

**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 12 FEBRUARY 2013 AT THE SCHOOL**

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**PRESENT**

Amanda Patmore - Chair  
Lauren Black  
John Coyne  
Kathy Desmond  
Charlie Dickinson  
Sara Doherty  
Damion Ewing  
June Gargan  
Anna Key  
Julie Millican  
Irene Paisley  
Nicola Pih  
Dave Patmore  
Ruth Town

**ALSO PRESENT**

Lisa Richards – Associate Member  
Maggie Willett – Associate Member  
Terry Brown - Clerk

**13/01 APOLOGIES FOR ABSENCE**

**Action**

Apologies for absence were received from P Fitzgerald and J Roberts

**13/02 REGISTER OF INTERESTS**

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

**13/03 WELCOME TO NEW GOVERNORS**

The Chair welcomed the newly elected parent governors to the meeting. The Chair advised the newly elected governors of the code of practice for governors, and encouraged them to attend the induction training for new governors.

#### **13/04 PUPIL COUNCIL REPORT**

**Action**

Mrs Town gave a report on behalf of the pupil council representatives, who were unable to attend. The key points of the report were as follows:

- i. The Pupil council had raised over £500 for Children in Need.
- ii. A Year 6 pupil had been elected Junior Lord Mayor.
- iii. The Junior Lord Mayor had attended a Holocaust Memorial Day event as part of her role.
- iv. An event for residents of a local care home had been organised for Wednesday 27 February 2013. The event would be attended by the Lord Mayor and the Junior Lord Mayor.
- v. The council was organising a fundraising pyjama day for Comic relief.

#### **13/05 MINUTES OF THE MEETING 04 DECEMBER 2012**

The minutes of 04 December 2012 were approved as a correct record, subject to the following amendments:

- i. Item 12/45 i – insert “2012” after “September”.
- ii. Item 12/51 – delete point vi.

#### **13/06 MATTERS ARISING FROM THE MINUTES**

The following matters arose from the minutes:

- i. Item 12/45 Governor Action Plan – Mrs Town had previously circulated the revised list of link governor. The list is attached as Appendix A.
- ii. Item 12/51 Liverpool Learning Partnership (LLP) – Mrs Town had sought clarification as to whether meetings would be open to the public and it was confirmed that this was not the case at present but minutes of LLP meetings were available on EdNet. It was agreed Mrs Town would ask the relevant staff member to arrange for governors to be given a password for EdNet and that Maggie Willet would show governors how to navigate EdNet.

**RT/MW**

### **13/07 COMMITTEE MEMBERSHIP**

**Action**

It was agreed that Anna Key would join the Curriculum committee, and Lauren Black would join all the committees.

### **13/08 COMMITTEE REPORTS**

Governors were previously circulated with minutes of the following committee meetings:

- i. Buildings and Grounds / Health and Safety.
- ii. Finance and Staffing.
- iii. Curriculum.

Arising from the minutes

- i. A governor raised a question regarding a budget line being overspent. Mrs Town explained that throughout the year circumstances may require additional funds to be allocated to a particular budget line.

### **13/09 SEF SUMMARY**

Governors were previously circulated with the Self Evaluation Form summary. Arising from discussion:

- i. Mrs Town explained that the summary covers the four areas that Ofsted would focus on in an inspection.
- ii. The summary identifies what the school is doing well and what areas require further development.
- iii. The judgements in the summary would be supported by evidence such as monitoring reports, local authority reports, learning evidence etc.
- iv. Ofsted required governors to have a secure understanding of the schools strengths and areas for improvement. In particular the governing body would be required to demonstrate how governors acquire their knowledge of the schools strengths and areas for development.
- v. In response to questions from governors with regard to how

governors drill down for evidence to support their view of the school, Mrs Town and Mrs Patmore explained that this was done at committee level and by class governor visits, governor discussions with senior leaders about particular aspects such as book monitoring / marking, as well as specific data sessions such as the recent Governor Raise-on-line training.

**Action**

### **13/10 HEADTEACHER'S REPORT**

Governors were previously circulated with a written report. Arising from the report:

- i. Pupil numbers had increased, particularly in the Nursery. The total number on roll was 457. A governor asked whether attendance of Reception pupils count towards the overall attendance figures. Mrs Town explained that the figures count after the child's 5<sup>th</sup> birthday.
- ii. It was agreed that the Governors' Away Day would be an annual event held in the autumn term and that safeguarding would form part of the agenda for the day.
- iii. The school's systems for residential visits were recently audited by the LA (local authority) and found to be exemplary, there being only one 'good practice' recommendation, for the Chair of Governors to sign off the plans for such visits. The recommendation had now been implemented and Mrs Patmore had signed off the plans for the forthcoming Year 5 and Year 6 residential visits in March and June respectively.
- iv. The podcast was now on the school website.
- v. Senior leaders were to develop a data hub where information on individual pupil progress would be displayed in one room and reviewed by all the relevant staff on an eight week cycle. This would enable greater accountability, allowing staff to better identify where to target support, and whether particular interventions were working. Governors asked whether this system would be used to identify support for more talented pupils and whether the system would include historical data. Mrs Town explained that it would be used to assist more talented pupils and that historical data was already collected and stored electronically. It was noted that this system linked in to LLP's proposal to develop a "flight path" of data for all children throughout their education. The data hub will be developed during the summer term and will be up and running for the start of the new academic year in September. It was agreed to keep the Curriculum committee updated.
- vi. Mrs Patmore reported on her meeting with a senior leader to discuss literacy book scrutiny. The marking procedure identifies

