

**MINUTES OF THE MEETING OF
THE GOVERNING BODY OF ST MICHAEL IN THE HAMLET PRIMARY SCHOOL
HELD AT 4.30^{PM} ON WEDNESDAY 02 OCTOBER 2012 AT THE SCHOOL**

PRESENT

Amanda Patmore – Chair
John Coyne
Kathy Desmond
Charlie Dickinson
Sarah Doherty
Paul Fitzgerald
June Gargan
Raphael Levy
Julie Millican
Stella Owen
Irene Paisley
Dave Patmore
Ruth Town

ALSO PRESENT

Judith Roberts – Associate Member
Maggie Willett – Associate Member
Laura Moreton (*Item 12/33*)
Dave Cadwallader - Acting Clerk

12/29 APOLOGIES FOR ABSENCE

Action

An apology for absence had been received from Lisa Richards.

Governors noted that Paul Rylands had resigned due to work commitments.

The term of office of Raphael Levy and Stephen Yip had ended; governors recorded their thanks to both for their contribution to the governing body and school.

12/30 DECLARATION OF INTERESTS

- i. Each governor completed a Declarations of Interest pro-forma.
- ii. There were no declarations made based on the agreed agenda.

12/31 MINUTES OF THE MEETING HELD ON 22 MAY 2012

- i Governors noted numerous errors contained in the minutes of the meeting held on 22 May 2012. Judith Roberts undertook to correct the minutes for approval at the next meeting.

JR

Matters arising

- ii Item 12/18 iii: Sports Field
Amanda Patmore reported no further progress in discussions with St Charles' Primary School due to changes in the governing body of that school. It was agreed to defer this matter until Christmas to allow St Charles' School time to respond.

Pending a formal agreement, it was agreed that a weekly or monthly agreement could be considered if required.

- iii Item 12/19: School Council
Governors noted that discussions had taken place between school council members and the school cook.
- iii Item 12/20: Code of Conduct
As agreed at the previous meeting, the governors signed a formal code of conduct.
- iv Item 12/21: Teacher Appraisal
Governors noted that the local authority policy on Teacher Appraisal had been published. Ruth Town undertook to consult with staff ahead of governors considering the policy at the next meeting
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RT

12/32 COMMITTEE TERMS OF REFERENCE

Governors reviewed the terms of reference for committees and agreed the following amendments:

Staffing and Finance Committee

- (Add) To monitor the Pupil Premium monies
- (Add) To monitor adherence to Best Value principles
- Where appropriate, to obtain two competitive quotes (*previously three*)

12/33 SUMMATIVE DATA

Laura Moreton presented a data analysis of 2011/12 results. Arising from questions and discussion:

- Governors noted that two sub-levels of progress would be considered good; more than two regarded as accelerated progress and less than two below average.
- Governors were pleased with the numbers of pupils making good or accelerated progress.
- The underachievement of boys during the previous year had been addressed, including an analysis of male teachers' results. Boys and girls were now making the same progress in all areas except KS2 Writing.
- The vulnerable pupil groups had been identified, however small, and were being monitored. These groups would receive tailored support.

12/34 INSTRUMENT OF GOVERNMENT

It was noted that the terms of office of several governors would expire before the end of the autumn term. Governors noted that new regulations allowed a more flexible approach to reconstituting whereby the minimum composition would be:

- 2 or more elected Parent Governors
- 1 Headteacher
- 1 elected Staff Governor
- 1 Local Authority Governor
- 2 or more Co-opted Governors
- Associate Members as required

(Staff members to not exceed 1/3rd of membership)

It was felt that reconstitution would allow staff to be co-opted on a role-specific basis and, coupled to a skills audit, allow the governing body to bring in expertise it may currently lack.

Some governors however felt little need to change the current composition model.

It was agreed to establish a working group in the spring to consider options for implementation in September 2012.

