

**Governor Services, Traded Services (Start Well)**

**SCOTFORTH ST PAUL'S CHURCH OF ENGLAND PRIMARY AND NURSERY SCHOOL  
(01006)**

Minutes of the governing body meeting held at the school on Thursday, 9 March 2017 at 5pm.

**Present:**

**Mr H Roberts (Chair)**  
**Mrs R Atkinson**  
**Mr L Carson Brown**  
**Reverend M Gisbourne**  
**Mr P Metcalfe**  
**Mrs A Quainoo**  
**Mr K Weatherill**  
**Mr J Mynott**

**Mrs A Aylott (Headteacher)**

**Also Present:**

**Ms C Atkinson (Clerk to Governors)**  
**Miss SJ Huddleston (Observer)**  
**Mrs S Pyle (Observer)**

The meeting commenced with opening prayers from Reverend M Gisbourne. The chair welcomed the headteacher back to the school. He thanked Miss Huddleston and Mrs R Atkinson for looking after the school in her absence.

**Action**

**17.01 Apologies for Absence**

Apologies for absence were received and accepted from Mr I G Gomersall, Mrs I Jolley and Mrs K Soole. Mr J Mynott had apologised in advance for his late arrival to the meeting.

Governors noted the absence of Miss D Park. She had been absent from the full governing body meetings for more than six months without the consent of the governing body. It was agreed that she should be disqualified. The clerk would notify Miss Park of the governing body's decision.

**Clerk**

**17.02 Governing Body Matters**

**a) Declaration of Interest**

There were no declarations of interest in relation to agenda

items.

**b) Membership**

The clerk advised the governing body of the following:

Mrs S Pyle was appointed to the governing body as a parent governor. She was welcomed to the meeting, short introductions followed.

Mr J Lailey had resigned since the last meeting. The governing body gave their thanks for his contribution as a governor and to the wider life of the school which was much appreciated. A token of appreciation would be given to Mr Lailey at the end of term service. Governors were informed this was to be held on Friday, 31 March at 1.45pm.

Mrs L Quayle had come to the end of her term of office as a parent governor. An election was underway. Mrs I Jolley was coming to the end of her term of office as a foundation governor.

There were vacancies for one foundation governor and two parent governors.

**c) DBS Checks for Governors**

The headteacher confirmed that all governors had the required clearances in place and the Single Central Record was up to date.

**17.03 Minutes of the Previous Meeting**

It was agreed that the minutes of the meeting held on Thursday, 10 November 2016, having been circulated, be approved and signed by the chair as a correct record.

**17.04 Matters Arising from the Minutes**

**a) Edubase (Minute 16.39f refers)**

<sup>Miss</sup> Mrs Huddleston~~f~~ said that all the governors' information was needed before Edubase could be updated. She asked governors for the additional information required so that this task could be completed.

**Mrs  
Huddleston**

**b) Matters arising from the minutes (Minute 16.41 refers)**

There was an outstanding action to arrange a meeting to evaluate the effectiveness of the governing body.

**Chair/  
Headteacher**

**c) School Improvement (Minute 16.47 refers)**

Progress against the school priorities had been reviewed in the Curriculum and Standards committee.

**d) Governor Training and Development (Minute 16.53 refers)**

A list of training undertaken by the governing body had been provided by the clerk, although it was noted that this did not include all training such as that provided by the Diocese, in-house or through GELOnline.

**17.05 Committee Reports**

- a) The governors noted and accepted the minutes of the Finance and Staffing Committee meeting held on Tuesday, 21 February 2017.

It was reported that the staff time off for Christmas shopping as a goodwill gesture from the governors was very well received. The SVFS form and action plan had been completed.

The committee had noted the likely decreased income to the school as a result of the introduction of the School Funding Formula. It was felt this impacted more on foundation schools than community schools.

- b) The governors noted and accepted the minutes of the Curriculum and Standards Committee meeting held on Wednesday, 25 January 2017.

The committee had reviewed progress against two of the three school priorities-literacy and numeracy. The enthusiasm of staff in delivering the priorities in the SDP had been apparent to governors.

