

**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, 23<sup>rd</sup> MAY 2017 AT THE SCHOOL**

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**PRESENT**

Amanda Patmore – Chair  
Laura Yallop  
Nic Corke  
Lisa Richards  
Sara Doherty  
Kathy Desmond  
Judith Roberts  
Irene Paisley  
David Patmore

**ALSO PRESENT**

Maggie Willetts  
Francesca Walker - Clerk

**17/16 WELCOME AND APOLOGIES FOR ABSENCE**

Apologies for absence were received from Ruth Town and Laura Moreton.  
Apologies were accepted.

**17/17 REGISTER OF INTERESTS**

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

**17/18 PUPIL COUNCIL REPORT**

There was no pupil report as neither student could attend.

**17/19 RATIFICATION OF THE BUDGET**

M. Willett presented the budget. £8,000 returned for staff absence insurance. £33,000 carried forward with an in-year balance of £21,000. Therefore, all being well, £11,000 will be carried forward. The budget was approved and signed off.

***Action  
Maggie  
to act on  
the  
report***

Maggie mentioned the need for costings of a new gate and fence, due to damage, mentioned at the Resources meeting. They are not currently therefore mentioned in the budget. Maggie stated that once she has received the minutes she would act upon it.

***about  
damage  
to the  
gate.***

Maggie then received the minutes.

With reference to the staff insurance, Maggie stated that she felt the insurance would go out to tender again next year and will be more expensive due to increased staff absences.

The chair thanked Maggie.

Maggie returned to the meeting to report on the costs of the repair and visits by Rentakil. A discussion ensued concluding that although these visits they are expensive, they are effective.

#### **17/20 MINUTES OF THE MEETING 7<sup>th</sup> February 2017**

i. Matters arising:

Errata pointed out by K. Desmond and corrected.

K. Desmond suggested that Governors' questions be put in red in future.

ii. Approval:

The minutes of the meeting 7<sup>th</sup> February were then approved as a correct record and signed by the Chair.

#### **17/21 COMMITTEE REPORTS**

i. Resources Committee minutes were discussed.

ii. J. Roberts stated that she gave apologies for the Standards meeting.

iii. A Patmore confirmed that the next discussion of the budget would be in September, during the Resources Committee meeting.

#### **17/22 HEADTEACHER'S REPORT**

The Headteacher report had been circulated.

i. DGT update. L.Richards, Deputy Head went through the Headteacher's report.

ii. **K. Desmond made a query regarding Chris Cowell's support for other DGT schools managing pupils with autism**



**and whether SMH receives payment.**

L.Richards replied that it was hoped that it would be possible to release Chris to other schools to share his expertise. Payment would initially be bespoke. L.Richards stated that sharing this expertise between schools can only be good for DGT schools.

**iii. K. Desmond queried who would cover Chris in his absence.**

L.Richards replied that there is always enough cover in the base. She stated that the school also gains time from another expert, as they effectively 'do a swap.' L.Richards stated it would be good to share practice. Staff trained by Chris gain real benefits.

iv. A discussion took place about how proactive SMH is in helping/recruiting families to the Rainbow base and how difficult it can be parents and families in schools offering less support. Every child that has been diagnosed with autism at SMH has been invited to the Rainbow base. L. Richards referred to the many forms of support that can be offered to families. A. Patmore stated how beneficial it is for SMH parents whose children have autism that there is so much on offer in the school. Chris Cowell was praised.

Judith Stated that the school website offers many signposts to parents needing help with issues to do with autism.

Nic Corke suggested that some kind of event take place surrounding autism. World Autism Day is 2<sup>nd</sup> April. Suggestions were made that whole-school events could take place on that day.

A.Patmore referred to an email by Laura Yallop, new link governor, asking whether it was worth providing governors with CAMHS training on autism. A discussion took place on whether this training would be worthwhile.

Amanda suggested that Laura work with L.Richards on this. L.Richards suggested it is taking advantage of the training at the right time. L.Richards suggested that some of the governors attend the generic courses and feed back.

