

**MINUTES OF THE MEETING OF
THE GOVERNING BODY OF ST MICHAEL IN THE HAMLET PRIMARY SCHOOL
HELD AT 4.30^{PM} ON TUESDAY 01 OCTOBER AT THE SCHOOL**

PRESENT

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

ALSO PRESENT

Lisa Richards – Associate Member
Judith Roberts – Associate Member
Maggie Willett – Associate Member
Laura – Assessment Co-ordinator
Terry Brown - Clerk

13/30 APOLOGIES FOR ABSENCE

Action

Apologies for absence were received from J Gargan and A Key.

13/31 TERM OF OFFICE FOR CHAR AND DEPUTY CHAIR

The Clerk out lined the new regulations concerning terms of office for Chair and Deputy Chair. Following a comprehensive discussion it was agreed that:

- i. The term of office for Chair would be two years.
- ii. The term of Office for Deputy Chair would be one year.
- iii. Succession planning would be an agenda item for next full governors meeting, and would be included in the governor's action plan.

13/32 ELECTION OF CHAIR

A Patmore was proposed and seconded. There being no other nominations A Patmore was elected to serve as Chair for two years.

13/33 ELECTION OF DEPUTY CHAIR

K Desmond was proposed and seconded. There being no other nominations K Desmond was elected to serve as Deputy Chair for one year.

13/34 REGISTER OF INTERESTS

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

13/35 PUPIL COUNCIL REPORT

Two members of the Pupil Council gave a report. The key points were as follows:

- i. The two members outlined how the School Council was organised and how representatives were elected.
- ii. The Council had regular discussions with Mrs Town on issues raised at Council meetings.
- iii. The Council was helping to organise the Christmas Fayre and Children in Need events.
- iv. The Council invited governors to come on school trips and visit the school to participate in school activities.
- v. It was agreed that governors would look to help out in organising games at the school.

CD/EW

13/36 PUPIL PROGRESS DATA

Miss Laura Moreton circulated a data analysis report for 2012/13. Arising from discussion:

- i. The data showed that the vast majority of children in Key Stage 1 & 2 were making good or accelerated progress and all year groups were in line with expectations.
- ii. LM explained how the data hub allows leaders to drill down and identify issues relating to an individual child's progress. This has been very successful in identifying an individual child's needs, including pupils eligible for Pupil Premium support, pupils with SEN, vulnerable pupils, more able pupils and pupils with EAL, allowing the school to formulate appropriate intervention to address individual needs.
- iii. The data showed that boys and girls were achieving at the same level.
- iv. Reading had been a focus for the previous year and this had resulted in children eligible for free school meals (FSM) performing as well as children who were not eligible. FSM pupils were performing one sub level below non-FSM pupils in writing and maths; this was identified and addressed in the School Improvement Plan.
- v. Governors asked why EAL (English as an Additional Language) pupils were performing better than their peers. Miss Moreton explained that there were a very small number of EAL pupils some of whom were already high achievers and the cultural and parental expectations could also play a role.
- vi. Governors noted that the school still challenged the more able / high achieving pupils.
- vii. It was agreed to establish a data committee to review anonymised pupil progress data, including discreet group data analysis. C Dickenson, D Ewing, A Patmore, and S Doherty would comprise the membership of the committee.

The Chair thanked Miss Moreton for her report.

13/37 COMMITTEE MEMBERSHIP AND TERMS OF REFERENCE

Governors reviewed the committee membership and terms of reference and agreed, with the exception of D Patmore joining the Staffing & Finance committee, to retain the current membership and terms of reference.

Governors were advised that there were 5 nominations for the vacant parent governor position. The Clerk was to confirm via previous minutes that a policy was in place in the event of a tied election.

