

**MINUTES OF THE MEETING OF  
THE GOVERNING BODY OF ST MICHAEL IN THE HAMLET PRIMARY SCHOOL  
HELD AT 4.30<sup>PM</sup> ON TUESDAY 18 OCTOBER 2016 AT THE SCHOOL**

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**PRESENT**

Dave Patmore – Vice Chair  
Nic Corke – Vice Chair  
Kathy Desmond  
Youcef El Bouhairi  
Laura Moreton  
Michael Nickeas  
Irene Paisley  
Ruth Town  
Laura Yallop

**ALSO PRESENT**

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

**16/28 WELCOME AND APOLOGIES FOR ABSENCE**

**Action**

Apologies for absence were received and consented to from A Patmore. In the absence of A Patmore, D Patmore and N Corke jointly chaired the meeting.

**16/29 REGISTER OF INTERESTS**

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

**16/30 PUPIL COUNCIL REPORT**

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

- i. Holly had been elected as Junior Lord Mayor.
- ii. There was to be a coffee afternoon, to raise funds for MacMillan cancer support, 21 October.
- iii. The School Council was involved in a Road Safety campaign producing posters to promote a walking bus. The Road Safety team had measured air pollution around the school and found it to be below the legal safe maximum limit.
- iv. Children in Need fundraising events would take place 18 November.

Governors asked the following questions?

- i. What did you do to become elected as Junior Lord Mayor and what is involved in being Junior Lord Mayor?
- ii. What will you be doing to raise money for Children in Need?

Holly and Freya responded as follows:

- i. Holly had to write a speech about improving children's lives. The Junior Lord Mayor works with and attends events with the Lord Mayor
- ii. Selling wristbands and badges.

### **16/31 BUDGET 2016/17**

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

- i. The Resources Committee had reviewed and approved the revised budget for 2016/17.
- ii. All the planned building work had been completed and paid for leaving a balance of 17K.
- iii. No further expenditure was expected other than the £3784 arising from the decisions of the pay committee.

Governors approved the revised budget for 2016/17. M Willett left the meeting at this point.

### **16/32 MINUTES OF THE MEETING 24 May 2016**

The minutes of the meeting 24 May 2016 were approved as a correct record and signed by the Chair.

### **16/33 MATTERS ARISING FROM THE MINUTES**

The following matters arose from the minutes:

- i. Item 16/iv Building work – Phase 2 of the building work was scheduled for the next summer holiday. The estimated cost was £18K.

### **16/34 COMMITTEE REPORTS**

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

C O'Farrell, Catering Manager, had requested a phased retirement beginning in January 2017 working two days a week. Governors approved the request.

The Pay Review committee had met and agreed pay rises for teaching staff. It was agreed that in future the Pay Review committee would meet before the Resources committee.

### **16/35 HEADTEACHER'S REPORT**

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

- i. Pupil numbers were growing, with each year group being nearly full. There was a waiting list for Reception and waiting lists for most other year groups.
- ii. A catering audit had been carried out. The Local Authority assessor was very positive stating that the school was a model of good practice.
- iii. The arrangements for swimming at Calderstones had fallen through. Swimming would now revert back to Garston Lifestyles.
- iv. The School had achieved level 1 of the Rights Respecting School Award and was working towards level 2.
- v. The school had been part of the pilot programme for Liverpool Counts and had achieved the silver award and was now working towards the gold award.
- vi. DGT – Three staff were accessing the Outstanding Teaching

- programme. The subscription for DGT had been reduced to £5K for one year only. There was to be a cross school moderation meeting on writing 08 November and Early Years moderation later in the year. The school was to be hub school for Philosophy for Children working with three other schools, the school would receive some funding to support this.
- vii. LLP – the school had won the Young Entrepreneurs competition. The competition was open to both primary and secondary schools. The school had expressed an interest in being part of the pilot Attendance Quality Mark programme.
  - viii. The SEN consortia were facing increasing demands with limited funding.
  - ix. The school had achieved the highest level of Fair Trade award. Governors thanked the Fair Trade committee.
  - x. The School Improvement Plan had been circulated to governors. The revised Self Evaluation Form would be circulated to governors in November.
  - xi. Rasieonline would not be published until the spring term. A training session for governors was to be arranged.
  - xii. The data hub continued to be a model of good practice which was being shared with other schools.
  - xiii. Attendance was improving and stood at 96.1%. Persistent absentees had reduced by half and were significantly below the local average.

Governors asked whether any progress had been made in bringing the after school club back in-house.

Mrs Town explained that once phase 2 of the building work was complete this would be addressed.

D Patmore left the meeting at this point and N Corke took the Chair.

## **16/36 LOCAL AUTHORITY FUNDING**

R Town gave a report. The key points were as follows:

- i. There had been no inflationary increase in the DSG (Dedicated Schools Grant)
- ii. The increase in the number of primary age pupils had meant there was an increase in the DSG.
- iii. There had been a small increase in high needs funding. However it was likely that high needs funding would be cut in the near future.

- iv. There was a national consultation on mainstream and high needs funding. The proposed national funding formula was not expected to come into force until 2018/19 but would significantly negatively impact schools in Liverpool.
- v. There was a consultation on Early Years funding. The proposal could lead to cuts in funding of up to 50%. This would seriously affect provision in both primary and nursery schools. Governors were encouraged to contact their MPs.
- vi. Funding for free schools would come from DSG.
- vii. As central services were cut this placed increased pressure on school budgets.

Following discussion it was agreed that N Corke and R Town would liaise regarding producing a communication plan for stakeholders to raise concerns about funding with the appropriate bodies.

**NC/TR**

## **16/37 RATIFICATION OF POLICIES**

Governors reviewed and agreed the following policies:

- I. Equality and Diversity.
- II. Safeguarding and Child Protection policies and procedures, including the safer working practices code of conduct.
- III. Rights Respecting School.
- IV. School Clubs
- V. Support Staff Capability
- VI. School Pay

## **16/38 GOVERNING BODY ITEMS**

Governors considered the following items:

- i. Code of Conduct – all governors signed the code of conduct.
- ii. Governors Away Day – this was very productive. It was agreed to hold a mop up session to deal with safeguarding Monday 14 November 3.30pm.
- iii. Skills Audit – governors were circulated with the skills audit and requested to complete and return them by Friday 04 November.
- iv. Governor Action Plan – it was agreed to review the action plan at the next away. It was agreed that Youcef El Bouhairi would be link

**All**

governor for PE.

### **16/39 LIVERPOOL GOVERNORS FORUM**

Kathy Desmond gave a report. The key points were as follows:

- i. The recent LGF conference was quite poorly attended, with only 18 governors attending. The Executive committee was looking at ways to improve attendance at future conferences.
- ii. The Executive committee was also looking at diversity issues within LGF.

### **16/40 DIRECTOR'S ITEMS**

Governors received information on the following Director's items:

- i. Collaboration – Teaching Schools
- ii. Liverpool Learning Partnership
- iii. PHSE Conference
- iv. Safeguarding

### **16/41 DATE AND TIME OF FUTURE MEETINGS**

Tuesday 07 February 4.30 pm

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