

**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 21 March 2013 at 6.30pm.

**Present:**

**Mr H Roberts (Chair)**  
**Mrs R Atkinson**  
**Mr M Campbell**  
**Canon J Frost**  
**Reverend M Gisbourne**  
**Mrs J Goody**  
**Mrs H E Harrison**  
**Mr A Holland**  
**Mrs L Quayle**  
**Mrs J Vickers**  
**Mr K Weatherill**  
**Mrs A Aylott (Headteacher)**

**Also Present:**

**Mrs B Shackleton (Clerk to Governors)**  
**Miss S J Huddleston (Deputy Headteacher)**  
**Mrs I Slaney (prospective governor)**

**Apologies:**

**Apologies for absence were received and accepted from**  
**Mr R Evans, Mr I G Gomersall, Mr J Lailey, Mr K Seacy and**  
**Mr G Rycroft.**

Mrs Quayle was welcomed to her first meeting.

The meeting then opened with prayers.

**ACTION**

**13.01 Apologies**

Accepted apologies were noted as above.

**13.02 Governing Body Matters**

**a) Membership**

- Resignation: Mr M Pearson, foundation governor (DBE)
- New appointments: Mrs L Quayle and Mr K Seacy, non –foundation parent governors, with effect from 29 January 2013
- End of term of office: Canon J Frost, foundation governor (appointed by the Ripley Trust) with effect from 22 July 2013

**ACTION**

Canon Frost informed the governing body that he would be finishing as a governor at the end of his term of office. He was thanked warmly for his service and governors hoped that he would keep in contact with the school. Reverend Gisbourne confirmed that the nomination for a foundation governor at the school would be discussed at the next meeting of the Ripley Trust.

**Ripley Trust**

- Vacancies: Two foundation governors (one DBE and one PCC)

Mr Rycroft had been put forward to the Diocese for the (parent) PCC category and it was hoped that Mrs Slaney would be appointed in the DBE one (both as foundation governors).

**Reverend  
Gisbourne**

b) **Declaration of Interest**

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

**13.03 Minutes of the previous meeting**

It was agreed that the minutes of the previous meeting held on 8 November 2012, having been circulated, be approved and signed by the chair as a correct record.

**13.04 Matters arising from the minutes**

12.45d) The clerk had informed Governor Services about the governors' recommendation that the code of conduct be included in information for all new governors. She agreed to look into why there had as yet been no response.

**Clerk**

12.45e) The link governor, Mr Campbell, had collated the skills audits that he had received (including nil returns). Pro formas would be sent to the new governors and their responses would be included in his list and circulated to all governors.

**School  
Mr Campbell**

12.45f) The vice chair had written the note as requested and this had been sent out with the recent parent election information.

12.50 There were still some problems with accessing the schools portal. Following a discussion Canon Frost and Mr Campbell were asked to come into school to resolve the issues. (Mr Campbell also volunteered to help other governors once he had the information.)

**Canon Frost  
Mr Campbell**

**13.05 Committees**

- a) The governors noted and accepted the minutes of the Curriculum Committee meeting held on 23 January 2013.

**ACTION**

- The school open day had been very successful with the activities for children in particular highlighted.
- The Single Equality Policy had been discussed and was now fully in place, with an action plan agreed. Ruth Atkinson was thanked for her work with this.
- A slight change (concerning where possible not taking pupils out of school) had been proposed to the home-school agreement. This would need to go for consultation with parents.
- The re-surfacing of the playground had been, very generously, funded completely by the Ripley Trust. The headteacher had already written to the Trust, but would write again to offer thanks when the funding had been received.
- The committee had evaluated the Year 4 visit to Tatton Park regarding the Tudors. Although expensive the trip was deemed to be good value for money as the practical experience gained could not be replicated in the classroom.

**School****Headteacher**

b) The governors noted and accepted the minutes of the Finance and Staffing Committee meeting held on 7 March 2013.

- Schools Financial Value Standard (SFVS): this had been completed, signed and returned to the authority. Sarah Huddleston and Gillian McCullum were thanked for their work with this.
- The chair had written to Helen Denton, John Davis, Carl North and Stephen Edwards as agreed at the meeting (item 4). County had now responded and agreed that the money received for the headteacher's salary would not be subject to clawback.

c) The governors noted and accepted the minutes of the Buildings/Health and Safety Committee meeting held on 7 March 2013.

- It was noted that the five year Fixed Electrical Testing had not been carried out since 2006. The headteacher had complained about this and the inspection was brought forward and had now been completed. No report had been received as yet, but the headteacher was aware that there would be some issues to address.
- Calorifier problem: This had been caused by a faulty ball valve.
- The Health and Safety Policy (which was the County model adapted for the school's needs) had been adopted.
- Mr Seacy had agreed to be the new health and safety governor.
- A health and safety audit was scheduled to take place on 22 June 2013.

