

GOVERNOR SERVICES: EDUCATION, QUALITY AND PERFORMANCE SERVICE

SIR TOM FINNEY COMMUNITY HIGH SCHOOL (06135)

Minutes of the governing body meeting held at the school on Wednesday 3 November 2021 at 9.30am.

Present: Mrs KD Jones (Chair)
Mrs G Barlow
Mrs P Barlow
Mr S Chester
Mr I Fazackerley
Mrs L Jolliffe
Mr P Main
Mrs M Rothwell
Mr S Jukes (Headteacher)

Also Present: Miss R Alesbury (Clerk)

21.36 Apologies for Absence

Apologies for absence were received and accepted from Ms R Hurley.

21.37 Election of Chair

Following a discussion, Mrs KD Jones was elected as chair until the first meeting of the autumn term 2022.

21.38 Election of Vice-Chair

Following a discussion, Mrs G Barlow and Mrs L Jolliffe were elected as vice-chairs until the first meeting of the autumn term 2022.

21.39 Governing Body Matters

a) Declaration of Interest

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

b) DBS / Section 128 Checks for Governors

Mrs P Barlow's documents were in the process of being reviewed.

The governing body confirmed that all necessary arrangements were in place and all governors had the required clearances.

Action

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

c) Membership

The clerk advised there was a parent vacancy. This had been sent out to parents and were awaiting response.

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.

It was noted that this register should remain in school and that the Data Controller had been made aware of the form.

e) Code of Conduct (2021)

The governing body adopted the updated model Code of Conduct and governors reflected 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

21.40 Minutes of the Previous Meeting

The minutes of the meeting held on 8 June 2021, having been circulated, were approved as a correct record and were signed by the chair.

21.41 Matters Arising

The following matters arising from the minutes were noted:

a) School Improvement (Minute 21.27 refers)

Mrs Jolliffe had reviewed the school's website and confirmed it was accurate.

A governor asked how often the website got reviewed. The headteacher confirmed it would be monitored and updated accordingly.

b) Headteacher's Report (Minute 21.28 refers)

The Medicines in School Policy had been updated with the LancashireCounty Council policy.

ACTION

c) Finance (Minute 21.29 refers)

The pupil premium grant had been deferred until the spring term when Mr Fazackerley and the headteacher would review the new pro-forma.

**Mr
Fazackerley
Headteacher**

d) Educational Visits (Minute 21.30 refers)

Ms Hurley had had email correspondence regarding educational visits.

b) Review of Committees

The governing body reviewed the constitution and membership of its committees and the requirement to appoint a clerk to each committee.

The headteacher explained the need to increase their SLA with Lancashire County Council as their in-house clerk for committees had handed in their resignation.

It was agreed in principle to use Governor Services to clerk the committees dependent on cost for a period of 12 months. The clerk planned to liaise with the headteacher.

**Clerk
Headteacher**

It was agreed that the membership of the committees for the 2021/22 academic year be appointed as detailed at Appendix A to the minutes.

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

c) Review of Nominated Governors

Nominated governor appointments as detailed at Appendix A were retained without amendment.

21.42 Reports

a) Committee Reports

Governors noted the minutes of the following meetings:

- Pupil, Curriculum and Standards Committee held on 12 October 2021.

Mr Main outlined they had had a debate on adulthood.

They had also discussed the Covid-19 recovery plan with the intention to use seven pillars going forward in relation to the School Improvement Plan. Data was shown and the increase in complex needs was highlighted.

Mrs P Barlow offered to share the Equality Act Audit tool with the school. This was appreciated.

- Finance, Premises and Resources Committee held on 12 October 2021.

It was highlighted a lot of spending had been put into the new development. The school would not be subject to clawback this year.

The electrical supply to the school was under investigation. They had to increase their usage which would have cost implications.

A governor queried if anything of concern stood out for the three-year forecast as it usually showed a decline. Mr Jukes explained there was no need for concern, the predictions changed regularly based on current year costs.

b) Nominated Governors

The following reports were received:

- Mrs G Barlow provided a written report regarding safeguarding. She added; the pupils were interested and encouraged. There were plans for educational visits. Everything was as it should be. The access to outdoor areas due to the building work had its challenges.
- The governing body received a report from Mrs M Rothwell who had completed a walk through with Debbie. Everything was calm and on task, children were engaged, and staff were happy.

