**SCHOOL NUMBER**
**01006**

**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 6 November 2014 at 6.30pm.

**Present:**

**Mr H Roberts (Chair)**
**Mr M Campbell**
**Mr L Carson Brown**
**Reverend M Gisbourne**
**Mr I Gomersall**
**Mrs I Jolley**
**Mr J Lailey**
**Mr J Mynott**
**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 R Atkinson and Mrs L Quayle.**

**Mrs A Quainoo was absent from the meeting.**

**The chair welcomed all governors to the meeting. Reverend M Gisbourne opened with a prayer.**

**ACTION**

**14.38 Governing Body Matters**

a) **Declaration of Interest**
There were no declarations of interest in relation to agenda items.

b) **Membership**
The chair reported that Mr G Rycroft and Mr A Holland had resigned from the governing body. They were thanked for their contributions.

The governing body noted that Mr I Gomersall had been re-appointed by the Diocese for a further four year term of office.

**ACTION**

The headteacher reported that Mrs R Atkinson had been re-elected as teacher governor.

The clerk reported that there were vacancies for two foundation governors and one staff governor.

The clerk reported that the term of office of Mr J Lailey would end on 30 November 2014. As a foundation governor nominated by the Ripley Trust Mr Lailey was asked to complete the appropriate paperwork and submit it to the Diocese to undertake another term of office. **Mr J Lailey**

(Mrs K Soole entered the meeting at 6.35pm.)

c) **Register of Business Interests**
The governing body noted the requirement to update the Register of Business Interest on an annual basis. The Register was retained in school.

The headteacher was asked to ensure that those unable to attend the meeting updated their forms as soon as practicable. **Headteacher**

d) **Code of Conduct**
The governing body reviewed and confirmed adoption of the revised Code of Conduct (2014).

The chair reiterated the importance of various aspects, particularly the confidentiality of meetings and associated paperwork.

e) **Governing Body Constitution**
The governing body reviewed its constitution and membership in relation to the 2012 Regulations and the circulated draft Instrument of Government.

**Following discussion governors agreed** the reconstitution as follows:

1 The number of positions in each category would be;

| | |
|---|---|
| 1 | Local authority |
| 1 | Staff |
| 1 | Headteacher |
| 4 | Parents |
| 9 | Foundation |

2 The total number of governor positions would be 16.

**It was agreed** that it was important to ensure that the governing body was the right size to allow for work and responsibilities to be shared effectively to support the school.

**ACTION**

3 Existing governors would be appointed/remain in the following positions;

| Name | Current category | New Category |
|---|---|---|
| Mr J Mynott | Parent | Parent |
| Mr M Campbell | Parent | Parent |
| Mr K Seacy | Parent | Parent |
| Mrs L Quayle | Parent | Parent |
| Mr L Carson Brown | Local Authority | Local Authority |
| Mrs R Atkinson | Teacher | Staff |
| Mrs A Aylott | Headteacher | Headteacher |
| Mr J Lailey | Foundation | Foundation |
| Mr H Roberts | Foundation | Foundation |
| Mr K Weatherill | Foundation | Foundation |
| Mr I Gomersall | Foundation | Foundation |
| Mrs A Quainoo | Foundation | Foundation |
| Mrs K Soole | Foundation | Foundation |
| Mrs I Jolley | Foundation | Foundation |
| Reverend M Gisbourne | Foundation | Foundation |
| Vacancy | Foundation | Foundation |

Associate members and observers would remain the same unless otherwise indicated.

4 The new Instrument of Government would be effective as soon as possible

5 The headteacher confirmed that she wished to remain a governor.

6 **Following a discussion it was agreed that** if possible the school name be changed to Scotforth St Paul's Church of England Primary and Nursery School. **It was agreed that** including 'and nursery' in the school name provided a regular reminder of the ages welcome at the school. The clerk advised that the name change may need to be a separate specified agenda item before it could be effective. **Clerk**

7 The governing body agreed the chair and headteacher would submit the proposed new instrument to the relevant appointing bodies for approval prior to submission to the local authority for checking and the making of the new instrument. **Chair / Headteacher**

**14.39 Minutes of the previous meeting**

It was agreed that the minutes of the previous meeting held on 19 June 2014, having been circulated, be approved and signed by the chair as a correct record.

