



**PENSBY PRIMARY SCHOOL
MINUTES OF THE MEETING OF THE
GOVERNING BODY
THURSDAY 22nd June 2017 at 6pm**

Co-opted Governors:	Mr Dave Spencer – Chair of Governors Mrs Yvonne Clarke – Vice Chair Mrs Kirsty Harland - Mrs Sue Evans Mrs Kate Roberts–(apologies for absence) Mrs Julie Evans	DS YC KH SE KR JE		
Local Authority Governor:	Vacancy			
Parent Governors:	Mr William Ferrell Mrs Jennie Lawrence Ms Helen McCauley	WF		
Staff Governors:	Mrs Kate Brown – Headteacher Mrs Joy Thomas – Deputy Headteacher	KB JT		
Associate Member	Mr Chris Boynton (apologies for absence)	CB		
Clerk to the Governors:	Mrs Julie Gibson	JG		

		Agreed/impact/action points highlighted in yellow
1	Welcome; apologies for absence DS welcomed all governors and apologies were received from CB and KR. Consent was given to their apologies.	
2	Declarations of interest Governors were asked to consider whether they had a personal or prejudicial interest in connection with any item(s) on this agenda There were no declarations of interest.	
3	Governor Membership (To introduce new governors, consider vacancies and/or expiry of any terms of office) DS and YC left the room. JG, clerk, informed governors that DS and YC were willing to serve another 4 years term of office and she allowed governors the opportunity to declare any objections. KB proposed that DS and YC serve another term, SE seconded. All governors present unanimously voted in favour.	It was unanimously agreed that DS and YC serve another term of office from 1/09/17 to 31/08/21.
3.1		
3.2	DS confirmed that the L.A. had not put forward a L.A. governor within the 3 month notice period and that the governing body was now able to look at filling the vacancy themselves.	DS would take steps to find a suitable applicant and report back to the governing body.

4	Any other business No additional agenda items were declared.	
5	Minutes of last meeting The minutes had been circulated in advance of the meeting.	It was agreed that the minutes were a true and accurate record
6	Matters arising from last meeting All matters arising had been addressed or were included in today's agenda.	
7	School Development Plan (to provide a further opportunity for governors to monitor progress against the Plan) KB informed governors that the Plan would be amended in line with Ofsted once SATs results were published in early July, at which stage the impact of last year's development plan would be clearer.	It was agreed that the Plan would be updated early July.
8	Ofsted – post-inspection action plan DS thanked staff, governors and pupils for their support with the Ofsted inspection, which had enabled the school to obtain a good inspection. He thanked those governors who had been interviewed.	It was agreed that the updated School Development Plan would incorporate Ofsted recommendations.
9	Health and Safety DS informed governors that this was a regular L.A. agenda item to allow governors to monitor the health, safety and welfare of all employees, students and visitors.	Governors were satisfied that the L.A.'s requirements specified in the agenda were being met within the remit of the Buildings, Health and Safety committee and of the Pastoral and Safeguarding committee
10	September intake It was confirmed that 31 children were currently expected to start in reception class in September, with 4 appeals ongoing. WF asked if the number of appeals were in line with usual trends and was advised that there was no set pattern. Governors queried how places were allocated. KB provided some scenarios and reported the detrimental impact on some families who, through no fault of their own, were unable to secure a place at the school of their choice and could effectively end up with 3 children in 3 different schools.	
11	Summary performance management report from headteacher to comply with Performance Appraisal policy DS confirmed that the report would be submitted to the Personnel and Finance committee in the Autumn term.	Add to agenda of Personnel and Finance (JE/JG)
12	Minutes and Headteacher's Reports from Committees The minutes had been circulated in advance of the meeting. Each committee chair provided a verbal report of their committee's meeting: 12.1 Self-evaluation and Development Committee DS invited questions from governors not on this committee. Governors enquired re timescale for Mathematics to be introduced into the curriculum. KB advised that training had now taken place and that some teachers and children were already using it. She added that feedback from the children had	

