

**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 04 DECEMBER 2012 AT THE SCHOOL**

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**PRESENT**

Kathy Desmond – Deputy Chair  
Lauren Black  
John Coyne  
Damion Ewing  
Paul Fitzgerald  
June Gargan  
Anna Key  
Julie Millican  
Irene Paisley  
Nicola Pih  
Dave Patmore  
Ruth Town

**ALSO PRESENT**

Lauren Black – Parent Governor Designate  
Anna Key – Parent Governor Designate  
Lisa Richards – Associate Member  
Judith Roberts – Associate Member  
Maggie Willett – Associate Member  
Terry Brown - Clerk

**12/42 APOLOGIES FOR ABSENCE**

**Action**

Apologies for absence were received from C Dickinson, S Doherty, and A Patmore. In Mrs Patmore's absence K Desmond chaired the meeting.

**12/42 REGISTER OF INTERESTS**

- i. There were no updates or amendments to the Register.
- ii. There were no new declarations in respect of agenda items.

**12/42 WELCOME TO NEW GOVERNORS**

The Chair welcomed the newly elected parent governors to the meeting. The Chair informed governors that as Stella Owen is now a member of

staff at the school, she has resigned her position as a community governor. Governors expressed their thanks and appreciation for Stella's many years of service on the governing body.

#### **12/43 PUPIL COUNCIL REPORT**

Governors received a Pupil Council report. The key points of the report were as follows:

- i. A member of the Council has been elected Junior Lord Mayor.
- ii. Year 6 organise ball games for other year groups during break times.
- iii. The Council will meet with the cook to discuss school meals.

#### **12/44 MINUTES OF THE MEETING 02 OCTOBER 2012**

The minutes of 02 October 2012 were approved as a correct record, subject to the following amendment:

- i. Item 12/40 ii – delete "subscriptions" in the final sentence.

#### **12/45 MATTERS ARISING FROM THE MINUTES**

The following matters arose from the minutes:

- i. Item 12/40 i Governor Action Plan – following the governor's away day on 26 September, the Governor Action Plan has been revised and new priorities set for this year. The plan has been drawn up in the same format as the School Improvement Plan. Each governor – who is able to - will be linked to a class; Mrs Town will advise governors of their class.
- ii. Item 12/40 ii Liverpool Governors Forum (LGF) – subscriptions to Liverpool Primary Headteacher's Association and Liverpool Association of Secondary Headteacher's will include subscriptions to LGF. The governing body has now subscribed to the National Governors Association.
- iii. Item 12/31 ii Sports Field – St Charles has now signed the sports field agreement. Maintenance costs for the field are estimated at £4,700 and St Charles will be asked to pay a third of this. The finance committee will examine best value options for the maintenance of the field.
- iv. Item 12/31 iv Teacher Appraisal – the local authority model teacher appraisal policy has been discussed with teaching staff; there have been no negative responses. The model policy has been agreed

with the teaching unions. Governors asked whether staff were happy with the proposed policy. It was explained that staff were happy with the policy and it was viewed as a way of developing a supportive learning environment and a culture of supportive development, the school already carries out what is on the model policy anyway. The draft policy was approved.

#### **12/46 COMMUNITY GOVERNOR VACANCIES**

There are two community governors vacancies arising from the resignations of Stella Owen and Paul Ryland - Stella is now working at the school and Paul's work commitments means he can no longer attend meetings. June Gargan's term of office is due to expire at the end of the month.

It was agreed to appoint Paul Fitzgerald and Sara Doherty, current parent governors whose terms of office are due to expire at the end of the month, to the two community governor vacancies with effect from 01 January 2013. It was further agreed to re-appoint June Gargan with effect from 01 January 2013. Paul Fitzgerald and June Gargan withdrew from the meeting while this item was discussed.

It was agreed to request Amanda Patmore to write to Stella Owen and Paul Rylands thanking them for their service as governors.