**ACTION**

**14.40 Matters arising from the minutes**

The following matters arising were reported:

a. (Minute 14.22 Governing Body Matters c) Clerking Service Level Agreement refers)

The chair reported that the Staffing and Finance Committee had agreed that the governing body continue to receive paper documents from 1 April 2015.

**Questions and Comments**

b. (Minute 14.25 b Curriculum Committee meeting minutes refers)

**The headteacher was asked** whether the results of the pupil attitude questionnaire had been published. In response she answered that some responses had been detailed on the school newsletter. The headteacher explained how the responses had steered priorities. An example was given of the woodland walk. The children had been unhappy that it was not used. In response a newspaper article was circulated from the Lancaster Guardian detailing the recent work undertaken by local Prince's Trust volunteers to improve the whole garden.

c. (Minute 14.26 d Nominated Governor FOSSY report refers)

**In response to questions** the headteacher and Mr L Carson Brown answered that the next defibrillator training had not yet been held. The external box for the outside of school had not yet been received. The headteacher confirmed that she would continue to follow this up. **Headteacher**

d. (Minute 14.27 Chairs Action refers)

**Suggestions were made** of ways to increase the profile of the governing body. **The following were agreed:**

- A board with governor photographs be displayed in the school entrance.
- A governor email address be established and detailed on the appropriate section of the school website. It was agreed that the emails be received by the office and/or headteacher, then forwarded to the chair.
- A governor termly update be featured in the school newsletter.

**In response to a question** about the school website the headteacher responded that the visit data was analysed. Most visitors looked at the homepage or class pages. Most visits were at lunchtime and the most popular time of year was Autumn.

**ACTION**

**In response to a suggestion** the headteacher explained that teachers sometimes emailed parents in response to a query; however it was not practicable to promote email exchange as a way of conversation as teachers would need to spend a large amount of time checking for and responding to messages. It was more effective for all emails to go through the headteacher or school office and to be answered appropriately.

**In response to a further question** the headteacher confirmed that the website was maintained by the school staff. A brief discussion was held on the need for a calendar function that could be easily maintained and updated. The headteacher was asked to put a notice in the school newsletter to see whether any parent was willing to help. **Headteacher**

e. (Minute 14.34 Forums for Chairs and Vice-Chairs refers)
The clerk was asked to send draft terms of reference for a Standards and Effectiveness Committee and a Curriculum and Standards Committee to the chair, headteacher and Mr K Weatherill, chair of the Curriculum committee, for consideration. **Clerk**

**14.41 Review of Committees**

The governing body reviewed the constitution and membership of its committees and noted that it was necessary to appoint a clerk to each committee. Mrs G McCallum was appointed as clerk.

It was agreed that the membership of the committees for the 2014/15 school year be appointed as detailed at Appendix A to the minutes.

Governors were referred to the headteacher's report, previously circulated by email, and the working parties developed to focus on the priority areas of the School Development Plan. Governor membership of the parties was agreed:

- Assessment – Mr K Weatherill and Mrs L Quayle
- ICT – Mr K Weatherill and Mr I Gomersall
- Values in our British Society – Mr J Mynott, Mrs K Soole, Mr K Seacy and Reverend M Gisbourne
- Early Years – Mrs I Jolley and Mr M Campbell

**14.42 Review of Nominated Governors**

Nominated governor appointments were reviewed and confirmed as detailed at Appendix A.

**14.43 Committee Reports**

a) The governors noted and accepted the minutes, previously circulated, of the Buildings, Health and Safety Committee meeting held on 25 September 2014.

