SCHOOL NUMBER 13/010

LANCASHIRE COUNTY COUNCIL
GOVERNOR SERVICES

WALVERDEN PRIMARY SCHOOL

AUTUMN TERM MEETING

MINUTES OF THE MEETING OF THE FULL GOVERNING BODY HELD AT THE SCHOOL ON WEDNESDAY 17 DECEMBER 2025 AT 6.00 PM

PART A

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

IN ATTENDANCE: Mrs A Bird *(Clerk)*

The Chair opened the meeting and welcomed everyone.

ACTION

25.38 APOLOGIES FOR ABSENCE

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

25.39 ELECTION OF CHAIR

Following discussion it was agreed that the term of office for the Chair, would be until the first termly meeting of the autumn term in 2026.

It was agreed that Mr F Khaliq be elected as chair.

25.40 ELECTION OF VICE-CHAIR

Following discussion it was agreed that the term of office for the Vice-Chair, would be until the first termly meeting of the autumn term in 2026.

It was agreed that Mr M Stone be elected as vice-chair.

25.41 GOVERNING BODY MATTERS

a) Declaration of interest

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

b) Membership

It was noted that Mr Bashir's term of office would end on 21 January. The headteacher agreed to arrange an election to appoint to this governor position.

The governing body was keen to retain Mr Bashir's skills and agreed to co-opt Bashir for a further four-year term as a Co-opted Governor. Mr Khaliq would confirm with Mr Bashir that he was willing to continue.

The clerk reported vacancies for a Local Authority (LA) Governor and two Co-opted Governors.

Governors agreed to review and update their personal details on GovernorHub.

c) DBS / Section 128 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.

d) Register of Business Interests

All governors, observers and associate members to committees were reminded of the need to update the Register of Business Interests on an annual basis, and to ensure that appropriate details were included on the school's website.

Governors agreed to complete the form on GovernorHub.

e) Code of Conduct

The Governing Body reviewed and confirmed adoption of the Code of Conduct (2025). Governors were encouraged to reflect on the commitment, duties and responsibilities included in the Code. All agreed to adhere to the Code of Conduct.

f) Disqualification Criteria

The Governing Body noted the disqualification criteria for governors.

25.05 MINUTES OF THE PREVIOUS MEETING HELD ON 3 JULY 2025

It was agreed that the minutes of the meeting held on 3 July 2025, having been circulated, be approved and signed by the Chair as a correct record.

25.06 MATTERS ARISING FROM THE MINUTES

The following matters were reported from the minutes.

Minute 25.19 – Mr Stone was to move to the Local Authority Governor position. The clerk would look into whether his application had been processed. **Clerk**

Attendance of governors was discussed and the possible change of meeting dates.

Minute 25.20 – The minutes of the meeting held on 12 March were approved.

Minute 25.29 – Governors approved the appointment of Mr Mukadam as the auditor for the 2025/26 school accounts.

The Governing Body ratified the policies presented from the Resources Committee.

Minutes 25.29 - Governors ratified the school budget for 2025/26 and the works required to be completed over the summer term.

The Headteacher would take the Prop five-year plan to the Resources Committee. The Headteacher was meeting with the PROP building surveyor. **Res Cttee**

25.07 REVIEW OF COMMITTEES AND NOMINATED GOVERNORS

a) The Governing Body reviewed the constitution and membership of its committees and the requirement to appoint a clerk to each committee. It was agreed that the membership of the committees for the 2025/26 academic year be appointed as detailed on Governor Hub.

b) Nominated governor appointments were reviewed and confirmed as detailed on Governor Hub.

The Governing Body agreed the following arrangements for the receipt of reports from nominated governors:
Reports would be received at the termly full Governing Body meeting.

25.08 REPORTS

a) Committee Reports

The governors noted and accepted the minutes of the Resources Committee meeting held on 8 October 2025.

The governors noted and accepted the minutes of the Standards and Effectiveness Committee meeting held on 8 October 2025.

The governors ratified the following policies as commended by the Standards and Effectiveness Committee.

- Attendance Policy
- Behaviour 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.

25.09 SAFEGUARDING

Governors confirmed that they had read and understood Keeping Children Safe in Education 2025. It was agreed this would be recorded on GovernorHub.

