

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 Tuesday 14 June 2022 at 9.30am.

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

Also Present: Miss R Alesbury (Clerk)

Action

22.20 Apologies for Absence

Apologies for absence were received and accepted from Mrs G Barlow, Mr I Fazackerley and Mrs L Jolliffe.

Governors noted the absence of Mr G Harper.

22.21 Governing Body Matters

a) Declaration of Interest

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

b) Membership

Mrs L Jolliffe had resigned, leaving a vacancy for a parent governor.

c) DBS / Section 128 Checks

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.

22.22 Minutes of the Previous Meeting

The minutes of the meeting held on 22 March 2022, having been circulated, were approved as a correct record and were signed by the chair.

22.23 Matters Arising

The following matters arising from the minutes were noted:

a) Governing Body Matters (Minute 22.03 refers)

Mrs P Barlow's paperwork had been completed for DBS check.

b) Headteachers Report (Minute 22.10 refers)

The headteacher had updated the staff handbook following a meeting with HR regarding flexible working.

22.24 Reports**a) Committee Reports**

Governors noted the minutes of the following meetings:

- Finance Committee held on 3 May 2022.
- Curriculum Committee held on 3 May 2022.

b) Nominated Governors

There were no reports from nominated governors.

- Mrs G Barlow had been in regular contact with Mrs Rickard for safeguarding.
- In the absence of Mrs G Barlow, Mr Chester had checked the single central record.

A governor asked about the impact on the new development for the students. It was confirmed it had minimal impact on the students.

It would be a new department; everyone was up to date with information from staff meeting.

The headteacher mentioned there would be an opportunity to take staff into the new development on Friday afternoons. Governors would be invited once staff had been.

A governor asked if the students were excited. A governor commented, the students who knew they were moving upstairs were asking lots of questions.

Practicalities were being looked into, including one-way systems on the stairs, packing and moving.

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.

22.25 School Improvement and Headteacher's Report

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

The half term had been dominated by the upstairs expansion making sure it was ready for handover. The school were speaking to a removal company to complete the move into upstairs.

There would be additional time for staff who need it for packing.

A lot was happening in school including organising prom, leavers assemblies and performances.

Accreditation was underway.

Mrs Rickard had broken her wrist, however was working from home.

Mr Cockerill had tested positive for Covid-19 and was absent. There had been three positive cases linked in school. A message had been sent out to return to being vigilant with hand washing and surface cleaning following the recent rise in cases.

The school was back to being busy and thriving since pre-pandemic.

Governors were invited to sports day was planned for 19 July 2022 and the leavers assembly on 20 July 2022.

Julie Eccleston, the company who audited the schools unofficial school fund was retiring. She was handing over the business to Ashton Accounts and Book keeping.

The auditor remained the same but with a change in company name.

Governors agreed to use Ashton Accounts and Book Keeping to audit the unofficial school fund.

Miss Pilkington was the head of the new department.

The closing dates for HLTA's (Higher Level Teaching Assistants) was the end of the week. For teaching assistants it was 29 June 2022.

There would be 217 on roll for September, this had increased from 183 last year.

There had been six of the new starters coming in September on a longer transition period.

Pupil absence was 11%. Considering Covid-19 this was comfortable. There was a concern for holiday requests in term time.

A governor queried a comparison to other schools. Mr Jukes explained they couldn't compare. A governor added it was a similar picture at Acorns Primary School.

It was planned to complete the schools self-evaluation in the summer holidays.

The online safety team had asked to share an update with governors.

- Online safety week had positive feedback
- Now there was no restrictions the team would like to be involved in assemblies.
- Governors ratified the new online policy to be on the schools website.

A governor asked if any area of school stood out in online safety week. It was confirmed KS3 stood out with a RAP they had created.

Mr Jukes commented, the students were computer savvy, but the pupils needed to have the knowledge to be safe.