They had structured routines with students, with positive interventions in all classes. Staff worked on initiatives to find solutions first, before taking it to senior leaders. Mrs Rothwell was impressed by the ability to ask each other for help. There was a lot of mentoring between staff.

A governor drew attention to staff working from the bottom up to find own solutions. The headteacher explained staff were empowered to work collectively. They were only going to SLT for specific reasons; however, the downside was not being completely in the know. Mr Jukes had asked staff to keep them updated.

Mrs Jones and Mr Chester had planned in a health and safety walk for this term.

Nominated governors were thanked for their reports and continued support.

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.

21.43 School Improvement

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

Discussions that followed included:

The majority of priorities had begun; however, some were to be forwarded into the new year.

Three of the seven pillars; recovery, remind and re-establish were in place. The remaining were to be integrated as they moved forward.

The winter season was ahead, the effects of being in lockdown and having Covid-19 restrictions had meant people had a reduced immunity therefore people were catching germs more easily.

Covid-19 restrictions had eased. Vaccinations had taken place in school. They had had some positive cases in school. Some were linked which resulted in enhanced restrictions in that area of the school for the week.

There had been a fluctuation in attendance. There were four young people struggling to attend school. This was for various reasons including medical, and mental health. One pupil was under the local authority who was finding an external body to go into the home rather than bring the pupil into school.

The refurbishment was underway, the demolition had been completed over half term. A false wall had been put up, and it was mentioned the builders were ahead of schedule. There were regular meetings between site staff and contractors. More boarding was planned to go up. Access was restricted in KS4. All cabling had gone in. The pipe work was proposed to be completed over the next half term.

21.44 Headteacher's Report**a) Termly Report**

The headteacher's written report had been circulated in advance of the meeting. Mr Jukes drew attention to the following:

There were 183 students on roll. There was a new student starting in year 10. **A governor questioned** if the new student was local. The headteacher confirmed the student was from St Anne's.

There were vacancies for teaching assistants (TAs). Short listing was underway with interviews planned. A TA was due to finish in December. Jill in the office had handed in her resignation for 1 December.

A governor asked at what point are LCC planning to increase students on roll following the building work. Mr Jukes explained that this would be likely to start from Sept 2022, but this would be picked up within the headteacher appraisal targets considering strategic developments in partnership with the Local authority.

A governor queried if anything in the report showed concerns. The headteacher and senior staff had completed deep dives with subject leaders, who were presented with a series of questions taken from feedback of inspections of other schools. Mr Jukes felt uplifted from the responses and feedback that he had targeted new staff and they clearly wanted to show initiative and be creative.

The headteacher voiced concern over whether the building work would affect the smooth running of school but had been ok so far.

A governor questioned if the school had a staffing growth strategy to increase numbers. Mr Jukes answered this would also come under his appraisal targets, however, conversations had taken place with the local authority in preparation.

A governor wondered if Post 16 would be a priority over new year seven students. The headteacher confirmed year seven would likely be the priority.

Mr Jukes added, they had completed modelling based on potential growth in new admissions which would eventually increase the school group size from six to seven. With the new admissions capacity being 245.

A governor asked if modelling had any indication of timescales. The headteacher was looking at this as a three-year timescale, but much would depend upon LCC admission requests and the overall demand for special school places. LCC strategy also includes additional mainstream provision using attached units.

Mr Jukes explained LCC had changed the way without prejudice visits would take. They now wanted schools to wait for the SENDO to contact school to give an indication of interest, before showing families round to make sure they fit the admissions criteria.

A governor wondered what the take up of resource units' expressions of interest in mainstream had been. It was explained this had not been taken up by many so far and would be a combination of SEND resourced units and satellite provision.

It was added, most out of county provision was not due to not being able to meet the needs of the student, but more parental decision because of the smaller class sizes.

The headteacher explained they had signed up to the employee assistant programme for staff. This was a 24/7 service which cost £800. It was a worthwhile service for staff wellbeing.

The headteacher was thanked for his detailed report.

b) EU Settlement Scheme - Update

The governing body noted the information regarding the EU Settlement Scheme.

c) Unavoidable School Closures

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

21.45 School Term and Holiday Dates – 2022/23

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 proposal for school term dates 2022/23 and agreed INSET days at committee meetings, and ratified at this meeting for:

- 1 September 2022
- 2 September 2022
- 3 January 2023
- 20 July 2023
- 21 July 2023.