It was noted that arrangements were in place to comply with the requirements for governor training.

Governors confirmed they had read and understood the messages from the School Safeguarding team in the Information Booklet.

Governors noted that training was available for Safeguarding and Prevent on GovernorHub.

25.10 SCHOOL IMPROVEMENT AND HEADTEACHER'S REPORT

a) School Improvement

The headteacher presented the 2025/26 School Improvement Plan and updated governors on progress.

The Headteacher advised that she had evaluated the previous year's school improvement plan. The new plan was complimented by data and subject leader reports. The Headteacher advised there were a number of pupils on the pathway for an education and healthcare plan (EHCP). The bit at the beginning of the improvement plan had been added in September. There were further details in the SEND report and the school SEND figures were just over the national levels. The data was accurate at the time it was put into the plan and current data was in the SEND report. The Headteacher would update the context when she updated the school improvement plan.

The school improvement plan was linked to the old Ofsted framework and once she was familiar with the new one the school improvement plan would be aligned with that framework.

The school improvement plan had been RAG rated.

b) Headteacher's Report

The Headteacher's written report had been circulated in advance of the meeting.

Reference was made to the following:

- Last Inspection Data
- School Benchmarking Data
- Safeguarding update.
- Inclusion
- Curriculum and Teaching
- Achievement: EYFS Outcomes & Targets
- Achievement: KS1 Outcomes & Targets
- Achievement: KS2 Outcomes & Targets
- Attendance and Behaviour
- Personal Development and Well-being
- Early Years in Schools
- Leadership and Governance
- Leadership and Governance: Staffing

The chair would arrange to look at the single central record. The school would be booking in another health and safety audit.

Q - In the pupil teacher ratio why are we higher than the LA and national?
A - There are a number of reasons. We are in a very deprived area and have higher levels of EAL and SEND.

The Headteacher explained that if they didn't have it they would not be able to support children as they needed. The school had to look at areas of support in summer and had to move more staff down into KS 1. The Headteacher advised they reviewed the needs of children and have flexibility to move staff around. The Headteacher would look at where the figures were from. The Headteacher added that the school had a lot of really experienced staff.

Q - What is classed as high priority?
A – What is identified in the audit for example the removal of asbestos from certain areas around the school.

Q – Persistent Absence (PA) is above national is that a cause of concern?
A - That is due to extended leave families take and also a couple of pupils who struggle to attend for a number of issues. We

have support and plans in place. We support parents in getting children into school.

Q - 10% of pupils are Eastern European which feels like a growing number?
A – The education drive from these families is not the same.

Q - Why is that?
A – It depends where they are from, so we have to work out why education is not a priority for some and they quite often have a chaotic background as well.

The Headteacher advised that home visits had increased.

Q - Is there diversity in school staffing?
A - We haven't got any who are East European, but we have had to seek training so we could understand how to engage.

Q - Do parents speak English?
A - Not all of them.

The Headteacher advised they were using Google translate to link with families.

Q - Do you think that it's an anomaly?
A – No, we think it will go up. Good in a way as it is improving diversity.

The headteacher was thanked for her detailed report.

c) Headteacher's Items

Governors received a number of policies that had been updated.

Governors approved the policies.

25.11 UNAVOIDABLE SCHOOL CLOSURES

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

25.12 SCHOOL TERM AND HOLIDAY DATES 2026/27

The governing body noted the school term and holiday framework provided by Lancashire County Council (following consultation with the County Union Secretaries and the Diocesan/Church Authorities).

Governors approved the circulated proposal for school term dates 2026/27 and agreed INSET days on:

- 1 September 2026
- 2 November 2026
- 4 January 2027
- 17 May 2027

- 21 July 2027

25.13 EDUCATIONAL VISITS – APPROVAL AND EVALUATION

a) Health and Safety of Pupils on Educational /Off Site Visits Policy and Guidelines

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

It was confirmed that Miss Humma Ahmed had Head and Mr Graham Donnan had Administrator rights for the school's EVOLVE system. The reporting procedures for visits were agreed as:

Option 2
The governing body to approve all Type B visits prior to submission to Lancashire County Council. The headteacher/EVC to approve all Type A visits. The decisions to be reported to the governing body meeting each term.

