



**MINUTES OF THE MEETING OF  
THE GOVERNING BODY OF ST MICHAEL'S IN THE HAMLET PRIMARY  
SCHOOL HELD ON TUESDAY 27 SEPTEMBER 2011 AT THE SCHOOL**

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**PRESENT**

Amanda Patmore - Chair  
Kathy Desmond – Vice Chair  
Sara Doherty  
June Gargan  
Julie Milligan  
Dave Patmore  
Paul Rylands

Ruth Town – Head Teacher  
John Coyne  
Paul Fitzgerald  
Raphael Levy  
Stella Owen  
Irene Paisley

**ALSO PRESENT**

Maggie Willett – Associate Member  
Lisa Richards – Associate Member  
Judith Roberts – Associate Member  
Ann Whitelaw – Acting Clerk

**11/12 SCHOOL COUNCIL**

*Action*

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 (power point presentation) of the School Council membership and aims and values. The following points were raised:-

- I. To become a Fair Trade School
- II. To form global links with other schools
- III. To become even more eco friendly with the establishment of an ECO Council.

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

**11/13 SUBSTANTIVE DATA OVERVIEW**

Laura Moreton was welcomed to the meeting.

She provided an overview on pupil progress (Breaking Down Barriers). The following points were highlighted:-

- I. Progress
  - a) Progress at two sub levels in a year was considered “good”.
  - b) Progress above two sub levels in a year was considered as “accelerated” progress.
  - c) Below two sub levels of progress in a year (for an average ability’ pupil)) is not considered “good” progress.



- d) 89% of pupils made good or accelerated progress at KS1
- e) 47% of pupils achieved level 5 in Maths.
- f) Low achievers were identified and targeted with intervention strategies. This had proved successful.

## II. Progress for the Academic Year 2011/2012

- I. SEN pupils made good progress in reading, writing and Maths KS1
- II. Five pupils in the whole of KS2 had made only one sub level of progress

## III. Discreet Data Group

- a) There had been an emphasis on second language pupils.
- b) Gender differentials had greatly reduced by channelling into the things boys had found interesting (i.e. Harry Potter etc).
- c) Free School Meals

The Head Teacher stressed that this process had had a huge impact on progress.

Laura Moreton was thanked for her update.

## **11/14 ELECTION OF CHAIR**

Raphael Levy expressed concern that he had not received formal papers for this meeting. The Head Teacher advised that she had been assured by the Governors Services Team that this would not happen again.

The Governing Body agreed that the length of the term of Office for the Chair and Vice Chair should be an agenda item for the next full business meeting of the Governing Body.

Amanda Patmore had submitted her formal nomination for Chair of the Governing. Irene Paisley seconded this. There were no other nominations. Amanda Patmore was unanimously elected as Chair of the Governing Body.

Amanda Patmore thanked Kathy Desmond (outgoing Chair) for her dedication throughout her time as Chair.

## **11/15 ELECTION OF VICE CHAIR.**

Dave Patmore withdrew his formal nomination.

Kathy Desmond had formerly submitted a nomination for Vice Chair of the Governing Body. Stella Owen seconded this. There were no other nominations.

11 Governors voted in favour and one Governor abstained.

Kathy Desmond was duly elected as Vice Chair of the Governing Body.



## 11/16 APOLOGIES FOR ABSENCE

Apologies for absence were accepted from Paul Fitzgerald, Stephen Yip and Charlie Dickinson.

