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 27 NOVEMBER 2024 AT 6.00 PM

PART A

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

IN ATTENDANCE: Mrs A Bird (Clerk)

The Chair opened the meeting and welcomed everyone.

ACTION

24.35 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Mr A Rehman.

24.36 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 2025.

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

24.37 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 2025.

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

24.38 GOVERNING BODY MATTERS

a) Declaration of interest

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

b) Membership

Governors formally co-opted Mr R Ali and Mr D Langan to the Governing Body.

Mr Berry, Mrs Bukhari and Mr Renshaw had resigned since the last meeting.

Mr F Khaliq Co-opted Governor term of office ends on 26 March 2025.

The clerk reported vacancies for a Local Authority and Co-opted Governor. Governors discussed options to recruit to these vacancies.

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 apart from Mr Ali and Mr Langan for which the necessary arrangements would be made.

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 (2024). 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.

24.39 MINUTES OF THE PREVIOUS MEETING HELD ON 19 JUNE 2024

It was agreed that the minutes of the meeting held on 19 June 2024 having been circulated, be approved and signed by the Chair as a correct record.

24.40 MATTERS ARISING FROM THE MINUTES

There were no matters arising from the minutes.

24.41 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 2024/25 academic year be appointed as detailed on Governor Hub.

The terms of reference and delegated powers of the committees would remain the same as in the previous year.

b) Nominated governor appointments as detailed on Gov Hub were retained without amendment.

The Governing Body agreed the following arrangements for the receipt of reports from nominated governors:

Termly at the full Governing Body meeting.

24.42 REPORTS

a) Committee Reports

The governors noted and accepted the minutes of the Resources Committee meeting held on 10 October 2024.

The governors noted and accepted the minutes of the Standards and Effectiveness Committee meeting held on 10 October 2024.

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

- Lettings Policy/ Charges
- Charging and Remissions Policy
- Internal Financial Regulations

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.

24.43 KEEPING CHILDREN SAFE IN EDUCATION 2024

Governors confirmed that they had read and understood Keeping Children Safe in Education 2024. 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.

The governing body discussed the additional questions set out in the agenda, noting the following:

- All staff had received training.
- Governor training would be arranged along with Safer Recruitment.
- All Child Protection and Safeguarding policies were up to date.

24.44 SCHOOL IMPROVEMENT AND HEADTEACHER'S REPORT

a) School Improvement

The headteacher presented the 2024/25 School Improvement Plan and updated governors on progress.

The Headteacher advised that the school improvement plan had been reviewed. Some priorities were similar to the previous year as they needed to embed.

Governors noted that progress was going well. Training on trauma had taken place. Support staff were doing weekly training around what had been done in staff meeting. Writing had been started the previous year and was a three year plan.

b) Headteacher's Report

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

Reference was made to the following:

- School contextual data
- Leadership and management.
- Single central record.
- Safeguarding update.
- Whistle Blowing.
- 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 of Education.

The Headteacher advised that data was currently being collected and that it would be shared with Governors once it was available. **H/T**

The Headteacher advised there had been one suspension and one racist incident.

Q – What were they about?
A – The suspension was a Y2 child who is new to the school and country. We are working with the inclusion hub to support them. They are accessing unsuitable materials which were then affecting their behaviour. External agencies were also working with them and their parents, and they are responding. The racist incident may not have been intentional but was taken that way this time as it is about educating pupils.

The Headteacher advised that they did not have many racist incidents and that this was an isolated case.

The Headteacher advised that the school was below national averages for 'good levels of development' (GLD) in Reception.

Q – Is that about language?
A – Yes, a lot is about speaking and listening. Covid had a huge impact on personal and social skills as they missed out on playgroups and social interaction.

Governors were advised that a lot of work was spent on daily sessions to work on that. In Y1 pupils were unable to manage their own emotions so this was a focus of the curriculum. There was a lot of work on PSHE for the first term. Nursery and Reception were doing the TALK programme.

Q – How do we know if ongoing problem?
A – We will track pupils as they go through and give them what they need there and then.

Pupils progress meetings were held, and the senior leadership team (SLT) were working closely with staff to ensure the right

therapies were in place. A data session would be arranged for Governors in January.

In the Multiplication Tables Check 40% of pupils had achieved 25 out of 25 which was above the national average.

