



**PENSBY PRIMARY SCHOOL  
MINUTES OF THE MEETING OF THE  
GOVERNING BODY  
HELD ON THURSDAY 19<sup>th</sup> NOVEMBER 2015 AT 6PM**

**MEMBERS OF THE GOVERNING BODY**

|                                 |                                                                                                                                              |                            |
|---------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|
| <b>Community Governors:</b>     | Mr Dave Spencer - Chair of Governors<br>Mrs Kirsty Harland<br>Mrs Sue Evans<br>Mrs Kate Roberts<br>Mrs Yvonne Clarke - Vice Chair<br>Vacancy | DS<br>KH<br>SE<br>KR<br>YC |
| <b>Representative Governor:</b> | Dr Ian MacKenzie                                                                                                                             | IM                         |
| <b>Parent Governors:</b>        | Mrs Jan Smith - APOLOGIES<br>Mr Stephen Bibby<br>Ms Julie Evans                                                                              | JS<br>SB<br>JE             |
| <b>Staff Governors:</b>         | Mrs Kate Brown - Headteacher<br>Mrs Joy Thomas                                                                                               | KB<br>JT                   |
| <b>Associate Member</b>         | Mr Chris Boynton                                                                                                                             | CB                         |
| <b>Clerk to the Governors:</b>  | Mrs Kim Yeadsley-Jones                                                                                                                       | KYJ                        |

**1. WELCOME**

The meeting opened at 6pm.

**2. APOLOGIES FOR ABSENCES**

Apologies for absence were received from Jan Smith.

SB informed governors that he would need to leave the meeting at 7pm.

**3. CONFLICT OF INTEREST**

Conflict of Interest forms were given out to governors for completion. It was noted that forms have also been circulated to school staff for completion. Any declarations will be considered by the Headteacher and Chair.

There were no conflicts of Interest to declare.

#### **4. ELECTION OF CHAIR AND VICE CHAIR**

As the 2 year term of office had come to an end for Chair and Vice Chair it was necessary for the governing body to elect a Chair and Vice-Chair.

KY-J asked for nominations for the role of Chair of Governors. SE nominated DS, DS agreed to stand. There was no other nominations, seconded by KH, all in agreement.

DS asked for nominations for the role of Vice Chair of Governors. SE nominated YC, YC agreed to stand. There was on other nominations, seconded by KR, all in agreement.

The term of office was discussed and agreed by all that it should remain as 2 years.

#### **5. MINUTES OF THE LAST MEETING**

The minutes of the last meeting which took place on 18/6/15 were read and accepted as a true copy.

#### **6. MATTERS ARISING FROM THE MINUTES**

There were no matters arising for the minutes.

#### **7. IS THERE ANY OTHER BUSINESS TO DECLARE?**

There was no other business to Declare.

#### **8. SET OBJECTIVES FOR GOVERNING BODY FOR YEAR**

KB discussed the SEF with governors and asked for governors to become more familiar with this document with the main objective to be ready for an OFSTED visit.

#### **9. HEADTEACHER PERFORMANCE**

The Headteacher's Performance meeting is due to take place on 25/11/15 with the SIA and will be attended by YC and SB.

#### **10. CHARGING POLICY:**

The Charging Policy was discussed and accepted by the governors. A copy is to be emailed to governors.

#### **11. APPROVE SCHOOL IMPROVEMENT PLAN**

KB confirmed that this was discussed in the Self-Evaluation and Development Committee (SED). Governors approved the plan.

#### **12. REVIEW PERFORMANCE MANAGEMENT POLICY (NOT STATUTORY FOR ACADEMIES)**

Known as Appraisal Policy in Pensby Primary, Governors reviewed and formally adopted the policy.

### **13. SET PUPILS PERFORMANCE DATA**

The new on-line School Pupil Tracker has been looked at by the SED Committee and targets were discussed and agreed by governors. Next year parents will be invited to log-in to the School Pupil Tracker.

### **14. AGREE TERM DATES**

The Christmas 2016/17 term dates were discussed. Following a proposal from CB, seconded by JT and agreed by all the dates were amended as follows:

Suggested term dates from the LA: school closes Fri 23/12/16 and reopens Mon 9/1/17

Pensby Primary to amend to: school closes Wed 21/12/16 and reopens Wed 4/1/17

### **15. HEADTEACHER'S REPORT TO GOVERNORS**

KB discussed the SEF with governors. The following points were raised:

- Parent and staff questionnaires on the role of the governing body are to be completed.
- Governors felt that the school take risks in order to be innovative
- Governors asked how attendance of governors to school and their involvement in school life could be recorded. This is to be looked into further.
- Governors asked KB to explain dashboard.
- Governors asked about Maths progress and Y6 SATS.
- Governors raised concerns over the number of 1-1. KB explained that the biggest resource is extra staff required for 1-1 support.
- The importance of the Speech Therapist's role was discussed.
- Governors asked how attendance was managed. KB explained that a member of the admin team has been given the role of monitoring attendance who works closely with the Education Social Worker.

*SB left the meeting.*

### **16. REPORTS FROM COMMITTEES**

#### **16.1 Building and Health and Safety**

The committee had met on 19/10/15 at 5pm. Additional item to be raised is the problems with internal locks on the classroom doors which are currently being looked into.

