SCHOOL NUMBER 13/010

LANCASHIRE COUNTY COUNCIL
GOVERNOR SERVICES

WALVERDEN PRIMARY SCHOOL

SUMMER TERM MEETING

NOTES OF THE MEETING OF THE FULL GOVERNING BODY HELD IN SCHOOL ON THURSDAY 3 JULY 2025 AT 6.00PM

PART A

PRESENT: Miss H Ahmed (Headteacher)
Mr F Khaliq (Chair)
Mr M Stone

IN ATTENDANCE: Mrs J Carr *(Clerk)*

Governors noted that the meeting was not quorate but agreed to continue with the meeting so that the Headteacher could present the information that she had spent a long time preparing. The Clerk advised that no decisions could be made and any required would have to be deferred to the next FGB for ratification. The Chair opened the meeting and welcomed everyone.

ACTION

25.17 ASSESSMENT PRESENTATION

The Headteacher shared the data from the Spring term highlighting:

Reading

- Core pupils do better than new starters to the school.
- There is an increase in pupil at expected and exceeding levels and greater depth.
- Year 1 have a high level of SEND
- Nursery and Reception have high SEND and the SEND needs are immense.
- Progression from two to three is significant.

Q. How does the percentage at expected levels benchmark with other schools?
A. The school is lower for GLD but has a low baseline. Key Stage 2 have achieved National Average but the number of new arrivals impact on the data. Key Stage 1 are closing the gap to National Average. The results are cohort specific but the school can see the story behind the data.

- Reading groups show girls outperforming in all years expect Year 1.

- Lower Key Stage children are outperforming Key Stage 2 except in Year 6.

Writing

- Data is below writing scores but has closed the gap between core children and new starters.
- Writing is increasing although Years 1 and 2 still have gaps because the children are not fluent in language.
- Years 5 and 6 are achieving the best.
- Year 2 need targeted support because there are 47% of children below expected levels.
- Girls are outperforming Boys and some Pupil Premium children are achieving higher.

Q. Why are Girls outperforming Boys?
A. They have been part of a target group. The Headteacher advised that she had visited classes to review provision. Boys like quick responses and need to be engaged, having a bit of interaction/competition to perform well. A project has been done in Early Years to identify what can be put in place to encourage boys to write more.

Maths

- Data is strong for core pupils.
- Year 4 are good. There are a high number of girls in the cohort.
- Year 2 are low but there is a high level of SEND.
- The school is starting to see Greater Depth in all year groups. The Headteacher gave an overview of what the school was doing to support and challenge which was hoped with show an increase.
- Boys are performing better than girls except in Year 1 and 5.
- Pupil Premium children are performing better except for some Key Stage 2 classes.

Q. What is the school doing for Maths?
A. There are specific interventions for Maths. Writing tends to be whole class work.
Q. Are the therapies being effective?
A. The therapies effectiveness will be measured next term. The school has done some projects for boys and can see an improvement in engagement but need to keep doing strategies and building ideas into the lesson plans.
Q. Are the schools' priorities being met?
A. This is linked to the School Improvement Plan which will be reviewed in the autumn term. The Headteacher would review the data further before writing the new plan.

25.18 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Miss Agar, Mr Ali, Mr Bashir, Mrs Bridges, Mr Osman and Mr Rehman.

Governors noted the absence of Mr Langan.

25.19 GOVERNING BODY MATTERS

a) Declaration of interest

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

b) Membership

The Clerk reported that there were vacancies for an Authority Governor and Co-opted Governor. Mr Stone agreed to apply for the Authority Governor position. The Clerk was requested to forward the link to him. **Clerk / Mr Stone**

Governors discussed the need to review attendance at meetings and the problems with not being quorate. **Governors**

c) Disclosure and Barring Service (DBS) Checks for Governors

The Governing Body confirmed that all necessary arrangements were in place, and that all governors had the required clearances.

The Governing Body noted the Department for Education recommendation in relation to Section 128 checks.

25.20 MINUTES OF THE PREVIOUS MEETING

It was agreed that the minutes of the meeting held on 12 March 2025 having been circulated, be approved and signed by the Chair as a correct record. This would need to be ratified at the next meeting. **Clerk**

25.21 MATTERS ARISING

There were no matters arising from the minutes of the previous meeting, which were not scheduled for discussion during the forthcoming agenda.

The Headteacher confirmed that all actions had been completed. Governors had been emailed for school visits but the Headteacher had received no response.

25.22 REPORTS

a) Committee Reports

i) The governors noted and accepted the minutes of the Resources Committee meeting held on 20 May 2025.

ii) The governors noted and accepted the minutes of the Standards and Effectiveness Committee meeting held on 20 May 2025.

The School Prospectus was being worked on.

