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 VIRTUALLY ON WEDNESDAY 13 MARCH 2024 AT 6.00PM

PART A

PRESENT: Mr F Khaliq (Chair)
Miss S Agar
Mr R Bashir
Mrs R Bridges
Mr A Rehman
Mr M Renshaw
Mr M Stone
Miss H Ahmed (Headteacher)

IN ATTENDANCE: Mrs A Bird (Clerk)

The Chair opened the meeting and welcomed everyone.

ACTION

24.01 APOLOGIES FOR ABSENCE

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

24.02 GOVERNING BODY MATTERS

a) Declaration of interest

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

b) Membership

It was noted that Miss Agar's term of office would end on 16 June 2024. The headteacher agreed to arrange an election to appoint to this governor position.

The Clerk reported a vacancy for a Co-opted 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.

d) GovernorHub

Governors noted the imminent implementation of GovernorHub by Lancashire Governor Services. Governors were encouraged to register with GovernorHub and familiarise themselves with this resource.

24.03 MINUTES OF THE PREVIOUS MEETING HELD ON 29 NOVEMBER 2023

It was agreed that the minutes of the meeting held on 29 November 2023, having been circulated, be approved and signed by the Chair as a correct record. **Chair**

24.04 MATTERS ARISING FROM THE MINUTES

The following matters arising from the minutes were noted:

Minute 23.37 – The Headteacher had sent a Google form for Governors to register their business interests if they had not already done so.

Mr Renshaw joined the meeting/ Mr Stone left the meeting.

Minute 23.43 – The Headteacher advised that the asbestos works had not yet been completed some were being done at Easter and some in the summer.

Minute 23.47 – The model complaints procedure had been published on the school website.

Minute 23.49 – The Lettings/ Charging Policy and the Charging and Remissions Policy had been published on the school website.

24.05 REPORTS

a) Committee Reports

The governors noted and accepted the minutes of the Resources Committee meeting held on 24 January 2024.

The governors noted and accepted the minutes of the Standards and Effectiveness Committee meeting held on 24 January 2024.

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.

24.06 KEEPING CHILDREN SAFE IN EDUCATION 2023

Governors noted the governor training requirements set out in Keeping Children Safe in Education.

The Headteacher advised that the policy was up to date. The Headteacher would circulate the link for training to all Governors. **H/T**

24.07 SCHOOL IMPROVEMENT

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

The Headteacher advised that KS1 were doing optional SAT's in July staff would undertake moderation. Staff would be trained on the guidance for delivering the end of KS2 SAT's. Governors were asked if they would be available to come into the school to oversee the delivery of the tests. The Headteacher suggested that Governors also did the training. Mr Khaliq or another Governor would come in for the tests.

Q – What will you use the KS1 data for?
A – As we have done in the past, analysis and target tracking. We will use in pupil progress meetings as well.

The Headteacher advised that they would unpick the tests in detail and make sure that things were in place for pupils if needed. The Headteacher added that if they had 'good level of development' they would go right back to see how they had come on. The Local Authority (LA) was also picking up data.

The Headteacher updated Governors on progress against the school improvement priorities which included:

Priority 1 – Impact on writing standards – targets were set for Y6 and therapies were running throughout. Formative assessments had not been done but they had undertaken a big audit on teaching which included assessments and would look at each strand.

Q – Working parties for homework?
A – Homework is happening, but we just need to review it.

Priority 2 – Behaviour – The school was giving tools to pupils. In terms of attendance the school was carrying on meeting with parents and carried out home visits if needed. Lunchtimes were to be revisited just to make sure that it was working.

Priority 3 – The school was looking at enrichment priorities and clubs.

Q – What does character education involve?
A – It is part of the PSHE curriculum, and we are reviewing materials and what pupils need at this time.

Priority 4 – A CPD plan was to be created and would be shared with all staff.

24.08 HEADTEACHER'S REPORT / UNAVOIDABLE CLOSURES

a) 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 a lot had been happening at the school as could be seen from her report.

Q – Current capacity does that include nursery?
A – Yes it does.

The Headteacher advised that the Local Authority (LA) had advised that the school had been successful in getting some

condition led works agreed and mor information would be available in May. Part of the works were around heating in the infant building and the other was more structural.

Governors would complete the skills audit at the next meeting. The Headteacher would do a form and send it out. **H/T**

Q – Attendance seems to be getting better?
A – It is in some year groups. There has been a lot of illness.

The Headteacher advised that the racist incident was a child using a word that they did not understand the meaning of. Once this was explained to them they understood why they should not have said it.

Governors had received a number of updated policies. The Headteacher explained that each policy highlighted any changes most of which were minor amendments.

Governors approved the policies.

The headteacher was thanked for her comprehensive report.

b) Unavoidable School Closures

The governing body received a report from the headteacher in relation to the unavoidable school closure which arose on 16th and 19th January 2024 due to snow.

24.09 ATTENDANCE

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

24.10 INCLUSION

The governing body were advised that there had been no exclusions and no pupils were EHE.

24.11 EDUCATIONAL VISITS

The governing body received a report on recent visits.

There were no visits to approve at the time of the meeting.

24.12 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 2024. **HT**

b) School Budget 2024/25

The governing body delegated the review and recommendation of the school's budget plan for 2024/25, and a forecast for 2025/26 and 2026/27 to the Resources Committee.

The Headteacher advised that the working party was to meet the following week.

It was noted that this had to be submitted to the county council by Friday, 17 May 2024.

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

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 2024. **Chair**

24.13 PERSONNEL

a) Pay Policy

The governing body confirmed adoption of the model Pay Policy.

b) Lancashire Personnel Policies

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

- Appraisal Policy (Teachers)
- Capability Policy (Teachers)
- Career Break Scheme
- OHU Referral Guidance and Questions
- Recruitment and Selection of School Staff Guidance and Appendices
- School Staff Code of Conduct
- Statement of Ethical Standards
- Teaching and Learning Responsibility (TLR) Payments Guidance.

c) Appraisal

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

d) Recruitment Process

The governing body noted the required notice period for headteachers.

e) Performance Related Pay

Governors noted that the government had committed to removing performance-related pay in schools by September 2024, and had committed to conducting a rapid government and trade unions review of current guidance surrounding appraisal and performance management to facilitate a replacement being in place from 1st September 2024. The Government had stated that schools would have sufficient notice to enable them to prepare during the summer for September 2024 implementation.

The relevant LCC model policies and procedures would be updated accordingly once the detail of the proposed guidance is known,.

24.14 GOVERNOR TRAINING AND DEVELOPMENT

The governing body noted the recommendation 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 of the change to the Governor Services Training Course booking procedures.

24.15 INFORMATION, UPDATES AND ITEMS FOR FURTHER DISCUSSION AS REQUIRED

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

a) Education Improvement

b) Wellbeing and Mental Health

c) Ofsted's handbook and framework updates: January 2024

d) Schools Causing Concern guidance – Updates

e) NGA – exclusion review panels

f) Chairs Forum – Inclusion Summits

g) LASGB

h) Employee Assistance Programme

24.16 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.

24.17 DATE AND TIME OF NEXT MEETING

The next meeting of the Governing Body would be held at Wednesday 19 June 2024 at 6.00pm.

Committee meetings were arranged as follows:

Resources Committee - Wednesday 24 April 2024 at 6 pm
Standards & Effectiveness Committee – Wednesday 24 April 2024 at 7 pm

CLOSING REMARKS

There being no further business, the Chair thanked everyone for their attendance and support, and duly closed the meeting at 7.46 pm.