

**MINUTES OF THE MEETING OF
THE GOVERNING BODY OF ST MICHAEL IN THE HAMLET PRIMARY SCHOOL
HELD AT 4.30^{PM} ON TUESDAY 09 FEBRUARY 2016 AT THE SCHOOL**

PRESENT

Amanda Patmore - Chair
Tom Calderbank
Nic Corke
Kathy Desmond
Laura Moreton
Michael Nickeas
Irene Paisley
Dave Patmore
Ruth Town
Laura Yallop

ALSO PRESENT

Judith Roberts – Associate Member
Lisa Richards – Observer
Maggie Willet – School Business Manager
Terry Brown - Clerk

16/01 WELCOME AND APOLOGIES FOR ABSENCE

Action

The Chair welcomed Michael Nickeas and Laura Yallop, newly elected parent governors, to their first meeting. Apologies for absence were received from Sara Doherty.

16/02 REGISTER OF INTERESTS

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

16/03 PUPIL COUNCIL REPORT

Oscar and Nicholas of the School Council gave a report. The key points were as follows:

- i. Year 5 had attended a Holocaust memorial event at the town hall and had met with some Holocaust survivors. The event was very moving.
- ii. Years 5 and 6 had entered a photography competition organised by the Rotary Club. Elliot won third prize.
- iii. There was to be a St Michael's Bake Off competition, the judges being Oscar, Nicholas and the Chair of governors. The cakes would be sold off at a Valentines fair trade afternoon tea Thursday 11 February, money raised would go to the school fund.
- iv. In March some School Councillors would be attending a "Stamp Out Racism" event at Everton Football Club.
- v. There were plans to make "Day in the Life" video or photobook to send to the link school in Nepal.
- vi. There would be fundraising events for Sports Relief on 18 March. The School Council was in the process of deciding what the events would be.

Governors thanked the Oscar and Nicholas for their report.

16/04 APPOINTMENT OF ASSOCIATE MEMBER

It was agreed to appoint J Roberts as an associate member for a further four year term.

16/05 FINANCE

M Willett gave a report the key points were as follows:

- i. Governors reviewed and approved the SFVS (School Financial Value Standards) documentation for submission to the Local Authority, with the following amendment: the dates of governor training should be added.
- ii. Governors reviewed and approved the most recent (December) revised budget. The revised budget showed a balance of £8K. However in a recent monitoring visit by the LA Finance Officer this balance had been reduced to £4K. Mrs Town explained that there were ever increasing demands on schools' budgets including increases in staff pensions and national insurance contributions.
Governors asked whether the school had any reserves. Mrs Town

explained that the £4K was the school's reserves, however Mrs Town noted that the previous year's reserves had been £45K much of which was taken up by the employment of an additional temporary teacher. It was agreed to set up a working group to look at additional sources of the funding. The membership would comprise L Moreton, N Corke, T Calderbank, M Nickeas, and R Town; N Corke would convene the first meeting.

16/06 MINUTES OF THE MEETING 13 OCTOBER 2015

The minutes of the meeting 13 October were approved as a correct record and signed by the Chair, with the following amendments:

- i. Item 15/25 Election of Chair – delete additional “seconded” in the first sentence.
- ii. Item 15/25 Election of Chair – It was noted that no term of office had been specified. Following discussion it was agreed that the term of office for Chair and Vice Chair should be three years.

16/07 MATTERS ARISING FROM THE MINUTES

The following matters arose from the minutes:

- i. Item 15/26 Election of Vice – the Chair informed governors that she had received advice from Dave Cadwallader, Governor Services Officer, that as there had been a flaw in the process of election of Vice Chair the original decision in respect of the election must stand and there can be no discussion on the matter. In response to points raised by governors the Chair re-iterated the advice. Governors accepted the advice as relayed by the Chair.
- ii. Item 15/41iv Governor Away – it was agreed to convene a second governor away day which would focus on reviewing school improvement priorities, identifying specific training needs for governors e.g. esafety, and governor class links.

16/08 COMMITTEE REPORTS

Governors were previously circulated with minutes of the Resources and Standards committee meetings. Arising from the minutes:

Due to budget constraints the school could only fund one governor to attend the Philosophy for Children conference. It was agreed that S

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Doherty would be the delegate, with M Nickeas as first reserve.