21.46 Educational Visits

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

21.47 Personnel Policies

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

- Adoption Leave (June 2021)
- Absence (Management of Sickness) (August 2021)
- Capability Procedure (Support Staff) (May 2021)
- Long Service Award – Support Staff (July 2021)
- Long Service Award – Teachers (July 2021)

- Long-term Absence Procedure (August 2021)
- Short-term Absence Procedure (August 2021).

21.48 Finance**a) Finance Policies**

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

- Lettings Policy/Charges;
- Charging and Remissions Policy;
- Internal Financial Regulations;
- 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 of cashless payment systems);
- Potential Risks and Key Controls Checklist;
- Petty Cash / Imprest Accounts Financial Arrangements (document and policy);
- Debt Management / Billing Arrangements (document and policy).

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

Headteacher**b) The Unofficial School Fund 2020/21**

The governing body noted receipt of and approved the audited accounts of the unofficial school fund for 2020/21.

Governors appointed Julie Eccleston as the auditor for the 2021/22 account.

c) Schools Financial Value Standard (SFVS)

The governing body delegated consideration of the SFVS to the Finance Committee.

A detailed report together with the completed self-assessment 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 2022.

Headteacher

d) Budget Sustainability

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

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 and noted that further requirements may be provided in due course.

21.49 Governor Training and Development

The training link governor reported on training undertaken by individual governors which included Preparation for Ofsted which was attended by the chair and Safer Recruitment which was attended by the chair and Ms Hurley.

A governor commented on being Ofsted ready and suggested a course to help them be more confident in what could be asked. The headteacher planned to ask the school advisor to do a session with governors.

Headteacher

It was suggested to link up with Acorns and Royal Cross to do some in-house Ofsted training.

21.50 School Admissions

Governors noted the details of the processes and statutory closing dates outlined in the supporting information.

21.51 Information, updates and items for further discussion as appropriate

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

- a) School Policies
- b) National Tutoring Programme
- c) Keeping Children Safe in Education
- d) School Suspensions and Permanent Exclusions
- e) Forums for Chairs and Vice Chairs
- f) LASGB.

21.52 Any Other Business

This item was deemed confidential and had been minuted separately.

21.53 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.

It was agreed that that item 21.52 was confidential and should be minuted accordingly.

21.54 Date and Time of Next Meeting

Governors confirmed that the next meeting of the full governing body would be at 9.30am on 22 March 2022.

The chair thanked governors for their attendance and input and closed the meeting at 11.25am.

Signed: _____
(Chair)

Date: _____

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CONFIDENTIAL

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Action

21.52 Any Other Business

Staff had left the room for this item.

The chair updated governors on a request for a different pattern of working for a member of staff.

The documents needed to be refreshed. This item was deferred to a sub-committee which included the chair, Mrs L Jolliffe and Mrs M Rothwell to take place on Friday 5 November 2021 at 9.30am.

Signed: _____
(Chair)

Date: _____

Appendix A

School 06135 Sir Tom Finney Community High School

Appeals Committee

3 untainted governors

Finance, Resources & Premises Committee

Mrs L Jolliffe
Mr S Jukes
Mrs KD Jones
Mr S Chester
Vacancy

Performance Management/Pay Committee

Mrs KD Jones
Mrs M Rothwell
Mr I Fazackerley

Pupil, Curriculum & Standards Committee

Mrs G Barlow
Mr S Jukes
Mrs M Rothwell
Mr I Fazackerley
Mrs R Hurley
Mr P Main (Chair)

Complaints Appeals/Grievance Committee

3 untainted governors

Nominated Governors

Child Protection - Mrs G Barlow
GDPR - Mrs KD Jones
Experiential Teaching and Learning - Mrs P Barlow
Health & Safety - Mr S Chester & Mrs Jones
KS4 and Maths - Vacancy
SEN - Mrs G Barlow
Website- Mrs L Jolliffe
Semi Formal Cont Learning/Challenge - Mr P Main
Formal Teaching and Learning -Mrs M Rothwell
IT, Online Safety and Computing - Mrs G Barlow
Link Governor - Mr S Chester
KS3 & English - Mrs KD Jones
Emotional Development & Wellbeing - Mrs Rothwell
FE & Careers/prep for adulthood- Mr I Fazackerley
Pupil Premium- Mr I Fazackerley
PSHE- Ms R Hurley
Educational visits & School Council - Ms R Hurley
LASGB - Chair & vice chair

Pupil Discipline Committee

3 Untainted governors