A priority was to audit the 360 audit tool. The priorities were;

- Making sure online safety updates were shared and supported.
- Review the audit tool – completed
- An online safety champion for each department
- Online safety shared in assemblies and newsletters.

A governor asked who chaired the online safety team. It was confirmed the headteacher did, it included the students. The young people were the drivers, the staff were there to support them.

A governor wondered who suggested it to be brought to the school governors. Mr Jukes confirmed it was the students.

The chair asked if the students could be thanked. It was impressive they felt the need to inform governors.

A governor queried if the techy students had been in mainstream settings. The headteacher explained they hadn't been to mainstream school. One of the young people was on an apprenticeship in school and was helping set up the new department.

A governor asked where Mrs Rickard was in terms of her recovery. The headteacher said it would be discussed at her next meeting, she wanted to return before the end of term. It would depend on her ability to drive.

She had been doing a significant amount of work from home, and had stayed in contact with Mr Chester, and had attended all meetings via teams.

Mr Jukes continued, she was absent, along with Mr Cockerill, and they had both been told not to overdo it, the school hadn't put any pressure on them.

A governor wondered if there was anything the school had to do in relation to monkeypox. The headteacher explained there wasn't anything the school needed to do; it was pointed out it was a notifiable disease.

In response to a question the headteacher confirmed the new staffing structure for the new department would be shared in the autumn term.

Ms C Pilkington had office and teachers and support staff had been identified.

Lunch sittings and break times had also been arranged.

A governor wondered if the school had looked into future staffing for administration with the increase in numbers on roll. Mr Jukes responded they would see the impact before increasing staff in the office. This was similar to cleaning staff; the school planned to wait and see the impact.

A governor queried the need to strengthen senior leadership team with two currently absent. The headteacher explained the school had a strong head of departments, each department ran like a small school which allowed the senior leadership team to focus on what they needed to.

The headteacher explained the DfE ran a lot of national professional qualifications, staff were undertaking the following;

- Three on NPQSL for senior leadership and another interested.
- One on NPQLP for leading practitioner.
- A member of staff on NPQBL behaviours leadership.
- Another on NPQH headship.

There were two interested in NPQVI, visual impairment which the school would support.

Communication and technology were discussed, to utilise systems to make it available for everyone. Eye gaze was mentioned, which was already in use in one class.

A governor commented they school picked up on students who would benefit from eye gaze and trialled it with them.

It was pointed out they were in the process to arrange training for all needs including deaf impairment.

The headteacher confirmed they had sent a letter to parents on the first-floor development.

Unavoidable School Closures

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

22.26 Finance

a) Budget Outturn 2021/22

The governing body noted the school's outturn position for 2021/22.

Governors were aware that the application of clawback had been suspended on balances held by the school at 31 March 2022.

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 2022/23

Following the recommendation of the Finance, Premises and Resources Committee, and after considering any budget sustainability issues, the governing body approved the school budget plan for 2022/23 as follows:

Revenue income of £4,430,121 and proposed revenue expenditure of £4,425,197 resulting in a net in year surplus of £4,923.

The governing body considered the effect on school balances and noted the estimated balance of £614,030 brought forward from the previous year which would result in a forecast carry forward balance of £618,953 into 2023/24. Financial forecasts for 2023/24 and 2024/25 were noted. (Although Governors had already noted the committed figure of £217,000 to go toward the project expansion – note this has subsequently been transferred to LCC)

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

a) Pupil Premium Grant (PPG) 2022/23

Governors noted the pupil premium grant allocations and conditions of grant.

b) PE and Sports Premium Grant

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

Governors confirmed compliance with the requirements of the grant.

22.27 Educational Visits**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 Mitch Newsham was the school's trained Educational Visits Co-ordinator (EVC) and Shaun Jukes had Head/Administrator 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.

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 8 July 2022.

