

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 7 November 2013 at 6.30pm.

Present:

Mr H Roberts (Chair)
Mrs R Atkinson
Mr M Campbell
Reverend M Gisbourne
Mrs Harrison
Mr A Holland
Mr J Lailey
Mrs L Quayle
Mr G Rycroft
Mr K Seacy
Mrs I Slaney
Mr K Weatherill
Mrs A Aylott (Headteacher)

Also Present:

Mrs J Moore (Clerk to Governors)
Miss SJ Huddleston (Observer)

Apologies:

There were no apologies for absence from Mr R Evans and Mr I G Gomersall.

ACTION

The meeting opened with prayers.

13.37 Election of Chair

Following discussion it was agreed that the term of office for the chair would end in the autumn term of 2017.

It was agreed that Mr H Roberts be re-elected as chair.

13.38 Election of Vice-Chair

Following discussion it was agreed that the term of office for the vice-chair would end in the autumn term of 2017.

It was agreed that Mr K Weatherill be re-elected as vice-chair.

13.39 Governing Body Matters**a) Membership**

The governing body welcomed and introduced Mr Rycroft who had been appointed as a foundation governor.

The clerk reported that Mr Evans had been absent without the consent of the governing body for a period longer than six months and was therefore disqualified from continuing to hold office as a governor of the school.

Governors noted there were vacancies for a parent governor and two foundation governors on the governing body. The PCC foundation governor vacancy would be filled by Mrs A Quainoo once the paperwork was confirmed, prior to this she would be added to the governing body as an observer. The headteacher and Trust were requested to take the required action to fill the remaining vacancies. Due to Mr Evans disqualification there would also be a further LEA governor vacancy.

Clerk

b) Declaration of Interest

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

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 would provide Mr Rycroft with a declaration of interest form to complete.

Headteacher

d) Code of Conduct

The governing body reviewed and confirmed adoption of the revised Code of Conduct as circulated and noted the addition of the reference to the use of social media.

e) Governing Body Regulations

The governing body noted The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 were effective as of 1 September 2013. The clerk would advise on any processes affected by the changes at the appropriate time. The clerk agreed to email a copy of the Stone King LLP document to the headteacher.

Clerk

13.40 Minutes of the previous meeting

It was agreed that the minutes of the previous meeting held on 13 June 2013, having been circulated, be approved and signed by the chair as a correct record with the following amendment:

Nominated Governors (Minute 13.24 refers) should read:

FOSSY Governor (Mrs Quayle)

- FOSSY was raising money for a defibrillator for the school. North West Ambulance Service could provide one at a cost of £900.

13.41 Matters arising from the minutes

The following matters arising were reported:

E-Safety (Minute 13.33b refers)

The curriculum committee had not yet met to address this. The governing body were informed that the school had a very extensive e-safety policy in place and two training sessions had been held for parents.

13.42 Review of Committees

The governing body would review the composition and structure of its committees at the spring term meeting once a skills audit had been carried out.

Clerk

The School Business Manager would clerk the committee meetings.

13.43 Review of Nominated Governors

These would be reviewed and confirmed at the spring term meeting. Mrs I Slaney agreed to be the Child Protection/ LAC nominated governor.

Clerk

13.44 Committee Reports

- a) The governors noted and accepted the minutes of the Staffing and Finance Committee meeting held on 17 October 2013.

This item was deemed confidential and minuted as such.

The chair thanked the *headteacher and the School Business Manager for their stewardship of the accounts.

- b) The governors noted and accepted the minutes of the Curriculum Committee meeting held on 9 October 2013 with one amendment, Mr Roberts was present at the meeting.

Mr Weatherill informed governors that the Home-school Agreement had been updated. The chair expressed to governors the importance of evaluating school trips, and the need to minute the impact and benefit.

- c) The governors noted and accepted the minutes of the Buildings, Health and Safety Committee meeting held on 3 October 2013.

Updates were given on the following:

Update on Safety Playground Surface (Minute 5 refers) – The

Grand Opening had been very well received.

Health & Safety (Minute 7.1 refers) – The Health and Safety Audit had been completed and there were no corrective actions.

A.O.B (Minute 8.3 refers) – The headteacher had not heard any more regarding the 20mph speed limit outside school but informed governors that the double yellow lines would be reinstated.

