

**GOVERNOR SERVICES: EDUCATION, QUALITY AND PERFORMANCE SERVICE**

**SIR TOM FINNEY COMMUNITY HIGH SCHOOL (06135)**

Minutes of the governing body meeting held by video conference on Tuesday 22 March 2022 9.30am.

**Present:** Mrs KD Jones (Chair)  
Mrs G Barlow  
Mr S Chester  
Mr I Fazackerley  
Mr G Harper  
Ms R Hurley  
Mrs L Joliffe  
Mr P Main  
Mrs M Rothwell  
Mr S Jukes (Headteacher)

**Also Present:** Miss R Alesbury (Clerk to Governors)

|              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <u>Action</u>      |
|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| <b>22.01</b> | <b>Apologies for Absence</b><br><br>Apologies for absence were received and accepted from Mrs P Barlow.                                                                                                                                                                                                                                                                                                                                                                                                       |                    |
| <b>22.02</b> | <b>Meeting Protocol</b><br><br>Governors confirmed their agreement for the meeting to be held by video conference and to abide by the Virtual Meetings Protocol.                                                                                                                                                                                                                                                                                                                                              |                    |
| <b>22.03</b> | <b>Governing Body Matters</b><br><br><b>a) Declaration of Interest</b><br><br>There were no declarations of interest in relation to agenda items.<br><br><b>b) Membership</b><br><br>The clerk advised there were no changes to report.<br><br><b>c) Disclosure and Barring Service (DBS) checks for governors</b><br><br>The governing body confirmed that all necessary arrangements were in place and all except Mrs P Barlow had the required clearances. The head would chase up Mrs Barlow's paperwork. | <b>Headteacher</b> |

The chair confirmed the Single Central Record (SCR) was up to date, and all details in relation to governors had been duly recorded.

**22.04 Minutes of the Previous Meeting**

The minutes of the meeting held on 3 November 2021, having been circulated, were approved as a correct record and would be signed by the chair at a later date.

**Chair**

**22.05 Matters Arising**

The following matters arising from the minutes were noted:

a) Election of Vice-Chair (Minute 21.38 refers)

Mrs Joliffe had stepped down as vice-chair. Mrs G Barlow was nominated and appointed as vice-chair until the first meeting of the autumn term.

b) Matters Arising (Minute 21.41 refers)

The new proforma for pupil premium grant had been completed and was on the school website. Mr Fazackerley had reviewed this and fed back to the headteacher.

c) Reports (Minute 21.42 refers)

Mrs Barlow shared the equality act toolkit with the headteacher.

The chair and Mr Chester completed a health and safety walk and fed back to the headteacher.

d) Finance (Minute 21.48 refers)

The Lettings Policy and Charging and Remissions Policy were on the schools website.

e) Confidential item (Minute 21.52 refers)

The matter had been completed.

**22.06 Reports**

**a) Committee Reports**

Governors noted the minutes of the following meetings:

- Pupil, Curriculum and Standards Committee held on 22 February 2022.
- Finance, Premises and Resources Committee held on 22 February 2022.

**b) Nominated Governors**

The following reports were received:

- Mr Fazackerley provided a verbal update regarding pupil premium. He planned to produce a report for next term highlighting the benefits for the pupils.
- The governing body received a verbal report from Mrs G Barlow on work undertaken in school regarding safeguarding. A meeting would be scheduled to consider the information within the OFSTED review document relating to 'sexual abuse in schools.' Between Mrs Barlow and Mrs Rickard (Deputy Head).

**Mr  
Fazackerley**

**A governor asked** if any had been reported in school. Mr Jukes answered any concerns raised were dealt with immediately and followed up using the correct procedures and protocols.

He added, from the OFSTED Review all schools must assume it was happening in school, and have things in place to support.

Mr Harper offered to support the school if required as he had experience in dealing with sexual abuse cases.

Nominated governors were thanked for their reports and continued support.

