

**ST ELISABETH'S CE Primary School
Local Governing Body Meeting
Monday 16th June 2025, 4pm
Minutes**

Present:

Amanda Lancashire	Head of School
Jo Millen	Staff Governor
Emma Kivell	Parent Governor
Ian Cole	Co-opted Governor (Chair)
Ruth Gent	Foundation Governor
Terri Miller-Macdonald	Parent Governor

Apologies:

Lee Jamieson	Foundation Governor
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Not in attendance:

Christine Anderson	Foundation Governor
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In attendance:

John Barrett	Chief Executive Officer (CEO)
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**

Governors were welcomed to the meeting by the Chair.

Governors noted that this would be Mr I Cole last meeting as a governor and Chair of the board.

Mr I Cole spoke positively about his time as a governor and Chair at the school and the positive position the school is now in.

The Chair of Trustees took the opportunity to thank Mr Cole for his support of the school and his input and advice.

The meeting opened with a prayer.

Apologies for absence were received from Mr L Jamieson and accepted by the governing board.

The board is quorate with a minimum of 3 governors in attendance.

The new parent governor was welcomed to the governing board during the meeting and introductions were made around the table.

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:

- Parent Teacher Association (PTA)

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.

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. TRUST ENGAGEMENT AND CEO UPDATE

- Update from CEO
- Interim updates since last meeting
- Outcomes of school visit/Trust review
- Reports from external advisors

The CEO had shared his report ahead of the meeting.

The CEO referred to the changes nationally that will come into effect in the Autumn term relating to Ofsted and the Self Evaluation Form (SEF).

Governors heard that SECE are expected to be the first school in the trust to be inspected by Ofsted under the new framework. The new framework includes 10 areas and 5 grades, this equates to a total of 50 different possible grade descriptors.

The CEO advised that the trust has developed a framework for the schools to use to create a SelfEvaluation Form (SEF).

The SEF will provide all information in a concise document for governors to review and ensure that the schools School Development Plan (SDP) is routed in evaluation.

The Head of School had populated some sections in the SEF, the CEO explained that it would be a changing picture as the new Ofsted inspection framework had not yet been confirmed.

Governors were advised that they can expect to receive a completed SEF and SDP in the Autumn term meeting. The CEO explained that the documents should be used as a way for governors to measure the schools progress against.

The CEO spoke positively about the progress that has been made at the school, with significant developments in relation to the English curriculum. Governors heard that during a trust Head of

School meeting a few weeks ago, pupils books from SECE were presented as exemplifications for other schools to review.

The CEO discussed the schools Reading Plus trial and Century Tech, the school have trialled the programmes on behalf of the trust and the outcomes have been strong.

The CEO reported that a new member of staff has been appointed for September to work in EYFS. Governors heard that this is a key focus area for the school, with collaboration taking place between all schools in the trust. This is led by Ms V Rippon, EYFS Specialist, and provides an opportunity for EYFS leads in all schools to work together.

It was reported that maths has also been a focus area in school, the CEO explained that maths can be a challenging subject for primary school teachers to deliver effectively. The Head of School would be sharing more details about the new maths approach from September.

The CEO highlighted that next year, the Deputy Headteacher would be moving to take up an opportunity in a different school in the trust. Governors heard that the impact that the partnership between the Head of School and Deputy Headteacher has had cannot be underestimated. Both leaders have benefitted from learning from each other.

The CEO explained that the Deputy Headteacher would not be replaced and advised that this is due to the upcoming reduction in the school Pupil Admission Number (PAN) to 30. The position was an investment in the school to implement the SDP and this has been a success. Mr Roberts would continue to visit the Head of School on a monthly basis to continue the work together.

The CEO moved on to provide an update on the school budget.

Governors were informed that at the start of the year; the school budget plan predicted a £104,000 deficit. This was due to the reduction in pupil numbers. The CEO explained that each pupil equates to between £5,000 and £5,500 funding for the school.