13.45 Nominated Governors

- a) The governing body received a report from Mr Searcy on work undertaken in school regarding literacy.

Mr Searcy had met with the Literacy Co-ordinator on three occasions and expressed that these had been very informative.

Mr Searcy was thanked for his report.

- b) The governing body received a report from Reverend Gisbourne on work undertaken in school regarding RE and Worship.

Reverend Gisbourne informed governors that the new RE syllabus had been successfully incorporated. St Pauls Church had agreed to donate money to Bweyale Primary School, Uganda as part of the Olivia Project.

Reverend Gisbourne was thanked for his report.

- c) The governing body received a report from Mrs Quayle on work undertaken in school regarding FOSSY.

The FOSSY website had ~~not yet~~ been sorted. She gave an update on the available funds, £1000 would be used to buy books and any extra money would be used to help fund the outdoor area. Governors were pleased that 50% of KS1 pupils had taken up the FOSSY swimming lessons. Governors were informed about past events and upcoming events they noted that the Christmas Fair would take place on 7 December from 10.30 - 12.30.

Mrs Quayle was thanked for her report.

- d) The governing body received an update from Mr Lailey on work undertaken in school regarding sport.

Mr Lailey informed governors that the Year 6 pupils were taking part in the British Orienteering Navigation Programme. The pupils had three occasions over two days to achieve the certificate.

Mr Lailey was thanked for his report.

- e) The governing body received a report from Mrs Atkinson on work undertaken in school regarding Pupil Voice.

Ten Year 6 pupils had participated in Pupil Power. They had taken part in a mock council debate. This had been mentioned on page 10 of the Lancaster Guardian.

Mrs Atkinson was thanked for her report.

- f) The governing body received a report from Mrs Harrison on work undertaken in school regarding French.

French pen pals were being arranged to help pupils develop writing skills.

Mrs Harrison was thanked for her update.

- g) The governing body received a report from Mrs Harrison on work undertaken in school regarding Music.

KS2 pupils were participating in the Christmas Spectacular at the Priory on 20 December. Tickets could be purchased from the school office.

Mrs Harrison was thanked for her update.

13.46 Chair's Action

The chair reported action taken on behalf of the governing body since the last meeting, which involved increasing an Administrative Assistants grade from a Grade 3 to a Grade 4. This was detailed in the Staffing and Finance Committee minutes.

13.47 School Improvement

The governing body had received a progress report from the headteacher on the implementation of the School Development Plan at the Curriculum Committee meeting.

13.48 Headteacher's report

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

Reference was made to:

- Staffing and Finance
- Curriculum

The headteacher was very pleased with the SATs results, in particular the number of KS2 pupils achieving a Level 5 in reading,

as this was nearly double the national average. The chair thanked all staff involved in the Year 6 residential trip to Lockerbie Manor.

- Church and Community Links
- Attendance

The headteacher was concerned that the implementation of the new attendance policy could negatively affect relations with parents.

- Buildings
- Official Complaints
- Racist Incidents
- Conclusion

The headteacher was thanked for her comprehensive and informative report.

13.49 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/would be submitted electronically to the county council.

13.50 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.

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

- The governing body 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 meeting each term.

b) Monitoring and Evaluation of Recent visits

The Curriculum Committee was requested to provide subsequent reports on the monitoring and evaluation of recent visits.

c) Approval of Proposed Visits

The headteacher reported details of the following proposed educational visit which was considered and approved:

Year 6 residential trip to Lockerbie Manor 15 - 19 September 2014.

13.51 Governor Training and Development

The governing body noted that copies of the Training and Development Programme for 2013/14 had been distributed to all governors and that training on the Schools' Portal was available from this term for individual or cluster school sessions.

The training link governor highlighted the new governor training to Mr Rycroft. A skills audit would be undertaken in the new year following the appointment of new governors.

The governors agreed to appoint Reverend Gisbourne as a 'buddy' for new governors. He would be a point of contact to answer their questions and help them understand their new role. Reverend Gisbourne's contact details would be included in new governors' welcome letters.

Clerk

Governors had agreed to attend Church School Distinctiveness Training at a cost of £175. A date was still to be confirmed.

Link Governor

The chair asked governors to attend Safer Recruitment Training. This would be arranged in school over two evenings. If possible governors requested that this training would take place on a Thursday. The headteacher informed governors that she was up to date on this training.

