

GOVERNOR SERVICES: EDUCATION IMPROVEMENT

SHAKESPEARE PRIMARY SCHOOL (0206)

Minutes of the governing body meeting held at the school on Wednesday, 19 March 2025 at 4pm.

Present: Mr C Hirst (Chair)
Mr G Ayoma
Mr S Cartmell
Mrs L Dykes
Mrs A Hesketh
Mrs C Howarth
Mrs M Lund
Mrs R McGowan
Mr T McKell
Mr R Newson
Mr S Twist (Headteacher)

Also Present: Mr S Wetherill (Governing Body Adviser/Clerk to Governors)
Mrs M Dale (SENCO - Observer)

Action

25.01 Apologies for Absence

Apologies for absence were received and accepted from Miss Gray, Mr Briggs, Mrs Hesk and Mrs Gregson.

25.02 Election of Chair and Vice Chair

Following a discussion Mr Hirst was elected as chair and Mrs Hesketh as Vice Chair.

25.03 Governing Body Matters

a) Declaration of Interest

Mr Newson declared an interest in agenda item 25.07e. Following a discussion, it was agreed he would exit the meeting at this point.

b) Membership



Mrs Dykes was welcomed to her first full governing body meeting as a parent governor. In line with the Regulations, she was asked to ensure she –

1. started the DBS process within 21 days of appointment otherwise there was a risk of disqualification;
2. completed a register of business/pecuniary interests form and submitted it to the school.

Governors were informed that Mr McDowell had resigned, leaving a vacancy for a parent governor.

The governing body adviser reported a vacancy for a co-opted governor. Governors discussed options to recruit to these vacancies and agreed that someone with financial experience would be useful.

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.

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

d) Lancashire Governor Services Service Level Agreement

Governors noted the update from Lancashire Governor Services. Mr Hirst, Mr Twist and Miss Gray would look at how the SLA changes could be managed moving forward.

Chair

25.04 Minutes of the Previous Meeting

The minutes of the meeting held on 27 November 2024, having been circulated, were approved as a correct record.

The chair would arrange for them to be signed electronically via GovernorHub.

Chair

25.05 Matters Arising from the Minutes

There were no matters arising from the minutes not covered elsewhere in the meeting.

25.06 Teacher Wellbeing

The governing body discussed the suggested questions on the agenda, noting the following:

Wellbeing had been referenced in the headteacher's report. The headteacher acknowledged that wellbeing was a concern but staff were always supported.

A **governor commented** on the pace of change. The headteacher stated that following the Ofsted inspection there was now an opportunity for some consolidation, and this would be reflected in the SIP. Mr Twist added that the government were looking to slim down the curriculum, putting a focus on more depth in key subjects. The KS2 SATs would be continuing however.

In response to a **governor query** the headteacher advised that writing was a key focus at the present time. Progress in all subjects was carefully monitored and the curriculum was adapted to meet the needs of all pupils.

A **governor observed** that staff, and governors, were perceptive to any issues and would report these to the headteacher. Mr Twist noted that staff had access to supervision. A **governor opined** that it was important to be aware of what happened after supervision.

Mr Twist explained that strategies to reduce workload, such as in marking and assessment, were in place and planning was done in staff meeting time.

The chair supported the headteacher and staff where he could and this was appreciated.

A **governor asked** about the use of AI to help with workload. Mr Twist recorded that this had started to be used to support writing. A **governor suggested** that the Nautical College may be able to help with this.

A **governor observed** that workplace stress and mental health were not always the same thing. The headteacher noted that staff questionnaires could be used to help measure this. A **governor suggested** that responses could be looked at independently whilst acknowledging that staff didn't always want to "make waves" when answering surveys.

The **chair felt** that further discussion in this area would be beneficial, adding the importance of measuring the impact of any actions and/or surveys. Some training for governors would also be considered.

Low sickness absences and staff turnover coupled with an 80% participation in questionnaires were good indicators of positive staff wellbeing in school.

A **governor commented** that, as governors, we want a non-toxic environment in school.



25.07 Reports**a) Committee Reports**

Governors noted the minutes of the following meetings:

Finance

Numbers on roll were at 416 with 3 new children coming in.

Around 54 new pupils were expected to start in September. It was noted there was a low birth rate across Fleetwood; however, the number of first choices appeared higher than other local schools.

The breakfast and after-school clubs were doing well.