16/09 HEADTEACHER'S REPORT

Governors were previously circulated with a written report. Mrs Town highlighted the following points:

- i. It was agreed that at future meetings the headteacher's report would be presented on a screen.
- ii. Swimming lessons had been reduced from one hour to 30 minutes due to increased cost. This would make it more difficult to ensure that every child could swim 25 metres by the time they leave the school.
- iii. Years 3 and 4 had won the City Athletic Championship. Governors congratulated the children and thanked the staff who organised the teams.
- iv. There continued to be significant collaboration with other schools via Liverpool Learning Partnership programmes such as "Liverpool Counts" and DGT (Dingle Granby Toxteth) Network) events. DGT was organising a joint inset day with five outstanding speakers looking at different aspects of teaching and learning. The events would take place at five different locations around the network and all staff would attend one of the events. Mrs Town had met with Steve Munby, CEO Education Development Trust, to discuss the "Liverpool Challenge" and how to put forward the best vision for Liverpool schools.
- v. The "Music in March" event would take place Thursday 10 March 6.00pm in the church.
- vi. Mrs Town thanked governors for their support for the Christmas events.
- vii. Links had been established with Grange primary school and a school in Leeds.
- viii. Governors were concerned with the space available for the Christmas Fayre. Mrs Town explained it was necessary to restrict the space in order to control traffic.
- ix. Staff had embraced the challenge of the changing environment of assessment and life without levels. The data hub was going from strength to strength providing an in depth view of each child's progress. Two schools were due to visit to look at the assessment good practice carried out at the school. Governors were invited to attend a Key Stage 1 moderation workshop organised by Laura Moreton.

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- x. Attendance overall had improved. However the number of persistent absentees had increased to 40. This was as a result of the changing of the threshold for persistent absenteeism. It was expected that this number would reduce as the year progressed.
- xi. It was agreed to appoint Laura Yallop as numeracy link governor.
- xii. Governors were advised that they could view pupil progress and attainment data via Ofsted's data dashboard website.

16/10 LLP / DGT UPDATES

Mrs Town reported that DGT employed an "A Team" teacher who could be used to support schools and to allow them to release staff for CPD (Continuing Professional Development). This teacher would be working at St Michael in the Hamlet for two weeks in the spring term and possibly in the summer term as well.

Governors asked whether there was any update on the Culture Hub

Mrs Town explained that LLP had employed Alice Demba to co-ordinate the cultural offer to schools.

16/11 RATIFICATION OF POLICIES

Governors reviewed and agreed the following policies:

- I. Attendance at Work
- II. ESafety – it was agreed to delete "or" in the third bullet point on the final page.
- III. Supporting Children with Medical Conditions.
- IV. Residential Trips
- V. Governors Code of Conduct -M Nickeas and L Yallop signed the code of conduct.
- VI. Parental Complaints – this had been revised to include an additional stage whereby the Chair would investigate a complaint before the complaint was put to a panel of governors.

16/12 GOVERNING BODY ITEMS

Governors considered the following items:

- i. Emails – it was agreed that governors should email A Patmore and

All

R Town regarding courses.

- ii. Governor website page – governors were circulated with the information to be put on the governor page. Governors who had not completed their biography were requested to do so and return it to the Chair by 26 February. M Hints, DGT consultant, had reviewed the schools website and found it to be comprehensive with lots of useful information for parents and children and provided ample evidence of the school’s activities and progress.
- iii. Parent Governor Vacancy – the vacancy had been advertised. The closing date was Wednesday 10 February.
- iv. Associate Members – it was agreed that associate members would have full voting rights on committees.

16/13 DIRECTOR’S ITEMS

Governors received information on the following Director’s items:

- i. Safeguarding 175 Audit
- ii. Keeping Children Safe in Education
- iii. National Award for SENCOs
- iv. Liverpool Learning Partnership - Strategic Plan
- v. School Improvement Liverpool - Education Recruitment

16/14 DATE AND TIME OF FUTURE MEETINGS

Full Governors – Tuesday 24 May 4.30 pm

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