	been very positive.	
12.2	Curriculum and SEND committee report SE summarised the outcomes of the meeting and reported that all committee members were in agreement that the wording of the Ofsted report referring to children's 'misbehaviour' was an inaccurate reflection.	
12.3	Pastoral and Safeguarding committee report SE reported that a discussion had taken place in light of the M.E.N. tragedy, which had fed into other committees, with a resulting evacuation plan. At this stage, KB provided an update on the planned system, which would involve an alarm with clear instruction to lock down or evacuate. She reported that she was waiting for feedback from the L.A.'s Safety Officer re best place for students and staff to go for lock down.	All governors supported the need for improved security measures in light of recent terrorist attacks across the country.
12.3 A	KB confirmed that M Woosey, L.A. Officer, had confirmed that the gate to the school field would be refitted over the summer.	
12.4	Building Health and Safety committee report KH reported that the internal tour had been completed with no concerns identified and high level of cleanliness.	
12.5	Personnel and Finance committee report JE summarised the outcomes of the meeting and explained that the carry forward balance would help to offset against future forecast deficits due to government cuts.	
12.5 A	JE reported that the budget had been examined and some adjustment made. JE recommended its approval to Full Governors and YC seconded this.	Governors unanimously approved the budget for 2017/2018
12.5B	KH queried the uptake on Universal Infant Free School Meals and KB confirmed that uptake was encouraged. She provided an example of promotion days.	
12.5C	JE confirmed that she had met with KYJ to look at Finance policies, which would be referred for approval next Finance meeting	
12.5 D	KB added that the 30 hours childcare had been discussed and she referred to agenda item 18.	
12.5E	In relation to item 5, matters arising, DS displayed the draft of the letter for governors of Stanley Schools, which was asking for them to prioritise a meeting with Pensby Primary to discuss the joint costs for the buildings. It was proposed that the letter be sent with the minutes of the meetings which JL had attended with PD, Site Manager, JML (Stanley School staff governor) and KB.	The wording of the letter was agreed – headteacher of Stanley School and all governing body members to be sent a copy via JML (their staff governor)
12.6	Premises Meeting (working group to review site management arrangements)	
12.6 A	It was clarified that a working group had been set up to address site management issues. JL summarised the outcomes of the meetings, which included merging the site team from Stanley Special and Pensby Primary schools, with separated costs for	

	both schools. It was clarified that PD, Site Manager, was currently employed by Stanley School and that this resulted in duplication of referrals to each school.	
12.6B	JL referred to the discussion which had taken place concerning the lightning rod system. DS recalled that this was a safety feature of the new building but had never worked despite referral back to the L.A. in 2012. The estimated cost to have the system working properly was currently estimated at £3000; governors acknowledged the requirement in the first instance for a report to confirm the school would not be covered by insurance in the event of a lightning strike, JL proposed that the lightning system be inspected at a cost of £324.00 split between the two schools. WF seconded.	Governors unanimously approved the cost of a report on the lightning system at £324.00
14	Governors' monitoring reports/visits – to allow governors to share information DS reported that there were no reports to share since the last meeting and that governor monitoring had taken place prior to Ofsted visit. He added that SE and YC would be in school tomorrow and would report back at the next full governors' meeting.	
15	Approval of policies There were no policies currently awaiting approval by Full Governors. KB reported that she was updating policies in the staff handbook and that this would be referred to the relevant committee in the Autumn term along with other policies due for review.	
16	Any Amendments to Committees including terms of reference (for approval by Full Governing Body)	The terms of reference for the SED committee were agreed by full governors (JG, clerk to circulate)
16.1	The terms of reference for the SED committee had been redrafted at the SED committee meeting and governors were referred to the minutes. KB pointed out an amendment relating to the role of governors in quality-assuring the operation and effectiveness of the appraisal system as opposed to monitoring staff performance. The terms of reference were proposed subject to this amendment.	 SED Comm Terms of Reference June 2017
16.2	DS asked governors to consider the current committees' membership. Some amendments were proposed. Parent governors had been invited to sit in on the committee meetings during the Spring and Summer term; vacancies on committees were filled in consultation with them.	Committee membership was agreed. JG clerk to circulate updated membership.  1 committee membership 2017~18
17	Completion of Chair's 360 degree review/Governor Skills Audit (to provide feedback and to identify any gaps in skills or knowledge) JG, Clerk, confirmed that the Chair's 360 degree had been completed, with positive ratings given by all who had completed. She read out some of the comments made, which were supportive of the Chair.	DS was thanked for his ongoing commitment and for carrying out the Chair's role professionally. The 360 degree review form to be provided by clerk to governors on request.

