

**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 03 DECEMBER AT THE SCHOOL**

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**PRESENT**

Amanda Patmore - Chair  
John Coyne  
Kathy Desmond  
Charlie Dickinson  
Sara Doherty  
Damion Ewing  
June Gargan  
Julie Millican  
Irene Paisley  
Nicola Pih  
Dave Patmore  
Ruth Town

**ALSO PRESENT**

Judith Roberts – Associate Member  
Maggie Willett – Associate Member  
Laura Moreton – Observer  
Lisa Richards – Observer  
Terry Brown - Clerk

**13/46 APOLOGIES FOR ABSENCE**

**Action**

Apologies for absence were received from C Dickinson. The Chair welcomed T Calderbank, newly elected parent governor, and L Moreton, teacher governor designate, to the meeting.

**13/47 REGISTER OF INTERESTS**

- i. The Clerk would provide T Calderbank with a declaration of interest form.
- ii. There were no new declarations in respect of agenda items.

**TB**

**13/48 PUPIL COUNCIL REPORT**

Two members of the Pupil Council gave a report. The key points were as

follows:

- i. The two members outlined thanked Cllr Coyne for his discussion with School Council regarding the playground.
- ii. £780.37 had been raised for Children in Need.
- iii. School Councillors had volunteered to help with the Christmas Fayre.
- iv. Funds were being raised for a school in Nepal.
- v. The School Council had met with the School shop group to discuss fundraising.
- vi. A junior pupil had won the Juice FM competition to switch on the Christmas lights.

The Chair thanked the two members for their report.

### **13/49 MINUTES OF THE MEETING 21 MAY 2013**

The minutes of the meeting 21 May 2013 were approved as a correct record and signed by the Chair, with the following amendments:

- i. Item 13/39 iii – “Willet” should read “Willett”
- ii. Item 13/39 iv – “barker” should read “bark”
- iii. Item 13/42 ii – “Vegas” should read “Agis”

### **1350 MATTERS ARISING FROM THE MINUTES**

The following matters arose from the minutes:

- i. Item 13/36 vii Data Group – the governor’s data group was to meet in the spring term.
- ii. Item 13/42 ii Dingle Granby Toxteth Network – the directors of Liverpool Learning Partnership (LLP) had agreed to part fund two surplus teachers for the network, to allow intervention and support to schools at an early stage before Ofsted involvement.
- iii. Item 13/42 iv LLP – 118 out of 126 primary schools had joined the LLP, all special schools and all but two secondary schools had also joined.

LR

### **13/51 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. It was agreed that T Calderbank would join the Curriculum Committee.
- ii. Pupil Premium had been increased to £900 and was set to be increased again. The Finance and Staffing Committee reviewed how Pupil Premium was being spent.
- iii. Buildings and Grounds / Health & Safety committee had met with the School Council to discuss playground games, in particular the prohibition on playing tag for health and safety reasons. Governors noted that games should be fun but safe. It was agreed to that the committee would hold a further meeting with the School Council to discuss alternative games.

RT

### **13/52 RATIFICATION OF POLICIES**

Governors considered the following policies, which had been previously circulated:

- i. Governor Allowances – it was noted that the policy proposed to cap allowances. Following discussion, it was agreed to refer this to Finance and Staffing Committee for further consideration.
- ii. Teacher Pay – the policy was ratified.
- iii. Intimate Care – the policy was ratified.

### **13/53 GOVERNING BODY ITEMS**

Governors considered the following items:

- i. Succession Planning – it was agreed to defer this item to the next meeting.
- ii. Governor Action Plan – the updated plan was circulated.
- iii. Attendance at Meetings- the Chair reminded governors of the

importance of attendance at meetings.

- iv. Code of Conduct – the code of conduct was circulated and signed by governors.
- v. Liverpool Governors Forum – the annual general meeting, addressed by the directors of LLP, had been very successful and was very well attended. K Desmond had attended a very successful National Governors Association conference, addressed by a senior HMI (Her Majesty's Inspector) and the Shadow Education Minister.

### **13/54 LLP / LPHA UPDATE**

R Town gave a report on developments with LLP and LPHA (Liverpool Primary Headteacher's Association). The key points were as follows:

- i. The pilot for the tracking system had been launched. St Michael in the Hamlet was one of the pilot schools. The tracking system contained information on children's involvement with social services, education welfare etc., and was unique to Liverpool. The system was already proving to be a very useful tool.
- ii. The Year of Reading was to be launched in the new year. There was already an extensive and innovative programme for the project. The post for director of the project was to be advertised.
- iii. R Town was to meet with Max Steinberg and C O'Brien to discuss how schools could benefit from the forthcoming International Festival of Business.
- iv. R Town was to be interviewed by the BBC Sunday morning politics show.

### **13/55 ANY OTHER BUSINESS**

Governors considered the following items of any other business:

- i. It was agreed to appoint Nic Cork as an associate member. It was further agreed to consider placing a limit on the number of associate members at a future meeting.
- ii. Governors thanked D Patmore for his assistance with the recent health and safety audit.
- iii. Governors thanked all those involved in the school meals audit, in particular governors thanked C O'Farrell and the catering team.

**13/56 DATE AND TIME OF FUTURE MEETINGS**

Full Governors - Tuesday 11 February 4.30 pm

Curriculum– Wednesday 29 January 9.15 am

Finance and Staffing – Wednesday 29 January 2.30 pm

Buildings and Grounds / Health & Safety – Wednesday 29 January 1.30 pm am

There being no other business the Chair closed the meeting at 6.55 pm