

**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 13 OCTOBER 2015 AT THE SCHOOL**

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**PRESENT**

Amanda Patmore - Chair  
Rachel Brackenridge  
Tom Calderbank  
Nic Corke  
Kathy Desmond  
Sara Doherty  
Damion Ewing  
Anna Key  
Irene Paisley  
Dave Patmore  
Ruth Town

**ALSO PRESENT**

Judith Roberts – Associate Member  
Lisa Richards – Observer  
Terry Brown - Clerk

**15/25 ELECTION OF CHAIR**

Action

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

**15/26 ELECTION OF DEPUTY CHAIR**

N Corke and D Patmore were proposed and seconded. The two nominees withdrew and a secret ballot was conducted. On counting the returned ballots the Clerk declared that N Corke had been elected to serve as Deputy Chair for two years.

**15/27 APOLOGIES FOR ABSENCE**

There were no apologies for absence. C Dickinson had resigned from the governing body as of 12 October 2015.

## **15/28 REGISTER OF INTERESTS**

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

## **15/29 PUPIL COUNCIL REPORT**

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

- i. Tea and coffee mornings had raised £207 for McMillan Cancer Support.
- ii. There would be further fundraising for Children in Need in November.
- iii. Year 5 were to visit the Town Hall and Sahid of Year 5 was standing for election as Junior Lord mayor.
- iv. The School Council was looking to work with the PTA (Parent Teacher Association) on fundraising and other events.
- v. The School Council was looking to organise more events for Halloween and Christmas.

Governors thanked the Oscar and Willa for their report.

## **15/30 BUDGET**

Governors received a budget report. The carry over had been £45K of which £37K had been used. However it was expected there would be further savings and increased income. Governors approved the revised budget.

## **15/31 SAFEGUARDING**

L Richards gave a report. The key points were as follows:

- i. The safeguarding team, including governors, met three times a year to review the schools systems and any new legislation.
- ii. Governors were circulated with the safeguarding action plan. There were no major areas of concern.
- iii. The feedback from the Local Authority safeguarding audit was very positive.

- iv. Governors were circulated with the latest version of the DfE's Keeping Children Safe in Education document, and referred to the relevant section of the School Governors Handbook.
- v. Governors suggested producing a key summary of safeguarding for parents. L Richards explained that this had already been done.

The Chair thanked L Richards for her report.

### **15/32 CODE OF CONDUCT**

Governors were circulated with the code of conduct. All governors signed the code of conduct.

### **15/33 MINUTES OF THE MEETING 19 MAY 2015**

The minutes of the meeting 19 May were approved as a correct record and signed by the Chair, with the following amendment:

- i. Item 15/15 School Council Report – “girl’s” should read “girls”.

### **15/34 MATTERS ARISING FROM THE MINUTES**

The following matters arose from the minutes:

- i. Item 15/15 v Water Bottles – the bottles had been replaced by cups to be used with the water fountains.
- ii. Item 15/19 vii Assessment – the school was using the outcomes of the School Improvement Liverpool assessment pilot, to develop new procedures.
- iii. Item 15/19 x Staff Absence – the new format for presenting data on staff absence, requested by governors, had been included in the Headteacher's report.
- iv. Item 15/22 LLP – Elaine Rees had been appointed as CEO of Liverpool learning partnership.

### **15/35 COMMITTEE MEMBERSHIP AND TERMS OF REFERENCE**

Governors agreed to retain the current membership and terms of reference for the existing committees. In addition it was agreed that A Patmore, D Patmore and S Doherty would comprise the membership of the Pay

Review committee. It was also agreed to establish a working group to review the governors' induction pack and the process for parent governor elections, the working group would consist of N Corke, A Patmore, K Desmond and R Town. The working group would meet 04 November 1.30pm.

### **15/36 COMMITTEE REPORTS**

Governors were previously circulated with minutes of committee meetings. There were no matters arising from the minutes.

### **15/37 HEADTEACHER'S REPORT**

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

- i. The school lead for Philosophy for Children, S Birch, was now helping to support other DGT (Dingle Granby Toxteth Network) schools.
- ii. Governors had been circulated with the SIP (School Improvement plan). Key priorities included Rights Respecting School Award, led by Christine Jones and Maths. The school was now part of the "Liverpool Counts" pilot and was working towards the Matsh Quality Mark.
- iii. Progress was being made on new assessment procedures and staff had a clearer view of what was needed to move children to ARE (Age Related Expectations).
- iv. The threshold for persistent absenteeism was now 90%. The attendance team was working very hard to improve attendance and reduce the number of persistent absentees.

Governors asked the following questions:

- i. Was it possible to introduce a walking bus?
- ii. Boys were offered football what were girls offered?
- iii. Had the links with a rural school been?
- iv. Could a list of staff training be included in future reports?

Mrs Town responded as follows:

- i. A walking bus could assist with some families.
- ii. Football was offered to girls as well.
- iii. A rural school had been contacted and in addition a school in

Denmark had been contacted following the finding of a balloon from the school.

### **15/38 RATIFICATION OF POLICIES**

Governors reviewed and agreed the following policies:

- I. Pay Policy
- II. Safeguarding
- III. Shared parental Leave
- IV. Suspension Protocol
- V. Child Protection
- VI. Attendance
- VII. Social Media
- VIII. Use of Laptops / Digital Devices

### **15/39 LIVERPOOL LEARNING PARTNERSHIP / DGT UPDATE**

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

LLP

- i. Mrs Town had been elected as Chair of LLP.
- ii. Dr G Lawler had been appointed as director of "Liverpool Counts".
- iii. LLP was looking to appoint a lead for culture.

DGT

- i. The school was part of a small pilot programme looking at moderation of writing.
- ii. DGT had also established an Early Years moderation group to look at baseline assessment.
- iii. DGT was organising Maths training led by consultant T Loughram.

Governors asked the following questions:

- i. Had there been any response from the Secretary of State regarding secondary school places in the DGT area.

Mrs Town responded as follows:

- i. There had been no response as yet.

### **15/41 GOVERNING BODY ITEMS**

Governors considered the following items:

- i. K Desmond would provide a model skills matrix for the working group meeting 04 November. *KD*
- ii. A Patmore would circulate the Governor Evaluation Form. *AP*
- iii. The list of Governor / Class links was circulated.
- iv. It was agreed to organise a second governor away day once the new parent governors had been elected.
- v. Liverpool Governors Forum was to hold a conference on Headteacher Wellbeing Saturday 17 October.

### **15/42 ANY OTHER BUSINESS**

Governors thanked outgoing governors J Coyne, C Dickinson, D Ewing, and A Key.

### **15/43 DATE AND TIME OF FUTURE MEETINGS**

Full Governors – Tuesday 09 February 4.30 pm

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