positive aspects of a pupils work and suggests where a pupil may improve. Pupils also engage in peer reviews of each other's work and self-evaluation of their own work. Twice a year all pupils' books were reviewed in order to establish that there was consistency in marking across the whole school. There was now a robust and consistent approach to marking across the whole school. Mrs Patmore was very impressed with the systems in place and the children's contributions.

**Action**

- vii. There were now 6 children with Resourced Provision at the school.
- viii. Persistent absentee rate for the school was 1.4% this was significantly better than the local and national averages.
- ix. It was noted that Pupil Premium had been used to assist families with payments for residential trips in order to ensure that no child was disadvantaged. Governors viewed this positively but raised the question of whether this could be extended given the impact of the impending changes to welfare benefits. Mrs Town explained that senior leaders were already looking at this issue and it was agreed to establish a working party consisting of members of the Finance and Staffing committee and other interested governors. Mrs Town would make arrangements for the working party to meet.

RT

### 13/11 LIVERPOOL LEARNING PARTNERSHIP UPDATE

Mrs Town reported on developments with LLP. The key points were as follows:

- i. Two strategic groups had been established to look at universal provision and children who need more. The two groups would be working on future priorities such as the "flight path" pupil progress tracking system, and the primary curriculum review.
- ii. LLP was looking at whether a system of internal Ofsted inspections, under the auspices of the partnership, could be implemented. It was noted that Liverpool was the only major city with no schools in an Ofsted category with 81% of schools being judged good or better.
- iii. The partnership had registered as company limited by guarantee. This meant that there would no longer be a need for schools to establish themselves as trusts, although this is an option for schools to consider in the future should they so wish.
- iv. LPHA (Liverpool Primary Headteacher's Association) was looking at how primary schools could be grouped together using existing models such as the DGT (Dingle Granby Toxteth) network.
- v. LLP had submitted a request to become an academy sponsor.

- vi. All schools had signed the LLP mandate supporting the establishment of the partnership. At some point in the near future schools would be asked to sign a pledge with a memorandum of understanding this may include a small financial contribution to the partnership.

**Action**

The Chair thanked Mrs Town for her report.

### **13/12 DIRECTOR'S ITEMS**

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

- i. Liverpool Learning Partnership.
- ii. Vetting and Barring
- iii. Safer Working Practices Code of Conduct.
- iv. Admission Arrangements for 2014/15. It was noted that the online admissions system had caused some problems for parents who do not have online access or who may not be IT literate. The burden of helping these parents had fallen on schools. It was also noted that children of school staff had now been included in the admissions criteria and in year admissions would be done by the primary schools themselves.
- v. Protocol for schools admitting above their PAN (Published Admission Number).
- vi. Persistent Absentee Rates 2011/12.

### **13/13 GOVERNING BODY ITEMS**

Governors considered the following items:

- i. Liverpool Governors Forum / National Leaders of Governance – Kathy Desmond reported that LGF was seeking to raise its profile and was improving its website. There were now a number of National Leaders of Governance in Liverpool.
- ii. Skills Audit – the audit showed that overall there was a good balance of skills and expertise, though fewer governors reported that they were confident in respect of financial planning than in other areas, all members of the Finance and Staffing committee reported that they were confident in this area. All governors reported that they were very much aware of the schools strengths

and weaknesses, except the two newly elected governors but this was to be expected. Governors were encouraged, as part of improving their knowledge of the school, to visit their link classes. It was agreed that Mrs Town would arrange a learning walk for governors.

- iii. Training – governors were encouraged to attend the training courses offered by the local authority governor services team. The school has a service level agreement for training, Judith Roberts was the link governor for training and training could be arranged through her.
- iv. Governor Allowance Policy – it was agreed to adopt the draft policy. The Finance and Staffing committee would agree the amounts to be paid for childcare etc.
- v. Appointment of Associate Member – it was agreed to appoint Judith Roberts as an associate member.

**All  
Action**

#### **13/14 FINANCE**

Governors considered the following finance items:

- i. School Financial Value Standard (SFVS) – it was agreed to delegate completion of the SFVS to the Finance and Staffing committee.
- ii. Budget – the revised form 1 budget was approved and signed by the Chair. The projected balance was £46,000 though this was likely to increase as more income was expected.

#### **13/15 DATE AND TIME OF FUTURE MEETINGS**

The following dates were agreed:

- i. Committees Wednesday 27 March and Wednesday 08 May.
- ii. Full Governing Body – Tuesday 21 May 4.30 pm.

## **APPENDIX A CLASS GOVERNORS**