

**MINUTES OF THE MEETING OF
THE GOVERNING BODY OF ST MICHAEL IN THE HAMLET PRIMARY SCHOOL
HELD AT 10.00am ON TUESDAY 05 FEBRUARY 2019 AT THE SCHOOL**

PRESENT

Amanda Patmore – Chair
Keith Hitchman
Oonagh Jacquest
Rona Lucas
Nena Mitchell
Laura Moreton
David Patmore
Sara Parker
Laura Pilgrim
Laura Yallop

ALSO PRESENT

Maggie Willett – School Business Manager
Judith Roberts – Associate Member
Terry Brown - Clerk

19/01 WELCOME AND APOLOGIES FOR ABSENCE

The Chair welcomed governors to the meeting, and introduced the newly elected parent governors O Jacquest and L Pilgrim.

19/02 REGISTER OF INTERESTS

- i. A Patmore declared she was a governor at St Ambrose Catholic Primary.
- ii. There were no new declarations in respect of agenda items.

19/02 APOLOGIES FOR ABSENCE

Apologies for absence were received from R Town and L Richards.

19/03 PUPIL COUNCIL REPORT

No Pupil Council representatives were available for this meeting.

19/04 APPOINTMENT OF GOVERNORS

It was agreed to appoint L Yallop and M Nikeas as co-opted governors for a period of four years

It was also agreed to re-appoint J Roberts as an associate member for a period of three years.

19/05 MINUTES OF THE MEETING 09 OCTOBER 2018

The minutes of the meeting 09 October 2019 were agreed as a correct record and signed by the Chair, with the following amendment:

In the list of attendees "Sra Doherty" should read "Sara Parker".

There were no matters arising from the minutes.

19/06 FINANCE REPORT

M Willett presented a report. The key points were as follows:

- i. A problem with the drains had been investigated. It was estimated that it would cost £5 ½K to fix. There may be some funds available from the DfE. M Willet was seeking three quotes.
- ii. It was agreed to discuss the SIC (Statement of Internal Control) at the away day.
- iii. Income from the Haven had increased.
- iv. The deficit had been reduced to £59K.

MW

Governors thanked M Willett for her report and approved the revised budget.

19/07 COMMITTEE REPORTS

Governors received the minutes of committee meetings. The following matters arose from the minutes:

Resources

- i. The committee noted there was an urgent need to increase income, a task and finish group had been established to look at this and to review financial systems and controls. The group would comprise D Patmore, L Yallop, and O Jacquest. The group would meet 15 March 9.30am
- ii. The committee noted that income had been lost as the school was unable to offer 30 hour nurse provision.

Standards

- i. There were no matters arising from the minutes.

Governor Challenge

Governors asked whether the afternoon nursery sessions were stopped due to staffing issues or a fall in numbers.

M Willett explained it was due to a fall in pupil numbers.

M Willet left the meeting at this point

19/08 POLICIES

Governors reviewed and approved the following policies:

- i. Modern Foreign Languages (Spanish Key Stage 2)
- ii. Pupil Attendance
- iii. Staff Attendance
- iv. Educational Visits

Governor Challenge

Governors asked what could be done in respect of MFL for Key Stage 1

L Moreton responded that this was something senior leaders were looking into.

It was agreed to discuss this at the away day.

19/09 HEADTEACHER'S REPORT

Governors had previously been circulated with the Headteacher's report.
Arising from discussion:

- i. Staffing remained consistent. Some staff had returned from maternity or sick leave.
- ii. The development of a wild garden area was being considered.
- iii. The KS2 staff room required refurbishment.
- iv. The fire safety team had visited the school and had found everything to be compliant with regulations.

- v. A lockdown practice had been carried out. The practice had gone very well.
- vi. Pupil attendance for the autumn term was 96% compared to 96.2% for the same period last year. 115 pupils achieved 100% attendance for the autumn term.
- vii. Development days, which were attended by all staff and focussed on raising standards in each year group, had proved very useful.
- viii. In Early Years Foundation Stage progression in language and communication was good.

Governor Challenge

Governors asked the following questions:

- i. Had the development days impacted on teaching and learning?
- ii. Would the improvement in phonics continue?

L Moreton responded:

- i. The development days had a positive impact on teaching & learning. However it was the commitment of staff that was the key driver in improving standards.
- ii. Year 1 was a challenging cohort with a lot of significant need. However, staff were doing their best to maintain and improve progress.

19/10 SAFEGUARDING

L Moreton reported that all policies and procedures were up to date

Governor Challenge

Governors asked what the threshold for recording incidents of bullying was.

L Moreton responded that this was dealt with on case by case basis but there would be some indication of a systematic persistent pattern of behaviour. All incidents were logged in the incident book so such patterns could be identified.

19/11 GOVERNING BODY ITEMS

Governors considered the following items:

- i. Code of Conduct – this was circulated and signed by governors.
- ii. Ofsted Framework – A Patmore, R Lucas, and K Hitchman were to attend training on the new Ofsted inspection framework.
- iii. Governor Biographies – Governors were requested to submit their biographies to A Patmore if they had not already done so.

ALL

19/12 LIVERPOOL GOVERNORS FORUM

A Patmore advised that it had been proposed to restructure the Liverpool Children’s Safeguarding Board. Under the new proposals there would be no governor representation on the board. LGF was responding to the proposal stressing the importance of governor representation.

19/13 DATE AND TIME OF NEXT MEETING

Tuesday 21 May 2019 4.30pm