



**MINUTES OF THE MEETING OF  
THE GOVERNING BODY OF ST MICHAEL'S IN THE HAMLET PRIMARY  
SCHOOL HELD ON TUESDAY 6 DECEMBER 2011 AT THE SCHOOL**

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**PRESENT**

Kathy Desmond – Vice Chair  
Julie Millican  
Dave Patmore  
Stephen Yip

Ruth Town - Headteacher  
John Coyne  
Charles Dickinson  
Irene Paisley

**ALSO PRESENT**

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

**11/30 APOLOGIES FOR ABSENCE**

*Action*

Apologies for absence were received from A Patmore, S Doherty, J Gargan, R Levy, P Rylands, and S Owen. In the absence of A Patmore, K Desmond chaired the meeting.

**11/31 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. A council member had run for Lord Mayor of the Junior School Parliament.
- II. The new school field name had yet to be confirmed.
- III. £350 had been raised for KIND, and was presented to S Yip.
- IV. The Council was developing a fair trade policy. It was agreed that SYip would represent the governing body on the steering group, which was developing the policy.

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

**11/32 DECLARATION OF INTEREST**

There were no declarations of interest for this meeting.



### **11/33 MINUTES OF THE PREVIOUS MEETINGS**

The revised minutes of 24 May 2011 were approved as a correct record.

The minutes of 27 September 2011 were approved as a correct record, with the following amendments:

- i. Page 3 Item 11/19 g) replace “formerly” with “formally”
- ii. Page 4 Item 11/20 i) replace “formerly” with “formally”
- iii. Page 6 Item 11/25 ii) replace “formerly” with “formally”

### **11/34 MATTERS ARISING**

The following matters arose from the minutes:

- i. Item 11/20 ii Link Governors – R Town circulated a list of designated / link governors.

### **11/35 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 athletics team had won their semi final at Everton Park Sports Centre. Ms Town commended the support the team gave to each other.
- ii. Following further discussions it had become apparent that the agenda for the teaching school status partnership with Matthew Arnold was not what was previously thought. Teaching schools would be responsible for schools which the DfE had forced to become academies and would draw down funds directly from the DfE. Ms Town felt that this would be less equitable and less transparent than the current arrangements and would conflict with the schools ethos of provision for all. Ms Town had discussed the matter with the Chair and it was agreed to withdraw from the partnership. The Curriculum Committee had endorsed the decision to withdraw. Governors agreed to endorse the decision to withdraw from the partnership.
- iii. The agreement with the Leverhulme trust, to fund the new sports field, was being finalised. The funds would come in three instalments of £5000 each. The name for the new field would have to be approved by Buckingham Palace. Once this had been done a date for an opening ceremony would be set in the spring term.
- iv. The solar panel had been installed. The company which



installed the panels had performed extremely well and did not interrupt the operation of the school, Ms Town stated she would recommend them to other schools. Ms Town thanked M Willet for her hard work on this issue. The panels would be monitored by the children from the ICT suite.

The Chair thanked Ms Town for her report.

## **11/36 COMMITTEE REPORTS**

Governors received the following committee reports:

- i. Buildings & Grounds – a health & safety audit had been carried out and the school had scored 100% success rate
- ii. Finance – the in year budget deficit was £7000, with a carry forward figure of £21,000. The revised budget was approved. The Local Authority had offered the school three options for paying for the equal pay settlements. Option 1 was to pay it all in one lump sum, option 2 was annual instalments of approximately £10,000, option 3 was take out a loan from the LA and pay it back over twenty years. Governors agreed to option 3 as it was felt that this was the most advantageous to the school.
- iii. Curriculum – J Milligan should be listed in those present.

## **11/37 CHILD PROTECTION**

L Richards gave a presentation on safeguarding and child protection. The key points of the presentation were as follows:

- i. The school had been judged to be outstanding for safeguarding in the last OfSTED report.
- ii. Governors were encouraged to attend the training offered by the LA and to attend the inhouse training.
- iii. L Richardson would circulate the Making Sense of Safeguarding booklet, which details governors' responsibilities.
- iv. There were 24 safeguarding / child protection policies and different sets of records.
- v. Abuse can show itself in many different forms. The job of staff was look for patterns of behaviour and changes in a child's demeanour.
- vi. It was important to build up a picture and collect information, and to ensure that information was shared with the appropriate agencies.
- vii. Attendance was one possible indicator that there may be a safeguarding issue. Persistent absentees and children missing in education were of particular concern.



Consequently the school has rigorous procedures for monitoring attendance. Governors commended Gill Larsen for her role in monitoring attendance.

- viii. The emphasis was on learning from serious case reviews and a joint agency approach.
- ix. A safeguarding audit was completed once a year.
- x. Governors approved the Safeguarding and Child Protection policies.

The Chair thanked L Richards for her presentation.

### **11/38 GOVERNING BODY ITEMS**

- i. Term of office Chair and Deputy Chair – Governors discussed varying the term of office of the Chair and Deputy Chair, in order to provide consistency. However, following discussion, it was proposed the Governing Body adopt a policy whereby the Chair and Deputy Chair would be expected to serve a minimum of two years and a maximum of four years. A vote was taken, there were six votes in favour and one against. The policy was therefore adopted.

### **11/39 DIRECTOR'S ITEMS**

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

- i. DfE School Funding Consultation.
- ii. Governor Representation at Schools Forum.
- iii. Liverpool School Improvement Partners
- iv. Headteacher Performance Management.
- v. Headteacher Care and Well Being
- vi. Locality Teams Governance and Operation.
- vii. Post BSF Proposals for Secondary Schools

### **11/40 DATE AND TIME OF FUTURE MEETINGS**

Curriculum Committee – Wednesday 25 January 9.00 am  
Buildings & Grounds Committee – Wednesday 25 January 1.30 pm  
Finance Committee – Wednesday 25 January 2.00 pm  
Full Governors Tuesday 7 February 4.30 pm