Link Governor

Governors were requested to update the link governor via email with training that they planned to attend. Mr Campbell's email address was MNJC1975@Yahoo.co.uk.

Governors

13.52 Policy and Procedures**a) Pay Policy 2013/14**

The governing body confirmed adoption of the county council model Pay Policy for 2013/14 with one amendment.

13.53 Finance**a) Budget out-turn 2012/2013**

The governing body noted the availability of the LA's Section 251 Statement in school and noted the school's budget out-turn position for 2012/13 of £118,705 surplus.

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 completion of the standard.

c) The Unofficial School Fund

The governing body noted receipt of and approved the audited accounts of the unofficial school fund for 2012/13. Governors asked why the account was considered to be 'essentially correct', this was explained in Note 1 and was due to the current year being started on

1 September 2012 instead of 12 September 2012. Six transactions had occurred in this time.

The governing body noted receipt of and approved the audited accounts of the Breakfast Club for 2012/13.

B.P.Threlfall was appointed auditor of the unofficial school fund for the 2013/14 account.

The headteacher would send B.P.Threlfall a thank you letter.

Headteacher

d) **Internal Financial Regulations**

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

Finance and Staffing Committee

e) **Review of Lettings Policy/Charges**

The governing body received/noted information received on the school's policy for lettings and the charges to be levied for use of school premises. It was agreed to request the Lettings Committee to review the policy and charges and to provide appropriate notice to users of any changes. The Lettings Committee would consider the proposal from Marie Smith regarding the Summer Holiday Club.

Lettings Committee

f) **Charging and Remissions Policy**

The governing body noted the requirement to review the schools Charging and Remissions Policy and requested the Finance and Staffing Committee to undertake the policy review.

Finance and Staffing Committee

13.54 Admissions

a) **2014/15 – September 2014 intake**

The governing body noted the information provided regarding guidance and closing dates for school admission applications for 2014.

b) **2015/16 Consultation**

The governing body noted the information provided relating to admission consultations.

The governing body was considering amending their admissions policy to increase the number of pupils that could be admitted under faith criteria (This was currently 8). It was agreed that Admissions Committee would review the admissions policy at the next meeting.

Admissions Committee

13.55 School Term and Holiday Dates 2014/15

The governing body noted that the 2014/15 school term and holiday pattern in Lancashire followed the national standard school year dates published by the Local Government Association (LGA) and applied to all districts.

Foundation and Voluntary Aided Schools

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 governing body agreed the school term dates as per the sheet that had been handed out and agreed the 5 INSET days for 2014/15 be as follows:

- Friday 5 September 2014
- Friday 24 October 2014
- Monday 3 November 2014
- Monday 1 June 2015
- Friday 19 June 2015

The chair confirmed that there were 195 school days including 5 INSET days.

13.56 Information

The governing body noted the information provided in respect of:

- a) **Emergency Response Plans**
- b) **Common Assessment Framework (CAF) and Continuum of Need**
- c) **Ofsted Subsidiary Guidance.**

13.57 Forums for chairs and vice-chairs

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

The chair confirmed they would be able to attend the next meeting.


13.58 Lancashire Association of School Governing Bodies (LASGB)

The governing body had not received information provided on behalf of the LASGB. Mr Campbell would investigate this.

Link
Governor

13.59 Confidentiality

It was resolved that item 13.44(a) as well as the Finance and Staffing Committee minutes be regarded as confidential and be minuted accordingly.

Signed: _____ (Chair)	
Date: _____	20 MARCH 2014.

13.60 Date and time of next meeting

The next meetings of the governing body would be held at 6.30pm, on Thursday 20 March 2014.

The summer term governing body meeting would be held at 7.30pm, on Thursday 19 June 2014.

The meeting closed at 8pm.

SCHOOL NUMBER
01006

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CONFIDENTIAL

13.44a Committee Reports

ACTION

- a) The governors noted and accepted the minutes of the Staffing and Finance Committee meeting held on 17 October 2013.

The following update was given:

- Extra 30 (Minute 10 refers)
The headteacher had discussed the possibility of taking 30 extra pupils in September 2014 with the committee. The committee recommended to the governing body that the school did not proceed with this action. The governors agreed with the decision not provide places for 30 extra pupils.

Signed: _____
(Chair)

Date: _____

[Signature]

28 MARCH 2014

