SCHOOL NUMBER 13/010

LANCASHIRE COUNTY COUNCIL
GOVERNOR SERVICES

WALVERDEN PRIMARY SCHOOL

SPRING TERM MEETING

MINUTES OF THE MEETING OF THE FULL GOVERNING BODY HELD AT THE SCHOOL ON 12 MARCH 2025 AT 5.30 PM

PART A

PRESENT: Mr F Khaliq (Chair)
Mr S Agar
Mr R Ali
Mr R Bashir
Mrs R Bridges
Mr D Langan
Mr M Stone
Miss H Ahmed (Headteacher)

IN ATTENDANCE: Mrs A Bird (Clerk)

The Chair opened the meeting and welcomed everyone. Introductions were made to those members new to the Governing Body.

ACTION

25.01 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Mr M Osman.

Governors noted the absence of Mr A Rehman.

25.02 GOVERNING BODY MATTERS

a) Declaration of interest

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

b) Membership

Mr Ali and Mr Langan were welcomed to their first full governing body meeting as a Co-opted Governor. In line with the Regulations, they was asked to ensure they –

1. started the DBS process within 21 days of appointment otherwise there was a risk of disqualification;

2. completed a register of business/pecuniary interests form and submitted it to the school.

Mr Ali/ MrLangan

School visits would be arranged for Mr Ali and Mr Langan.

The clerk reported that Mr Khaliq's term of office would end on 26 March 2025. The governing body was keen to retain his skills and agreed to co-opt Mr Khaliq for a further four-year term.

The clerk reported vacancies for a Co-opted Governor and a Local Authority Governor.

c) DBS Checks for Governors

The governing body confirmed that all necessary arrangements were in place and all governors had the required clearances.

The chair confirmed the Single Central Record (SCR) was up to date, and all details in relation to governors had been duly recorded. Mr Ali had completed the DBS process and Mr Langan was to be done.

25.03 MINUTES OF THE PREVIOUS MEETING HELD ON 27 NOVEMBER 2024

It was agreed that the minutes of the meeting held on 27 November 2024, having been circulated, be approved and signed by the Chair as a correct record.

Chair

25.04 MATTERS ARISING FROM THE MINUTES

There were no matters arising from the minutes.

Mr Bashir joined the meeting.

25.05 REPORTS

a) Committee Reports

The governors noted and accepted the minutes of the Resources Committee meeting held on 5 February 2025.

The governors noted and accepted the minutes of the Standards and Effectiveness Committee meeting held on 5 February 2025.

The governors ratified the following policies as commended by the Resources Committee.

- Educational Visits Policy

b) Nominated Governors

There were no reports from nominated governors.

c) 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.

25.06 TEACHER WELLBEING

The Headteacher advised that there was currently a lot of absence, but this was due to staff illness, and this was quite high compared to the previous year. The Headteacher advised that school leaders spoke with staff on how they were and looked regularly at workload. They were constantly checking that the were not doubling up on workload. Support was given through the leadership team, and they knew what was happening with staff.

The Headteacher advised that the school did things over the school year to support wellbeing. Staff were also able to access support though the SAS Insurance scheme and the Local Authority (LA) which staff did access.

Mr Langan advised how the school he worked at undertook supervision and discussed wellbeing and workload. The Headteacher suggested they discussed this further when he visited the school.

25.07 SAFEGUARDING

It was confirmed that all governors had received safeguarding training in line with Keeping Children Safe in Education 2024 requirements.

Governors were to undertake training annually and the Headteacher advised there was an online course that she would share with Governors. Governors were advised there was also training available through Governor Services and the National Governors Association (NGA) Learning Link.

25.08 SCHOOL IMPROVEMENT AND HEADTEACHER'S REPORT

a) School Improvement

The headteacher updated governors on the progress of this year's improvement priorities.

The Headteacher advised there were four priorities linked to the Ofsted framework. The priorities had been RAG rated. The Headteacher explained that were an action was yellow this had been started and was ongoing but would not change to green until the end of the school year. The items in blue were to be looked at this term. Governors attention was drawn to the evaluation section of the plan.

Governors noted the curriculum reports circulated linked to the Headteacher's report.

Q – From your perspective which of the priorities do you think you will struggle with to meet?
A – The focus for next term will be looking at ones that are not highlighted and looking at some leadership and management areas. I can't see there are any areas that wont get done as some are from the previous year and we still have the summer term as well.

Governors thanked the Headteacher for the update.

b) Attendance

Governors noted the guidance on attendance, including their responsibility to support schools with this.

Governors received an update on attendance in the Headteacher's Report and where the school was compared to national figures. The Headteacher advised that they had noticed a lot of pupils were being collected late quite a lot and so they were introducing a Late Collection policy.

Q – How late are we talking?
A – Sometimes thirty minutes and one has been forty-five minutes.

The Headteacher advised that it was also the case for some nursery children. The Headteacher advised that it was not good for the pupils and that the majority of parents were very good.

The Headteacher advised they were proposing charging parents for late collection. Governors were advised that private nurseries had always had a policy for late charging.