12/35 HEADTEACHER'S REPORT

A written report from Ruth Town had been circulated in advance of the meeting. Arising from questions and discussion:

- i. Governors noted that the memorial service to celebrate the life of Barry Aldridge would now be held on 15 October when 'Barry's Back Garden' will be formally opened.
- ii. Safeguarding practices in school had been the subject of a comprehensive presentation by Lisa Richards at the recent Governing Body Review Day.
- iii. It was agreed that the Headteacher's report would be received on a termly basis; the next report would be presented at the spring term meeting.

12/36 OFSTED NEW FRAMEWORK / APPRAISAL

An overview of the new framework of Ofsted inspections, effective from September, was presented by Ruth Town. Arising from questions and discussion it was noted that:

- i. 77% of Liverpool schools are currently judged to be at least Good. The expectation was that this would now be harder to achieve;
- ii. monitoring of teaching and learning would focus on its impact 'over time';
- iii. schools would now receive 24 hours notice of an inspection;
- iv. the robustness of the school's performance management processes would now be inspected;
- v. the use of Pupil Premium and its impact on narrowing the gap of targeted pupils would be scrutinised. Pupil Premium monies would now be awarded to pupils who have been eligible for free school meals in the past six years;

It was agreed that governors would be invited to school RAISEonline training.

Governors also noted that the school has adopted the principles of appraisal with the three teachers' objectives linked to standards:

- Whole school objectives (Reading)
- Data scrutiny/pupil profile
- Self audit based on the Teachers' Standards

12/37 POLICIES

Draft policies had been circulated ahead of the meeting for review and were approved by the governors:

School Specific Policies

- Attendance
- Collecting Children
- E-Safety
- Laptop
- PSHEE
- Behaviour
- Clubs
- Reading
- Maths Year 2
- Philosophy for Children
- Logo Visual Thinking
- Learning to Learn
- Confidentiality
- Emotional Health & Wellbeing
- Transition
- Anti-Bullying
- Care and Control
- Collecting Children
- Critical Incidents
- Day Trips
- Medications

Safeguarding Policies

- Safer Recruitment
- Missing Child
- Residential Trips
- Child Protection
- Safeguarding
- Images

LA Model Policies

- Whistleblowing
- Allegations Against Staff

12/38 COMMITTEE REPORTS

Staffing and Finance

Maggie Willett reported an estimated end of year carry forward of £43,000. Governors noted that this sum would not trigger a claw-back from the local authority.

Governors were pleased with this healthy financial state and expressed their gratitude to the Staffing and Finance Committee for its careful budget management.

12/39 LIVERPOOL LEARNING PARTNERSHIP (LLP)

Ruth Town outlined the development of the LLP and the Education Commission that had been formally launched at an event held on 01 October.

LLP would comprise an Executive Board overseeing two strategic groups focusing on universal provision and targeted support. LLP would ensure that the most vulnerable children across the city would be provided for.

Liverpool's move to a Mayoral process had attracted monies, some of which had been diverted to education. The Mayor was committed to a policy of 'no child left behind'. The Education Commission will investigate and report back on education across the city. The findings of the report would inform LLP's strategic thinking and commissioning.

Schools would be invited to support LLP's collaborative approach by endorsing its initial principles allowing it to move forward and establish a legal status. The governors agreed to support this.

12/40 GOVERNING BODY ITEMS

i. Governors Review Day 26 September

Ruth Town circulated headlines of the review day. Governors felt the day had been success. The need to formalise arrangements for Class Link Governors was noted.

GB

ii. Liverpool Governors' Forum

Kathy Desmond reported that the Chair of Liverpool Governors' Forum would also serve on the Acting Executive of LLP; Liverpool Governors' Forum had already secured additional governor representation on the Schools' Forum. In addition, the Headteacher Management Associations had agreed to support the Governors' Forum and assist in increasing its membership subscriptions.

iii. Training

Judith Roberts circulated training opportunities for governors who were encouraged to attend courses of interest.

12/41 DATE AND TIME OF FUTURE MEETINGS

A schedule of meetings for the 2012/13 academic year was circulated.

There being no other business the meeting was closed at 6.40pm.