work.

Mr Campbell reported that the training could also be done online and, in response to a governor request, agreed to email the link to each member of the governing body.

**Mr M Campbell**

It was agreed that the governing body would undertake the 'Effective Governing Body' training course in the autumn term. The chair reported that it was important that the governing body performed self evaluation and that this process was evidenced. Mr Campbell was asked to circulate proposed dates and to book the training course.

**Mr M Campbell**

**b) Skills Audit**

It was agreed that a skills audit should be updated. Mr Campbell reported that he had circulated the form by email after the last meeting but had had few responses. Mr Campbell agreed to recirculate the form and to liaise with the school office to collect the forms from governors that preferred to submit paper copies.

**Mr M Campbell**

**14.31 Budget 2014/15**

The governing body approved the school budget of £806,950 (net) for 2014/15 as recommended by the Staffing and Finance Committee at their budget setting meeting on 6 March 2014.

**14.32 Election of Chair and Vice-Chair Procedures**

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, prior to the meeting in writing to the headteacher for inclusion on the agenda at least one month before the date of 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.

**14.33 Information, Updates and Items for Further Discussion**

The governing body noted the information provided in respect of:

- a) Provision Planning Update
- b) Implementing the new SEND Reforms
- c) Infant Free School Meals and Pupil Premium

The headteacher reminded governors that the school had been fortunate to receive LCVAP funding for the roof work. These funds were allocated, by the Diocese, out of an overall amount received. The school could not receive any additional funding for necessary items to facilitate the increase in the number of school meals.

- d) Early Years Foundation Stage Framework
- e) Infant Class Sizes.

**14.34 Forums for Chairs and Vice-Chairs**

The governing body received a report from the chair and vice-chair concerning topics covered at the latest forum meeting.

The Curriculum Committee were asked to consider incorporating aspects of a Standards and Effectiveness Committee.

**Curriculum  
Committee**

The chair reported that it was important to increase the profile of governors on the school website, and confirmed that this work was in progress.

Advice had been received with regard to the changes to regulations.

The chair reminded all governors of the importance of visiting school as governors, not just as parents.

**14.35 Lancashire Association of School Governing Bodies**

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

**14.36 Confidentiality**

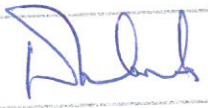
It was resolved that no items of business be regarded as confidential.

**14.37 Date and time of next meeting**

The next meetings of the governing body would be held at the following dates and times:

- Thursday 6 November 2014 – 6.30pm
- Thursday 19 March 2015 – 6.30pm
- Thursday 18 June 2015 – 7.30pm

The chair thanked all governors for their attendance and the meeting closed at 8.50pm with the Grace.

Signed: _____	
(Chair)	
Date: _____	6/11/2014.

