

**GOVERNOR SERVICES: EDUCATION IMPROVEMENT**

**SHAKESPEARE PRIMARY SCHOOL (02016)**

Minutes of the governing body meeting held at the school on Wednesday, 26 June 2024 at 4pm.

**Present:** Mr C Hirst (Chair)  
Mr J Briggs  
Mr S Cartmell  
Miss C Gray  
Ms L Gregson  
Mrs C Howarth  
Mrs M Lund  
Mrs R McGowan  
Mr T McKell  
Mr G Oyoma  
Mr S Twist (Headteacher)

**Also Present:** Mr S Wetherill (Clerk/Governing Body Adviser)  
Mrs K Slater (Deputy Headteacher – Observer)

**Action**

**24.16 Apologies for Absence**

Apologies for absence were received and accepted from Mrs S Hesk.

**24.17 Governing Body Matters**

**a) Declaration of Interest**

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

**b) Membership**

The governing body adviser confirmed there were no changes to report.

**c) DBS / Section 128 Checks for Governors**

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



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

**24.18 Minutes of the Previous Meeting and Matters Arising**

- a) The minutes of the meeting held on 20 March 2024, having been circulated, were approved as a correct record and were signed by the chair.
- b) The following matters arising from the minutes were noted:
  - 1) Governing Body Matters (Minute 24.02 refers)

The clerk would arrange to send a self-declaration form to Mrs Lund.

**Clerk**

- 2) Reports (Minute 24.05 refers)

It was agreed to hold the informal meeting for governors as a twilight session on Thursday, 12 September 2024. This would provide an opportunity to review nominated governor roles and help prepare for an Ofsted inspection.

It was noted that the minibus could be driven by a D licence holder. An enquiry would be made to county to check for regulations/certification.

**Headteacher**

**24.19 Reports**

**a) Committee Reports**

Governors noted the minutes of the following meetings:

- Buildings, Health and Safety Committee held on 1 May 2024.
- Finance, Staffing and general Purposes Committee held on 16 May 2024.
- Curriculum Committee held on 19 June 2024.

**Buildings**

It was intended to further develop the five-year building plan in the autumn term.

The chair was looking to start a boiler fund.

Big spend items were on track and no major issues were reported.

Only a small area of the Y5/6 roof needed to be completed. This would be done when the children were not in school.

#### Finance

The new budget had been recommended for approval by the governing body.

Mr Cullingford (LCC Finance Officer) had advised that a budget could be set. It was noted that year 3 of the budget was looking tight and staffing levels would continue to be carefully monitored.

The breakfast and after school clubs were still receiving some subsidy from school. An application had been made to county for some startup funding. A **governor commented** that parents needed to be made aware of any price rises for attendance at these clubs as soon as possible. It was agreed to look at the prices charged by other schools. The headteacher confirmed that price increases would be communicated to parents before the end of term.

It was agreed that Mr Cullingford would attend the next finance committee meeting to go through the budget figures. All governors were invited to attend.

#### Curriculum

The initial meeting wasn't quorate. Minutes from the follow up meeting would be made available on GovernorHub.

It was agreed that Mrs McGowan join this committee.

#### **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 urgent decisions on behalf of the governing body since the last meeting.

### **24.20 School Improvement and Headteacher's Report**

#### **a) School Improvement**

The headteacher updated governors on the progress of this year's improvement priorities within his headteachers report.

#### **b) Attendance**

Governors noted the information about their responsibilities to support schools with attendance. The chair and governor assigned to attendance confirmed they had would read the document Working Together to Improve School Attendance.

### **c) Inclusion**

It was noted that there were no issues with inclusion. The headteacher reported that a pupil with significant needs had made good progress since joining the school.

### **d) Headteacher's Report**

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

- Pupil Premium numbers have continued to grow from 15% to 31%. It was important that these children were identifies early to support funding. The headteacher acknowledged that more children and families were in need.
- The two members of the Family Support team were now well established and had developed strong links with families and the school community. This had helped to break down barriers.
- Mr Twist made clear that he wanted as many families as possible to attend a wide range of school events. A summer fair to celebrate the school's 90<sup>th</sup> birthday had been planned for September.
- Mr Twist noted the new attendance regulations which allowed school to fine parents for persistent absences as well as taking children out of school for term time holidays.
- The headteacher advised that school attendance figures were above the national average and school adopted a range of strategies to support good attendance.
- In responding to a **governor query** Mr Twist explained that any money taken in attendance fines went to the county council and not school.
- Governors recorded thanks to Mr Mather and Miss Hay for their work in supporting families to improve attendance.
- Mr Twist noted that the EYFS baseline data had been low but 70% of the children had now reached a Good Level of Development (GLD). 75% of the children were now reading at the correct reading band and 40% were reading at a Y1 level. In replying to a **governor question** Mr Twist explained that the good progress was down to interventions, quality teaching and the systematic teaching of phonics.
- A **governor commented** that she could always tell which children came from Shakespeare when they went up to high school, reflecting their good behaviour and attitude.