Governors discussed the gender gap across all subjects and most years groups and the Headteacher advised of the strategies to raise the boys' levels to match the girls' levels. Governors agreed that this should be included in the School Improvement Plan. Strategies need to be embedded. Governors discussed visits to the school to see work in practice.

Governors will need to ratify the following policies as commended by the Resources Committee.

*(Minute R25.20) – **the governing body is asked to ratify** the appointment of Mr G Mukadam as auditor for the 2024/25 account.*

*(Minute R25.21) – **the governing body is asked to ratify** the following policies:*

- *Lettings Policy*
- *Charging Policy*
- *Control of Assets*
- *ICT – Acceptable Use Policy*

b) Nominated Governors

The following reports were received:

- The Governing body received a verbal report from Mr Khaliq on work undertaken in school regarding his visit to the school. Years 3 and 4 were very enthusiastic during their sports day.

- Mr Stone presented a verbal report regarding his visit to the Infant building. The school needs some maintenance to bring it up to a good standard. The rainbow room needs work to become a sensory room for the SEND children to access and will require a changing table in the toilets for the children with autism and toileting needs. The school is reviewing the curriculum for the 0 – 3-year-olds because some children are working well below their age. There is a SEND consultant working with the school to ensure the provision for the SEND children is suitable and can prepare the children for moving through the school.

Nominated governors were thanked for their reports and continued support.

c) Chair's Action

The Chair reported that it had been necessary to take a chair's action in the following cases as a delay in exercising this function would have been seriously detrimental to the interests of the

school/any pupil at the school (or their parent)/or a person who worked at the school.

Approving the purchase of the minibus from the Unofficial School Fund. The money had been received from the Insurance. A decision will be needed around where to park the minibus when it arrives.

25.23 SAFEGUARDING

Governors noted the safeguarding and child protection training requirements set out in Keeping Children Safe in Education.

Q. Will there be an annual refresher for Governors?
A. Yes. The Headteacher advised that she would look at this in September along with appraisal training.

25.24 SCHOOL IMPROVEMENT & HEADTEACHER'S REPORT

a) School Improvement

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

Governors noted the report on the Governors area of the website and were advised that it would be evaluated for the Curriculum meeting in the autumn term along with the new School Improvement Plan. **Curriculum Committee**

The Headteacher advised that the school had achieved the gold Behaviour Quality Mark which was really positive.

As part of curriculum enrichment, a career day had been put on hold due to things taking place in school but will include: mini medics, first aid and cricket.

It was hoped that the school website would be launched in September 2025.

Q. Are there any areas not completed this year?
A. The careers day and finalising the curriculum.
Q. What are next years priorities?
A. Possible areas are:

- Enrichment – the school could run more clubs on music/art. The school is investigating relaunching areas like the Children's University.
- SEND – the rainbow room and provision for severe SEN. Parental support groups for parents of autistic children.
- Embed areas of the curriculum like phonics.
- Monitoring and Assessment – are the therapies correct and measuring impact.

b) Headteacher's Report

Governors had received the Headteacher's written report in advance of the meeting. Miss Ahmed invited questions/drew attention to the following:

- **Introduction**
- **Last Ofsted Data**
- **School Contextual Data**
- **Leadership and Management**
- **Safeguarding**
- **Health and Safety**
- **SEND**
- **Pupil Premium Update**
- **School Website compliance**
- **Governance**
- **GDPR**
- **Relationship with Learners and Parents**
- **Parent Learner Survey**
- **Key Highlights from the parent and learner surveys**
- **School Development Update**
- **Staffing –** The school has appointed an ICT Technician and temporary Teacher for September. There are two TA2 posts vacant which will be covered with a TA2 and a TA3 on supply. This will be reviewed when the EHC Plans are received and the level of SEND Support is known.
  There are a lot of good staff in school and the following awards have been achieved which is a tribute to the hard work that the staff do – Early Years Outdoor Award, Early Years Boys Project Award and Food for Life Award.

Q. How does the Nurture Project work?
A. There are different layers. The Nurture Staff checks in with particular children who are struggling and need support. Groups of children are taken when they are struggling with sharing, emotional and social needs. Single children and groups of children are worked with and the school also uses outside agencies for supporting nurture groups.

- **Attendance –** The schools Attendance Officer is retiring so the school will look at the office set up in September.
- **Behaviour and Attitudes**
- **Personal Development**
- **Quality of Education**

The Headteacher highlighted the Lancashire County Council's Safeguarding report which will form part of the action plan for next year.

Q. Will the Headteacher put timescales against the actions?

A. Yes – some items are already done in other ways. The Headteacher advised that she would go through the report and annotate it. **Headteacher**

The Headteacher was thanked for her comprehensive report.

25.25 ARRANGEMENTS FOR 2025 EXAMS

The Governing Body noted the information regarding Key Stage 2 SATS.

Three children did not take the tests. Two were non-attendees and one was stuck in Pakistan and missed the time that they could take the tests.