Governors expressed the hope that the charges would be a deterrent.

Q – What about the cost of living?
A – These are working parents, and it is more about those who are persistently picking up late.

Governors advised that the letter sent to parents mentioned a referral to Children's Social Care (CSC) which did not seem very clear. The Headteacher advised that a letter would go but there was a conversation to be had. The Headteacher asked Mr Stone to come back to her if he wished the letter to be adapted. Timeframes needed to be shared with parents so they would know what was being introduced.

Governors approved the policy.

The Headteacher would put the policy on the school website and the newsletter. The school would also carry out work with parents.

c) Inclusion

There was a section on Inclusion in the Headteacher's Report. The school had progress for pupils with SEND.

d) Headteacher's Report

Governors had received the headteacher's written report in advance of the meeting.

Reference was made to the following:

- School contextual data
- Leadership and management.
- Single central record.
- Safeguarding update.
- Whistleblowing.
- Risk register.
- Health and safety update.
- SEND update.
- Pupil Premium update
- School Website Compliance
- Governance.
- GDPR and data update.
- Relationships with learners and parents.
- Parent/learner survey.
- Key highlights from the parents and learning surveys.
- School development plan update.
- Leadership and management (non-staffing).
- Staffing update
- Staff professional development and performance.
- Staff absence information.
- Starters, leavers and vacancies
- Leadership and management (staffing)
- Behaviour and Attitudes
- Learner attendance rates.
- Behaviour update.
- Personal development.
- Quality education.

The Headteacher advised that the data contained in the report was for the autumn term. Spring data would be looked at in the summer term Standards and Effectiveness committee.

Governors received the school dashboard. Governors asked if a key could be provided so they could see what the colours meant. The Headteacher advised that the EAL percentage was by year group but if they looked at the Headteacher's Report they would see the figures were lower. The Headteacher would arrange to get Mr Langan access to Insite.

Q – It shows the last Ofsted grading when will they come again?

A – They came in 2023 and will come again in four to five years.

The Headteacher advised that there would be no ungraded inspections from September. The Headteacher advised that there was a lot of amber on attendance and behaviour but when the school assesses that area, they are saying it is good. The Headteacher advised that this was down to attendance due to extended leave and other issues previously discussed. The Headteacher advised that the attendance figures were similar when Ofsted had been into the school. The school was now using Study Bugs and other things however, they could not stop parents taking their children on holiday. The Headteacher advised that if they were comparing to national figures the school had a story behind it.

There was an assessment meeting the following week and the Headteacher advised that it would be good for Governors to attend.

The headteacher was thanked for her comprehensive report.

e) Review Non-Statutory Policies

Absence (Management of sickness)	
Adoption policy	
Anti-bullying Policy	
Art Policy	
Asthma Policy	
Breastfeeding at work	
British Values	
Career Break	
Care and Control Policy	
CCTV Policy	
Collective Dispute (Teachers)	
Collective worship policy	
Communication policy	
Control of Assets Policy – would be reviewed at the Resources committee	**Res Cttee**
Classroom organisation and Display Policy	
Design and Technology Policy	
EAL Policy	
Educational visits policy	
EYFS Statutory Framework	
Flexible working	
Geography Policy	
History Policy	
ICT acceptable use – would be reviewed at the Resources committee	**Res Cttee**
Ill Health Retirement – teachers	
Ill Health Retirement – Support	
Intimate care Policy	
Leave of absence policy (Teachers and support staff)	
Internal Regulations	
Late collection policy	

Lone working policy
Long service award (Teachers)
Long service award (Support Staff)
Long term sickness absence procedure
School emergency plan
Maths calculations policy
Maths policy
Medication policy
Menopause Policy
Mobile phone policy
Modern Foreign Languages Policy
Music policy
On-line safety policy
Oracy policy (including comm strategy)
Parental leave
PE Policy
Education of LAC
Probation arrangements
PSHE Policy
Pupil premium policy
RE Policy
Reading policy
Recruitment guide
Making recruitment decisions
Redundancy and workforce planning policy
Remote learning policy
Risk Assessment policy
Safe Password
Safer working practice
School Work related Stress policy
Science policy
Short-term absence procedure
Single equality policy
SMSC Policy
Snow and Ice policy
Social media policy
Support children with medical conditions
Writing policy

The Headteacher advised that the policies had been reviewed. The Science Policy had been re-written, so it was more in-line with other policies. Classroom Organisation was a new policy to ensure consistency in the classroom environment.

The Charging and Lettings Policy would be altered due to the introduction of the Late Collection Policy.

f) Review Special Educational Needs policy and local offer details

The SEND Policy and Local Offer would be sent to the next Standards and Effectiveness Committee **SEC**

g) Agree school prospectus – information for parents on the school website

The Headteacher advised that she wanted to put together a new school prospectus. Miss Ghafoor was contacting a company to get further information. The school was also looking at the school website to make it more accessible. The school had done what they needed to do for those pupils coming in.

25.09 UNAVOIDABLE SCHOOL CLOSURES

The governing body received a report from the headteacher in relation to the unavoidable school closure which arose on 7 to 11 January 2025 due to snow and ice.