Staffing needed to be carefully monitored. The headteacher noted that two staff who were leaving would not be replaced.

There were presently 10 pupils with an EHCP.

Buildings

A new site supervisor had started.

A replacement boiler would need to be considered in the next few years.

Curriculum

Pupil Premium information was available to view on the website and sports premium funding would continue next year.

It was encouraging to visit school and have positive discussions with the children.

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.

The chair was awaiting a response from Ofsted following his letter with reference to aspects of the recent inspection.

The chair had agreed to the extension of a temporary staff contract on behalf of the governing body. Governors had agreed to this.

d) Ofsted Outcome

Ofsted judged the school to be good and this was felt to reflect the nature of the school. Some of the inspection comments appeared to be "nit-picking" and these had been challenged.

e) Retention Award

This item was regarded as being confidential and was minuted as such.

Mr Pratt left the meeting at 5.45pm.

f) Prospectus Viewing Figures

These were presently unavailable. A PowerPoint version of the prospectus would be brought to the next meeting.

Headteacher

25.08 Safeguarding

It was confirmed that all governors had received safeguarding training in line with Keeping Children Safe in Education 2024 requirements.

Additional screening had been added to the fencing at the front of the school.

25.09 School Improvement Plan and Headteacher's Report

a) School Improvement Plan (SIP)

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

b) Attendance

Governors noted the guidance on attendance, including their responsibility to support schools with this.

c) Inclusion

The governing body discussed the suggested questions from the agenda.

It was noted that inclusion continued to be an area of focus as the school's catchment continued to change.



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 numbers were stable, and attendance was above the national average.

Fines had been issued for term time holidays.

Opportunities for parents to attend training and events had included trauma training, brain architecture training and participating in the Pasta Club.

Staff had been trained in talking therapy. The headteacher confirmed a **governor query** that parental consent would always be sought before working with the children.

Kidsafe supported children in helping them to make disclosures.

A range of enrichment activities were in place.

The headteacher acknowledged the use of acronyms in his report and also agreed to use staff names rather than initials.

The headteacher was thanked for his comprehensive report.

25.10 Unavoidable School Closures

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

25.11 Educational Visits

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

25.12 Finance

a) Schools Financial Value Standard (SFVS)

This had been submitted to county.

b) School Budget 2025/26

The governing body delegated the review and recommendation of the school's budget plan for 2025/26, and a forecast for 2026/27 and 2027/28 to the Finance Committee on 24 April 2025.

**Finance
Committee**

It was noted that this had to be submitted to the county council by Friday, 17 May 2025.

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 2025.

Chair

25.13 Personnel

a) New Legislation – Mandatory Duty to Prevent Sexual Harassment

The governing body noted the duty on employers to prevent sexual harassment of their employees.

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 (December 2024)
- Appraisal Policy (Teachers) (September 2024)
- Bullying and Harrassment
- Capability Policy (Teachers) (September 2024)
- Paternity Leave Policy & Form (November 2024)
- Pay Policy (Teachers) (September 2024)
- Recruitment and Selection (September 2024)
- Recruitment of Ex-Offenders (October 2024)
- Redundancy Policy & Procedure (August 2024)
- School Staff Code of Conduct (September 2024)
- Smoke-Free Policy (September 2024)
- Statement of Ethical Standards (September 2024)
- TLR Guidance (September 2024).

c) Appraisal

The governing body confirmed that appraisals had taken place for all teachers and school leaders. It was noted that appropriate objectives were in place for the current year, and arrangements had been made for mid-year reviews.

d) Recruitment Process



The governing body noted the required notice period for headteachers.

25.14 Governor Training

The governing body noted the recommendation that an annual skills audit be undertaken.

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

Governors were reminded that all training was now accessed via GovernorHub.

Mrs Dykes agreed to attend a new governor course.

25.15 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.

25.16 Information, Updates and Items for Further Discussion as appropriate

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

- a) Children's Wellbeing and Schools Bill 2024
- b) Employee Assistance Programme
- c) Lancashire Governance Associate
- d) Apprenticeship / Careers Team Update
- e) Lancashire School Improvement Service Guarantee 2025-2026

25.17 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 25.07e was confidential and should be minuted accordingly.

25.18 Date and Time of Next Meeting

The next meeting of the governing body was confirmed as 4pm on Wednesday, 25 June 2025.

The chair thanked governors for their attendance and contributions and closed the meeting at 6.15pm.

