

**St Elisabeth's CE Primary School
Local Governing Body Meeting
3rd February 2025, 4pm
Minutes**

Present:

Amanda Lancashire	Headteacher
Jo Millen	Staff Governor
Christine Anderson	Foundation Governor
Lee Jamieson	Foundation Governor (Chair)

Apologies:

Emma Kivell	Parent Governor
Ian Cole	Co-opted Governor
Ruth Gent	Foundation Governor

In attendance:

Paul Good	Chair of Trustees
Danielle Wood	Governor Support Officer

Any text in red italics represents Governor question (Q); challenge (C); Trustee and/or clerk support (S). Black bold upright represents decisions and actions.

1. WELCOME AND APOLOGIES

In the absence of the Chair, Mr L Jamieson to Chair the meeting.

Governors were welcomed to the meeting by the Chair.

Congratulations to Ms A Lancashire on her permanent appointment as Headteacher.

Apologies for absence were received from Ms E Kivell, Mr I Cole and Ms R Gent and accepted by the governing board.

The board is quorate with 3 governors in attendance

2. DECLARATION OF A.O.B.

Governors had been invited to declare any items for any other business.

The following items were requested and agreed: None

3. DECLARATION OF INTERESTS

a) Declaration of Business Interests

Governors were asked to declare any business, financial or personal interests in any agenda items; no declarations were made.

4:03pm Mr P Good in attendance

Governors were reminded that they should declare any interest which arose during the meeting.

b) Business Interest Form

Governors were asked to complete and sign the form on GovernorHub.

c) DBS Checks and Section 128 Checks

The Head of School confirmed that DBS checks were in place for all governors and that Section 128 checks have been carried out.

4. CHAIR'S ACTION

There had been no Chair's action taken since the previous meeting.

5. PREVIOUS LOCAL GOVERNING BOARD MINUTES

It was RESOLVED that the minutes of the meeting held on 4th November 2024, copies circulated previously, be approved, signed by the Chair and authorised for publication.

Matters Arising from the Previous Meeting

ACTION POINT	ACTION REQUIRED	ACTION FOR	ACTION TAKEN
1	The Chair agreed to write to Stockport Social Services and the local MP to highlight the governing board concerns about the lack of support from external agencies for families outside of school.	The Chair	Completed. The Headteacher agreed to email the response received to governors. ACTION 1
2	The Headteacher and GSO would agree an election timetable for the parent governor election.	Headteacher / GSO	Completed. No nominations were received, a further election would be held.

6. POLICY REVIEW

Governors considered and APPROVED the following policies which had been circulated prior to the meeting:

- Admissions Policy

Q – When was the policy last agreed? The Headteacher replied 2024/25 and advised that it is available on the school website.

7. TERM DATES AND INSET DAYS 2025/26

Governors noted the term dates and inset dates 2025/26 set by the Trust.

8. SCHOOL IMPROVEMENT PLAN AND SELF-EVALUATION

- Agree the SIP or SDP targets and strategy
- Agree monitoring schedule
- Agree governor visit schedule

Documents had been shared on GovernorHub ahead of the meeting.

9. HEADTEACHER'S REPORT

The Headteacher's Report had been circulated to the governors prior to the meeting; key points were noted and questions invited:

- CPD and impact
- Attendance and behaviour
- Numbers of Exclusions, suspensions, incidents, physical interventions
- Safeguarding matters, including the LA audit form
- Vulnerable children
- Pupil wellbeing
- Staff wellbeing and absence
- Number of Complaints at level 2 &3
- Number of accidents

Questions were invited.

The Headteacher referred to the exclusions data and advised that she had spoken to the Chair to highlight concerns about a pupil and what the school was putting in place. The pupil had received 8 fixed term exclusions.

S – GSO advised the Headteacher not to share any further details about the individual case as governors may be required to be involved in a panel in the future.

The Headteacher discussed the increase in prices for the before and after school club. Breakfast club had increased from £2.50 to £4.00 and after school club had increased from £6.50 to £10.

Q – Has there been any impact on numbers? The Headteacher replied that the number of pupils attending the clubs fluctuates, some days there are 14 pupils and other days only 4. Parents have been asked to book places in advance to support with planning, there are now only two members of staff working at the club as the previous staffing levels were not viable.

Ms Millen added that the school opens at 8:40am for pupils and parents are therefore benefiting from an extra 10 minutes if they need to get to work.

Governors thanked the Headteacher for her comprehensive report.

