

**MINUTES OF THE MEETING OF
THE GOVERNING BODY OF ST MICHAEL IN THE HAMLET PRIMARY SCHOOL
HELD AT 10.00am ON TUESDAY 09 OCTOBER 2018 AT THE SCHOOL**

PRESENT

Amanda Patmore – Chair
Sra Doherty
Keith Hitchman
Rona Lucas
Nena Mitchell
Laura Moreton
David Patmore
Lisa Richards
Laura Yallop

ALSO PRESENT

Maggie Willett – School Business Manager
Terry Brown - Clerk

18/29 WELCOME AND APOLOGIES FOR ABSENCE

The Chair welcomed governors to the meeting. K Hitchman was welcomed to his first meeting.

18/30 REGISTER OF INTERESTS

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

18/31 APOLOGIES FOR ABSENCE

Apologies for absence were received from R Town and J Ellis.

18/32 PUPIL COUNCIL REPORT

As the elections for School Council had not yet taken place there was no report for this meeting.

18/33 FINANCE REPORT

M Willett presented a report. The key points were as follows:

- i. The local authority finance officer was due to visit Friday 12 October. M Willett agreed to email the finance officer's report.

- ii. Income had increased. In particular income from the Haven was £9700, this was £2000 more than expected.
- iii. A new Healthy Pupils capital grant had been announced. Liverpool would receive £271K. This would be distributed to primary schools using the devolved capital formula.

Governors thanked M Willett for her report and approved the revised budget. M Willett left the meeting at this point.

18/34 ELECTION OF OFFICERS

- i. A Patmore was elected to serve as Chair for a period of three years. Governors expressed their appreciation and thanks to Amanda for her hard work and dedication.
- ii. D Patmore and S Doherty were elected as joint Vice Chairs for a period of one year.
- iii. K Hitchman was appointed as a co-opted governor for a period of four years.
- iv. It was agreed to postpone the away day to the new-year.

18/35 MINUTES OF PREVIOUS MEETINGS

The minutes of the meetings 22 May and 27 June 2018 were approved as a correct record and signed by the Chair.

Matters arising:

The following matters arose from the minutes of 22 May.

- i. Item 18/20 After School Club – bringing the After School Club in-house had proved to be very positive.
- ii. Item 18/21 Dogs in School Policy – this had been put on hold during R Town's absence.
- iii. Item 18/22 Delegation Planner – the Delegation Planner was to be reviewed at the away day.

18/36 COMMITTEE REPORTS

Governors received the minutes of committee meetings. The following matters arose from the minutes:

Resources

- i. The budget remained very tight. Everything was being done to be prudent in relation to spending without impacting on the children. Governors thanked M Willett for her hard work.

Pay Review

- i. Two staff had received pay increases due to increased work load.
- ii. It had been agreed that two staff would work reduced hours. One would reduce their working week from four to three days. One would reduce their working week to two days upon their return from maternity leave in January, their working week would then be increased after the summer term.

Standards

- i. Spanish lessons were not viable given the current budget situation. Alternative funding arrangements e.g. by fundraising were to be considered.

18/37 POLICIES

Governors reviewed and approved the following policies:

- i. Child Protection
- ii. Teacher's Pay
- iii. Young Carers
- iv. Looked After Children
- v. Supporting Social and Emotional Development
- vi. Governor Code of Conduct. (Governors signed the Code of Conduct)

It was noted that governors were now required to undergo a section 128 check. This would be accrued out by M Willett.

MW

18/38 HEADTEACHER'S REPORT

Governors had previously been circulated with the Headteacher's report. Arising from discussion:

- i. There had been three fixed term exclusions.

- ii. Standards continued on an upward trend. In EYFS 65% of children achieved GLD (Good Level of Development) compared to 50% in 2017, however this was still slightly below local and national figures. In Key Stage 1 59.3% achieved the required standard in Reading Writing Maths (RWM) combined compared to 44% the previous year. This was in line with local figures but slightly below the national figure. In Key Stage 2 69.1% achieved the required standard in RWM. This was significantly above national and local figures.
- iii. Attendance last year was 95.9%. There was a slight dip in the summer term due to a chicken pox and scarlet fever outbreaks. 116 children had 100% attendance throughout the year.

Governor Challenge

Governors asked how the impact of social deprivation in families was dealt with.

L Richards respond that it was complicated and difficult issue to deal with. The school does everything possible to support children. Building trust with the families was key as was having an understanding of the family and the children. Children and families could be supported through the EHAT process (Early Help Assessment Tool) and families are signposted to appropriate services when necessary.

18/39 GOVERNING BODY ITEMS

Governors considered the following items:

- i. A Patmore updated governors on the revocation of license to attend school premises. As previously agreed the revocation had been extended and a letter had gone out to this effect. A New Police Officer had been assigned to the case.
- ii. Governors were reminded that school emails or Governorhub should be used for communication.
- iii. It was agreed that K Hitchman would be the link governor for Year 5 and for Religious Education. A Patmore agreed to circulate the revised list of class link governors.
- iv. M Nikeas and L Yallop's term of office as parent governors were to end in November. M Nikeas had indicated that due to work commitments he would not be seeking to stand again. It was agreed to appoint L Yallop as co-opted governor and advertise the two parent governor vacancies.

AP

- v. A Patmore informed governors that she would be seeking to have an informal one-to-one discussion with each governor.

ALL

18/39 LIVERPOOL GOVERNORS FORUM

Governors were advised of the upcoming LGF conference 17 November.

18/40 DATE AND TIME OF NEXT MEETING

Tuesday 05 February 2019 4.30pm