The chair hoped governors could visit school next term to complete their reports. The headteacher said there had been a significant rise in Covid-19 cases across the county. It had had an impact on school.

**c) Chair's Action**

The chair reported that it had not been necessary to take any urgent decisions on behalf of the governing body since the last meeting.

The chair had responded to adopt the foundation living wage to continue, which had been approved in committees previously.

**A governor queried** if there had been any comments regarding the fuel price increase, causing travelling in to be problematic for staff. It was confirmed nobody had said anything.

Mr Main added, some staff had started to car share.

**A governor commented** it could be a problem for TAs (teaching assistants) with the cost-of-living increase, they may look for alternative employment.

The headteacher pointed out the foundation living wage was a Lancashire County Council policy.

**22.07 School Improvement Plan**

The headteacher updated governors on the progress of this year's improvement priorities. Discussions that followed included:

There were two items which would be carried forward onto the new school improvement plan-

1. To consider outdoor solution to the playground. This was on hold due to the building work.
2. To re-establish the parent forum.

Mr Jukes planned evaluate the SIP and agree the new SIP in the summer term.

**Headteacher**

**22.08 School Emergency Plan**

The governing body noted that the school's Emergency Plan had been updated.

**22.09 Governors and the Curriculum**

Governors noted the changes to the Ofsted Inspection Framework with regards to the curriculum.

It was agreed that the John Cockerill (Assistant Head) would look at the key questions included in the supporting Information Booklet. The outcome of this discussion would be shared with the Pupil Curriculum and Standards Committee.

**Summer**

**22.10 Headteacher's Report**

**a) Termly Report**

Governors had received the headteacher's written report in advance of the meeting. Mr Jukes drew attention to the following:

- Plans for September, to consider the strategic elements for the upstairs development would be shared at the summer term meeting.
- The building works was on track. The work on the roof and car park had taken place.
- There were 29 new starters for year seven, eight and nine.
- The school awaited post-16 placements.
- The school advisor planned to support school and governors with a Ofsted preparation meeting on Friday 20 May.
- The headteacher explained he planned to resign from his post on the school's forum from September 2022 due to the

**Summer**

expansion of the school. There was still a representative from special schools on the panel. It was felt his time would be better spent in school.

**A governor asked** if the school had solar panels to run the new car charging point on the car park. It was confirmed they did not. The charging point was on school grounds but not ran by school. Staff had to download an app to use the unit.

The headteacher was thanked for his comprehensive report.

An item was deemed confidential and had been minuted separately.

**b) Approval and Evaluation of Educational Visits**

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

**d) Unavoidable School Closures**

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

**22.11 Finance**

**a) Schools Financial Value Standard (SFVS) 2021/22**

The governing body approved the SFVS including:

- the completed checklist;
- the completed dashboard spreadsheet.

The chair commented, it was a thorough meeting. They looked at benchmarking, none were like Sir Tom Finney High. It highlighted school was high with admin costs however it wasn't a true picture of which staff were classed as admin across all the schools to be able to compare accurately.

The governing body delegated the submission of the approved standard to the headteacher/school business manager noting that it should be submitted to the county council by 31 March 2022.

**Headteacher**

**b) School Budget 2022/23**

The governing body delegated the review and recommendation of the school's budget plan for 2022/23, and a forecast for 2023/24 and 2024/25 to the Finance, Premises and Resources Committee.

**Finance,  
Premises and  
Resources  
Committee**

It was noted that this had to be submitted to the county council by Friday, 20 May 2022.

**ACTION**

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

**Governing body**

**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 2022.

**Chair**

**22.12 Governor Training and Development**

The training link governor reported on training undertaken by individuals which included safer recruitment, the chairs forum and a governor workshop.

Mr G Harper agreed to attend a new governor course.

**Mr Harper**

It was noted that all governors had a Schools' Portal account.

**22.13 Pay Policy 2021/22**

The governing body confirmed adoption of the model Pay Policy (September 2021).