**ACTION**

Governors thanked the Ripley Trust for their contribution of £10,051 for the governors' 10% contribution to the work to the flat roof work. It was noted that the Ripley Trust had also agreed £3900 for work to replace the railings at the front of school. The chair had attended the recent Ripley Trust meeting and thanked the committee then for their contributions.

Governors referred to minute 6.2 and asked the headteacher to thank the new site supervisor for his good work so far. It was agreed that the school looked far cleaner and that he created an excellent first impression by ensuring that leaves were swept up daily. **Headteacher**

**Questions and Comments**
**In response to a question** the headteacher answered that the current temporary cook was doing a good job and it was hoped that she would apply for the job in due course.

b) The governors noted and accepted the minutes, previously circulated, of the Staffing and Finance Committee meeting held on 9 October 2014.

c) The governors noted and accepted the minutes, previously circulated, of the Curriculum Committee meeting held on 15 October 2014.

The committee chair, Mr K Weatherill, commended the detail captured in the minutes by Mrs G McCallum.

Mr K Weatherill verbally reported that the meeting had focussed on the new School Development Plan (SDP). The headteacher was asked to pass on the thanks of the committee to all staff members that attended the meeting. **Headteacher**

d) The chair verbally confirmed that the Pay Committee had met on 3 October 2014.

**14.44 Nominated Governor Reports**

a) The governing body received a report, previously circulated, from Reverend M Gisbourne on work undertaken in school regarding RE.

The headteacher verbally reported that the current value, for the half term leading up to Christmas, was peace.

b) The governing body received a report, previously circulated, from Mr K Seacy on work undertaken in school regarding literacy.

**ACTION**

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

Mr Carson Brown promoted the forthcoming Murder Mystery night on Friday 14 November 2014 and Christmas Fair on Saturday 6 December 2014. Governors were requested to support the fair if possible; either as volunteers to set up the day before, or on the morning itself. **All governors**

Governors were informed that FOSSY had recently held its annual general meeting.

**Questions and Comments**
**In response to questions** Mr Carson Brown gave the following answers:

- Attendance at the meeting had been good (14 or 15 people)
- Mr Carson Brown remained as chair
- Mrs L Quayle was secretary
- Ms N Parsonage-Kear was treasurer.
- The account contained approximately £2000. Some allocations to class teachers had not yet been spent.

**In response to a suggestion** the headteacher agreed that minutes of the FOSSY meeting could be uploaded to the appropriate page of the school website. **Headteacher**

d) The governing body received a verbal report from Mr J Lailey on sport in school.

Mr Lailey referred to the activities included in the headteacher's report and commended the support of the external organisations.

Governors noted the success of the orienteering sessions held for year six, supported by a world orienteering champion. The children had again beaten their parents in an orienteering competition. The headteacher and body thanked Mr Lailey for organising this.

**14.45 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.

**14.46 School Improvement**

a) **School Improvement and Self-evaluation**
Governors were referred to the minutes of the Curriculum Committee meeting and the implementation of the new School Development Plan.

ACTION

b) **NQT Capacity Checklist**
The governing body noted their important role in the employment of Newly Qualified Teachers (NQTs). Governors noted that there were currently no NQTs in school.

The headteacher referred to the NQT capacity checklist and confirmed that, if there were NQTs in school, the school would be compliant with all requirements.

**14.47 Headteacher's 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.

- **Attainment**

Governors commended the good results, summarised in the report, and noted that the attainment had been discussed in detail at the Curriculum Committee.

- **Attendance**

The headteacher referred to attendance and reported that she had had some difficult conversations since the new attendance policy had been introduced. Some parents were unhappy that holidays could not be authorised other than in exceptional circumstances. The change in regulations had not had a huge impact on attendance figures as term time holidays had not been a major problem before. A greater impact had been on the relationship with parents.

- **Special Educational Needs**

The headteacher verbally reported that the SEN reforms had been the subject of a recent INSET day. There would be less impact in the school than in others, due to the good practice already in place.

