

**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 19 MAY 2015 AT THE SCHOOL**

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**PRESENT**

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

**ALSO PRESENT**

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

**15/13 APOLOGIES FOR ABSENCE**

**Action**

Apologies for absence were received from N Corke.

**15/14 REGISTER OF INTERESTS**

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

**15/15 PUPIL COUNCIL REPORT**

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

- i. £288.80 had been raised for Marie Curie and £982 had been raised

for Comic Relief

- ii. School Council representatives had attended a City Council meeting at the town hall.
- iii. A collection had been held for the foodbank.
- iv. The School Council had negotiated the continuation of Free Fruit Fridays and to allow football for the Juniors.
- v. The School Council had met with Mrs Town to discuss water bottles.

Action

Governors asked what the problem with the water bottles was and what was the most challenging issue for the School Council?

Lois and Lyra explained that the problem with the water bottles was that they get dirty and cloudy. The most challenging issues for the School Council were girls' football and children getting rough when playing football. Mrs Town noted that in her discussions with the School Council they always offered sensible solutions to problems.

The Chair thanked the Lois and Lyra for the report.

#### **15/16 MINUTES OF THE MEETING 10 FEBRUARY 2015**

The minutes of the meeting 10 February 2015 were approved as a correct record and signed by the Chair.

#### **15/17 MATTERS ARISING FROM THE MINUTES**

The following matters arose from the minutes:

Item 15/08 Disqualification Criteria- Mrs Town explained that she had received an update from P Cooper, School Improvement Safeguarding Officer. Staff were no longer required to complete the disqualification form but the information would be included in the letter of appointment and staff would be directed to the DfE website where they could download and sign the form if they wished.

#### **15/18 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:

Action

- i. Finance & Staffing – Governors were circulated with the proposed budget for 2015/16. The balance from 2014/16 was £45,615. The budget included the cost of an additional Year 6 teacher for one year, the member of staff returning from maternity leave would not be classroom based but would be focussing on interventions. The projected in year deficit was £20,000, but there may be additional income from high needs SEN funding and Early Years Pupil Premium. Staffing costs had risen for 88% of the budget to 94%; governors noted the need to monitor this ratio closely.

Governors asked the following questions:

- a) Would it be possible to put some money aside to fund building projects?
- b) Could the school make its own arrangements for the school crossing patrol?
- c) When will we know how much high needs and early year pupil premium funding we will be getting?

Mrs Town responded as follows:

- a) It should be possible to set aside money for building projects but it would depend on what the final income figure was.
- b) It would be problematic for the school to make its own school crossing patrol arrangements. The Local Authority service provides fully trained staff and the service includes insurance.
- c) It was hoped that the income figures for high needs pupils and the early years pupil premium would be available before the end of the school year.

## 15/19 HEADTEACHER'S REPORT

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

- i. The number of children on roll continued to rise and was now at 471. Reception was full and there was a waiting list of 17. Some admission appeals were expected.
- ii. Year groups 3 & 4 won the area indoor athletics competition and were now through to the grand final.
- iii. Year groups 5 & 6 were to take part in the BBC's Ten Pieces

musical event. The event involves 600 children performing at the Pier Head and will be televised.

- iv. The school had raised £1000 for the Baha Trust in Nepal. Mrs Town thanked J Sayer for her hard work on this project.
- v. A balloon released by the school had reached a school in Denmark; consequently links were being developed with this school.
- vi. Year 6 leaving celebrations were to be held at Hope University 10 July.
- vii. Expectations in relation to standards had been raised significantly, 85% of children would be expected to achieve the national floor targets.
- viii. Governors noted that the move to three classes in Year 6 was a positive one.
- ix. Governors requested a clearer format for the recording of staff absences in the headteacher's report. Mrs Town agreed to look into this.

RT

**Governors asked the following questions:**

- i. Has there been any progress in making links with a rural school?
- ii. Could Liverpool Learning Partnership provide assistance with the new assessment scheme?

Mrs Town responded as follows:

- i. There had been no progress as yet in making links with a rural school.
- ii. School Improvement Liverpool was running a pilot assessment scheme and providing schools with assistance.

## **15/20 RATIFICATION OF POLICIES**

Governors reviewed and agreed the following policies:

- I. Whistleblowing
- II. Shared Parental Leave
- III. Consultation
- IV. Flexible Working
- V. SEND

## **15/21 LIVERPOOL GOVERNOR'S FORUM**

K Desmond gave a report. The key points were as follows:

- i. LGF was looking to obtain examples of best practice in the use of pupil premium funds.
- ii. LGF was in discussions with the Board of Trade with regard to recruiting people from the business sector to serve as governors.
- iii. LGF meetings were now held at different schools.

#### **15/22 LIVERPOOL LEARNING PARTNERSHIP / DGT UPDATE**

Mrs Town gave a report. The key points were as follows:

- i. The CEO post for LLP had been advertised. The Executive Board was to meet 20 May to look at the applications.
- ii. Schools were being asked to sign up to LLP for three years.
- iii. Ten pupil premium pupils were visiting the London and the Houses of Parliament 9/10 June, along with pupils from four other DGT schools.

Governors asked how the pupils were selected for the London trip.

Mrs Town explained that they were selected randomly.

#### **15/11 GOVERNING BODY ITEMS**

Governors considered the following items:

- i. Reconstitution – following a discussion it was agreed that D Patmore would remain as the Local Authority governor, R Brackenridge would remain as the staff governor. It was agreed that the staff, LA, and parent governors (excluding those seeking appointment as co-opted governors) would meet Tuesday 23 June to agree the appointment of five co-opted governors. It was agreed that the constitution agreed at the previous meeting would be effective from 23 June 2015.

#### **15/12 DATE AND TIME OF FUTURE MEETINGS**

Full Governors – Tuesday 23 June 1.30 pm

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