## 11/17 DECLARATION OF INTERESTS

- I. Governors completed declarations of interest proformas and returned them to the Head Teacher to maintain a register on behalf of the Governing Body.
- II. John Coyne declared a formal interest in this meeting as a member of the "Friends of Tramway"

## 11/18 ITEMS OF ANY OTHER BUSINESS

None

## 11/19 MINUTES OF THE PREVIOUS MEETING HELD ON 24 MAY 2011

### I. Accuracy

The minutes of the previous meeting were considered and the following points of accuracy raised;-

- a) Page 1 Attendance  
"Lisa Richards was present"  
"Sara Doherty" *not* "Sarah Doherty"
- b) Page 1 Minute 02 Apologies for Absence  
"An apology for absence" *and not* "Apologies for absence"
- c) Page 2 Minute 04 School Budget 2011/12  
"Governors thanked MW" *not* "Governors thanked MG"
- d) Page 3 Minute 08 OfSTED  
"Recent success" *not* "recent a success"  
"Believe school has an outstanding capacity for improvement" *and not* "a good capacity for improvement"
- e) Page 3 Minute 09 Parent/Governor Forum  
"Hot dinners and packed lunches were now being eaten" *and not* "were now being eaten together"  
"Carol O'Farrell (School Cook) was working well" *and not* "working out well".  
"FOSM" *not* Fossums"  
"School PTA needs to be established" *and not* "re established".
- f) Page 4 Minute 10 Solar Panels  
"It was agreed that Brendan Purcell be invited to the next meeting of the Finance Committee meeting" *and not* "invited to the next sub committee"
- g) Page 4 Minute 11 Date and Time of Next Meeting  
"It was agreed that committee meetings would be scheduled every half term" *and not* "each half term"

The Governing Body formerly requested that the minutes of the previous meeting be reproduced as they contained so many errors. Only when they had been resubmitted would they be considered for approval at the next full business meeting of the



Governing Body.

ii. Matters Arising from the Previous Minutes

There were no matters arising from the minutes of the previous meeting.

**11/20 GOVERNING BODY ORGANISATION**

I. Committee Structure, Membership and Terms of Reference

The Governing Body formerly resolved to approve and adopt the committee structure, membership and terms of reference proposed at the last full business meeting of the Governing Body.

It was noted that as the Curriculum Committee had not met, the terms of reference would be reviewed at the next committee meeting.

II. Designated Governors

The Governing Body resolved to formerly approve the designated Governors nominated at the previous meeting held on 24 May 2011. It was agreed that the Head Teacher circulate the updated list to Governors.

**11/21 HEAD TEACHER'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 Head Teacher had met with the Lord Lieutenant about the naming of the school field St Charles Catholic Primary School would be offered 1.5 days per week curriculum usage of the field. The Head Teacher had sought advice from the L.A. in drawing up an SLA to cover this arrangement. John Coyne agreed to make enquiries through the L.A. to expedite this. Maintenance of the field would cost £3500 per annum.
- II. Toxteth collaboration (17 schools) had been established as a non profit making business. This school was a member of the collaborative. A consultant had been assigned and drawn up the three key areas for improvement. This would help determine services for commissioning in the future.
- III. The Head Teacher had been approached by the Head Teacher of Matthew Arnold Primary School to form part of a bid (involving six local Primary Schools) to be accredited with Teacher – School status. This would enhance best practice and enable schools to work as a collaborative in terms of bidding. Leadership development (Lead Facilitators) would be developed and marketed for other schools to receive training.
- IV. The School Development Plan was circulated. Governors were asked to provide their feedback at the next full business meeting of the Governing Body.
- V. Overall attendance had improved. Only five pupils at the school were considered as Persistent Absentees (PAs). The Governing Body recorded their thanks to all those who involved in their



continuing hard work to improve attendance. It was noted that changes to the EWO service were currently being considered by the Local Authority.

- VI. Raphael Levy suggested that international links with a school in France could continue to be developed. It was agreed that the assigned Teacher continue to lead on developing links with France. She would disseminate future information to Governors as necessary.
- VII. It was noted that improving writing was an ongoing target for the school.

The Head Teacher was thanked for her report.

## 11/22 REPORTS OF COMMITTEES

### I. Buildings, Grounds, Health and Safety Committee (14 September 2011)

The Governing Body reviewed the minutes of the committee meeting held on 14 September 2011.

### II. Link Governor/Class Link

The Head Teacher asked whether Governors still wished to be linked to individual classes. She indicated that Teachers welcomed this opportunity. She recommended termly contact. This could be done by e mail or video link should any Governor have difficulty visiting school.