The headteacher was requested to check that the details recorded above aligned with those on the EVOLVE system and to return the e-proforma to the county council by 20 December 2025.

b) Approval and Evaluation of Visits

The headteacher reported details of the following proposed educational visits which were considered and approved:

- Y6 residential visit to Winmarleigh PGL to be held on 23 – 25 February 2026

25.14 LANCASHIRE POLICY/PROCEDURE REVIEWS

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

HT

- Absence (Management of Sickness) Guidelines – August 2025;
- Disciplinary & Dismissal Procedure (Support Staf) – June 2025;
- Leave of Absence – June 2025;
- Parental Leave – May 2025.

25.15 FINANCE

a) Finance Policies

The governing body delegated the approval of the following policies to the Resources Committee:

- Lettings Policy/Charges;
- Charging and Remissions Policy;

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- Internal Financial Regulations;
- The Control and Disposal of School Assets
- Use of Direct Central Payment/Non-Order Invoice and Confirmation Order Routes Within FMS;
- Income treatment and reconciliation policy (including the use cashless payments systems);
- Potential Risks and Key Controls Checklist;
- Petty Cash / Imprest Accounts Financial Arrangements;
- Debt Management/Billing Arrangements.

The headteacher was requested to ensure that the Lettings Policy and Charging and Remissions Policy were available on the school website. **HT**

b) Schools Financial Value Standard (SFVS)

The governing body delegated consideration of the SFVS to the Resources Committee. A detailed report together with the completed self-assessment, related party transactions spreadsheet and action plan would be brought to a future meeting of the governing body for approval.

It was agreed that the headteacher would submit the approved standard to the local authority by 31 March 2026.

c) Budget Sustainability

The governing body had previously delegated the review and setting of all school's budget plan to the Resources Committee.

It was confirmed that the headteacher had reviewed up to date pupil numbers which would form the basis of 2026/27 funding.

In view of the financial pressures, it was agreed that a budget working group would be established.

The Headteacher advised that the finance officer had made mistakes in the summer term and the school now had a new one. The error was due to overestimating the number of pupils eligible for the pupil premium grant. The finance officer was going through the budget again.

Q – What are the imminent risks?
A – At the moment, we are not sure. We have received money for pupils with high needs which hadn't been accounted for.

Governors discussed whether the finance service had ensured they had done due diligence.

It was agreed that if adjustments needed to be made, they would be looked at by the working group.

Q – Will we see any changes that we will see at the January Resources meeting?

A – I need to speak with the finance officer and Ms Ghafoor to see where we are.

d) The Unofficial School Fund 2024/25

The accounts for 2024/25 had not yet been audited and would be presented at the next meeting. **Spring Term**

Mr Mukadam was approved as the auditor for the 2025/25 accounts.

e) Financial Transparency of Local Authority Maintained Schools and Academy Trusts

The governing body confirmed that the required information had been published on the school's website.

25.16 GOVERNOR TRAINING AND DEVELOPMENT

a) Governor Training Update

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

b) Training Link Governor Report

There was nothing to report.

25.18 COMPLIANCE

The headteacher confirmed the school was compliant with:

- the UK General Data Protection Regulation (UK GDPR)
- obligations under the Human Rights Act 1998, Equality Act 2010 and the Public Sector Equality Duty;
- the Department for Education's digital and technology standards.

The Headteacher advised that the school used HY Education for their GDPR requirements.

25.19 INFORMATION, UPDATES AND ITEMS FOR FURTHER DISCUSSION AS REQUIRED

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

a) Employee Assistance Programme
b) Attendance and new Attendance Handbook for Schools
c) New Ofsted Framework – Governors would look to do a training session later in the year.
d) Updated Relationships and Sex Education Guidance
e) Lancashire Governors Association

25.20 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.

25.21 DATE AND TIME OF NEXT MEETING

Governors would review the spring term meeting dates to ensure better attendance at meetings.

CLOSING REMARKS

There being no further business, the Chair thanked everyone for their attendance and support, and duly closed the meeting at 8.05 pm.