TB

13/38 MINUTES OF THE MEETING 21 MAY 2013

The minutes of the meeting 21 May 2013 were approved as a correct record and signed by the Chair, with the following amendment:

- i. Item 13/22 “eth” should read “the”

13/39 MATTERS ARISING FROM THE MINUTES

The following matters arose from the minutes:

- i. Item 13/23 iv Safer Working Policy – C Dickinson had not yet raised this matter at the Buildings & Grounds committee. *CD*
- ii. Item 13/22 i Pension Payments – it had been confirmed by the Teacher’s Pension fund that the school was not liable for £37,000 pension liabilities.
- iii. Item 13/24 iii Junior playground improvements – the cost of putting in a barker was being sought. M Willet and C Jones were working on submitting a bid for funding the improvements. *MW*
- iv. Item 13/24 ii Playing field charges – St Charles primary had been advised of and paid the reviewed charges.
- v. Item 13/25 v FFT data dashboard – the Clerk was to forward the link to the FFT data dashboard. *TB*

13/40 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. The revised budget was agreed and signed by the Chair. The School Fund had been had been fully audited by a qualified accountant.
- ii. It was agreed to refer the issue of playground games to the Buildings and Grounds / Health & safety committee.

13/41 RATIFICATION OF POLICIES

Governors ratified the following policies, which had been previously circulated:

- i. E Safety
- ii. Safeguarding and safeguarding related policies previously reviewed at the governor away day.
- iii. Governor Code of Conduct
- iv. Behaviour

The Chair thanked L Richards for the awareness training she conducted.

Governors asked what the policy was with respect to holidays in term time. Mrs Town explained that headteachers no longer had the discretion to authorise holidays in term time except in extenuating circumstances. Parents taking children on holiday during term time could be subject to an automatic fixed penalty. Mrs Town explained that she would continue to operate proper discretion in authorising absences.

13/42 HEADTEACHER'S REPORT

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

- i. Additional funding for sports/ PE was expected to be about £8000. This would be used to skill up teachers by co-coaching training with professional coaches. The training would focus on gymnastics.
- ii. L Richardson and J Vegas had conducted a twilight session with all staff on safeguarding. The session was very powerful and positive.
- iii. Mrs Town had attended Ofsted training run by the DGT (Dingle Granby Toxteth) network. The training was very useful and Mrs Town would share the details with the SLT (Senior Leadership Team). The network was looking to employ a small number of teachers who could be used to help schools in need. The network and arranged a joint inset day for all network schools. Liverpool Learning Partnership (LLP) was looking at how it could support DGT initiatives.
- iv. The school had obtained fair trade status and the Eco award.
- v. Trade unions had agreed an appraisal policy with the local authority. It was agreed to circulate the policy to staff and governors. The policy would be presented to the next governors meeting for approval.
- vi. LLP was focussing on how best to deliver the recommendations of the Mayors Education Commission. Governors noted that the recommendations were very positive. Only 11 primary schools had

not yet responded to LLP's memorandum of understanding. Liverpool Primary Headteachers Association had held a very successful launch conference for LLP.

The Chair thanked Mrs Town for her report.

13/43 DIRECTOR'S ITEMS

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

- i. Liverpool Learning Partnership.
- ii. Schools Parliament
- iii. Changes to Schools Funding Formula
- iv. 0 -25 SEND Local Offer

13/43 GOVERNING BODY ITEMS

Governors considered the following items:

- i. Governor Action Plan – the action plan was reviewed at the away day. It was agreed that the governor evaluation form would be revised to include a section on impact.
- ii. A Patmore had passed the first module of the national Chair's training.
- iii. The Liverpool Governors Forum AGM was to take place at Goodison 12 November 6.30 pm – 8.30 pm. There was also to be a National Governors Association conference at the Maritime museum.

13/44 RESOURCED PROVISION

Formal consultation on the resourced provision was to take place 09 October.

13/45 DATE AND TIME OF FUTURE MEETINGS

Tuesday 03 December 4.30 pm

There being no other business the Chair closed the meeting at 6.55 pm