**Mr Seacy**

d) The governors noted and accepted the minutes of the extraordinary meeting of the governing body (to review the school's admissions' criteria) held on 8 December 2012 and the Admissions Committee meeting held on 7 March 2013.

- The school's admissions policy had now been re-worded and the Diocese had praised it.
- Mrs Slaney was thanked for her work on behalf of the school – in discussions with the county.

e) **Membership of Committees and Nominated Governor Appointments**

The above was reviewed to include the new governors. It was agreed that:

Mrs Quayle join the following committees:

Curriculum

Grievance

Staff Review/Dismissal

Mrs Slaney join the following committees:

Admissions

Curriculum

Finance and Staffing

Staff Discipline/Dismissal

Grievance (staff)

Pupil Discipline

Mr Seacy join the following committees:

Complaints Appeals and Curriculum Complaints

Buildings/Health and Safety

Pay Appeals

Mr Rycroft join the following committees:

Buildings/Health and Safety

Finance and Staffing

Pay Appeals

It was also agreed that:

Mr Seacy be the Literacy governor

Mrs Quayle be the FOSSY governor

Mr Campbell be the LASGB representative

**13.06 Nominated Governors**

- a) The governing body received a report from Mrs Vickers on work undertaken in school regarding child protection.
  - Ruth Atkinson was thanked for leading the recent safeguarding training for staff and governors.
  - The Police had visited the school to talk about internet safety.
- b) The governing body received a report from Reverend Gisbourne on work undertaken in school regarding RE.
  - The theme for this half term was forgiveness and for the next half term it was creativity
  - The deputy headteacher and Reverend Gisbourne had attended a

training day regarding the new inspection regime for RE. They had been required to identify three action points and these were given as: a focus notice board for worship (done!), prayer support (monthly 'stay and pray' prayer groups were being organised) and involving the pupils in leading worship (ongoing).

- c) The governing body received a report from Mrs Harrison on FOSSY.
  - Numbers of children were required – as Easter eggs would be given out to them!
  - There was about £4,000 in the FOSSY account and they were looking at how to spend this.
  - The Christmas disco had raised over £1,000.
  - A new pre-school group was now running (one hour/week at the Parish Hall).
- d) The governing body received a report from Mrs Atkinson on Pupil Voice.
  - Pupils had been involved in many aspects of school life during the term, including with fund raising.
  - There was a Year 6 committee and plans for starting a junior rotary club.
  - Children were now writing articles for inclusion in the school newsletter – and some could possibly included in the parish magazine.

Nominated governors were thanked for their reports.

### **13.07 Chair's Action**

The chair had signed the form for ICT equipment to be purchased and agreed that Mrs Slaney could speak to the county regarding admissions. He had also written to the county regarding finance. (See minutes of the Finance and Staffing Committee.)

### **13.08 Headteacher's report**

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

The headteacher's report on the achievements and developments in school since the previous meeting of the governing body was received and noted.

Q: Budget share: This was the second year that the school would have to use reserves in order to avoid setting a deficit budget. Was this due to pupil numbers?

A: No, even if the school was full there would not be enough money – owing to the funding formula. In St Paul's many of the aspects that

attracted extra funding were missing. For example the school received £11,000 for the Pupil Premium compared to a school in Morecambe which received £116,000. However the school did have significant numbers of special needs pupils and the school now had to find from the school budget funding for pupils in SEN categories a) to d). Also the school employed experienced staff which were therefore more expensive.

Q: Has the work of supporting another school produced a strain on the staff?

A: No-one could have foreseen how much time this would take. The headteacher was not really convinced that the system was sustainable nationally in its present form, although she was very committed to school to school support. Every school had to weigh up its capacity to support another school whilst ensuring that there was no detriment to themselves. A letter from Jean Olsson-Law, HMI, was circulated. The letter advised that the school which was being supported by St Paul's staff was making 'reasonable progress towards the removal of special measures'. Governors expressed their appreciation for the work that the staff had undertaken and in particular the headteacher thanked Sarah Huddleston and Ruth Atkinson for their support. Governors also congratulated Mrs Atkinson on her appointment as assistant headteacher. Information regarding the benefits to the school of the national leaders in education work would be sent out to parents. It was also suggested that information about this role should be in the school prospectus.

**Headteacher**

The headteacher was thanked for her comprehensive and informative report. In return she thanked governors for their comments.

**b) Educational visits**

No educational visits required approval at this meeting.

