

**MINUTES OF THE MEETING OF
THE GOVERNING BODY OF ST MICHAEL IN THE HAMLET PRIMARY SCHOOL
HELD AT 4.30pm ON TUESDAY 08 OCTOBER 2019 AT THE SCHOOL**

PRESENT

Amanda Patmore – Chair
R Brackenridge
J Ellis
Keith Hitchman
Oonagh Jaquest
Nena Mitchell
Laura Moreton
David Patmore
Laura Pilgrim
Laura Yallop

ALSO PRESENT

Chris Jones – Acting Deputy Headteacher
Terry Brown - Clerk

19/25 WELCOME AND APOLOGIES FOR ABSENCE

The Chair welcomed governors to the meeting and introduced R Brackenridge, newly elected staff governor.

19/26 REGISTER OF INTERESTS

- i. A Patmore declared she was a governor at St Ambrose Catholic Primary and was related to D Patmore
- ii. There were no new declarations in respect of agenda items.

19/27 APOLOGIES FOR ABSENCE

Apologies for absence were received from R Lucas.

19/28 MINUTES OF THE MEETING 21 MAY 2019

The minutes of the meeting 21 May 2019 were approved as a correct record, with the following amendments:

- i. “Jacquest” Should read “Jaquest”
- ii. “Nikeas” should read “Nickeas”.
- iii. Apologies should be recorded for J Roberts.

19/29 FINANCE REPORT

L Moreton gave a report, the key points were as follows:

- i. The support from St Ambrose had been invaluable.
- ii. L Moreton had met with K Twamley, local authority finance officer, and was awaiting her report.
- iii. There was an in-year deficit projected for this year's budget. However there were projected surpluses for years 2 and 3.
- iv. The in-year deficit was largely due to staffing costs, particularly paying two headteacher salaries.
- v. The focus was on smarter spending. L Moreton and C Jones were reviewing all contracts to see if savings could be made.

Governor Challenge

Governors asked whether there had been any feedback from parents regarding the charges for after school clubs.

L Moreton explained that only one parent had queried the charges. L Moreton explained to the parent that in the current financial situation the school could not sustain the after school clubs free of charge. Adjustments were made for families in need.

19/30 COMMITTEE MEMBERSHIP AND TERMS OF REFERENCE

Governors approved the terms of reference for the Resources and Standards committees, with the following amendment:

- i. "Her" to be replaced by Headteacher / Deputy Headteacher.

R Brackenridge would join the Standards committee. All other committee memberships would remain the same.

19/30 COMMITTEE REPORTS

Governors had previously been circulated with the minutes of the Standards and Resources committees Of 25th September. Arising from the minutes:

Governor Challenge

Governors asked the following questions:

- i. What was the timescale for the staffing reviews?
- ii. Where the systems, for ensuring the required information was recorded in personnel files, to be reviewed.

L Moreton responded as follows:

- i. The support staff, admin staff, and catering staff reviews should all be completed by April 2020. A teaching staff review would take place later.
- ii. They systems were under review to ensure they were robust and fit for purpose.

19/31 POLICIES

Governors reviewed and approved the following policies:

- i. Pay Policy
- ii. Anti-Bullying
- iii. Pupil Attendance
- iv. Charging and Remissions
- v. Child Protection
- vi. Safer Working Practices Code of Conduct
- vii. Equality & Diversity
- viii. Managing Allegations Against Staff
- ix. Supporting Social and Emotional Development
- x. Young Carers.

19/32 HEADTEACHER'S REPORT

Governors had previously been circulated with the Headteacher's report. Arising from discussion:

- i. The decrease percentage of pupils eligible for Pupil Premium funding was thought to be due to be as a result of universal free school meals for Key Stage 1.
- ii. The number of SEND pupils was 83.
- iii. The school had moved over to the CPOMs system for recording safeguarding incidents.
- iv. Liverpool Learning Partnership had provided £8K of funding to support TLRs (Teaching and Learning Responsibility points) for assessment in English and mental health and wellbeing. LLP had

indicated that there may be further support available to support cover of the school business manager's role.

- v. A parents "café" was to be held 15th October. There would also be a governor's surgery 23rd October and a Bullybuster's workshop 22nd October.
- vi. The school was to be a "Balance" flagship school. As such the school would receive significant professional development from the Balance team.
- vii. The Inset day had focussed on practical teaching strategies to engage children. It was a very positive and rewarding day.

Governors thanked L Moreton for her report.

19/33 GOVERNING BODY ITEMS

Governors considered the following items:

- i. Governors signed and agreed to the Code of Conduct.
- ii. L Pilgrim was elected as Co-Vice Chair. D Patmore being the other Co -Chair
- iii. Governor Biographies – governors were reminded to send their biographies to A Patmore.
- iv. Training – Governors were reminded of the training on offer through Governors Services.
- v. The following link governors were agreed: Safeguarding R Lucas, SEND A Patmore, Pupil Premium / Wellbeing L Yallop, EYFS L Pilgrim, Curriculum O Jaquest, SMSC / Community K Hitchman, PE J Ellis, Reading D Patmore Assessment M Nickeas / N Mitchell.

All

19/34 LIVERPOOL GOVERNORS FORUM

A Patmore reported that the AGM of LGF would take place Tuesday 15th October at Archbishop Blanch school. The next LGF conference would take place Saturday 16th November and would focus on staff wellbeing.

19/35 CHAIR'S BRIEFING

A Patmore reported on the Director of Education's briefing for Chairs. The key points were as follows:

- i. The local authority and the police were to produce a model letter to deal with vexatious complaints from parents.
- ii. Support staff who undertake regular overtime may be entitled to have such overtime payments included in holiday pay.

19/36 DATE AND TIME OF NEXT MEETING

Tuesday 4th February 4.30pm