Judith stated that Governor training are offering a course on Making Sense of Autism. Amanda, Judith and Kathy are due to attend.

v. L.Richards referred to the 175 Safeguarding audit done by the LA, stating how effective it is. It allows you to see areas in which

Chair.....

the school is doing well and generates an action plan. One of the things generated for governors to do was quality assurance checks on the safeguarding arrangements of external providers, such as School Club, peripatetic music teachers etc. She stressed that SMH safeguarding measures are very strict and it is important that external providers are as stringent. She stressed it needs to be recorded formally.

L.Richards stated that everything else on the Action Plan is ongoing. Safeguarding is constant and ongoing and it is important to keep sowing the seeds. This occurs in PSE as part of the curriculum, but there are more opportunities available. The audit demonstrated that there are no gaps and everything is in place. However, SMH is always striving to be better.

vi. **Nic Corke asked whether the school had undergone a practice session should the school come across a threat/have an intruder.**

L.Richards referred to a visit from the Ice Cats.

**Kathy Desmond queried the cost and background of the female trainer who came in to undertake the Ice Cats sessions.**

L.Richards stated that it should be no more than £200.00 - £300.00, but that they could get the costs to Kathy. Nic Corke stated that getting someone in with experience to prevent staff members having to do that is worth the money. L.Richards stated that knowing what to do and how to do the right thing is important. L.Richards stated that the Headteacher had discussed the female trainer with other Headteachers who had used her and thought she was very useful. In effect, these techniques have been used in several schools.

L.Richards said the training provided is very new. Most of the advice is common sense and very useful for when people are in a panic. A range of good advice was mentioned, such as colour-coding doors.

Sara Parker stated that it is also about training children for the outside world.

L.Richards referred to the School Emergency Plan and this training becomes part of that. The situation depends on the risk, but the priority is on keeping the children safe.

**17/23 RATIFICATION OF POLICIES**

A. Patmore stated the following had gone out:  
disciplinary, teacher appraisal and teacher capability.  
All agreed.

<sup>need</sup>  
**17/24 GOVERNING BODY ITEMS**

Governors considered the following items:  
Instrument of Government.

- i. A. Patmore stated that it needed to be ratified during the meeting. It refers to how many parent, staff, LA governors are needed. Since the governors reconstituted, four were kept on. After discussion, it was decided to keep it at the minimum of two parent governors. A. Patmore stated that there were two vacancies. Governing body's number is now 10.
- ii. A discussion took place regarding Irene Paisley, a co-opted governor, whose term of office ends on the 21<sup>st</sup> July. There will now be 3 vacancies.
- iii. A. Patmore stated she had rung Dave Cadwallader to ask if there were a list of people that could be approached. Amanda stated she phoned Michael O'Hagan to see if he were still interested but he is now a Headteacher. A. Patmore stressed that recruitment of governors is now skills-based and this has to be proved to Ofsted. The skills audit is to ensure that each governor adds to the skills.
- iv. **L.Richards queried about diversity of governors.**  
A discussion took place regarding this, concluding that, due to equal opportunities, all positions were considered without knowledge of age, gender or ethnicity and were based purely on skills and suitability.  
A. Patmore quoted Ruth Town stating that middle leaders from schools are going to be encouraged to become governors as part of their CPD.
- v. L.Richards suggested Judith Agis as a potential governor, who would be incorporated for curriculum. However, that role is already covered by L. Moreton. As only one staff governor is needed, it was suggested that the vacancies might be dealt with in September. Sara suggested that September is a long time away.
- vi. It was stated that Governors are needed with skills in education, finance and HR. Governors were asked for other suggestions for possible governors over the next few months.

vii. L. Yallop queried the term of governors.

A. Patmore confirmed it was 3 years for parent governors and 4 years for co-opted governors.

#### 17/25 DIRECTOR'S ITEMS

i. D. Patmore queried DBS in Directors' items. A. Patmore stated all governors have had an enhanced check.

ii. LA 175 audit was referred to in the Headteacher's report.

#### 17/26 ANY OTHER BUSINESS

i. N. Corke asked about when the School Club would be getting taken over.

This is still under discussion.

ii. Amanda thanked Irene Paisley for all her service to the school and this was echoed by all of the governors.

#### 17/27 DATE AND TIME OF FUTURE MEETINGS

These and the learning walks to be agreed after the Governors' away days.  
The meeting closed at 6.10 pm.