

**MINUTES OF THE MEETING OF
THE GOVERNING BODY OF ST MICHAEL IN THE HAMLET PRIMARY SCHOOL
HELD AT 4.30^{PM} ON TUESDAY 7th FEBRUARY 2017 AT THE SCHOOL**

PRESENT

Amanda Patmore - Chair
Dave Patmore – Vice Chair
Kathy Desmond
Youcef El Bouhairi
Laura Moreton
Michael Nickeas
Irene Paisley
Ruth Town
Laura Yallop
Grace O'Malley
Sara Doherty

ALSO PRESENT

Lisa Richards – Observer
Francesca Walker - Clerk

17/01 WELCOME AND APOLOGIES FOR ABSENCE

Apologies for absence were received and consented to from Nic Corke (Co-opted) and Judith Roberts (Assoc.)

17/02 REGISTER OF INTERESTS

- i. There were no changes to the register of interest.
- ii. There were no new declarations in respect of agenda items.

17/03 PUPIL COUNCIL REPORT

Holly gave a report. The key points were as follows:

- i. £508.45 was for Children in Need by the selling of wrist bands.
- ii. The Whitechapel Centre had sent a thank you note for the hugely generous of donations.
- iii. Nepalese flag biscuits raised £200.00 for Nepalese trip.

- iv. Year 5s attended Liverpool Town Hall for a Holocaust-related visit.
- v. The Lord Mayor will be attending school for afternoon tea on 16th February 2.00 – 3.00 pm to celebrate Holly becoming Junior Lord Mayor. Governors are invited to attend.
- vi. Friday 24th March Comic Relief fundraising event will take place.

Governors asked the following questions:

What kind of visits would Holly be making?

Holly responded as follows:

Holly will be accompanying the Lord Mayor on official visits for a month, including one to Central Library on 8th Feb.

Further to the success of the donations, suggestions were made that regular drop-offs could be made to the Whitechapel Centre. It was noted it could be an excellent, ongoing example of contributing to the community.

17/04 RE-ELECTION OF SARA DOHERTY

- i. While not on the agenda, it was noted by the Chair that Sara's term had come to an end.
 - i. A. Patmore noted that Ofsted has an increased focus on governance and that governors must prove their worth. The Government Agenda suggests that there be a rationale behind the co-opting of governors.
 - ii. Governors noted and discussed the wide range of contributions made by Sara on an ongoing basis. These include a community focus and the international focus through the school's relationship with their partner school in Nepal.
 - iii. Mrs Town agreed and mentioned also Sara's contribution through the link with LJMU.
- iv. Sara was voted back in unanimously and thanked for her varied and ongoing contributions.

17/05 MINUTES OF THE MEETING 18th October 2016

Grace noted that she had been present as an observer.

The minutes of the meeting 18 October 2016 were then approved as a correct record and signed by the Chair.

17/06 MATTERS ARISING FROM THE MINUTES

The following matters arose from the minutes:

- i. Further to item 16/35 iv Building work from the previous minutes, Mrs Town reported on several meetings with the builders on Phase 2, making the quad into a large room. Preliminary work would be going ahead.

There will be some slight amendments to the location of the kitchen area in the new space.

Estimate may have gone up slightly and a re-costing would be done by Bob Collins.

- ii. C O'Farrell's phased retirement has been going very well with noticeable disruption or change in service.
- iii. Item 16/35 viii SEN consortium Mrs Town reported that a meeting had taken place among head teachers regarding the proposed traded service model for the Educational Psychology Service and the School Family Support Service. There was agreement between the Head Teachers that these should be traded through the SEND Consortium to ensure that there was equitability for all schools. Each school within the South Central 2 Consortium that SMH is part of will be contributing approximately £3600.00 each for the Educational Psychology Service and £2360 for the Family Support Service. The 2 nursery schools in the SEND Consortium will be contributing £1800 each.

All will have a core service, with money left over for those requiring further services. This action should allow all the 11 schools in the consortium to access services.

The Schools Family Support Worker assigned to schools is now a traded a model since the 1st Jan. Likewise the consortia have agreed to have 2 allocated family slots each, leaving some slots for families who have an additional need.

- iv. Further to 16/35/xi, the Governors' training session will now take place on once the school has received the Raise Online data. The 20th March has been pencilled in for a session to be run about Raise online at 3.30 – 4.30p.m.

xiii. Attendance figures have now been confirmed as 96.4% for 2015-2016, above the national average.

