

GOVERNOR SERVICES: EDUCATION, QUALITY AND PERFORMANCE SERVICE

SIR TOM FINNEY COMMUNITY HIGH SCHOOL (06135)

Minutes of the governing body meeting held at the by video conference on Tuesday 8 June 2021 at 9.30am.

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

Also Present: Miss R Alesbury (Clerk)

21.21 Apologies for Absence

Apologies for absence were received and accepted from Mrs G Barlow, Mrs P Barlow and Ms S Hadley.

21.22 Meeting Protocol

Governors confirmed their agreement for the meeting to be held by video conference and to abide by the Virtual Meetings Protocol.

21.23 Governing Body Matters

a) Declaration of Interest

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

b) Membership

The clerk reported that Mr I Fazackerley's term of office would end on 17 October 2021. The governing body was keen to retain his skills and agreed to co-opt Mr Fazackerley for a further four-year term.

c) Governing Body Constitution

The governing body noted the receipt of the new instrument of government following reconstitution of the governing body.

d) Disclosure and Barring Service (DBS) Checks for Governors

Action

ACTION

The governing body confirmed that all necessary arrangements were in place. Mrs P Barlow had completed the paperwork but was to physically finalise the check in school when possible.

**Mrs
P Barlow**

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

21.24 Minutes of the Previous Meeting

The minutes of the meeting held on 23 March 2021, having been circulated, were approved as a correct record and would be signed by the chair at a later date.

Chair

21.25 Matters Arising

There were no matters arising from the minutes.

21.26 Reports

a) Committee Reports

Governors noted the minutes of the Finance, Premises and Resources and Pupil, Curriculum and Standards joint committee meeting.

b) Nominated Governors

The following reports were received:

- Mrs G Barlow had reported ahead of the meeting that the single central record was up to date.
- The governing body received a verbal report from Mrs Rothwell on work undertaken in school regarding well-being.

She pointed out all the actions from the course she had attended were in place in school. A report would be circulated.

- The chair and Mr Chester had planned in a health and safety walk.

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.

**Mrs
Rothwell**

21.27 School Improvement

a) School Improvement Plan in the Current Context of the Pandemic

The headteacher updated governors on the progress of this year's improvement priorities and any changed priorities due to remote learning and the subsequent return to school.

Discussions that followed included:

- It had been an extraordinary year for everyone.
- Plans going forward included education recovery which was already in place, the expansion and refurbishment.
- The wider opening of schools was still dependent on government restrictions.
- There had been a number of staffing interviews and appointments.
- A new assistant headteacher had been appointed.
- Teaching assistant interviews were planned for this week.

It was noted the quality of interviewees were the best they had ever had. With future planning in place they had taken on an extra member of staff.

Mr Jukes added the school advisor had been present and gave complimentary comments on the process and candidates.

The school improvement evaluation had been shared at the committee meetings.

b) What Maintained Schools Must Publish Online

Governors noted the information that schools were required to include on their websites.

Mrs L Joliffe was appointed as the school website nominated governor. She agreed to review the website, to ensure compliance with the government requirements, and to report back to the next governing body meeting.

Mrs Joliffe**21.28 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:

Observations and learning walks were planned in to monitor teaching and learning.

ACTION

The seven pillars of recovery had been adapted for the needs of this school. A copy would be forwarded to governors.

Headteacher

The headteacher explained that Lancashire County Council was updating the model Medicines in School Policy and it was asked to share with parent governors only for feedback. Mrs Joliffe planned to review and feedback.

Mrs Joliffe

Mr Jukes explained sports day would still go ahead, however visitors would be dependent on restrictions.

It was planned to hold a retirement garden party on 14 July 2021; however, the number of guests would be dependent on restrictions.

A governor questioned how serious incidents/accidents could be reduced. The headteacher explained two incidents had required interventions, all actions were confidential. Mr Jukes assured governors if action was needed, it was in place.

Mr Jukes thanked governors for their continued support and challenge over the year. The new year looked hopeful, with new staff in place and new students joining Sir Tom Finney High School.

A governor questioned how students were doing working from home. Mr P Main responded; all were fine, two were working from home. One student was receiving a home visit to complete a session as they did not cope with the school environment. It was hoped that student would return in September. **A governor questioned** the safeguarding of the staff during a home visit. It was answered, PPE was worn, and risk assessments had been completed. The session took place outdoors, weather permitting.

A governor queried if covid vaccines were available in school. Mr Jukes explained they were not available through school, many of the 16-19-year olds had been vaccinated already, outside of school.

The headteacher was thanked for his detailed report.

b) Unavoidable School Closures

The headteacher confirmed there had been no unavoidable school closures since the last meeting, beyond the national school closure.

21.29 Finance

a) Budget Outturn 2020/21

The governing body noted the school's outturn position for 2020/21.