17.1	DS displayed the governor skills audit summary on the whiteboard and said that low scores from new parent governors were realistic at this stage. He questioned whether some governors had overlooked their roles as chairs of committees and suggested some ratings should have been higher.	
17.2	WF asked DS whether any further action was required. DS said that training opportunities were available and that the audit form would be reviewed by the SED committee. HMc had to leave the meeting at this stage and gave her apologies.	
18	<p>Implications of tax free childcare from 21st April 2017 and 30 hours free childcare from September 2017</p> <p>KB reported that considerable time had been spent considering the staff ratios, dependent on type of provision – child care or nursery care. She also highlighted the advantages of children being in a nursery setting.</p>	
18.1	<p>Governors discussed the plans for extending the nursery and governors acknowledged the role of nursery provision in terms of future school admissions.</p> <p>JL reported she had attended the meeting with parents and reported positive feedback re the 4 straightforward structures on offer.</p>	It agreed that an extension to the nursery would be considered at the end of the Autumn term depending on number of children in child care and nursery. (KB/Finance Committee)
19	<p>Update to primary school accountability measures</p> <p>DS advised that the impact of including pupils below the standard in progress measures would be looked at by the SED and Curriculum committees in Autumn and following publication of the SATS results.</p>	Add to agendas (SED and Curriculum committee chairs)
20	<p>DS reminded governors that the Primary Assessment Government Consultation would be closing today:</p> <p>Primary Assessment Government Consultation</p>	
21	<p>Wirral Governors' Forum and Schools Forum</p> <p>It was noted that the Chair of Wirral Governors' Forum Mrs Jane Owens, could be contacted by email on jane@cassowens.freeserve.co.uk</p>	
21.1	<p>DS informed governors that he had put himself forward for the Wirral Schools Forum..</p>	
23	<p>Governors' Reports on Training</p> <p>Governors shared training they had recently completed:</p> <ul style="list-style-type: none"> • WF and SE had completed training on Pupil Premium • SE had attended the training 'Meeting the School Inspector' <p>KB reported that most governors had now completed the online safeguarding training through Hays. She reminded them to provide certification to school office.</p>	All governors to provide safeguarding certificates to school.
24	<p>The School's 10th Year Anniversary September 2018</p> <p>DS asked if any governors would like to put themselves forward for the working group that would focus on progressing the</p>	

	celebration events.	
24.1	It was proposed that the group be made up of: two governors from Pensby Primary, a parent, a governor from Stanley school, a member of the community, plus KB and DS.	WF JL, Stanley governor, a parent, and a member of community to make up the working group. KB and DS to attend as required.
24.2	YC queried the involvement of the children. It was suggested that participation would be via the School Council and would involve a design project.	
24.3	The timing of the event was discussed so that Y6 children could be involved. The anniversary date was confirmed as 1 st September 2018.	It was agreed that there would be an opportunity for Y6 children to celebrate anniversary in Summer term 2018 as well. Parents to be notified of the anniversary in Autumn term's newsletter (KB)
25	Any other business There was no further business	
26	Dates of all future school year meetings were agreed.	JG clerk to circulate dates agreed  2 Dates for meetings of Governors 2017~1

Areas shaded in grey provide examples of governors' challenge or support

Development Plan Priorities 2016

- To raise the % of pupils attaining ARE at the end of KS2 in maths so that at least 70% of all pupils and 65% of SEND pupils attain the expected standard in maths. To raise the % of pupils attaining ARE+ at the end of KS1 to in line with Wirral/National in maths so that at least 20% of all pupils attain the greater depth standard.
- To raise the % of pupils attaining ARE at the end of KS2 so that at least 70% of all pupils and 65% of SEND pupils attain the expected standard in reading. To raise the % of pupils attaining ARE+ at the end of KS1 to in line with Wirral/National in reading so that at least 20% of all pupils attain the greater depth standard.
- To raise the % of pupils attaining ARE at the end of KS2 in GPS so that at least 70% of all pupils and 65% of SEND pupils attain the expected standard in GPS. To raise the % of pupils attaining ARE+ at the end of KS1 to in line with Wirral/National in GPS so that at least 20% of all pupils attain the greater depth standard.

Schools' Motto

REACH FOR THE STARS, BE AMAZING!

School's Vision and Aims:

The school has 7 aims that we believe our help our children to learn respect for each other and the community:

1. Create a safe, secure and welcome environment where everyone can flourish
2. Provide a challenging, creative curriculum both in and out of the classroom
3. Make activities accessible to all
4. Nurture independent learners with high self-esteem
5. Develop responsible citizens of the future
6. Build a school community where everyone has high expectations of behaviour and success in all areas
7. Be part of a school that is an integral and positive partner within the wider community.