**13.09 School Improvement and Self-Evaluation**

Governors were referred to the minutes of the Curriculum Committee. The school improvement plan had been made available to governors and the committee would start to look at the new plan at their next meeting. They would also consider RAISEonline (once a summary had been prepared).

**Curriculum  
Committee  
Headteacher**

**13.10 Governor Training and Development**

The governing body noted that details of current training courses for school governors were in the Governors' Training and Development Programme including details of Schools' Portal training available for individual or cluster school sessions.



**ACTION**

The link governor, Mr Campbell, reported on the three areas of training that he had identified as needing to be addressed:

1. Child Protection: This had now been accomplished with (6 governors trained and certificates received)
2. Finance: Training had been organised for 18 April at 6.30pm. All governors were welcomed to this and the link governor would send out a reminder.
3. Safer Recruitment: The headteacher and Reverend Gisbourne were trained in this. It was noted that training had to be renewed every three years. This training could also be accessed via the GEL website.

Mr Campbell

New governors were recommended to undertake the new governors' training and other governors urged to look at their individual training needs and to apply for suitable courses.

Mr Campbell was thanked for his work and report.

The chair also pointed governors to the Lancashire Governor item 'Why do I need training?' and information from Ofsted regarding the School Data Dashboard. In future Ofsted inspectors would be very critical of governing bodies that were not aware of school issues and inspectors would be speaking to 'as many governors as possible'.

### **13.11 Policy and Procedures**

#### **Pay Policy**

The governing body confirmed adoption of the county council model Pay Policy published on the Schools' Portal.

### **13.12 Finance**

#### **a) Budget 2013/2014**

The governing body requested the Finance and Staffing Committee to consider and prepare the 2013/14 budget prior to its formal approval at the summer term governors' meeting.

**Finance and Staffing Committee**

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

Please refer to minute 13.05b).

### **13.13 Schools Forum Elections**

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

**Chair of governors**

### **13.14 Admission Arrangements**

#### **a) September 2014 intake**

The existing arrangements would continue and the admission number of 30 was confirmed. Governors confirmed that all relevant paperwork

would be forwarded to the Local Authority as necessary.

**b) Request from Nan Hogg, Assistant Policy Officer, Pupil Access Team**

All items as given on the agenda were agreed to and the policy had been sent to the county. Please also refer to minute 13.05d).

**13.15 Information**

The governing body noted the information provided in respect of:

- a) **School Places, Provision and Strategy Investment**
- b) **Criminal Records Bureau/Disclosure and Barring Service**
- c) **2015 Key Stage 4 Performance Tables**
- d) **Chairs Conference**

**13.16 Forums for Chairs and Vice-chairs**

The governing body noted the information provided regarding the Forums for Chairs.

The chair had attended the recent forum at Greatwood Primary School. Topics discussed had been: The effectiveness of educational visits, school improvement and ways in which a governing body could improve its effectiveness. The information had been emailed to the vice chair and the headteacher.

The chair was not able to attend the next forum on 14 May, but the vice chair agreed to go in his place.

**Vice chair**

**13.17 Lancashire Association of School Governing Bodies**

The governing body noted the information made available to it by the Lancashire Association of School Governing Bodies.

**13.17 Other Urgent Items**

**a) Letter from Marie Smith**

Marie Smith ran the after school club and the previous summer she had run a summer play scheme at the school. She had written asking for permission to run the play scheme again this summer (from 25 July to 23 August 2013). The scheme had been very successful the previous year and there was a need for it locally. Ms Smith was aware that there would be building work going on at the school, but she asked for a two week period at the start of the scheme for the children to 'settle in'.

Governors discussed the issues and agreed that the scheme could go ahead. However it was necessary for all furniture to be put back in its original place before they left. Governors thanked the site supervisor for agreeing to work around the activities. The headteacher would contact Ms Smith to let her know the outcome of her request.

**Headteacher**



**b) Letter from Neighbour**

A letter was read out by the headteacher and the contents discussed. Following the discussion the headteacher agreed to respond to the letter.

**Headteacher****13.18 Confidentiality**

It was resolved that the minutes of the Admissions Committee and the Finance and Staffing Committee be deemed confidential.

**13.19 Date and time of next meeting**

The next meetings of the governing body would be held at 7.30pm on Thursday 13 June 2013.

Meetings for the autumn and spring terms of the next academic year were agreed as:


Thursday 7 November 2013 at 6.30pm

Thursday 20 March 2014 at 6.30pm.

The headteacher would organise the dates of the committee meetings and put them on the annual planner.

**Headteacher**

The chair thanked all governors for their attendance and the meeting closed at 8.30pm.

Signed: _____ (Chair)	
Date: _____	13/6/2013

