

**MINUTES OF THE MEETING OF
THE GOVERNING BODY OF ST MICHAEL IN THE HAMLET PRIMARY SCHOOL
HELD AT 4.30^{PM} ON TUESDAY 11 FEBRUARY 2014 AT THE SCHOOL**

PRESENT

John Coyne
Kathy Desmond
Charlie Dickinson
Damion Ewing
Paul Fitzgerald
June Gargan
Anna Key
Laura Moreton
Irene Paisley
Nicola Pih
Dave Patmore
Ruth Town

ALSO PRESENT

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

14/01 APOLOGIES FOR ABSENCE

Action

Apologies for absence were received from A Patmore, S Doherty, and T Calderbank. In the absence of A Patmore K Desmond chaired the meeting.

14/02 REGISTER OF INTERESTS

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

14/03 PUPIL COUNCIL REPORT

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

follows:

- i. The Council was looking to strengthen the links with the school in Nepal. In particular they were looking to set up a pen pal scheme
- ii. The money raised from Sports Relief was donated to the School in Nepal.
- iii. School Councillors were working the Community Cohesion group.
- iv. The Council was to write a letter to parents regarding parking outside the school. J Coyne noted that the government was proposing changes to parking enforcement regulations. J Coyne agreed to circulate a petition opposing the changes to governors.
- v. The School Council had met with the School shop group to discuss fundraising.
- vi. The Council was working on E-safety information to be presented to assemblies.

JC

The Chair thanked the two members for their report.

14/04 BUDGET

Governors were circulated with the third revised budget. M Willet highlighted the key changes as follows:

- i. The allocation had increased by £40K. This was due to increases in EYFS (Early Years Foundation Stage) and Pupil Premium funding, increased income from Scottish Power, catering, and insurance claims.
- ii. The PE Grant had been reduced.
- iii. Building works and extra resources had been allocated £62k.
- iv. The projected balance was £21K, but this may increase.
- v. Governors approved the revised budget.
- vi. Governors approved the SFVS (School Financial Value Standard) documentation for submission to the Local Authority.

14/05 MINUTES OF THE MEETING 03 DECEMBER 2013

The minutes of the meeting 03 December were approved as a correct record and signed by the Chair, with the following amendments:

- i. L Richards should be recorded as an Observer.
- ii. Item 13/54 iii – “max” should read “Max”
- iii. Item 13/55 i – “Nick Cork” should read “Nic Corke”
- iv. Item 13/55 iii – “Health Schools Award” should read “School Meals

Audit”

14/06 MATTERS ARISING FROM THE MINUTES

The following matters arose from the minutes:

- i. Item 13/50 i Data Group – the data group was scheduled to meet 17 March. It was agreed that D Ewing and N Corke would join the group.
- ii. Item 13/52 Delegation – it was agreed that delegation of authority would be an item for the next agenda.
- iii. Item 13/53 iv Code of Conduct – C Dickenson and N Corke signed the code of conduct.

TB

14/07 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. The school achieved a 100% rating in the recent health and safety review. Governors thanked Tony Shipley, M Willett, Alan Edwards, and Stella Owen for their help during the review.
- ii. *Governors asked whether the Buildings and Grounds / Health and Safety Committee had discussed renewing the paintwork. Mrs Town explained that this was on the agenda for Easter.*
- iii. *Governors asked whether Pupil Premium funds were only spent on eligible pupils, and whether the school evidenced the impact of the spending. Mrs Town explained that, while it was difficult to relate funding to individual pupils, the spending was focussed on narrowing the gap for eligible pupils. There was a robust process for monitoring the impact of the spending, and the data shows that it has been effective. A statement detailing Pupil Premium spending was available on the website. K Desmond was to attend the data hub meeting at which there would be discussion on narrowing the gap and individual pupil progress.*

KD

14/08 HEADTEACHER'S REPORT

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

- i. The number of pupils on roll had risen to 464. This was an increase of 30 and was expected to further increase to 483 by Easter.
- ii. Governors thanked all the staff and Jess Tsai in particular for retaining the Health Schools Award
- iii. The school had achieved joint first place in the indoor athletics semi-final and would move on to the final. The school had also won the swimming gala.
- iv. The spring concert was scheduled for the 12 March.
- v. Formal consultation to formally register the rainbow Base provision was underway and would go to City Council for a decision in April.
- vi. Mrs Town advised governors of recent changes in the Ofsted inspection process. *Governors asked whether an Ofsted inspection was imminent and whether the school could provide the necessary evidence to support a good judgement. Mrs Town explained that the collaborative review, held in December with the School Improvement Partner and network consultant, had confirmed the Senior Leaderships Team's judgements in respect of the schools performance, the schools self-evaluation form was also being updated to reflect the latest judgements. Mrs Town stated that she was confident the school would maintain its good judgement but, given the changes in the inspection process and the nature of the school as an inclusive one with children from all backgrounds and abilities, it may be difficult to achieve an overall outstanding judgement, although the school will continue to work hard to achieve this.* It was agreed to prepare a crib sheet for governors and to circulate the Ofsted grade descriptors. Governors noted that, thanks to this inclusive and holistic approach, the school had improved and continued to do so and wished this to be relayed to staff. *Governors asked to be presented with case studies showing improvements for individual children. Mrs Town explained these could be presented in an anonymised form at the data hub meetings.*
- vii. Attendance had improved to 95.2% for the autumn term. This was above the national average. There were now only three persistent absentees. Governors thanked G Larson and L Richards for their work on improving attendance.
- viii. *Governors asked about the recycling of tetra packs, given that they could not be put in the normal recycling bins. Mrs Town agreed*

RT
NC

that this could be referred to the Eco group.

14/09 RATIFICATION OF POLICIES

Governors ratified the following policy, which had been previously circulated:

- i. Governor Allowances

14/10 LIVERPOOL LEARNING PARTNERSHIP UPDATE

Mrs Town gave the following update:

- i. LLP accounts were being prepared for publication. The accounts indicate that while schools paid £3 per pupil the Partnership had spent on average £16 per pupil.
- ii. The tracker tool was scheduled to go live in April. St Michael in the Hamlet had been one of the pilot schools and the tracker tool had already proven to be very useful.
- iii. Jane Davies, manager of the Readers Organisation, had been appointed as Managing Director for the Year of Reading.
- iv. LLP continued to work on outcomes for the Mayor's education report.

14/11 GOVERNING BODY ITEMS

Governors considered the following items:

- i. Succession Planning – the Chair was to discuss roles and aims with individual governors.
- ii. Governor Action Plan – the updated plan had been previously circulated.
- iii. Membership – M Willet's term of office, as an associate member was due to end and she did not wish to be re-appointed. Governors thanked Mrs Willett for her hard work and support over many years.
- iv. Liverpool Governors Forum – a request for details of activities during the Year of Reading had been circulated to all Chairs. It was noted that the government wished to move away from the

ALL

stakeholder model of governance and was pushing for skills based governor appointments. LGF was looking the sharing of teacher expertise and good practice.

14/12 DIRECTOR'S ITEMS

Governors received information on the following Director's items:

- i. Looked After Children Pupil Premium
- ii. School Improvement Service
- iii. Liverpool Pupil Attendance.
- iv. Attachment Syndrome

14/13 DATE AND TIME OF FUTURE MEETINGS

Full Governors - Tuesday 20 May 4.30 pm

Committees were scheduled to meet 26 March subject to possible industrial action.

There being no other business the Chair closed the meeting at 6.35 pm