Amendments made and signed off by A. Patmore.

17/07 LOCAL AUTHORITY FUNDING

Further to 16/36 V. The fears about the large reduction on Early years funding seem to be unfounded. Figures for early years are looking good. There is no need for a plan for cuts at present.

17/08 COMMITTEE MEMBERSHIP AND TERMS OF REFERENCE

Further to some advice, A Patmore wished to clarify the legal situation regarding governance and family relationships, due to her being married to D. Patmore's brother.

Kathy Desmond stated that the Archdiocese object to family members being on same committee. A discussion ensued about A. Patmore and D. Patmore's membership of the Pay Review Committee, the third member being Sara Doherty.

Mrs Town stated that the school has a clear and transparent protocol in place for all Committees, which can be demonstrated to Ofsted. A. Patmore stated that the Governor code of conduct has been signed by all Governors, which outlined expected behaviours for individual Governors.

Michael Nickeas asked that governors be informed if any change takes place. A. Patmore stated were changes to occur, a special meeting would be held and governors would be informed.

Discussion concluded that nothing would change for now.

17/09 DECISION PLANNER

A. Patmore has asked if everyone had had a chance to look at the Decision Planner and if so, were they happy to continue with it. All agreed.

17/10 COMMITTEE REPORTS

A. Patmore asked for any amendments. All agreed that there were no amendments.

17/11 HEADTEACHER'S REPORT

Governors were previously circulated with a written report. Mrs Town noted there had been an amended report dated February and this can be circulated.

Mrs Town highlighted the following points:

- i. The school now has 482 pupils and has more nursery pupils ready to join at Easter. This is the highest number the school has ever had. There is still a waiting list of 25 for reception.
- ii. Health and Well-being. Mrs Town noted that this is now a huge

issue, with a report about to go live commissioned by the Liverpool Learning Partnership in conjunction with other partner agencies. The recent LLP Executive Board, chaired by Mrs Town, looking at city-wide strategy to support young people with mental health and emotional issues.

The school is seeing an increasing number of students with these issues. These may be students with issues with attachment, such as looked-after children. Some of the measures already in place are yoga, massage and a recent meeting with SLT from Jane Sayer on emotional wellbeing.

The school is working also with families in which parents have mental health issues. There is a wide range of partnerships with external agencies. Mrs Town felt it should be noted that this is important governors note that it is a huge part of the school's work and an inset should be forthcoming about this for all the staff. K. Desmond mentioned Governor's forum as another venue for discussing these issues.

- iii. The School achieved 100% success rate for the third time for the LA Health & Safety Audit. Mrs Town wanted this noting as this is a great achievement. A. Patmore noted that this was due to the processes that the school had put in place.
- iv. Collaborative Work – Mrs Town stated that the drive for Liverpool schools to work together to work together has never been more important. She noted that St. Michaels continues to be a very strong partner in a number of collaborations. Mrs Town also informed the governors that she will be chairing the LLP meetings for another year, which enables Mrs Town to get first access to new information in these meetings and can cascade this information to the school.
- v. Mrs Town drew attention to the Liverpool Challenge and the workshop that she attended on this facilitated by Steve Mumby, who now runs Educational Development Trust. Mrs Town informed the governors that it will now be called The Liverpool Promise. Every agency that works with children now needs to sign the promise to demonstrate that all the agencies are working together on this. This will lead to the launch of a city-wide strategy. Mrs Town noted that while no extra were being allocated for this, collaboration would reap rewards.
- vi. The Head recently attended the LPHA meeting. The Head noted that the role of Chair of LPHA needed to be full-time job performed by someone with experience of being a Head to continue to represent primary schools. All Primary Schools are being asked to financially contribute to the cost for this. It is expected that this will be no more that £800-900 per school per annum. The benefit to the

school would be significant.

- vii. DGT Learning Collaborative is continuing to reap many rewards. Cross-school moderation is taking place for writing and maths.
- viii. A member of the teaching team is travelling to Nepal on Thursday 9th with S. Doherty, highlights of which can be shared with the school when she returns. S. Doherty noted that she would also be tweeting developments from Nepal. The Head asked it to be noted that there would be no cost for cover during this period as the DGT teacher would be coming into school for the two weeks to cover.
- ix. Teaching triads. The Head stated that this is the first time the school has undertaken this. Teachers have been taking part and completing feedback afterwards. Mrs Town noted that the observer and observees have been finding this to be a very positive experience as a way of learning from each other and that it is less threatening when being observed by peers. This has been the case even with the most experienced staff. It was to the credit to the staff team that all staff have bought into this and Mrs Town would like this to continue next year.