Governors heard that the school PAN was previously 45 pupils, and this still effects higher up year groups, leading to challenges with staffing. The CEO explained that this time last year, discussions were being held regarding the potential of staff redundancies which is a significant decision to make. A decision was made to prioritise school improvement and limit instability in staffing and therefore redundancies did not take place.

The CEO reported that the predicted deficit figure for this year was now £79,000.

Looking forward to next year, the CEO explained that staffing has been consolidated, and the school budget is predicted to balance for 2025/26 with a potential surplus of £10,000. Historical reserves have been used, but this is a positive outcome. The CEO highlighted that this is part of the reason not to replace the Deputy Headteacher position as it would not be sustainable in the budget.

The meeting moved on to discuss admissions data. The CEO reported that there are currently 27 pupils expected to join the reception class in September, and 12 nursery pupils. The CEO stated that consistency of the provision is essential and there is a possibility that the school may look to offer a two-year old provision.

The CEO updated governors on successful bids that had been agreed for building work at the school.

The CEO advised that the school had been successful in a CIF bid for funding to replace fire doors, the total cost of the bid was reported to be £128,000 and the school would be required to contribute

£42,000. The CEO commented that the doors will also improve the school's environment visually, with a well-maintained building a reflection of the high standards the school sets that are replicated in pupils' books.

The CEO informed governors that a new governor would be joining the board and they had already met with the Head of School.

The CEO would also be meeting with another prospective governor who is interested in joining the governing board.

The CEO took the opportunity to express his appreciation to Mr I Cole for supporting the school and thanked him for his contributions.

Finally, the CEO discussed the central trust building and the central trust team that has been created. Governors were informed that there are no additional costs for schools and the administration and business functions are costing schools less than previously years.

The CEO reported that the new business and administration functions are working more effectively and efficiently, and the benefits are already being seen.

Governor questions were invited.

Q – When will the new school uniform be released? The Head of School would be leading this, and more information would be shared later in the meeting.

The CEO explained that the number of branded school items would be reduced.

Q – When the Head of School is not in school, who will take over their responsibilities and will they be sufficiently remunerated? The CEO replied that the Assistant Headteacher role would deputise in the Headteachers absence, and this is the same in all schools. If more support is required, the Assistant Headteacher can request this from the trust and measures would be put in place.

4:22pm Mr J Barrett left the meeting

5. PREVIOUS LOCAL GOVERNING BOARD MINUTES

It was RESOLVED that the minutes of the meeting held on 3rd February 2025, 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 Headteacher agreed to email the response received from the LA to governors.	Headteacher	Completed.
2	GSO agreed to add a message to GovernorHub to request declarations of interest in joining the trust level Curriculum and Standards committee.	GSO	Emma Kivell had agreed to join the committee.

6. CHAIRS ACTIONS

There had been no Chairs action taken since the previous meeting.

7. POLICY REVIEW

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

- Trust Assessment Policy 25

8. SCHOOL IMPROVEMENT PLAN AND SELF-EVALUATION

- Study latest IDSR Report (School Inspection Data Summary)
- Review the SIP or SDP targets and strategy
- Review monitoring schedule
- Agree governor visit schedule linked to SDP

The Head of School referred governors to updated documents that had been shared on GovernorHub ahead of the meeting.

Governors were informed that the school would be introducing a new maths scheme from September.

The Head of School discussed the use of Century Tech and advised that assessments were taking place this week, any gaps identified in learning would be addressed by issuing 'nuggets' for pupils to work on.

9. HEAD OF SCHOOL'S REPORT

The Head of School'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

The Chair commented on the comprehensive report that the Head of School had produced.

Governors were referred to the overall attendance data and the Head of School advised that when compared to other similar schools, there are improvements to be made. The Head of School explained that pupils on part time timetables impact the data and pupils who are permanently excluded.

The Head of School informed governors about some of the challenges that the school faces with term time holidays and advised that the school has case studies available.

The Head of School advised governors that the school are focused on improving attendance and explained some of the data analysis findings with more pupils absent on a specific day.

