



**MINUTES OF THE MEETING OF
THE GOVERNING BODY OF ST MICHAEL IN THE HAMLET PRIMARY SCHOOL
HELD ON TUESDAY 22 MAY 4.30 PM 2012 AT THE SCHOOL**

PRESENT

Amanda Patmore - Chair
Kathy Desmond
Julie Millican
Stephen Yip
Paul Fitzgerald

Ruth Town - Headteacher
Irene Paisley
Raphael Levy
Sara Doherty

ALSO PRESENT

Maggie Willett – Associate Member
Judith Roberts – Associate Member
Judy Boyce – School Improvement Partner
Terry Brown – Acting Clerk

12/15 APOLOGIES FOR ABSENCE

Action

Apologies for absence were received from: D Patmore, J Coyne, S Owen, J Gargan and C Dickinson.

12/16 DECLARATION OF INTEREST

There were no declarations of interest for this meeting.

12/17 MINUTES OF THE PREVIOUS MEETINGS

The minutes of 7 February 2012 were approved as a correct record, with the following amendments:

- i. In the list of those present "Pauls Fitzgerald" should read "Paul Fitzgerald".

12/18 MATTERS ARISING

The following matters arose from the minutes:

- i. Item 12/07 Complaints Committee – the committee met and rigorously investigated the complaint, but found there was

- no case to answer. The complainant was informed of the committee's findings and there has been no further response from the complainant. **Action**
- ii. Item 12/10 Consortium Update – the consortium has been working closely with commissioner for the PCT (Primary care Trust) to develop the pilot scheme for the provision of speech and language support.
 - iii. Item 12/11 Sports Field – A Patmore to write to the chair of governors at St Charles regarding the draft agreement and the opening ceremony. **AP**
 - iv. Item 12/12 Code of Conduct – Mrs Town circulated the code of conduct to all governors.
 - v. Item 12/13 Governor Training – K Desmond attended training on safeguarding and leading governors and is due to attend SEN training. A Patmore attended Performance Management training

12/19 SCHOOL COUNCIL

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

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

- I. The Council has been working on the sports field opening ceremony and jubilee celebrations. Each class is designing a crown and the Council will judge the winning design.
- II. The Fair Trade Committee visited the uniform shop to discuss whether it was possible to obtain fair trade uniforms. The supplier indicated that it would be possible, but at an increased cost. Parents were to be surveyed as to whether they would wish to purchase a free trade uniform.
- III. The Council has been invited to the Town Hall to discuss speed limits in residential areas.
- IV. The Council is working closely with Mrs O'Farrell, the school cook, to further develop the lunchtime menu.

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

12/20 CODE OF CONDUCT

Governors had previously been circulated with the code of conduct. The Chair explained that the code was designed to help facilitate professional and courteous discourse, which in turn helps to develop the governing body as a team. Governors reviewed and agreed the code. Governors also agreed that all governors would be required to agree and sign the code at the first meeting in the autumn term.

12/21 HEADTEACHER'S REPORT

Action

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

- i. M Willet is working with staff and the Pupil Council on the opening ceremony for the sports field. The Lord Lieutenant, the Vice Lord Lieutenant, the High Sheriff, Prof J Keaton and a representative from the Leverhulme trust have all agreed to attend. There is to be a street party on the playground and the school's brass group will play at the ceremony. The proofs for the sign and plaque have been sent off for production. Mrs Willett has contacted the national press and the local MP regarding the ceremony. It was agreed that Mrs Willet and Mr Fitzgerald would liaise regarding the local press (Liverpool Echo). MW/PF
- ii. Marking and Maths will be a focus for the SDP (School Development Plan). MrsTown has worked with J Boyce (School Improvement Partner) to further develop these priorities.
- iii. The Curriculum committee have received a presentation on the school's extended provision. The committee was very impressed with the range of activities on offer and 78% of children have taken part in at least one activity. The school is now an exemplar school for the Quality of Provision award. Governors thanked all the staff for their hard work in developing the school's extended provision.
- iv. The Rainbow Base has proved to be a huge success and now has six pupils who are all progressing well. The Base has had a positive impact on the whole school community. Governors were encouraged to visit the Base.
- v. As a result of there being fewer children in the nursery in the afternoon, EYFS (Early Year Foundation Stage) is to be reorganised. Separate reception and nursery classes will be re-instated and there will be one teacher and three nursery key workers. It was felt this will be more effective and efficient.
- vi. A new teacher appraisal system is to be introduced in September. The new system is largely compatible with the current performance management model but could lead to problems if used with the capability procedure. It was therefore agreed to adopt the new appraisal system but retain the LA (Local Authority) capability procedure.
- vii. As part of the SIP (School Improvement Plan) review and planning, two away days have been scheduled. These away days have proved invaluable in the past. Staff have already completed their annual reviews and action plans. It was agreed that L Richards would circulate the governors SIP questionnaire. L R