The headteacher explained that Individual Educational Plans (IEPs) would continue to be used as Individual Learning Plans. It was agreed that they worked effectively and allowed for parental involvement.

Governors noted that a SEN report would need to be published on the school website by the end of the year. The headteacher confirmed that she was looking at formats for reporting the necessary information. **Headteacher**

There was no new Lancashire County Council model SEN policy available yet. Others were being assessed for their suitability.

**Questions and Comments**
**Governors asked the headteacher** to comment on how well the parents understood the changes. In response she answered that, in her role as the SENCO, she had talked to the parents most affected.

**ACTION**

It was noted that Barnardo's had been chosen to become Independent Supporters, for families of children with special educational needs or disabilities (SEND) in 29 areas across England.

**14.48 Racist Incidents**

The governing body was informed that there had been no racist incidents in the previous year. The headteacher confirmed a nil return had been submitted electronically to the county council.

**14.49 Health and Safety of Pupils on Educational Visits**

The governing body received and noted information concerning the health and safety of pupils on educational visits.

a) **Educational Visits Co-ordinators (EVCs)**
It was confirmed that the appointed Educational Visits Co-ordinator for the school was Sarah Huddleston. Governors thanked Miss Huddleston for her work.

The governing body also confirmed that the reporting procedures for educational visits for the school were:

- 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.

b) **Approval of Proposed Visits**
Miss S Huddleston reported details of the following proposed educational visits which were considered and approved:

- Lockerbie visit for year six – Monday 28 September 2015 to Friday 2 October 2015

Miss Huddleston informed all present that day trips to Borwick Hall or Tower Wood were being considered for years five and four. Miss Huddleston reported that she would visit Tower Wood with the school PE co-ordinator to see the facilities on offer.

Governors noted that outdoor education was a current national priority and that the school was fortunate to be able to use the LEAF centre at Lancaster Royal Grammar School free of charge.

It was noted that all visits were evaluated at Curriculum Committee meetings.

**ACTION**

**14.50 Governor Training and Development**

The governing body noted that copies of the Training and Development Programme for 2014/15 had been distributed to all governors.

Mr M Campbell, in his role as training link governor, reported that he had circulated the skills audit by email. As some governors had had difficulty opening the document it was agreed that the skills audit would be completed at the next meeting for each committee. **Headteacher / Committee Chairs**

Mr Campbell informed all present that he was happy to book any governor on to an individual training course.

**A discussion was held** on the next full governing body training session. It was agreed that any course undertaken needed a good uptake of enthusiastic and interested delegates. Mr Campbell was asked to talk to the training team regarding a bespoke training session looking at self evaluation and development with a view to becoming even more effective. Mr Campbell was asked book a course for a Thursday in January. **Mr Campbell**

The chair reported that he was due to attend the chair's continuing professional development course.

The chair referred to his personal development and asked the clerk to circulate a document to all governors to assess his effectiveness. All governors were asked to complete and return the document by email. **Clerk**

Mr K Weatherill informed all present that the he had investigated the governance mark. The governing body noted it as an option to evidence their effectiveness but agreed that the cost (£750 for basic assessment, more for support) was not deemed good value for money.

Mr M Campbell referenced training provided by Blackburn Diocese, previously circulated by email.

**Questions and Comments**
**In response to a question** the clerk explained GEL online governor training.
**In response to a further question** Mr Weatherill answered that the governance mark was assessed by the National College.

**14.50 Policy and Procedures**

a) **Pay Policy 2014/15**
The governing body confirmed adoption of the county council model Pay Policy for 2014/15.

