

**MINUTES OF THE MEETING OF
THE GOVERNING BODY OF ST MICHAEL IN THE HAMLET PRIMARY SCHOOL
HELD AT 4.30^{PM} ON TUESDAY 20 MAY 2014 AT THE SCHOOL**

PRESENT

Amanda Patmore Chair
John Coyne
Kathy Desmond
Charlie Dickinson
June Gargan
Laura Moreton
Irene Paisley
Nicola Pih
Dave Patmore
Ruth Town

ALSO PRESENT

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

14/14 APOLOGIES FOR ABSENCE

Action

Apologies for absence were received from P Fitzgerald, D Ewing, A Key, S Doherty and School Council Representatives.

14/15 REGISTER OF INTERESTS

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

14/16 PUPIL COUNCIL REPORT

In the absence of the School Council representatives R Town gave a report. The report focussed on relations with the school in Nepal. The key points were as follows:

- i. £220 had been raised for the school in Nepal.
- ii. Donations of two laptops and seven cameras had also been made.
- iii. The pen pal scheme continued and was proving to be a very successful programme.
- iv. The School Council was looking at producing a DVD, and skyping with children in Nepal, if the Nepalese school had the required technology.
- v. Nepalese teachers were to visit St Michael in the Hamlet in July.
- vi. It was agreed that the Chair would write to the School Council thanking them for their hard work.

AP

The Chair thanked the R Town for the report.

14/17 MINUTES OF THE MEETING 11 FEBRUARY

The minutes of the meeting 11 February were approved as a correct record and signed by the Chair, with the following amendments:

- i. Item 14/03 ii Fundraising – should read “The monies raised on the fundraising day was split evenly with half going to Sports Relief and half going to the school in Nepal”.

14/18 MATTERS ARISING FROM THE MINUTES

The following matters arose from the minutes:

- i. Item 14/03 ii School Council Fundraising – Governors noted that clarification was required with regard to the fund raised on Sports Relief day. R Town explained that the letter to parents did explain that it was a joint fundraising day with some of the money going to Sports Relief and some going to the school in Nepal. It was agreed amend the minute to reflect this. It was also agreed that, in future, fundraising events for different organisations would be held on different days to avoid confusion.
- ii. Item 14/03 vi School Council ESafety – the ESafety committee had been established; each member of the committee was acting as an ESafety buddy for other children.

14/19 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. Appointments had been made to the EYFS (Early Years Foundation Stage) lead and Year 3 class teacher vacancies. An appointment had also been made for one-year maternity cover.
- ii. The proposed car boot sale scheduled for 24 May would now take place in July, subject to relevant approval from the City Council

14/20 FINANCE REPORT

M Willett presented a report. The key points were as follows:

- i. The draft budget for 2014/15 had been examined in detail by the Finance and Staffing Committee.
- ii. The projected balance was £32K with an in-year balance of £11,388.
- iii. Income and expenditure for the universal provision of school meals for Key Stage 1 was estimated, as this was a new provision.
- iv. The budget includes all new staffing appointments. *Governors asked whether the budget took account of any pay reviews, M Willett explained that it did.*
- v. The figure for income was a conservative estimate and was expected to increase.
- vi. Governors approved the draft budget for 2014/15.
- vii. Governors reviewed and ratified the draft credit card policy

14/21 HEADTEACHER'S REPORT

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

- i. Years 5 & 6 athletics team had won the City Championships for the 16th time. They had also won the silver medal position in the County Championship. R Town highlighted the pupils' exemplary

behaviour at these events. Governors congratulated the children and staff involved in the events.

- ii. D Patmore had attended the DGT (Dingle Granby Toxteth Network) Inset day, attended by 400 delegates. The event was a very successful example of collaboration.
- iii. The PGL (Peter Gordon Lawrence) residential visits were very successful. Pupil Premium funds were used to enable disadvantaged pupils to attend residential visits. Governors thanked staff for their hard work on such visits.
- iv. The Marvellous Music event in March was very successful. R Town thanked governors for attending. A musical extravaganza was scheduled for 11 July.
- v. The Rainbow Base had been formally registered. All pupils in the base were doing well.
- vi. The school had received a special Fair Trade award, in recognition of its work in this area.
- vii. The weekly data hub meetings continued to an invaluable aid to staff, allowing for the flexible use of resources to meet the needs of children. The data shows that the school's strategies had been effective in narrowing the gap between free school meal and non – free school meal pupils. The data hub was being used as an example of good practice in other schools. Governors asked the following questions:

- (1) As well as showing improved performance by free school meal pupils, does the data show improved performance on aggregate?*
- (2) Will the introduction of universal schools meals provision for Key Stage 1 have an impact on Pupil Premium funding?*
- (3) Will the introduction of the new national curriculum require changes in the way data is collected and analysed?*

R Town responded as follows:

- (1) The school's strategies for improvement impact all pupils and there had been improvements overall.*
- (2) R Town had been assured by the Head of the Benefits Office that they can identify those eligible for Pupil premium funding whether they apply for free school meals or not so there should not be any negative impact on Pupil Premium funding.*
- (3) Progress levels will no longer be used. Progress will be tracked using APS (Average Point Scores). This will show how the school is performing relative to national expectations.*

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| viii. | It was agreed to establish a pay review committee at the first meeting in the autumn term. | Full GB |
| ix. | Governors were invited to the leavers' celebration 18 July. | All |
| x. | L Richards reported on the results of the analysis of questionnaires completed by staff, parents, children, and governors. The overwhelming response was very positive. Areas for improvement were breakfast club and quiet area. The questionnaires would be used to inform future school improvement planning. Governors thanked L Richards for her work on the questionnaires. Although the overall response was positive in the governors responses one governor had indicated that they strongly disagree in number of areas. The Chair stressed that if governors were unhappy with a particular aspect of the governing body's work they need to have a clear grasp of the available evidence and should speak to the Chair before making a judgement. The Chair stressed the need for the governing body to continue to improve its effectiveness in bringing the whole school forward and this required an emphasis in training and a more systematic approach to governor visits. The Chair also pointed out that succession planning played a role in the effectiveness of the governing body and that only three governors had responded to the Chairs attempt to discuss succession planning. | |

14/22 RATIFICATION OF POLICIES

Governors considered the ratification of the following policies that had been previously circulated:

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| i. | Staff Disciplinary – it was agreed to defer ratification of this policy pending clarification on a number of textual issues, clarification on the section dealing with no sanctions, and why the JCC (Joint Consultative Council) had not agreed to the policy. | RT |
| ii. | Grievance and Dignity at Work – the policy was ratified. | |

14/23 LIVERPOOL LEARNING PARTNERSHIP UPDATE

R Town gave the following update:

- i. The tracker tool was in place and was proving to be an extremely effective tool for schools.
- ii. The school was taking part in the LLP led City of Readers

programme which aimed to develop a lifelong love of reading amongst adults and children. L Richards was working on enrichment activities and P Backstrom was working on integrating the programme into the day-to-day curriculum.

- iii. It was agreed to re-affiliate to LLP for the following academic year.

14/24 DINGLE GRANBY TOXTETH NETWORK UPDATE

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

- i. Governors were circulated with the DGT action plan.
- ii. R Town and D Patmore had attended the DGT Chairs and headteacher meeting. Mr Patmore explained the meeting was very useful and focused on headteachers' work life balance. It was proposed to adopt a headteachers' wellbeing strategy that would include regular supervision meetings and two days a year space time for headteachers. On being put to a vote, the proposal to adopt the wellbeing strategy was carried nem con.
- iii. DGT was in the process of setting up an A-Team of teachers who could support vulnerable schools at short notice.
- iv. The affiliation fees for DGT to increase the affiliation fees to support the new activities in the plan. The new fees would be £9K plus £6 per pupil. It was agreed to re-affiliate at the new fee level.

14/25 GOVERNING BODY ITEMS

Governors considered the following items:

- i. Delegation of Authority – it was agreed to defer this item to be considered in conjunction with terms of reference for committees at the first meeting of the autumn term.
- ii. Succession Planning – this item had been dealt with previously.
- iii. Liverpool Governors Forum – LGF was running a writing review competition. K Desmond had attended the Mayors sustainability conference. K Desmond was working with Curious Minds looking at recruiting governors from the business community.

14/26 DIRECTOR'S ITEMS

Governors received information on the following Director's items:

- i. Keeping Children Safe
- ii. School Improvement Liverpool
- iii. Private Fostering.
- iv. Early Help

14/13 DATE AND TIME OF FUTURE MEETINGS

Full Governors - Tuesday 07 October 4.30 pm

Committees:

- i. Curriculum - Wednesday 25 June 9.15 am
- ii. Buildings Health & Safety - Wednesday 25 June 1.30 pm
- iii. Finance & Staffing - Wednesday 25 June 2.30 pm

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