

**MINUTES OF THE MEETING OF
THE GOVERNING BODY OF ST MICHAEL IN THE HAMLET PRIMARY SCHOOL
HELD AT 4.30^{PM} ON TUESDAY 21 MAY 2013 AT THE SCHOOL**

PRESENT

Amanda Patmore - Chair
Lauren Black
John Coyne
Kathy Desmond
Charlie Dickinson
Sara Doherty
Damion Ewing
Julie Millican
Irene Paisley
Nicola Pih
Dave Patmore
Ruth Town

ALSO PRESENT

Lisa Richards – Associate Member
Judith Roberts – Associate Member
Maggie Willett – Associate Member
Judy Boyce – Liverpool School Improvement Partner
Terry Brown - Clerk

13/16 YOUNG ENTREPRENEURS PRESENTATION

Action

The Young Entrepreneurs team gave a presentation on their submission to the city wide young entrepreneurs' competition. The team produced a time travellers dvd which looked at the history of the Liverpool. The competition included both primary and secondary schools. The team came a very close second in the overall competition and won best TV advert. Governors congratulated all the children and staff involved for all their efforts and for performing so well in the competition.

13/17 PUPIL COUNCIL REPORT

A member of the Pupil Council gave a report. The key points were as follows:

- i. The Council had discussed what improvements could be made to the Key Stage 2 playground. In the short term the Council would like to see more equipment in the playground.

- ii. The Council had met with representatives of the PTA (Parent Teachers Association) and discussed the summer fayre.
- iii. £900 had been raised for Comic Relief.

13/18 APOLOGIES FOR ABSENCE

Apologies for absence were received from J Gargan and D Ewing.

13/19 REGISTER OF INTERESTS

- i. There were no updates or amendments to the Register.
- i. There were no new declarations in respect of agenda items.

13/20 MINUTES OF THE MEETING 12 FEBRUARY 2013

The minutes of 12 February 2013 approved as a correct record and duly signed by the Chair.

13/21 MATTERS ARISING FROM THE MINUTES

The following matters arose from the minutes:

- i. Item 13/06 ii EdNet– Governors had been given access to EdNet.
- ii. Item 13/10 iii Residential Visits – the Chair had signed off the Year 6 residential visit.

13/22 COMMITTEE REPORTS

Governors were previously circulated with minutes of the following committee meetings:

- i. Buildings and Grounds / Health and Safety.
- ii. Finance and Staffing.
- iii. Curriculum.

Arising from the minutes

- i. Governors approved the proposed budget for 2013/14. The projected balance had been reduced by £37,000 due to previously unforeseen pension liabilities. The previous private payroll provider had failed to identify these liabilities. A Holden, the school's HR consultant, was to investigate this matter; her report would be circulated to governors. It was agreed that K Desmond raise this matter in writing with the pension authority.
- ii. Governors asked why outdoor sockets had been fitted in the playground. Mrs Town explained that this was done to prevent trailing wires which were a potential trip hazard.

KD

13/23 RATIFICATION OF POLICIES

Governors ratified the following policies which had been previously circulated:

- i. Charging
- ii. Staff Absence
- iii. Governor Allowances
- iv. Safer Working – C Dickenson indicated that he wished to discuss some elements of this policy at a future meeting of the Buildings & Grounds / Health & Safety committee

CD

13/24 HEADTEACHER'S REPORT

Governors were previously circulated with a written report. Arising from the report:

- i. The number of pupils on roll was 467. This was the highest number for some time. Reception was full with a waiting list for the fourth year running.
- ii. The costs to St Charles for the use of the playing field were to be reviewed now that the St Michael in the Hamlet was carrying out the grass cutting etc.
- iii. Governors asked when work on improving the Junior playground would begin. Mrs Town explained that she was looking at the budget to see what could be done, but the financial impact of the unforeseen pension liabilities would put some restrictions on what could be done in the short term. The possibility of seeking external grants could be explored, it was agreed to seek S Yip's assistance with this. C Dickenson and S Doherty also offered their assistance,

SY/CD/
SD

it was also agreed to contact Ranworth Primary who had been successful in obtaining grants for their playground development.

- iv. The school worked closely with the Toxteth Learning Collaborative. Ofsted would look at how the school worked with other schools, and this would be seen as a strength of the school.
- v. Governors were circulated with information from the Ofsted data dashboard. The dashboard showed only outcomes with no context. J Boyce pointed out that the comparison schools used by the dashboard were schools with similar Keys Stage 1 results, which was not a good measure. Mrs Town circulated additional information which detailed pupil progress and the plans in place to continue to improve pupil progress. FFT (Fischer Family Trust) had their own data dashboard with more detailed information than the Ofsted version; Mrs Town would circulate the link to governors. Maths was to be a focus across the whole school next year.
- vi. Governors asked whether the work on recycling related to what children learn or what the school actually does in relation to recycling. Mrs Town explained that it was both. The Eco Council had previously looked at paper and electricity and would look at water recycling next year. The school had achieved the Eco schools silver award.
- vii. Governors asked whether hiring out the playing field could be looked at as part of the schools extended provision. Mrs Town agreed that this was a possibility and that a rental agreement could be drawn up.

RT

The Chair thanked Mrs Town for her report

13/25 LIVERPOOL LEARNING PARTNERSHIP UPDATE

Mrs Town reported on developments with LLP. The key points were as follows:

- i. A protocol for schools need in support had been agreed.
- ii. The possibility of the partnership being an academy equivalent solution and eventually an academy sponsor was being explored with the DfE (Department for Education).
- iii. The partnership continued to develop its potential to protect the children of Liverpool.
- iv. Governors agreed to sign the memorandum of understanding, committing the school to the partnership, the cost was £3 per pupil.

The Chair thanked Mrs Town for her report.

13/26 DIRECTOR'S ITEMS

Governors were circulated with information on the following Director's items:

- i. Liverpool Learning Partnership.
- ii. School Websites
- iii. Early Intervention Team

13/27 GOVERNING BODY ITEMS

Governors considered the following items:

- i. Governor Action Plan – governors were encouraged to complete the questionnaire and return it by 07 June. It was agreed to establish a working party to look at the Governor Action Plan, the working party would consist of R Town, P Fitzgerald, J Gargan, L Black, N Pih, D Patmore, and A Key.
- ii. Liverpool Governors Forum – LGF had emailed all Chairs of governing bodies urging them to support LLP and sign the memorandum of understanding. LGF had received a presentation by Youth Action on citizenship courses for young people. LGF was encouraging Chairs to apply for the National; Leaders of Governance programme. LGF was examining how it could support the recruitment of governors. LGF now had its own Twitter account.

13/28 PARENTAL QUESTIONNAIRES

L Richards had completed an analysis of the questionnaires. The responses were overwhelmingly positive. Issues raised for consideration were homework and how the school works with parents at home. Staff had also completed a questionnaire and again the results were very positive.

13/29 DATE AND TIME OF FUTURE MEETINGS

Governors confirmed that they were happy with the number of meetings held each year. Mrs Town would circulate a timetable of meetings for the next academic year. The following meetings would take place this term:

- i. Committees Wednesday 26 June, curriculum 9.00 am, Buildings 7
Grounds / Health & Safety 1.30 pm, Finance & Staffing 2.30 pm.
- ii. Leaving Ceremony – Friday 19 July 6.00 pm.

There being no other business the Chair closed the meeting at 6.10 pm