Governors were aware that the application of clawback had been suspended on balances held by the school at 31 March 2021.

Governors reviewed the Analysis of Balances Return, which highlighted the commitments carried forward, and were informed that it had been submitted to the county council.

b) Schools Budget 2021/22

Following the recommendation of the Finance Committee, and after considering any budget sustainability issues, the governing body approved the school budget plan for 2021/22 as follows:

Revenue income of £3,582,880 and proposed revenue expenditure of £3,799,083 resulting in a net in year deficit of £216,203.

The governing body considered the effect on school balances and noted the estimated balance of £433,261 brought forward from the previous year which would result in a forecast carry forward balance of £217,058 into 2022/23. Financial forecasts for 2022/23 and 2023/24 were noted.

The headteacher confirmed that the Income and Expenditure Form had been submitted to the county council within the required timeframe.

c) Pupil Premium Grant (PPG) 2021/22

Governors noted the updated pupil premium conditions of grant.

A governor questioned if funding needed to be pinpointed to individual students. Mr Jukes explained it did not, priorities had been identified which centred around well-being and mental health which the ELSA programme covered. It was added, it was interesting to see the students taking part in ELSA meetings virtually.

A governor pointed out that evidence would be vital to explain where the money had been spent. The impact would be monitored by Mr I Fazackerley and reported to the next full governing body meeting.

**Mr
Fazackerley****d) Use of Government Grants**

The governing body noted the requirement for schools to publish information on its website relating to its use of government grant funding.

The headteacher outlined the information that would be published and noted it was mainly spent on the ELSA programme.

A governor noted it was the best resource for our students.

a) Health and Safety of Pupils on Educational / Off Site Visits Policy and Guidelines

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

It was confirmed that **Mr Newsham** was the Educational Visits Co-ordinator (EVC) and Mr Jukes had Head status for the school's EVOLVE system. The reporting procedures for visits were agreed as:

Option 3

The governing body to approve residential Type B visits only prior to submission to Lancashire County Council. The headteacher/EVC to approve all Type A visits and to approve all other Type B visits for submission to Lancashire County Council. The decisions to be reported to the governing body meeting each term.

It was suggested to have a nominated governor to oversee the process for educational visits. Ms R Hurley was nominated to meet with Mr Newsham annually.

Ms Hurley

The headteacher was requested to return the e-proforma to the county council by 9 July 2021.

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

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

21.31 Policies and Procedures**a) Performance Management and Pay**

In preparation for the performance management of staff in the autumn term, the governing body confirmed that the following arrangements were in place:

- a committee to undertake the appraisal of the headteacher's performance and the validity of the appraisal process across the school (**Mrs D Jones, Mr I Fazackerley and Mrs M Rothwell**);
- the school had bought into the county council Schools Advisory Service for advice regarding the appraisal of the headteacher;
- a committee to undertake pay decisions in relation to the headteacher and teacher's pay (**Mrs D Jones, Mr I Fazackerley and Mrs M Rothwell**);
- relevant training had been undertaken by governors to assist them in fulfilling their duties;
- consideration would be given to the changed school context when reviewing performance.

b) HR Policies

The governing body confirmed adoption of the following model Lancashire Personnel Policies and Procedures:

- Directed Time
- Extreme / unpredictable Weather Guidance
- Whistleblowing Policy (Delegated Schools)

c) Election of Chair and Vice Chair

The governing body noted the options available for the appointment procedure of chair and vice-chair.

It was agreed that:

- nominations would be accepted by both self and other nomination;
- nominations would be received both prior to and at the meeting;
- voting would be by show of hands;
- in the event of a tie, a second vote would be held; if the outcome remained tied then lots would be drawn;
- in the event of only one candidate being nominated for a position the candidate would be asked to leave the room while a vote was held.

21.32 Governor Training and Development

The training link governor reported on:

- a) the training needs of the governing body/individual governors as identified from the most recent skills audit.
- b) training undertaken for individual governors which included the chair, headteacher and Mrs G Barlow who attended a course on special schools.
- c) training sessions planned in, included safer recruitment for the chair.

Attention was drawn to the new courses available through Governor Services which were being delivered by video conference.

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

21.33 Information, updates and items for further discussion as appropriate

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

- a) Chairs' Forum
- b) LASGB
- c) Update from School Safeguarding
- d) Ofsted Update
- e) Clerking Service Level Agreement

21.34 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.

21.35 Date and Time of Next Meeting

The governing body confirmed the pattern of dates for the 2021/22 academic year as follows:

Autumn Term

Governing body meeting Wednesday 3 November 2021 at 9.30am

Spring Term

Governing body meeting Tuesday 22 March 2022 at 9.30am

Summer Term

Governing body meeting Tuesday 14 June 2022 at 9.30am

The chair thanked governors for their attendance and input and closed the meeting at 10.30am.

Signed: _____
(Chair)

Date: _____