The Headteacher advised that one of the outstanding health and safety actions was asbestos removal. This had been mostly completed apart from some in the kitchen. The Headteacher would email to Governor what was outstanding. **H/T**

The curriculum reports were with the Headteachers Report on the Governor section of the school website.

The headteacher was thanked for her detailed report.

24.45 UNAVOIDABLE SCHOOL CLOSURES

The governing body received a report from the headteacher in relation to the unavoidable school closure which arose on 22 November 2025 due to icy weather conditions.

24.46 SCHOOL TERM AND HOLIDAY DATES 2025/26

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 2025/26 and agreed INSET days on:

- 1 September 2025
- 3 November 2025
- 3 January 2026
- 20 March 2026
- 20 July 2026

24.47 EDUCATIONAL VISITS – APPROVAL AND EVALUATION

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

It was confirmed that Humma Ahmed was the school's trained Educational Visits Co-ordinator (EVC) and Graham Donnan had admin support rights and Kathryn Enwistle had EVC 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 2024.

b) The governing body received a report on recent visits that had been undertaken.

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

24.48 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**

List (i)

Capability Procedure (Support Staff)
Probation Arrangements Support Staff in Schools
Collective Disputes - Model Procedure (Teachers)
Parental Leave
Disciplinary & Dismissal procedure (Teachers)
Disciplinary & Dismissal procedure (Support Staff)
Long service award - teachers
Long service award - support staff
Amalgamation/Re-organisation of Schools - Teachers
Amalgamation/Re-organisation of Schools - Support
Breastfeeding at Work
Job-share
Absence (Management of Sickness) Guidelines
Short-term absence procedure
Long-term absence procedure
IR35 guidance
Statement of Ethical Standards

List (ii)

Flexible Working	Confirmed the process for applications made by the Headteacher (i.e. application goes to the Chair of Governors)
Leave of Absence	Reference to Unpaid Carers Leave added
Adoption Leave	Rate of Statutory Adoption Pay updated
School Staff Code of Conduct	Update to paragraph 7(iii) as a result of the Worker Protection (Amendment of Equality Act 2010)

	Act 2023, which comes into force in October 2024

Reviews which took place over the spring term 2024

Alcohol / Drug Abuse, Statement for Employees
Directed Time
Extreme / Unpredictable Weather Guidance
Flexible Working
Grievance Procedure (Support Staff)
Grievance Procedure (Teachers)
Job Share
Leave of Absence
Paternity Leave Policy & Form
Shared Parental Leave
Smoke-Free Policy
Trans Equality Guidance

24.49 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;
- 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.

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 2025.

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 2025/26 funding.

d) The Unofficial School Fund 2023/24

The accounts for 2023/24 had not yet been audited and would be presented at the next meeting. **Spring Term**

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.

24.50 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.

Governors noted that all training was now accessed via GovernorHub.

b) Training Link Governor Report

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

24.51 GENERAL DATA PROTECTION REGULATION (GDPR)

The headteacher confirmed the school was GDPR compliant.

The school used HY Education to ensure the school was GDPR compliant. There had been no breaches and staff received regular training.

24.52 INFORMATION, UPDATES AND ITEMS FOR FURTHER DISCUSSION AS REQUIRED

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

a) Changes to Ofsted Inspections

b) Breakfast clubs
c) Employee Assistance Programme
d) Attendance
e) Apprenticeship Funding Available
f) Chairs Forum 2024/25
g) Lancashire Association of School Governing Bodies (LASGB)

The Headteacher advised that quotes had been sought for the cleaning contract. Following discussions Governors **agreed** that the school would go with Gemini for one year initially and that the cleaner would be TUPE across.

24.53 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.

24.54 DATE AND TIME OF NEXT MEETING

Governors confirmed that the next meeting of the full governing body would be on Wednesday 12 March 2024 at 6.00 pm.

Spring Term

Resources Committee – Wednesday 29 January 2025 at 6.00 pm
Standards & Effectiveness Committee – Wednesday 29 January 2025 at 7.00 pm

Summer Term

Resources Committee - Wednesday 30 April 2025 at 6.00 pm
Standards & Effectiveness Committee – Wednesday 30 April 2025 at 7.00 pm
Full Governing Body – Wednesday 18 June 2025 at 6.00 pm

CLOSING REMARKS

There being no further business, the Chair thanked everyone for their attendance and support, and duly closed the meeting at 7.55 pm.