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 MONDAY 13 APRIL 2026 AT 6.00 PM

PART A

PRESENT:	Mr F Khaliq (Chair) Miss S Agar Mr R Ali Mrs R Bridges Mr M Osman Mr A Rehman Miss H Ahmed (Headteacher)
IN ATTENDANCE:	Mrs A Bird (Clerk)

The Chair opened the meeting and welcomed everyone.

ACTION

26.01 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Mr Bashir and Mr Stone.

26.02 GOVERNING BODY MATTERS

a) Declaration of interest

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

b) Membership

The clerk reported that Mrs Bridges term of office would end on 22 June 2026. The governing body was keen to retain her skills and agreed to co-opt Mrs Bridges for a further four-year term.

Governors received a nomination from Mr M Stone to become the Local Authority (LA) Governor. Governors approved the appointment.

The clerks reported vacancies for two Parent Governors and one Co-opted Governor.

The Headteacher would arrange for Parent Governor elections and advertise the Co-opted Governor vacancies on the school website.

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.

26.03 MINUTES OF THE PREVIOUS MEETING HELD ON 17 DECEMBER 2025

It was agreed that the minutes of the meeting held on 17December 2025, having been circulated, be approved and signed by the Chair as a correct record. **Chair**

26.04 MATTERS ARISING FROM THE MINUTES

The following matters arising from the minutes were noted:

Minute 25.15 – Unofficial School Fund – Governors received and approved the unofficial school fund

26.05 REPORTS

a) Committee Reports

The governors noted and accepted the minutes of the Standards and Effectiveness Committee meeting held on 9 February 2026.

The governors noted and accepted the minutes of the Resources Committee meeting held on 9 February 2026.

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.

26.06 SAFEGUARDING

The governors confirmed that they had read and understood the safeguarding requirements set out in KCSIE 2025, EYFS statutory framework 2025 and Online Safety guidance, and that the statutory responsibilities were understood, implemented and regularly reviewed by all staff and governors.

26.07 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 that the plan had been reviewed but Governors would not see a lot of actions at green yet. Governors' attention was drawn to the section on next steps and impact.

The Headteacher advised they were setting up a parents forum.

Q – Do you not do that anyway?
A – We did pre-covid but have been asked things from parents and will do a specific focus.

Q – Was it quite positive last time?
A – Yes, it was good as we could work on things.

Q – Under leadership and management, are we embracing AI?
A – We have written a policy and will be rolling it out.

The Headteacher advised they had bought Tech Mate for staff and there were a lot of things that could cut down workload for staff, but they needed to ensure they were accurate.

Q – Are children using it?
A – We need to teach them how to use it. We use Century Tech which is AI led.

The Headteacher advised they were using a spotlight profile tool and looking at teachers strengths and how they can improve.

b) Headteacher's Report

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

Reference was made to the following:

- Last Inspection Data
- School Benchmarking Data
- Safeguarding
- 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 Headteacher advised that the feedback from the parental questionnaire had been really good. They had received 180 responses which was a good response rate.

The Headteacher advised that the Multiplication Tables Check (MTC) school pass rate was 20.1%. In Y5 the combined score was down and the school was looking at linking therapies.

Q – It says no in the health and safety update to all high priorities being completed?
A – The asbestos areas are now mostly done but I can check what is still outstanding.

The Headteacher advised the school was due a health and safety audit.

The headteacher was thanked for her comprehensive report.

c) Attendance

Governors noted the guidance on attendance, including their responsibility to support schools with this, as detailed in the Information Booklet.

Q – What does persistent absence mean?
A – They are pupils whose attendance is less than 90%.

The Headteacher advised the school had an attendance officer working with the school.

Q – What year group are they in?
A – One in Y5, Y4 and Y3.

The Headteacher advised that eight pupils were on a part-time timetable due to SEND needs which brought the attendance figure down. The Headteacher advised the school had done a lot of work on attendance. The Headteacher advised that they did home visits and early help to get children in to school.

d) Arrangements for exams 2026

Governors noted the school exam arrangements for 2026, and discussed the plans in place to support all pupils.

26.08 UNAVOIDABLE SCHOOL CLOSURES

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

26.09 EDUCATIONAL VISITS

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

Residential visit to Coldwell for Y3/Y4 for 20 children and 4 staff to be held on 29/4/26 to 1/5/26.

The governing body received a report on recent visits.

26.10 GOVERNORS' RESPONSIBILITIES AS EMPLOYERS AND HEADTEACHER WELLBEING

Governors noted their employer responsibilities, as set out in the Information Booklet, and the changes that would take effect under the Employment Rights Act 2025.

26.11 COMPLAINTS POLICY

The governing body confirmed that the two-stage DfE model Complaints Procedure, and the model policy for managing serial and unreasonable complaints, had been adopted.

26.12 REVIEW OF POLICIES

Governors received a number of policies for review. The Headteacher advised that some were model policies and others had minimal changes which were highlighted in the contents page document.

The AI policy was new, and the Anti-bullying Policy had been changed in line with the new Ofsted framework. The school was using a new scheme of work for their modern foreign languages. There had been a risk assessment put in place for the Lone Working Policy and the Headteacher added that there was always usually someone else involved. There was a new subject lead in place for Music so there would be a review of the policy. The Pupil Premium Policy had been written to be in line with the current guidance.

Q – Have you done a lockdown yet?
A – Not yet but we will be doing.

The Headteacher advised that they did not have a policy for British Values but did have a statement which she would provide for the next meeting. **HT**

26.13 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 school business manager noting that it should be submitted to the county council by 31 March 2026. **SBM**

b) School Budget 2026/27

The governing body delegated the review and recommendation of the school's budget plan for 2026/27, and a forecast for 2027/28 and 2028/29 to the Resources Committee.

It was noted that this had to be submitted to the county council by Friday, 15 May 2026.

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

FGB

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 2026.

Chair

d) Building Proposal

This would be discussed at the Resources Committee.

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26.14 PERSONNEL

a) Pay Policy 2025/26

The governing body confirmed adoption of the model Pay Policy (September 2025).

b) Lancashire Personnel Policies

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

- Recruitment & Selection Guidance (September 2025)
- TLR Guidance (September 2025).

c) Staffing Proposal

Th Headteacher brought a staffing proposal to Governors for a Senior Family Worker post. The Headteacher advised that the school had a lot of vulnerable children complex cases and a need had been identified for a more senior position within the pastoral team. The Headteacher advised that she had sought advice from HR in regard to recruiting to the position which could be done internally. Following discussion Governors **agreed** to the proposal.

26.15 GOVERNOR TRAINING AND DEVELOPMENT

Attention was drawn to the courses available through Governor Services.

26.16 INFORMATION, UPDATES AND ITEMS FOR FURTHER DISCUSSION AS REQUIRED

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

a) New Ofsted Framework - It was agreed to do a session on the new framework in the autumn term. The Headteacher advised they were currently looking at the SEF. **Aut Term**
b) Music Service – Music Curriculum
c) School Planning
d) Attainment data for districts

26.17 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.

26.18 DATE AND TIME OF NEXT MEETING

The next meeting of the Governing Body would be held on Wednesday 17 June 2026 at 6.00 pm.

Committee meetings were arranged as follows:

Resources Committee – Thursday 7 May at 6.00pm
Standards and Effectiveness Committee Thursday 7 May 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 7.24 pm.