Raphael Levy indicated that he would not be in a position to take up this opportunity this year, having heavy commitments in his role as a Designated Governor.

The Head Teacher agreed to look at the allocation of Governors to classes and feedback to the next full business meeting of the Governing Body.

## 11/23 REPORTS OF LINK GOVERNORS

It was agreed that Amanda Patmore be Designated Governor for Safeguarding and Raphael Levy be Designated Governor for Science and Numeracy).

It was also agreed that the Head Teacher circulate an up to date list of Designated/Link Governors.

## 11/24 SOLAR PANELS/FIELDS UPDATE

The Head Teacher provided feedback from the extraordinary business meeting of the Finance Committee meeting. The following points were raised:-

- I. The committee had recommended that solar panels be purchased



- (rather than leased) as this would be a benefit to the national grid.
- II. The panels would reduce the carbon footprint for the school.
  - III. The committee had considered three quotes and recommended MGL:  
A down payment of £12000 and then three x £5000 per year. The solar panels would then belong to the school. (£27,000). This was affordable to the school.
  - IV. The panels would be south facing.
  - V. The Head Teacher had approached by the Lord Lieutenant to formally open the field. She had suggested that this be part of the Queen's Diamond Jubilee celebrations. She suggested that £5000 per year over three years could be donated to the school and in return the signage for the field would be in honour of the Queen's Diamond jubilee. This meant that this money could be used to offset the cost of the solar panels.  
The Governing Body agreed to hold a competition for pupils to name the field (in honour of the Queen).

The Governing Body resolved to formally approve the award of the contract to purchase solar panels to MGL.

The Governing Body also resolved to accept the proposal from the Lord Lieutenant.

## **11/25 ANY OTHER BUSINESS**

- I. The Head Teacher circulated copies of the reviewed and revised form 1 as recommended by the Finance Committee meeting. The proposed sum to be carried forward was now £38,000. £12,000 of this had been identified to pay towards the cost of solar panels.  
The Governing Body resolved to formally approve and adopt the changes to form 1 as presented by the Head Teacher. This was signed by the Chair.
- II. The Head Teacher advised that the School Fund Account had been formerly audited and found to be sound. This was signed by the Chair.  
The Governing Body thanked the School Business Manger for her continued hard work.

## **11/65 WHITE PAPER**

The Head Teacher provided an update on the White Paper. The following points were raised:-

- I. Revising Teacher Training (More done through schools using Teacher – Schools)
- II. Changing NPQH (more like MA) to enable those without teaching backgrounds to access Senior Leadership posts within schools.
- III. Enhancement of School Academies (failing schools would be turned into academies).
- IV. Revised OfSTED criteria:-
  - a) Pupil Achievement
  - b) Quality of teaching



- c) Leadership and Management
- d) Behaviour and Safety of pupils
- V. The National College to be reshaped
- Vii Work on the new Primary Curriculum to be implemented from September 2012.
- Viii SATs to be revised.
- Viv Implementation of Reading tests for 6 year olds

The Head Teacher was thanked for her presentation.

## **11/27 RESIDENTIAL VISITS POLICY**

The Governing Body considered the following policies which had been previously circulated:-

- I. Care and Control Policy (with alterations suggested by Kathy Desmond.
- II. Child Protection Policy (with alterations suggested by Kathy Desmond)

The Governing Body resolved to formally approve and adopt the policies with the suggested alterations.

It was noted that the Chair and Dave Patmore had attended safeguarding training. She stressed the need for all Governors to undertake safeguarding training.

Judith Roberts agreed to circulate training courses available for Governors.

It was agreed that Lisa Mitchell and Judith Roberts liaise to provide safeguarding training for Governors.

Sara Doherty asked that the inset training timetable be re circulated to all Governors.

## **11/28 EXECUTIVE DIRECTORS ITEMS (AUTUMN 2011)**

Not available.

## **11/29 DATE AND TIME OF MEETINGS**

Tuesday 6 December 2011, 4.30 pm at the school.