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

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

The governing body received a report on recent visits in relation to the impact and benefits for pupils. Educational visits discussed included:

- Bendrigg was positively received by all.
- Supermarket visit
- Blackpool Lights

22.28 Management of Serial and Persistent Complaints / Freedom of Information / Subject Access Requests**a) Management of Serial and Persistent Complaints**

The governing body confirmed adoption of the DfE model policy for managing serial and unreasonable complaints.

b) Freedom of Information (FOI) / Subject Access Requests (SARs)

Governors confirmed that the school bought into the SLA with Legal Services, and noted that Legal Services could provide advice and support regarding FOI and SARs.

22.29 Health and Safety**a) Ionising Regulations**

The governing body confirmed that the school information and paperwork was up to date.

b) Fire Safety

Governors noted the new challenge procedure introduced by the Lancashire Fire and Rescue Service and confirmed that the school's fire safety procedures included the need for the responsible person on site to check for signs of smoke or fire prior to making the 999 call.

The fire safety procedures would be updated over the summer to include the upstairs expansion once complete.

22.30 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 KD 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 KD 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) Menopause Policy for Schools

The governing body confirmed adoption of the model Menopause Policy.

The headteacher agreed to share the policy with staff.

Headteacher

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.

22.31 Governor Training and Development

The training link governor confirmed that he maintained a record of all training undertaken by governors and reported on training which had been undertaken by for individual governors.

Dave Bird delivered Ofsted training for Mr Chester, Mrs P Barlow, Mrs Jones and Mr Jukes.

The chair put together information from the training session to share with all governors.

It was explained the school was last inspected in 2017.

It was pointed out the inspector would look at parental views. The governing body had two parent governors, and the school had evidence of communication and parental questionnaires.

The headteacher added, Mr Bird had circulated typical questions an inspector might ask. It was suggested to answer the questions in the committee meetings.

The chair had attended the chair forum and fed back to governors on what was discussed. The chair planned to attend the chairs forum regarding academisation.

Attention was drawn to the courses available through Governor Services. The availability of mentors for new chairs of governors was noted.

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

22.32 Information, updates and items for further discussion as appropriate

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

- a) Team Around the School and Settings
- b) White Paper
- c) Green Paper
- d) LASGB

22.33 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.

22.34 Date and Time of Next Meeting

The governing body confirmed the pattern of dates for the 2022/23 academic year as follows:

Tuesday 13th September @9.30– Head/Chair and Vice Chair meeting
Tuesday 11th October @ 9.30 – Pupil, Curriculum and Standards committee

Tuesday 11th October @ 11.30 – Finance, Premises and Resources committee

Thursday 20th October @ 9.30 – Appraisal/Pay Committee meeting
Week commencing Monday 17th October Governors invited to attend classes

Tuesday 8th November @ 9.30 – Full Governing Body (Local Authority)

Tuesday 22nd November @ 9.30 - Head/Chair and Vice Chair meeting

Tuesday 6th December @ 9.30–HT appraisal committee (*subject to change depending on advisor availability*)

Tuesday 17th January **2023** @ 9.30 - Head/Chair and Vice Chair meeting
Week commencing Monday 30th January Governors invited to attend classes

Tuesday 21st February @ 9.30 - Finance, Premises and Resources committee

Tuesday 21st February @ 11.30 - Pupil, Curriculum and Standards committee

Tuesday 7th March @ 9.30 - Head/Chair and Vice Chair meeting

Tuesday 21st March @ 9.30 - Full Governing Body (Local Authority)

Tuesday 9th May @ 9.30 - Pupil, Curriculum and Standards committee

Tuesday 9th May @11.30 - Finance, Premises and Resources committee

Tuesday 13th June @ 9.30- Full Governing Body (Local Authority)

Week commencing Monday 26th June Governors invited to attend classes

Tuesday 27th June @ 9.30 - Head/Chair and Vice Chair meeting

Tuesday 18th July @ 9.30 - School agenda -Full Governing Body – if required

The chair thanked governors for their attendance and input and closed the meeting at 11.20am.

<p>Signed: _____ (Chair)</p> <p>Date: _____</p>