**ACTION**

b) **Lancashire Personnel Policies**
The governing body confirmed adoption of the following model Lancashire Personnel Policies:

- Disciplinary Procedure Support staff (August 2014)
- Grievance Procedure Support Staff (August 2014)
- Teacher Discipline Procedure (August 2014)
- Teacher Grievance Procedure (August 2014)
- Appraisal Policy (September 2014)
- Long Term Sickness Absence Procedure (August 2014)
- Short Term Sickness Absence Procedure (August 2014)
- Bullying & Harassment Procedure (April 2014)
- Capability Procedure - Teachers (September 2014)
- Capability Procedure - Support Staff (May 2014).

c) **Alcohol and Drug Abuse Policy**
The governing body confirmed adoption of the latest version of the policy, and agreed that the school's policy in relation to residential visits was that alcohol was prohibited.

d) **Finance Policies**

**Review of Lettings Policy/Charges**
The governing body noted that the Finance and Staffing Committee had reviewed the policy and charges and provided appropriate notice to users of any changes.

**Charging and Remissions Policy**
The governing body noted that the Finance and Staffing Committee had reviewed the school's Charging and Remissions policy.

**Internal Financial Regulations**
The Finance and Staffing Committee had reviewed and re-adopted the Internal Financial Regulations.

**ACTION**

**14.51 Finance**

a) **Budget out-turn 2013/2014**

The governing body:

- noted the availability of the Local Authority's Section 251 Statement in school and noted the school's budget out-turn position for 2013/14 of £75,341 surplus;
- noted that the difference between the actual and estimated out-turn had been considered by the Finance and Staffing Committee.
- requested the Finance and Staffing Committee to review the analysis of the school's budget forecasting over the previous six years. Governors recognised that some things were impossible to foresee, such as the headteacher being asked to support a school in special measures in 2012/13. **Finance and Staffing Committee**
- requested the Finance and Staffing Committee to consider the forecast balance as at 31 March 2015 in the light of the historic forecasting position and the school balances and clawback arrangements. **Finance and Staffing Committee**

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

The governing body noted the requirements of SFVS and requested the Finance and Staffing Committee to make the necessary arrangements for the annual completion of the relevant documentation. **Finance and Staffing Committee**

c) **The Unofficial School Fund**

The governing body noted receipt of, and approved the audited accounts of the unofficial school fund for 2013/14.

The governing body noted receipt of, and approved the audited accounts of the breakfast club for 2013/14.

Mr B Threlfall was appointed auditor of the unofficial school fund for the 2014/15 account and thanked for his recent work.

**14.52 Premises Management – Annual Statement of Compliance**

The headteacher confirmed that the Annual Statement of Compliance for the school had been completed.

**14.53 Admissions**

The governing body noted that Lancashire's on-line application system had gone live on 1 September 2014.

ACTION

**14.54 School Term and Holiday Dates 2015/16**

The governing body noted the school term and holiday dates set by the authority for 2015/16.

The governing body noted that the school term pattern for community, community special and voluntary controlled schools was commended to voluntary aided and foundation schools.

The headteacher referred to the school term and holiday dates previously circulated and explained that, as a voluntary aided school, there was flexibility to deviate from the authority pattern.

Governors noted that the proposed dates were in line with many of the local secondary schools to help parents with siblings at different schools.

The headteacher reported that it was proposed that the children would finish early for summer, on 15 July 2016, to allow parents to access cheaper holidays.

The governing body agreed the school term dates and 5 INSET days for 2015/16 as follows:

- Tuesday 1 September 2015
- Friday 17 June 2016
- Monday 18 July 2016
- Tuesday 19 July 2016
- Wednesday 20 July 2016

**Questions and Comments**
Mr J Mynott noted the annual INSET around 17 June and **asked the headteacher** the reasons why. In response she answered that it helped the teachers prepare for their annual report writing.

(Mrs I Jolley gave her apologies and left the meeting at 8.20pm)

**14.55 Information**

The governing body noted the information provided in respect of:

**a) Ofsted Inspection**
**b) Schools Causing Concern**
**c) Children and Young People's Plan**
**d) Supporting Pupils with Medical Conditions.**

**14.56 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.

**ACTION**

**14.57 Lancashire Association of School Governing Bodies (LASGB)**

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

**14.58 Confidentiality**

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

**14.59 Date and time of next meeting**

The next meetings of the governing body would be held on:

- Thursday 19 March 2015 at 6.30pm
- Thursday 18 June 2015 at 7.30pm

The meeting closed at 8.30pm with the Grace.