10. STAFFING AND APPOINTMENTS

The Headteacher referred governors to the update included in her report.

11. TRUST ENGAGEMENT AND CEO REPORT

- Latest report – Visit to be arranged and the report would be shared with governors.
- Interim updates since last meeting

- Outcomes of school visit/Trust review
- Reports from external advisors

The Headteacher informed governors that the school had achieved the Gold Health and Safety award for achieving 100% compliance.

Governors commended the school on the fantastic achievement.

12. STAKEHOLDER ENGAGEMENT

To note the ways in which the school engages with its:

- Pupils
- Staff
- Parents
- Local community

The Headteacher reported that a parental questionnaire would be shared at parents evening next week.

Q – What is attendance usually like at parents evening? The Headteacher replied that the school aims for 100% attendance. Ms Millen advised that the school contact parents who do not attend and arrange an alternative date or phone call.

Ms Millen explained that the school previously completed SEND review plans at the same time, however support plan review dates have now been arranged to link with assessment dates. Ms P Charlesworth, SENDCO, has a tracker to mark the progress of pupils on the SEND register.

13. FINANCE

- Latest budget update
- Performance statements
- Planned expenditure
- Pupil premium
- Sports Premium

Governors were referred to the budget report shared on GovernorHub ahead of the meeting, including the Integrated Curriculum Financial Planner (ICFP)

The Headteacher referred to the predicted £63,000 reserves and advised that she has spoken to the CEO as this could be up to £163,000. A meeting would be held with Ms C Cordwell, Chief Financial Officer, to discuss this further.

The Headteacher advised that she is working to avoid the potential for redundancies. The school currently has more staff than classes, however with upcoming maternity leaves this will even out.

Q – Does the school have insurance cover for maternity leaves? The Headteacher confirmed that cover is in place, however it only covers 16 weeks.

The Headteacher reported on staff leavers and advised that they will not be replaced. The Headteacher explained that not all pupils with SEND need an allocated teaching assistant at all times. Teachers can become reliant on teaching assistants, and they are the most qualified member of staff to work with the pupils.

C – I would agree, and the school should be creating independent learners who are encouraged to work with the class and have support available when needed.

Q – The school is currently operating in the red in terms of finance, with the listed changes will this move to amber or green? The Headteacher replied yes and explained that since she has been Acting Headteacher, the school have not used any supply staff as permanent staff in school have the best relationships with the pupils.

C – The school's decision to upskill teaching assistants through the apprenticeship levy underpins the decision to avoid using supply.

14. COMPLIANCE/SAFEGUARDING

- H&S Latest report and summary of actions
- Fire Risk Assessment
- Premises
- Safeguarding audit and actions

Governors noted the reports.

15. LGB MATTERS

- Committee membership and Link Governors

Governors were referred to the document entitled 'Trust Board Review: Role of Subcommittees of Local Governing Boards and the Trust Board'.

Mr P Good explained the update.

GSO agreed to add a message to GovernorHub to request declarations of interest in joining the trust level Curriculum and Standards committee.

ACTION 2

- Governor visit reports
- End of term of office:

There were no governors with term of office due to end.

- Vacancies
1 x Parent Governor, 2 x Trust Appointed
- Skills Audits
- Agree Governing Board Development Plan
- Outcome of skills audit

16. BRIEFING PAPERS – STOCKPORT

Governors noted the following papers:

- a) Governance update and governor development
- b) Governor Portal
- c) School Effectiveness Update

- d) Business Continuity
- e) Schools Finance
- f) DfE Updates for schools

17. SCHOOL NEWSLETTER SPRING 2025 MANCHESTER DIOCESE BOARD OF EDUCATION

Governors noted the newsletter shared on GovernorHub.

18. DATES

Monday 16th June 2025, 4pm at the Trust Offices.

19. A.O.B.

With no further business to discuss, the Chair thanked everyone for attending and closed the meeting at 4:30pm with a prayer for the school, staff and wider community

Signed..... Date.....

Mr L Jamieson (Chair)

ST ELISABETH'S CE PRIMARY SCHOOL

SPRING TERM 2025 LOCAL GOVERNING BOARD MINUTES

MEETING ACTION POINTS

ACTION POINT	ACTION REQUIRED	ACTION FOR	DATE ACTION TO BE COMPLETED
1	The Headteacher agreed to email the response received from the LA to governors.	Headteacher	Post meeting
2	GSO agreed to add a message to GovernorHub to request declarations of interest in joining the trust level Curriculum and Standards committee.	GSO	Post meeting