#### **16.2 Pastoral**

The committee had met on 23/10/15 at 9.15am. No issues raised.

#### **16.3 Finance/Pay and Personnel**

The committee had met on 13/11/15 at 9.15am. It was noted that we now have a new LA Bursar and she thanked the Admin Staff and Governors for making her very welcome to the school.

#### **16.4 Curriculum and SEN**

The committee had met on 23/10/15 at 11am. No issues raised.

#### **16.5 Pensby Children's Club**

The committee had met on 23/10/15 at 8.30am. No issues raised.

#### **16.6 School Evaluation and Development**

The committee had met on 23/10/15 at 1pm. No issues raised.

#### **16.7 Pensby/Stanley**

The committee had met on 22/10/15. No issues raised.

### **17. DECIDE COMMITTEE STRUCTURE, MEMBERSHIP AND TERMS OF REFERENCE**

Discussion took place to update the membership of committees for the academic year 2015/16 and review the list of functions to be delegated to committees and individuals. Following discussion DS proposed the joining of the following committees; Children's Club with Personnel/Finance, Pastoral with Curriculum to run for a year with a review in the autumn term of 2016. All in agreement.

New structure as follows:

#### **Pensby and Stanley Schools Committee**

Kate Brown, Dave Spencer, Jan Smith, Ian Mckenzie, Yvonne Clarke, Sue Evans

#### **Self-Evaluation & Development Committee (SED)**

Kate Brown, Joy Thomas, Dave Spencer, Kate Roberts, Sue Evans, Yvonne Clarke

#### **Personnel/Finance and Children's Club Committee (PPFCC)**

Dave Spencer, Kirsty Harland, Kate Brown, Sue Evans, Julie Evans, Jan Smith, Yvonne Clarke

#### **Pastoral/Curriculum/SEN and Safeguarding Committee (PCSS)**

Yvonne Clarke, Joy Thomas, Kate Brown, Dave Spencer, Kate Roberts, Sue Evans, Jan Smith, Steve Bibby, Kate Roberts, Julie Evans

#### **Building/Health and Safety Committee (BH&S)**

Ian MacKenzie, Jan Smith, Kate Brown, Dave Spencer, Kirsty Harland, Julie Evans, Chris Boynton, Steve Bibby

#### **Pay Appeal Committee**

Julie Evans, Steve Bibby, Yvonne Clarke

#### **Dismissal/Staffing Committee**

**Disciplinary Committee:** Yvonne Clarke, Jan Smith, vacancy

### **Appeals/Permanent Exclusions Committee**

Dave Spencer, Ian McKenzie, Kate Roberts, Sue Evans

### **Headteacher's Performance Management Committee**

Yvonne Clarke, Steve Bibby, Julie Evans

### **Governor Appraisal Committee**

Dave Spencer, Yvonne Clarke, Joy Thomas, Kim Yeardsley-Jones

### **Named Governors for Specific Subjects**

|                               |                  |
|-------------------------------|------------------|
| ICT                           | Dave Spencer     |
| Science                       | Dr Ian MacKenzie |
| Child Protection/Safeguarding | Kate Roberts     |
| Special Education Needs       | Yvonne Clarke    |
| Literacy                      | Sue Evans        |
| Numeracy                      | Steve Bibby      |
| Other Subjects                | Chris Boynton    |
| Inclusion                     | Julie Evans      |
| Early Years                   | Yvonne Clarke    |

#### **Please Note:**

- Each committee selects its own Chairperson for the school year.
- Meetings should be concisely minuted (minute taker per meeting).
- There must be a quorum of 3 governors for each committee, for resolutions. The Committee can still meet if less than 3 governors in attendance but no resolutions can be made.

### **18. DATES AND TIMES OF MEETINGS FOR YEAR**

These have already been set and sent out to governors.

### **19. CODE OF CONDUCT**

Governors adopted the school's Governors Code of Conduct which sets out the expectations on and commitment required from school governors in order for the governing body to properly carry out its work within the school and the community. This is to be reviewed annually. Governors signed individual forms confirming their acceptance. A copy of the Code of Conduct will be placed on the governor area of the school website.

### **20. GOVERNOR APPRAISALS**

Nearly all governors had now been appraised. Feedback from the appraisals was given by DS which was very positive and highlighted the need for governor training. A date was set to go over the EQ Training and Development Programme for Governors and feed-back following appraisals for 1/12/15 at 6pm.

**21. GOVERNOR VACANCY**

The issue of the vacancy for a community governor was raised. Following discussion it was agreed that this be taken to the SED committee.

**22. FUTURE GOVERNOR MEETING DIARY DATES**

These have already been set and sent out to governors.

**23. GOVERNOR TRAINING**

Meeting arranged for 1/12/15 to discuss further.

**24. WIRRAL GOVERNOR FORUM**

The past 2 governor forums have taken place on the same evening as full governors. The date of the next meeting to be sent to governors when known.

**25. DATE AND TIME OF NEXT MEETING**

The date of the next meeting is Thursday 25<sup>th</sup> February at 6pm.

**26. ANY OTHER BUSINESS**

CB commented on a BBC article about governance and the importance of the role that governance plays in ensuring that every child received the best possible education has never been more important - article to be sent to governors.

DS thanked everyone for their attendance. The meeting closed at 8.20pm

**Signed by Chair of Governors: .....**

**Date: .....**