Signed: _____
(Chair)

Date: 11/3/2015.

**Admissions**

Mr J Lailey
Mrs I Jolley
Mr H Roberts
Mrs K Soole
Mrs A Aylott

**Buildings/Health and Safety – clerk Mrs G. McCallum**
Mrs A Aylott
Mr K Seacy
Mrs K Soole
Mr H Roberts
Mr K Weatherill
Mr J Mynott

**Complaints Appeals and Curriculum Complaints**
Mr K Seacy
Mr K Weatherill
Mr I G Gomersall
Mrs K Soole
Mr L Carson Brown

**Finance and Staffing – clerk Mrs G. McCallum**
Mr J Lailey
Mrs I Jolley
Mr H Roberts
Mr K Weatherill
Mrs A Quainoo
Mr L Carson Brown
Reverend M Gisbourne
Mrs A Aylott
Mr L Carson Brown

**Lettings**
Mrs A Quainoo
Mr H Roberts
Mrs A Aylott
Mr J Mynott

**Pay Appeals**
Mrs A Quainoo
Mr K Seacy
Mr I G Gomersall
Mr K Weatherill

**Pupil Discipline**
Mr J Mynott
Mr J Lailey
Mr K Weatherill
Mr I G Gomersall
Mrs I Jolley

**Staff Discipline/Dismissal**
Mr J Mynott
Mrs I Jolley
Mr H Roberts
Mr I G Gomersall

**Curriculum– clerk Mrs G. McCallum**
Mrs L Quayle
Mr M Campbell
Mrs I Jolley
Mr K Weatherill
Mrs K Soole
Mr I G Gomersall
Mr L Carson Brown
Mrs A Quainoo
Reverend M Gisbourne
Mrs R Atkinson
Mrs A Aylott

**Grievance**
Reverend M Gisbourne
Mr M Campbell
Mrs L Quayle
Mrs K Soole
Mrs I Jolley

**Pay Committee/Committee of Appointed Governors**
Mr J Lailey
Mr H Roberts
Reverend M Gisbourne

**Staff Discipline/Dismissal Appeals**
Mr J Lailey
Mr K Weatherill
Mrs K Soole
Mr M Campbell

**SEF**
Mrs K Soole
Mrs R Atkinson
Mrs A Aylott
Chair of Governors

Mrs A Quainoo

Vice-Chair of Governors

**Staff Review**
Mrs L Quayle
Mr J Lailey
Mr H Roberts
Mr K Weatherill
Mrs A Aylott

**Independent Scrutineer**
Mrs G McCullum

**Nominated Governors**
SEN – Keith Weatherill
Training Link – Mr M Campbell
Child Protection/LAC – Mrs I Jolley
Literacy – Mr K Seacy
Numeracy – Mr I G Gomersall
RE and Worship – Reverend M Gisbourne
FOSSY – Mrs L Quayle and Mr Carson Brown
PHSE – Mrs K Soole
ICT – Mr I G Gomersall
Science – Mr K Weatherill
Art and DT– Mr J Mynott
Music and French – Mrs H Harrison
Sport and Humanities – Mr J Lailey
Assessment – Mr K Weatherill
Early Years – Mrs I Jolley
LASGB Representative – Mr M Campbell
Buddy – Reverend M Gisbourne
Pupil Voice – Mrs R Atkinson

**2014-15 working parties**
Assessment – Mr K Weatherill and Mrs L Quayle
ICT – Mr K Weatherill and Mr I G Gomersall
Values in our British Society – Mr J Mynott, Mrs K Soole, Mr K Seacy, Reverend M Gisbourne
Early Years – Mrs I Jolley, Mr M Campbell