Q – Is there a specific subject on this day that pupils may not like? The Head of School replied that it could be PE, changing arrangements have been reviewed and screens are available for year 4 classes now.

A parent governor commented that they agreed that year 4 need screens for pupils when changing for PE.

The Head of School advised that during the staff briefing session, members of staff were reminded that attendance is everyone's responsibility.

The Assistant Headteacher discussed the key role teachers play in supporting to manage pupil attendance, as they complete the register twice a day and will be the first people to identify any patterns in individual pupils' absence. Members of staff are encouraged to inform the school office, and this can be explored further.

The Assistant Headteacher discussed the benefit of teachers speaking with parents about attendance and celebrating attendance in class.

Q – How does the school attendance data compare with other schools in the trust? The Head of School replied that it is similar.

C – Another school in the Trust allows pupils to wear their PE kit for the days they have PE, so they don't need to get changed in school. The Assistant Headteacher replied that it can be easier to have the PE kit in school as some pupils will forget.

4:41pm Mr P Good left the meeting

Governors noted the staffing update and commented on the positive appointments that have been made.

Q – Referrals for ADHD assessment and timeframes for diagnosis seem long, are the school putting support in place for the pupils in the meantime? The Head of School referred governors to an inclusion report that was available on GovernorHub, this provides details of the support that the school puts in place for pupils with additional needs.

4:43pm Mr P Good returned to the meeting

The meeting proceeded to discuss the new school uniform.

The Head of School presented the uniform to governors which includes one item of branded clothing.

Governors heard that each child would be given a tie, purchased by the school. Once the school receives a school cardigan, the uniform would be showcased to parents.

Q – Will pupils be asked to wear grey trousers only? The Head of School replied that grey trousers would be preferred.

A parent governor discussed challenges for pupils who struggle with change and stated that moving from black trousers to grey may be difficult for them. It may also be challenging for some children to wear a shirt.

The Head of School advised that nursery pupils will be allowed to wear a polo shirt and sweatshirt.

C – Parents who visit the uniform shop are still being sold the old uniform. The Head of School advised that she has informed the uniform shop about the changes coming into effect in September, however they responded they need to sell the old uniform for financial purposes.

Q – Will pupils have the option to wear a fleece? The Head of School agreed they would be available as an alternative to a jacket.

The School Business Manager would be asked to email the uniform shop to remind them about the upcoming changes to the school uniform.

The Head of School advised that the uniform shop had advised that they may struggle to get enough ties for September.

The Head of School was thanked for her report.

10. CURRICULUM AND STANDARDS MEETING UPDATE

There was no governing board representation from SECE at the meeting.

11. STAFFING AND APPOINTMENTS

Governors were referred to the relevant section in the Head of School report.

12. STAKEHOLDER ENGAGEMENT

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

- Pupils
- Staff
- Parents
- Local community

The Head of School referred governors to the information available on the school website.

The Head of School requested that the item for AOB be discussed here.

PTA

The Head of School explained that the PTA was established a couple of years ago and there have been some very positive events hosted.

However, there were accusations made by the PTA about members of staff and relationships between the school and the PTA members have broken down.

The Head of School explained that teachers support the PTA out of their own goodwill.

The Head of School reported that the PTA have raised £5,000 and they need to set themselves up as a charity, Mr Roberts had met with them and confirmed that this has now been done.

A meeting was arranged to discuss how the money would be allocated and the PTA met with the Head of School and Deputy Headteacher. The Head of School suggested that with the new uniform coming in September, if the school purchase ties, the PTA could issue all pupils with a jumper or cardigan. This suggestion was rejected and instead, the PTA purchased sports equipment as one of the members children had told them that this was needed.

The Head of School advised that the PTA delivered some board games a few weeks ago for wet play.

The Head of School informed governors that at the end of the meeting held with PTA members, they advised that they did not have the commitment from people to host a summer fair. Therefore, the school would be hosting a summer fair.

Governors were informed that the Head of School had consulted with the Chief Finance Officer, and they confirmed that PTA money was school money. Governors commented that they felt that parents would have valued a new jumper or cardigan for their child.