**22.14 Lancashire Personnel Policies**

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

- Alcohol/Drug abuse, statement for employees (December 2021);
- Appraisal Policy (Teachers) (September 2021);
- Appraisal Policy (Teachers) – Centrally Managed Services (September 2021);
- Capability Policy (Teachers) (September 2021);
- Capability Policy (Teachers) – Centrally Managed Services (September 2021);
- Career Break Scheme (December 2021);
- Paternity Leave Policy & Form (November 2021);
- Recruitment and Selection (September 2021);
- School Staff Code of Conduct (September 2021);
- Smoke-free Policy (September 2021).

**22.15 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.

**22.16 Information, Updates and Items for Further Discussion as appropriate**

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

- a) Safeguarding – Section 175/157 Audit.

It was agreed that the safeguarding governor would receive the outcome of the assessment.

**Safeguarding Governor**

- b) School Admissions and Fair Access Arrangements
- c) Covid and Local Authority Risk Assessment
- d) Ofsted
- e) Safeguarding – Review of Sexual Abuse in Schools and Colleges.

It was agreed that Mrs Rickard (Deputy Head) Would look in more detail and explore the key questions in the supporting Information Booklet. The outcome of this would be shared with the Pupil, Curriculum and Standards committee.

**Summer**

- f) LASGB

**22.17 Forums for Chairs and Vice-Chairs**

The governing body received a report from the chair concerning topics covered at the latest forum meeting.

The chair confirmed she hoped to attend the next meeting.

**22.18 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.

It was agreed that that item 22.10 was confidential and should be minuted accordingly.

**22.19 Date and Time of Next Meeting**

**ACTION**

The next meeting of the governing body was confirmed as 9.30am on 14 June 2022.

Committee meetings were arranged for Tuesday 3 May 2022 at 9.30am.

The chair thanked governors for their attendance and input and closed the meeting ay 10.42am.



## **CONFIDENTIAL**

Minutes of the governing body meeting held by video conference on Tuesday 22 March 2022 at 9.30am.

### Action

#### **22.10 Headteachers Report**

Mr S Chester and Mr P Main left the meeting.

There had been two flexible working requests from teaching assistants.

1. A TA in KS4 would like to change their hours at the start of the day.
2. FE would requested to change their hours at the end of the day.

Both requests were not a reduction in hours, but a change to the times.

The school use the Lancashire County Council policy which stated all requests were to be properly considered. The chair had been in contact with HR.

One request was due to collecting granddaughter as their school was removing their after school club. The mother also worked in school.

The other request was regarding their daughter having difficulty and required the change in schedule.

Both requests had an impact on others.

The headteacher said one request had happened informally and therefore it would be difficult to refuse the request.

The second request, the head of department felt they could accommodate the request.

Both were long serving members of staff.

Both cases had been looked at differently. It was a learning curve, not to offer informal solutions.

**A governor commented**, they did not want to lose staff, or cause them absence if they failed to meet the requests.

**A governor added**, in future the school need a robust analysis on impact on the school rather than offering informal solutions. The headteacher confirmed the departments had been told.

**A governor suggested** reviewing this annually in case staff changes could no longer accommodate them.

The headteacher said it needed to be clearly stated in the handbook that it was a formal process, which would be up for review at any stage.

**A governor questioned** if there was a time period they couldn't make another request. Mr Jukes confirmed in the Lancashire County Council policy it stated they could not put another request in for a 12-month period.

**A governor asked** if there was any training needed for the heads of departments for doing it informally. The headteacher confirmed they had been spoken to, it had started as a one off and then became the norm. Every member of staff would be aware of the additions to the handbook in a staff meeting.

**Governors approved** both requests.

The headteacher planned to notify the TAs in writing with the date of effect.

Mr Jukes planned to review the staff handbook and amend the requests for flexible working.

It was confirmed the school had used Claire Neville for HR advice.

**Headteacher**