- The Y1 phonics score was 81% which was above the national average. Mr Twist added that support had been made available to parents to help them work with their children. Bedrock learning for Y3 also supported parental involvement.
- A **governor asked** about Y2 phonics. The headteacher recorded that 40% of the pupils were expected to pass which reflected the high number of SEND pupils in the cohort.
- Children in Y4 had achieved above-average scores in the national times tables test. Initiatives such as Times Tables Rock Stars brought a fun and competitive element to learning tables.
- 90% of pupils were expected to achieve the expected standard in maths in the KS2 SATs.
- The headteacher recorded that the gap between PPG and non-PPG children was closing,
- Reading was a SIP priority and continued to be developed and embedded, supported by rigorous assessments.
- Reading at home, especially in KS2, would continue to be prioritised.
- Bedrock learning would be used in Y4 and possibly trialled in Y5.
- The Pie Corbett approach had supported greater cohesion between reading and writing.
- Subject leadership continued to be developed to provide a strong, bespoke curriculum.
- A **governor enquired** about staff wellbeing. Mr Twist explained that a range of initiatives had been put in place such as supervision, no regular appraisal meetings and easier ways to plan and support report writing.
- In responding to a **governor query** the headteacher noted that Bill Thompson was still supporting staff but, moving forward, he wouldn't need to support as often.
- Mr Twist reported that there were three members of staff on the wellbeing team. There was an annual staff survey and Ms Gregson was the wellbeing governor.
- A **governor commented** on the phenomenal and inclusive range of extra-curricular activities. The school had been successful in sports competitions and the choir had won the Last Choir Singing competition. A **governor praised** the staff who had supported the choir at the competition in Blackburn.
- The headteacher agreed to a **governor request** to add cultural/extra-curricular events to his termly report.

The headteacher was thanked for his comprehensive report.

## **24.21 Safeguarding**

Governors noted the requirement to attend regular safeguarding training and that the Section 175/157 audit toolkit was available for schools to complete.

New governors were encouraged to complete online prevent training.

#### **24.22 Arrangements for 2024 Exams**

The governing body noted the information regarding Key Stage 1 and 2 SATS or GCSEs, AS and A-levels. The headteacher reported that the KS2 SATS had all been completed successfully.

#### **24.23 Unavoidable School Closures**

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

#### **24.24 Educational Visits**

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

#### **24.25 Budget Outturn 2023/24 and School Budget 2024/25**

Following the recommendation of the Finance, Staffing and General Purposes Committee, and after considering any budget sustainability issues, the governing body approved the school budget plan for 2024/25 as follows:

The balance brought forward from 2023/24 was £248,672. The in-year deficit was £89,571.

The final outturn figure (March 2024) was -£96,031 and the balance carry forward was £159,101.

The forecast in-year deficit for 2024/25 was £66,691.

The balance carried forward (March 2025) was £92,409.

Financial forecasts for 2025/26 and 2026/27 were noted.

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

#### **24.26 Policies and Procedures**

##### **a) Performance Management**

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 Howarth, Mrs Hesk, Mrs Hesketh);
- 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 (three vacancies);
- relevant training had been/would be undertaken by governors to assist them in fulfilling their duties.

### **b) 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
- Directed Time
- Extreme / Unpredictable Weather Guidance
- Flexible Working
- Grievance Procedure (Support Staff)
- Grievance Procedure (Teachers)
- Job Share
- Leave of Absence
- Paternity Leave Policy & Form
- Shared Parental Leave
- Smoke-Free Policy
- Trans Equality Guidance.

### **c) Staffing Arrangements**

The governing body considered the current staffing arrangements which had been shared by the headteacher.

## **24.27 Governor Training and Development**

The training link governor confirmed that she maintained a record of all training undertaken and reminded governors to forward details of courses attended.

Attention was drawn to the courses available through Lancashire Governor Services, including the online training via the NGAs Learning Link.

## **24.28 Governing Body's Effectiveness and Strategy for 2024/25**

The effectiveness of the governing body was considered.

It was agreed that the chair would meet with the headteacher to discuss the high-level objectives for 2024/25.

Further consideration would be given to a sustainability plan. A **governor commented** that this would be something the children could get involved with. The headteacher reported that the school was doing more recycling.

#### **24.29 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 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 not be asked to leave the room while a vote was held.

#### **24.30 Governor Arrangements 2023/24**

##### **a) Review of Constitution**

The governing body agreed to retain the current constitution, without amendment.

##### **b) Membership and Terms of Reference of Committees**

Following a review, the governing body confirmed the membership of the committees for the 2024/25 academic year as detailed at Appendix A to the minutes.

##### **c) Nominated Governor Reporting**

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

A further review of committees and nominated governor roles would take place early in the autumn term.

##### **d) Appointment of a Clerk**

The governing body reviewed the requirement to appoint a clerk to each working committee, including the Pay Committee.

#### **24.31 Information, updates and items for further discussion as appropriate**

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

- a) Safe Work Statement
- b) Wellbeing and Mental Health

The governing body appointed Ms L Gregson as their wellbeing governor.

The proposed questions in the Information Booklet were discussed, and the following noted:

- c) Chairs Forum
- d) GovernorHub
- e) LASGB
- f) Recovery Premium Funding
- g) PE and Sport Premium Funding – Primary Schools

Governors noted that the reporting deadline for the current academic year was 31 July 2024. The headteacher confirmed the necessary information had been / would be uploaded to the school's website.

- h) Apprenticeship Levy Underspend to be shared with Non-Levy Paying Schools
- i) Cyber Security

Governors noted their responsibility for cyber security.

The questions set out in the Information Booklet were discussed, and the following confirmed:

- j) Sustainability

#### **24.32 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.

**24.33 Date and Time of Future Meetings**

The next meeting of the governing body would take place on Wednesday, 17 November 2024 at 4pm.

An informal meeting of the governing body would take place on 12 September 2024 and a governor training day was planned for 25 January 2025.

The chair thanked governors for their attendance and input and closed the meeting at 5.50pm.

**Signed:** \_\_\_\_\_  
(Chair)

**Date:** \_\_\_\_\_