*Mr J Mynott arrived at the meeting.*

- c) The governors noted and accepted the minutes of the Buildings, Health and Safety Committee meeting held on Tuesday, 7 March 2017.

The kitchen refit work was now completed. The Diocese was holding back on payment of 2.5% in case any problems were identified that needed to be resolved. It was explained that this was standard practice.

The site supervisor had undertaken painting and decorating work around the school and it was noticeably much improved. Governors expressed their appreciation to the site supervisor for his work. The site supervisor was off ill at the moment and governors wished him well.

- d) The governors noted and accepted the minutes of the Admissions Committee meeting held on Tuesday, 7 March 2017.

The committee had carried out a review of the admissions criteria, focusing on whether children of staff at the school should have preference in the ordering of the criteria. It was confirmed that the committee had made reference to the admissions policies of other schools. The committee recommended to the governing body that there should be no change to the existing admissions criteria. **It was agreed** that the recommendation from the admissions criteria would be an item for further discussion on the summer term governing body agenda.

Summer term/governing body meeting

### **17.06 Nominated Governors**

The governing body confirmed that Mrs I Jolley was the nominated governor for safeguarding and child protection. It was agreed that Mrs I Jolley would have oversight of online safety.

a) The governing body received a report from Reverend Gisbourne on work undertaken in school regarding RE. The work around the school to support the theme of freedom was described.

b) The governing body received a report from Mr Carlson Brown on work undertaken in school regarding FOSSY. There had been a meeting about the swimming lessons, which had previously been hosted at Ripley school. Their swimming pool had been out of use for some time meaning that only 50% of the lessons had taken place. A suitable alternative swimming pool had not been identified. For this reason parents were to be notified that the swimming lessons would not continue after the end of the spring term. **In response to a governor's question** it was confirmed that school swimming lessons would still go ahead.

There were no other activities planned for FOSSY at the moment. **Governors asked** about the Easter egg hunt. It was explained that not enough volunteers had come forward to support this event so it would not be taking place that year. It was agreed to put an item in the school's newsletter explaining the reason for it not taking place in the hope that there may be more volunteers in future years.

Headteacher

All nominated governors were thanked for their reports.

A review of nominated governor roles was held. The following roles were agreed:

Numeracy- Mrs Pyle  
Humanities- Reverend Gisbourne  
MFL- Mrs A Quainoo  
Sport – Mr Mynott

Music- Mr P Metcalfe  
Pupil Voice- Mrs R Atkinson  
There was a vacancy for a literacy nominated governor.

**17.07 Chair's Action**

The chair reported action taken on behalf of the governing body since the last meeting, which involved:  
Writing to all parents on the 21 November 2016 regarding the absence of the headteacher.

**17.08 School Improvement and Self-Evaluation**

The governing body received a progress report from the headteacher on the development and implementation of the School Improvement Plan for 2016/17 within the headteacher's report.

**17.09 Headteacher's Report**

**a) Termly report**

The headteacher's report on the achievements and developments in school since the last meeting of the governing body was received and noted. The governing body thanked Miss Huddleston for preparing the report on behalf of the headteacher. Miss Huddleston said how well the staff had pulled together in the absence of Mrs Aylott. Questions were invited.

**Governors asked** about the fall in attendance. It was explained that there were two families in particular where attendance was an issue. The measures being taken to address these issues were outlined.

**Governors requested** that the Liverpool proms event should be repeated the next year. Some governors had attended and spoke highly about the event and what a good opportunity it had been for the children. Thanks were extended to staff and parents for their participation on a Saturday.

**b) Approval and Evaluation of Educational Visits**

The headteacher advised that there were no visits to approve at this time.

**c) Unavoidable School Closures**

The headteacher advised that there had been no unavoidable closures since the last meeting.

**17.10 Finance**

**a) School Budget 2017/18**

The governing body requested the Finance and Staffing Committee to consider and prepare the school's budget plan for 2017/18 and to arrange for it to be submitted to the authority by 26 May 2017. The budget would be formally approved at the summer term governing body meeting.

