



**MINUTES OF THE MEETING OF
THE GOVERNING BODY OF ST MICHAEL'S IN THE HAMLET PRIMARY
SCHOOL HELD ON TUESDAY 7 FEBRUARY 2012 AT THE SCHOOL**

PRESENT

Amanda Patmore Chair
Julie Millican
Dave Patmore
Stephen Yip
Paul Rylands
Dave Patmore
Pauls Fitzgerald

Ruth Town - Headteacher
June Gargan
Charles Dickinson
Irene Paisley
Stella Owen
Sara Doherty
Raphael Levy

ALSO PRESENT

Maggie Willett – Associate Member
Judith Roberts – Associate Member
Terry Brown – Acting Clerk

12/01 APOLOGIES FOR ABSENCE

Action

Apologies for absence were received K Desmond and John Coyne

12/02 DECLARATION OF INTEREST

There were no declarations of interest for this meeting.

12/03 MINUTES OF THE PREVIOUS MEETINGS

The minutes of 6 December 2011 were approved as a correct record, with the following amendments:

- i. Page 2 Item 11/35 iv replace "Willet" with "Willett"
- ii. Page 3 Item 11/36 iii replace "Milligan" with "Millican"
- iii. Page 6 Item 11/37 iii replace "Richardson" with "Richards"

12/04 MATTERS ARISING

The following matters arose from the minutes:

- i. Item 11/35 i Athletics – the Year 6 athletics team had won the City Championships final for the 15th time. Years 3 & 4 had won the semi finals and would compete in the finals.
- ii. Item 11/35 iii Sports Field – The Cabinet Office had



approved the name "Queen Elizabeth Diamond Jubilee Field". The £15,000 grant would now be released. Mrs Town would contact the Lord Lieutenants' office to discuss arranging an official opening ceremony. Mrs Town would also investigate possible funding for a plaque.

Action

RT

12/05 SCHOOL COUNCIL

The Governing Body welcomed Evie Jones (Chair) and Jack Bramell-Traynor (Vice Chair) to the meeting as representatives of the School Council.

They presented an overview of the School Council's work. The following points were raised:-

- I. The Council had attended a Holocaust memorial event at the Town Hall. The event taught children not to be afraid to be different and children who may have had a difficult childhood can still achieve great things in life.
- II. The Fair Trade Committee had held workshops in all classes.
- III. £350 had been raised for KIND, and was presented to S Yip.
- IV. The Council was looking at the organisation of play at lunchtimes.

The Governing Body were impressed with the ambitions of the School Council and thanked them for their continued hard work

12/06 PHOTOGRAPHIC IMAGES POLICY

Mrs Town informed governors that a number of parents were not adhering to the policy of taking photographs at school events for personal use only and no use of video recording equipment. In one instance photos had been placed on Facebook. Mrs Town felt that the policy was increasingly difficult to enforce and that there were serious safeguarding issues in relation to vulnerable children whose images should not be appearing in any public forum.

Following a comprehensive discussion of the issue, it was proposed that no cameras of any kind be allowed at school events. The school would offer parents an official video and photographs which would be edited to exclude any vulnerable children. On being out to the vote the proposal was carried with 12 votes in favour and 2 abstentions.

It was agreed that a letter be sent to parents informing them of the new policy. This letter would be circulated to governors prior to it going out to parents.

RT



12/07 COMPLAINTS COMMITTEE

Action

A complaint had been received from a parent. It was agreed to convene a complaints committee to investigate the complaint. J Gargan, P Rylands, and P Fitzgerald would comprise the membership of the committee.

12/08 HEADTEACHER'S REPORT

The Head Teacher reported on the organisation and activities of the school since the start of term. The following points were raised:

- i. The visits to the Church for the Christmas celebrations were very successful. However there were some problems with parents collecting children at the end of the event. More effective ways of organising such events were being considered.
- ii. A Liverpool Primary Headteacher's Association (LPHA) conference was to be held 23 February. The conference would look at the new Ofsted framework and the increasing 'Academyisation' of schools, with a view to develop an umbrella organization to support schools ensuring there was equity between schools.
- iii. Attendance had shown significant improvement to 95%> Governors expressed their thanks to Gill Larson for her hard work in this area.
- iv. The school was to host training on language and communication.
- v. The Local Authority had conducted a risk value analysis. The school had been graded 1 in the risk category and 2 in the Ofsted category, overall this put the school in 'celebrate category. Governors thanked Maggie Willett for her hard work in preparing for this assessment, particularly in relation to finance.

The Chair thanked Ms Town for her report.

12/09 COMMITTEE REPORTS

Governors received the following committee minutes:

- i. Health & Safety.
- ii. Staffing & Finance.

There were no matters arising from the minutes.



12/10 CONSORTIA UPDATE

Action

The Primary Consortia was established following discussions between the LPHA and the Local Authority. The focus of the Consortia was to find better ways of meeting the needs of the SEN / vulnerable children. Services Had improved since the establishment of the Consortia. The Consortia had established a working party to look at developing the services further. In addition a pilot programme was to be launched, in partnership with the Speech & Language service. The pilot programme was aimed at improving the provision of speech and language support.

12/11 SPORTS FIELD UPDATE

It was agreed to establish a working party to draw up a draft agreement for the use of the field to be presented St Charles' primary. Members of the working party would be J Coyne, S Owen, D Patmore, I Paisley. Mrs Town would arrange a date for the first meeting of the working party.

RT

12/12 GOVERNING BODY ITEMS

Governors discussed the following governing body items:

- i. Training – the Chair reminded governors of the training available as listed on the Governors Newsletter. J Roberts emails governors with details of training courses.
- ii. School Events – It was agreed that governors would be invited to the relevant school events, including INSET days, with a view to raising the visibility of governors within the school community.
- iii. Code of Conduct – it was agreed to review the governors' code of conduct.
- iv. Minutes – it was agreed that once minutes had been agreed and signed they would be put on the school website.

*Full
Govs*

12/13 DIRECTOR'S ITEMS

Governors were circulated with information on the following Director's items:

- i. Admissions.
- ii. E Safety.



12/14 DATE AND TIME OF FUTURE MEETINGS

Curriculum Committee – Wednesday 28 March 3.30 pm
Staffing & Finance Committee – Wednesday 28 March 2.30 pm
Health & Safety Committee – Wednesday 28 March 1.30 pm
Full Governors Tuesday 22 May 4.30 pm