25.26 WELLBEING PROVISION FOR STAFF

The Governing Body felt that the school did well on its wellbeing for staff.

25.27 UNAVOIDABLE SCHOOL CLOSURES

The Headteacher confirmed there had been no unavoidable full or partial school closures since the last meeting.

25.28 EDUCATIONAL VISITS

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

London, Autumn 2025, Years 5 and 6.

This was approved under Chairs actions and would be circulated to Governors for ratification. **Headteacher**

25.29 FINANCE - BUDGET OUTTURN 2024/25 AND SCHOOL BUDGETS 2025/26

The Governing Body noted the school's outturn position for 2024/25.

Governors noted that the school was in a Financially good position, and after considering any budget sustainability issues, the Governing Body approved the school budget plan for 2025/26 as follows:

Revenue income of £3,013,807 and proposed revenue expenditure of £3,003,808 resulting in a net in year surplus of £9,999.

The governing body considered the effect on school balances and noted the estimated balance of £265,657 brought forward from the previous year which would result in a forecast carry forward balance of £275,656 into 2026/27.

The Headteacher confirmed that the Income and Expenditure Form had been submitted to the county council within the required timeframe.

The Headteacher advised that the school would need to spend funding on the Infant building and premises. £39,000 had already been approved and most of the work would be completed over the summer term. Governors reviewed the required work and approved the following:

- £3,000 to Resources the Rainbow room.
- £3,555 for the Holly Street Wall.
- £4,000 for the external wall which had moved.
- New dining tables in the Hall.
- £11,000 on ICT.

Governors noted that the Nursery yard equipment would need repair/replacement and the Kitchen floor needed £5,778 of work plus moving the equipment and labour.

Governors discussed the long-term PROP work and the Headteacher was requested to produce a priority list and five-year plan for Governor's consideration. **Headteacher**

25.30 REVIEW AND PUBLISH DETAILS OF PE AND SPORTS PREMIUM FUNDING

Governors noted that the necessary information would be published on the school website by 31 July 2025.

25.31 STAFFING ARRANGEMENTS

In preparation for the performance management of staff in the autumn term, the Governing Body deferred setting up the following September 2025. **Clerk**

- a committee to undertake the appraisal of the Headteacher's performance;
- the school had bought into a Schools Advisory Service for advice regarding the appraisal of the Headteacher;
- a committee to undertake pay decisions in relation to the Headteacher and teacher's pay;

Relevant training would be undertaken by governors to assist them in fulfilling their duties. **Governors**

The Governing Body considered the current staffing arrangements and agreed that a reorganisation was not necessary.

25.32 GOVERNOR TRAINING AND DEVELOPMENT

a) Link Governors Report

The Link Governor Reported that:

b) GovernorHub

Governors noted how they were using GovernorHub to support their development.

c) Governing Body's Effectiveness and Strategy for 2025/26

The suggested questions on the agenda were discussed, and it was noted that there was a lack of Governor attendance at meetings.

25.33 ELECTION OF CHAIR AND VICE-CHAIR

The Governing Body noted the options available for the appointment procedure of chair and vice-chair.

It was agreed that:

- nominations would be accepted by both self and other nomination;
- nominations would be received both prior to and at the meeting;
- voting would be by show of hands;
- in the event of a tie, a second vote would be held; if the outcome remained tied then lots would be drawn;
- in the event of only one candidate being nominated for a position the candidate would not be asked to leave the room while a vote was held.

25.34 SCHOOL ADMISSIONS

Governors noted the details of the processes and statutory closing dates outlined in the supporting information.

25.35 FOR INFORMATION / ACTION AS APPROPRIATE

The Governing Body noted the guidance and additional information in relation to:

a) SEND Inclusion Service updates
b) Off-site Directions and Managed Moves
c) Lancashire Governance Association
d) New Primary Career-Related Learning Resources
e) Apprenticeship / Careers Team Update.

25.36 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.

25.37 DATE AND TIME OF NEXT MEETING

The Governing Body confirmed the pattern of dates for the 2025/26 academic year as follows:

Autumn Term

Resources Committee	Wednesday 8 October 2025 at 6.00 pm
Standards & Effectiveness	Wednesday 8 October 2025 at 7.00 pm
Full Governing Body	Wednesday 3 December 2025 at 6.00 pm

Spring Term

Resources Committee	Wednesday 28 January 2026 at 6.00 pm
Standards & Effectiveness	Wednesday 28 January 2026 at 7.00 pm
Full Governing Body	Wednesday 25 March 2026 at 6.00 pm

Summer Term

Resources Committee	Wednesday 20 May 2026 at 6.00 pm
Standards & Effectiveness	Wednesday 20 May 2026 at 7.00 pm
Full Governing Body	Wednesday 17 June 2026 at 6.00 pm

The Chair thanked governors for their attendance and input and duly closed the meeting at 8.00/pm.