#### **12/47 ASSOCIATE MEMBER**

It was agreed to appoint Stephen Yip, former parent governor, as an associate member of the governing body. It was also agreed to request Amanda Patmore write to Mr Yip thanking him for his service as a governor.

#### **12/48 COMMITTEE MEMBERSHIP**

Governors were circulated with the current committee membership. New governors were invited to consider which committees they would wish to serve on. Nicola Pih and Damion Ewing had previously attended committee meetings as observers. It was agreed to appoint Nicola Pih to the Curriculum committee and Damion Ewing to the Finance and Staffing committee. Lauren Black and Anna Key were invited to visit each committee before expressing an interest in a particular committee.

#### **12/49 COMMITTEE REPORTS**

Reports were received from the following committees:

- i. Buildings and Grounds / Health and Safety – the committee received a presentation on the refurbishment of the playground the main element of which was the relocation of the football pen allowing for improved parking. The school travel plan will be reviewed at the next committee meeting in January. Quotes are being sought for additional CCTV coverage.
- ii. Finance & Staffing – governors were circulated with the form 1 budget. Savings have been made as a result of staff changes, a grant for the sports field and insurance for staff sickness. There have been some increases in buildings and grounds and agency supply costs. The projected outturn balance was £44,000. Overall the budget is very healthy.
- iii. Curriculum – the committee reviewed the pupil progress data systems, the outcomes from the maths training day, and lesson observations. Governors asked how quickly the strategies from the maths training day were being implemented. It was explained that the strategies were implemented as soon as possible after the training day. Governors were reminded that they are welcome at all Inset days.

#### **12/50 WORKING GROUP TO CONSIDER RECONSTITUTION**

It was agreed that, as the parent and community governor vacancies had now been filled, the constitution of the governing body would remain as it is and will be reviewed again in the autumn term next year.

#### **12/51 LIVERPOOL GOVERNORS FORUM / NATIONAL LEADERS OF GOVERNANCE**

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

- i. The forum has increased its membership.
- ii. Kathy Desmond is now Chair of the executive committee.
- iii. Maggie Willet is now a member of the executive committee.
- iv. The forum has representation on the Liverpool Learning Partnership.
- v. The forum will be looking at governor training in the near future.
- vi. A conference on intelligence is to be organised as part of the National Leaders of Governance programme.

## **12/52 LIVERPOOL LEARNING PARTNERSHIP / LIVERPOOL PRIMARY HEADTEACHER'S ASSOCIATION**

Ruth Town reported on developments with LLP and LPHA. The key points were as follows:

- i. Mrs Town is now Chair of LPHA.
- ii. LPHA is committed to ensuring that vulnerable children receive the support they need.
- iii. Parklands will be the first chain academy in the city. This could mean local primaries would be vulnerable to enforced academisation.
- iv. LLP has representation from all the headteacher associations and from LGF (Liverpool Governors Forum).
- v. An acting executive has been established, with headteacher and governor representation in addition to the Director of Children's Services and Cabinet Member for Children's Services Cllr Jane Corbett.
- vi. LLP is looking at school improvement and how it can support schools, particularly those who are vulnerable to an Ofsted Inspection. LLP is also looking at the designation of funds for school improvement - currently the primary and secondary sectors have differing views on this issue.
- vii. Two strategic groups will be set up to develop the overall priorities for LLP. These groups will be underpinned by working groups which will focus on specific areas.
- viii. Mandates have been sent to all schools. There have been 100 responses so far from all sectors including academies.
- ix. LLP is looking at the possibility of establishing itself as a co-operative.
- x. Governors asked whether LLP meetings were open to the public. Mrs Town explained that this is not currently the case.

The Chair thanked Mrs Town for her report.

## **12/53 DATE AND TIME OF FUTURE MEETINGS**

The following dates were agreed:

**Committees**

- Buildings & Grounds/ Health & Safety - Wednesday 30 January 1.30 pm
- Finance & Staffing - Wednesday 30 January 2.30 pm
- Curriculum - Wednesday 30 January 3.45 pm

Full Governors – Tuesday 12 February 4.30 pm