The Headteacher advised that pupils had reverted to online learning.

25.10 EDUCATIONAL VISITS

The governing body received a report on recent visits contained in the Headteacher's Report.

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

YESFEST residential visit in June

25.11 FINANCE

a) Schools Financial Value Standard (SFVS)

The governing body approved the SFVS and related party transactions template.

The governing body delegated the submission of the approved standard and related party transactions template to the headteacher/school business manager noting that it should be submitted to the county council by 31 March 2025. **HT/SBM**

b) School Budget 2025/26

The governing body delegated the review and recommendation of the school's budget plan for 2025/26, and a forecast for 2026/27 and 2027/28 to the Resources Committee.

It was noted that this had to be submitted to the county council by Friday, 16 May 2025.

The budget and forecasts would be presented for approval at the next governing body meeting. **FGB**

The Headteacher advised that the finance officer had informed the school that they were at risk of claw back and some money had been moved into Prop to use for building works.

The finance officer was due to come in to the school to discuss the 2025/26 budget. Mr Khaliq and Mr Stone would also attend.

c) Lancashire Schools' Forum

The governing body noted the information provided about the Schools' Forum election process and delegated to the chair the responsibility for voting on behalf of the governing body should an election take place in the summer term 2025.

d) Unofficial School Fund

The governing body noted receipt of and approved the audited accounts of the unofficial school fund for 2023/24.

Governors appointed Mr G Mukadam as the auditor for the 2024/25 account.

The Headteacher explained what the fund was used for. The Headteacher advised there was income due to staff insurance and funding from DfE. The Headteacher advised that from next year supply reimbursements would go into the budget. Mr Khaliq and the Headteacher would meet to discuss the fund. **Mr Khaliq/HT**

25.12 PERSONNEL

a) New Legislation – Mandatory Duty to Prevent Sexual Harassment

The governing body noted the duty on employers to prevent sexual harassment of their employees.

The headteacher confirmed that the Bullying and Harassment Policy had been updated in line with the new legislation and was readily available to all staff. The suggested risk assessment had would be completed by the Headteacher and brought to the next Resources Committee. The updated Code of Conduct was shared with staff and return to work meetings explored whether harassment had contributed to the absence. **HT/Res Cttee**

b) Pay Policy

The governing body confirmed adoption of the model Pay Policy.

c) Lancashire Personnel Policies

The governing body confirmed adoption of the following model Lancashire Personnel Policies and Procedures, and also all generic HR policies:

- Alcohol / Drug Abuse, Statement for Employees (December 2024)
- Appraisal Policy (Teachers) (September 2024)
- Bullying and Harassment
- Capability Policy (Teachers) (September 2024)

- Paternity Leave Policy & Form (November 2024)
- Pay Policy (Teachers) (September 2024)
- Recruitment and Selection (September 2024)
- Recruitment of Ex-Offenders (October 2024)
- Redundancy Policy & Procedure (August 2024)
- School Staff Code of Conduct (September 2024)
- Smoke-Free Policy (September 2024)
- Statement of Ethical Standards (September 2024)
- TLR Guidance (September 2024).

d) Appraisal

The governing body confirmed that appraisals had taken place for all teachers and school leaders. It was noted that appropriate objectives were in place for the current year, and arrangements had been made for mid-year reviews.

The date for the Headteachers mid-year review was to be arranged.

e) Recruitment processes

The governing body noted the required notice period for headteachers.

25.13 GOVERNOR TRAINING AND DEVELOPMENT

The governing body noted the suggestion that an annual skills audit be undertaken.

Attention was drawn to the courses available through Governor Services, including the online training via the NGAs Learning Link.

Governors were reminded that all training was now accessed via GovernorHub.

25.14 INFORMATION, UPDATES AND ITEMS FOR FURTHER DISCUSSION AS REQUIRED

The governing body noted the guidance and additional information in relation to:

a) Lancashire Governor Services Service Level Agreement - update
b) Children's Wellbeing and Schools Bill 2024
c) Employee Assistance Programme
d) Lancashire Governance Association
e) Apprenticeship/Careers Team Update
f) Lancashire School Improvement Service Guarantee 2025- 2026

25.15 CONFIDENTIALITY

Governors were reminded that all matters discussed at governing body meetings were not for general discussion outside the meeting.

The governing body considered whether any items discussed were required to be recorded in the minutes as confidential; that is, that should not be made available to the general public should a request be received to view governing body papers.

For the purpose of the minutes there were no items deemed confidential.

25.16 DATE AND TIME OF NEXT MEETING

The next meeting of the Governing Body would be held on Wednesday 18 June 2025 at 6.00 pm.

Committee meetings were arranged as follows:

Resources Committee - Wednesday 30 April 2025 at 6.00 pm
Standards & Effectiveness Committee – Wednesday 30 April 2025 at 7.00 pm

CLOSING REMARKS

There being no further business, the Chair thanked everyone for their attendance and support, and duly closed the meeting at 7.45 pm.