The Head of School explained that the CFO had advised that the PTA are an organisation to enable the school to do things and they do not do things for the school. The CFO asked if the PTA have been holding meetings and this was unclear.

Q – How do the PTA decide which events to host? The Head of School replied that this is in consultation with the school.

Q – Where is the PTA money? The Head of School advised that it is in a separate bank account.

Q – Do the PTA hold meetings? The Head of School replied that they used to hold meetings and a member of SLT would attend, however the school are not aware of any further meetings.

Q – As the Head of School, would you like the PTA to continue? The Head of School replied that she would not like the PTA to continue in its current form as it is creating issues in school and members of staff should not be accused of stealing.

Q – Can we disband the PTA and create a new PTA? The Head of School was unsure about this and stated that she would discuss it with the CFO.

Q – Does the PTA have a constitution and officers? The Head of School replied yes.

C – If they have been established for at least two years they should publish their accounts for the parent body, showing the money that has been raised and spent and details of any future projections. There should also be a clear statement about where the money would go if they folded. The money should go directly back to the school.

The Head of School stated that it has been a very unpleasant experience for all those staff members involved.

5:02pm Ms E Kivell left the meeting

The governing board formally endorsed the school's decision to dissolve the Parent Teacher Association (PTA).

The Head of School would access a copy of the PTA constitution and any money that is remaining should be returned to the school to be allocated accordingly.

13. FINANCE

- Latest budget update

Included in the CEO report.

- Performance statements
- Planned expenditure
- Pupil premium -Preparation for statement (deadline 31st December) [Pupil premium - GOV.UK](#)
- Sports Premium - publish [how you've spent the PE and sport premium funding](#) by **31 July** at the latest.

14. COMPLIANCE/SAFEGUARDING

- H&S Latest report and summary of actions

Reports were available on GovernorHub.

Governors congratulated the Head of School on achieving the gold standard for health and safety.

- Dates of fire drill

- Lockdown drills

S - The GSO advised the Head of School to check the information that is included in the health and safety policy regarding lock down drills and if the school are required to hold these.

ACTION 1

The Chair of the Trust Board recommended that the Head of School discuss lock down drills at the next meeting of trust Headteachers to understand the procedures other schools in the trust are following.

ACTION 2

15. LGB MATTERS

- Committee membership and Link Governors
- Governor visit reports

Governor visits would be arranged for the autumn term.

ACTION 3

- Vacancies: 3 x Trust Appointed

Discussed earlier in the meeting.

- End of term of office: Ruth Gent, 31/08/2025

Mrs R Gent advised that she would not be seeking re-appointment.

The Chair thanked Mrs R Gent for her contributions over the years.

- Skills Audits

The development governor was not in attendance to provide an update.

- Agree Governing Board Development Plan

A Governing Board Development Plan was in place.

16. MDBE SUMMER 2025 NEWSLETTER

MDBE Summer 2025 newsletter had been shared on GovernorHub.

17. DATES

Proposed meeting dates for 2025/26 would be agreed once approved by the Trust Board.

18. A.O.B.

The meeting closed with a prayer.

With no further business to discuss, the Chair thanked everyone for attending and closed the meeting at 5:20pm with a prayer for the school, staff and wider community

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

Mr I Cole (Chair)

ST ELISABETH'S CE PRIMARY SCHOOL

SUMMER TERM 2025 LOCAL GOVERNING BOARD MINUTES MEETING

ACTION POINTS

ACTION POINT	ACTION REQUIRED	ACTION FOR	DATE ACTION TO BE COMPLETED
1	S - The GSO advised the Head of School to check the information that is included in the health and safety policy regarding lock down drills and if the school are required to hold these.	Head of School	Post meeting
2	The Chair of the Trust Board recommended that the Head of School discuss lock down drills at the next meeting of trust Headteachers to understand the procedures other schools in the trust are following.	Head of School	Autumn term
3	Governor visits would be arranged for the autumn term.	All Governors	Autumn term