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

The governing body noted the information provided regarding the Schools Financial Value Standard and;

- accepted the report and completed self-assessment prepared by the Finance and Staffing Committee;
- agreed the SFVS action plan;
- Confirmed that the approved standard and action plan had been submitted to the local authority by 31 March 2017.

**17.11 Governor Training and Development**

Governors were encouraged to attend or renew their Safer Recruitment Training. It was explained that good practice said that this should be reviewed every three years.

Reverend Gisbourne and Mr K Weatherill had attended Diocese training at which a Governors handbook had been produced. They would share this with governors.

**Reverend  
Gisbourne and  
Mr K Weatherill**

The governing body discussed arrangements to carry out an evaluation of its effectiveness. The clerk agreed to send details of an external review that had been conducted in a nearby school.

**Clerk**

The headteacher confirmed that access to the Schools' Portal would be arranged for Mrs S Pyle.

**17.12 Schools' Forum Elections**

The governing body agreed to delegate to the chair the casting of a vote in any Schools' Forum elections.

**17.13 Supporting Vulnerable Pupils Who Require Alternative Provision**

The governing body noted the information provided and requested the Curriculum and Standards Committee to review the school's attendance and behaviour policies to ensure that current practice

did not inadvertently result in unofficial exclusions.

The committee was also asked to review current procedures for the issue of notices and directions regarding off-site educational provision and to determine if the exercise of these governing body functions could be delegated to the headteacher as part of the school's behaviour management strategy. The committee was requested to make recommendations at the summer term meeting.

#### **17.14 Information to be Published on School Websites**

The governing body reviewed the guidance provided and agreed that Reverend Gisbourne would undertake an audit of the school website to identify any omissions. A report would be provided at the summer term meeting.

Mrs Aylott asked governors for their view on the school's website. Governors said that although it was looking out of date it did contain all the information that they expected to find. A new website was a consideration for the future as was the use of social media to communicate with parents in a responsive way. The headteacher said that it would be useful to identify governor/s with IT skills who could work with the school in taking these things forward.

It was agreed that a wider discussion on the school website and use of social media would be conducted at the next governing body meeting, following Reverend Gisbourne completing his audit of the website.

**Reverend  
Gisbourne**

**Summer  
term/governing  
body meeting**

#### **17.15 Information and Updates**

The governing body noted the information provided in respect of:

- a) Governors and their role in Safeguarding
- b) Keeping Children Safe in Education 2016: Online Safety Implications for Governing Bodies
- c) Governance and Inspection – Key Questions
- d) Revised School Session Times Procedures and Guidelines

A discussion took place around on-line safety. The problems that could arise were highlighted. The school had held a session for parents to educate about on-line safety but it had been disappointing that only seven parents had attended. Suggestions on how to encourage the engagement of parents in on-line safety were made. This included running a session at parents' evening and more information on the school's website.

Governors were asked to note that they may be asked to consider an extension to the school day in the future.

**17.16 Forums for Chairs and Vice-Chairs**

The chair or vice-chair confirmed they hoped to attend the next meeting.

**17.17 LASGB**

The governing body noted the information provided by the LASGB.

**17.18 Admission Arrangements**

The governing body determined the admission arrangements for 2018/19 and agreed that the existing arrangements would continue. Governors confirmed that all relevant paperwork had been forwarded to the county council by 15 March 2017.

**17.19 Confidentiality**

There were no items deemed confidential.

**17.20 Date and Time of Next Meeting**

The next meeting of the governing body would be held at 5 pm, on ~~Thursday~~, 6 July 2017.

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The autumn term meeting would take place at 5pm on Thursday, 9 November 2017.

*Alysh*  
Mrs ~~Alysh~~ thanked governors for the change in start time to 5pm which was very helpful to school staff.

The chair took the opportunity to inform governors that he would be stepping down as chair at the November meeting, but would continue as a governor. Governors were asked to reflect on succession.

The chair thanked governors for their attendance. The meeting closed with the Grace.

*Alysh*  
3/7/2017