Governor question: a governor asked if the triads were mandatory. Mrs Town said they were not but that every member of staff has agreed to do it. Teams were chosen by SLT and were kept in groups of similar year groups. A Governor asked if this model could be taken to the DGT and this was confirmed.

- x. School is not falling into the 'coasting school' agenda. For progress, the school is above floor for all three.
- xi. Mrs Town drew attention to the fact that there had been a racist incident. This has been investigated thoroughly and the Head has made it clear and it was a one-off. No further issue has ensued. The Head took advice from Phil Cooper in the council's safeguarding service.
- xii. Mrs Town also drew attention to the 3 fixed term exclusions that had taken place. One was due to the racist incident and the other two involved students with complex needs. Both students are now being supported by outside agencies and being educated offsite, with the hope that these students will eventually re-enter mainstream education.

Governor questions. A governor asked whether there was a limit on admission numbers.

Mrs Town explained that the school was not full in the nursery but was nearly full in every other year group. There are students on Year 5 waiting list but those students have younger siblings that cannot be accommodated by the school.

K. Desmond asked if number of 31 in reception could open school up to

having to take further students. Head replied that numbers were ringfenced. The admission of the Resourced Pupils sits outside of the usual admission numbers.

Governors asked whether every option had been explored before the 2 pupils were excluded for a fixed-period. The Chair, Head and Deputy Head assured the governors that resources had been exhausted before the decision was made to exclude the pupils and draw on the external agencies to educate the students offsite. This was now the best option for the students as it now allows agencies to act quickly on their behalf. A governor asked it be noted how much energy all the staff in the school put in to support these students. To have three fixed-term exclusions is very rare for the school.

Governor questions: is educational material being provided during the exclusions. The Head confirmed that material is provided for up to five days, after which alternative provision is sourced.

Xiii Nic Corke and Youcef El Bouhairi attended the Managing School Finances meeting on 30th November.

17/12 RATIFICATION OF POLICIES

Governors reviewed and agreed the marking policy:
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17/13 GOVERNING BODY ITEMS

Governors considered the following items:

I Governor's News: Focus on governance. A. Patmore discussed the Governor's Skills Matrix. So far, only three have been returned by Governors. A. Patmore mentioned that Ofsted are due this year and that the school cannot be complacent. She stated that she noted how busy all governors are but the data in the matrix and the evidence will identify gaps in the governing body, which is also mentioned in the Governor's handbook. A. Patmore asked that a date be set by which all governors should have completed the matrix. The date agreed was Friday 17th February. A. Patmore will send out another email.

17/14 DIRECTOR'S ITEMS

Governors received information on the following Director's items:

i Liverpool Governor's Forum

A. Patmore stated that next meeting to be held at Partnership for Learning Speke, Saturday 18th March and concerns Managing budget reductions, Whole School Management of Mental Health and improving pupil wellbeing through yoga. A. Patmore asked that as many as possible attend as this is a good networking opportunity. Places need to be booked in advance. Youcef El Bouhairi and Michael Nickeas confirmed to attend. Mrs Town mentioned that The Mental Health and Emotional wellbeing strategy will be introduced by Elaine.

ii Governor Training events

Parent governor training events will take place on 22nd March.

iii. K. Desmond asked about Maths games and also whether there would be any further business events in the school. Mrs Town stated that there would be another Dragon's Den taking place in the school.

iv Mrs Town spoke to the Governors regarding schools becoming part of a multi-academy Trust. The Head alluded to the fact that in Liverpool many schools don't want to become forced academies. The Head suggested that at some point in the future, being a community school, the school might want to become part of a multi-academy trust.

To this end, LJMU are exploring the possibility of leading a multi-academy trust. They will be the lead sponsor, working alongside LLP, SIL, the LA and a business link, to form the trust board. Mrs Town felt that this was a positive step.

Governor question about IT/Internet provision for students without this at home. The Head noted that this is support in school, wherever possible and that a homework club is scheduled into the extra-curricular clubs whenever possible to support pupils who do not have internet access.

17/15 DATE AND TIME OF FUTURE MEETINGS

Full Governors Tuesday 23rd May 4.30.

Next Committee Meeting Wed 3rd May.

There being no other business the Chair closed the meeting at 6.45 pm.