

**MINUTES OF THE MEETING OF
THE GOVERNING BODY OF ST MICHAEL IN THE HAMLET PRIMARY SCHOOL
HELD AT 4.30^{PM} ON TUESDAY 10 FEBRUARY 2015 AT THE SCHOOL**

PRESENT

Amanda Patmore - Chair
Rachel Brackenridge
John Coyne
Tom Calderbank
Sara Doherty
Damion Ewing
Anna Key
Irene Paisley
Dave Patmore
Ruth Town

ALSO PRESENT

Nic Corke – Associate Member
Judith Roberts – Associate Member
Lisa Richards - Observer
Terry Brown - Clerk

15/01 APOLOGIES FOR ABSENCE

Action

Apologies for absence were received from K Desmond and C Dickinson.

15/02 REGISTER OF INTERESTS

- i. There were no changes to the register of interest.
- ii. There were no new declarations in respect of agenda items.

15/03 PUPIL COUNCIL REPORT

Lauren and Lyra of the School Council gave a report. The key points were as follows:

- i. £288.80 had been raised for Marie Curie.

Action

- ii. The School Council had entered a photo competition run by the Rotary Club. Year 6 representatives had attended a prize giving dinner.
- iii. A survey of Key Stage 2 pupils indicated that over half were prepared to pay for the fruit given out on Fridays.
- iv. An invitation to take part in flag designing competition had been received. The competition was to celebrate 750 years of Parliament and the winning flag would be flown in Parliament Square.
- v. The School Council was looking at fund raising events for Red Nose day.

Governors asked what ideas the School Council had for Red Nose Day. Lauren and Lyra explained that the School Council was thinking about a celebrity fancy dress day.

The Chair thanked the Lauren and Lyra for the report.

15/04 APPOINTMENT OF COMMUNITY GOVERNOR

It was agreed to re-appoint A Patmore as a community governor for a further term from 13 March 2015..

15/04

MINUTES OF THE MEETING 02 DECEMBER 2014

The minutes of the meeting 02 December 2014 were approved as a correct record and signed by the Chair.

15/06 MATTERS ARISING FROM THE MINUTES

There were no matters arising from the minutes.

15/07 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. Finance & Staffing – Governors approved the School Financial Value Standard documentation for submission to the Local Authority.

Action

15/08 HEADTEACHER'S REPORT

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

- i. Disqualification criteria – governors were advised of the requirement for staff to sign a declaration stating that they nor anyone within their household was not subject to the disqualification criteria for working with children. If it was found that someone within the member of staff's household was subject to the disqualification criteria, the member of staff would be suspended, or relocated to position where they would not be working with children unsupervised, while an investigation took place and the matter would be referred to Ofsted for a decision as to whether the member of staff could continue to work with children. Governors were not required to sign the declaration unless they had unsupervised contact with children. Governors expressed concern that the requirement to make a declaration about other members of a household could amount to guilt by association with possible data protection and employment law issues. Mrs Town explained that she had sought extensive guidance from the local authority safeguarding and human resources officers, and while the concerns raised may have validity safeguarding law overrides all other concerns and the declaration was legal requirement which must be complied with. It was agreed that governors would be asked to complete the declaration as they did have unsupervised contact with children.

Action

Governors asked the following questions:

- a) In the event of member of staff making a declaration that subsequently turns out to be incorrect, what would happen to the member of staff?
- b) Had any of the declarations signed by staff indicated that there may be people they are associated with who are subject to the disqualification criteria?

Mrs Town responded as follows:

- c) If it was established that the member of staff had knowingly made a false declaration this would be disciplinary matter.
- d) The contents of the declarations were confidential and could only be viewed by the Headteacher and those involved in any

investigation should that prove necessary.

Action

- ii. Resource Provision – one reception age child had been admitted to the Resource Provision and one child had left

15/09 RATIFICATION OF POLICIES

Governors reviewed and approved the E Safety policy. It was agreed that given the increasingly rapid development of technology this policy should be reviewed twice a year beginning with the first meeting in the autumn term. It was agreed that the presentation given at the recent twilight training session would be circulated to governors.

RT

15/10 LIVERPOOL LEARNING PARTNERSHIP / DGT UPDATE

These items covered in the Headteacher's report.

15/11 GOVERNING BODY ITEMS

Governors considered the following items:

- i. Skills audit – all governors had completed the skills audit and the results had been collated. No particular skills gap had been identified.
- ii. Reconstitution – following a comprehensive discussion it was agreed that the new composition of the governing body be as follows: 1 staff governor, the Headteacher, 1 LA governor, 4 parent governors, and 5 co-opted governors. Total number of governors would be 12. J Coyne indicated that he would not seek another term of office. It was agreed that next governors meeting would determine the effective date for the new constitution and how governors would be allocated to governor positions in the new constitution.
- iii. Delegation Planner – the working group had met and reviewed the delegation planner and presented a revised version for governors' approval. Governors approved the delegation planner.
- iv. Committees – it was agreed that committees would be restructured so that there would be only two committees, a resources committee which would encompass finance staffing and premises, and a curriculum / standards committee. It was also agreed that the committees and the full governing body would meet three times a year.

15/12 DATE AND TIME OF FUTURE MEETINGS

Full Governors – Tuesday 19 May 4.30 pm

There being no other business the Chair closed the meeting at 6.45 pm