Action

The Chair thanked Mrs Town for her report.

12/22 POLICIES

Governors reviewed and agreed the following policies unanimously, with exception of the images policy for which there was one abstention:

- i. E Safety
- ii. Anti Bullying – it was agreed to amend the policy in that the Headteacher will be required to report to the governing body any allegations brought to her for review. It was also agreed to remove the paragraph dealing with pursuing complaints through the governing body as this is already in place with the existing complaints procedure.
- iii. Images – It was agreed that Mrs Town will liaise with St Charles regarding adhering to the images policy at the sports field opening ceremony.
- iv. It was also agreed to convene a governors meeting for the purpose of reviewing all the safeguarding policies, prior to their being formally ratified.

RT

12/23 COMMITTEE REPORTS

Governors had previously been circulated with the committee minutes. Arising from the minutes:

- i. An Inset day with a Maths consultant will be held on Friday 16 November.
- ii. An Inset day on philosophy for children will be held Tuesday 04 September. Governors were invited to attend.

12/24 FINANCE

Governors reviewed and agreed the statement of internal control and the best value statement. Both documents were signed off by the Chair and Headteacher.

Governors were circulated with the form 1 budget for 2012/13. The projected carry forward figure was £30,000, with an in year balance of £13,000, the total balance will be £43,000. The proposed budget was approved and signed off by the Chair and Headteacher.

12/25 LIVERPOOL LEARNING PARTNERSHIP & LPHA UPDATE

Action

Mrs Town reported on the latest developments with the Liverpool Learning Partnership (LLP) and LPHA (Liverpool Primary Headteacher's Association). The key points of the report were as follows:

- i. Mrs Town is currently Vice Chair of LPHA and will become Chair in the autumn term at a time schools were facing a changing and challenging landscape.
- ii. The LLP is being developed in response to the government's agenda of a reduced role for local authorities and increasing the number of academies.
- iii. The aim of the partnership is to maintain the family of schools and allow for the care and development of more vulnerable children.
- iv. All sectors, including all but one of the existing academies, have expressed support for the development of LLP.
- v. An executive committee consisting of 3 primary, 3 secondary and 3 special school headteachers, plus representation from the LA and Liverpool Community College, has been set up.
- vi. The executive is exploring the possibility of appointing a chief executive, who will be an existing or recently retired headteacher.
- vii. The executive is also looking at how best to engage other stakeholders, such as governors, elected members, trade unions, the schools forum, teaching schools, and private and voluntary early years providers.
- viii. Other issues being examined were: the legal status of the partnership, whether the partnership could be a lead sponsor for establishing academies, ensuring there was a viable business model and collecting accurate data and intelligence to inform future decisions.
- ix. Future challenges the partnership will face include dealing with under performing schools and reorganising schools with surplus places.
- x. Mrs Town stressed that the key aspect of LLP is that it will be a grassroots organisation.
- xi. Governors recognised that governor engagement in this process is crucial and there is a need to consider how best to accomplish this. K Desmond, who attends the Liverpool Governors Forum, explained that LGF was improving but needed more schools to join before it could be considered representative of Liverpool governing bodies. It was agreed that a report from LGF would be a standing item for future meetings.

Clerk



12/26 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 will email governors with details of training courses.
- ii. Links with classes – It was agreed that there was a need to reinvigorate the system of governor class links. It was agreed to review this in the autumn term.

12/27 DIRECTOR'S ITEMS

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

- i. Complaints Procedure.
- ii. School Funding
- iii. Children's Centres.

12/28 DATE AND TIME OF FUTURE MEETINGS

It was agreed that Mrs Town will circulate meeting dates for the next academic year.

RT