



**PENSBY PRIMARY SCHOOL
MINUTES OF THE MEETING OF THE
GOVERNING BODY
HELD ON THURSDAY 25th FEBRUARY 2016 AT 6PM**

MEMBERS OF THE GOVERNING BODY

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

1. WELCOME

The meeting opened at 6pm.

2. APOLOGIES FOR ABSENCES

Apologies for absence were received from Jan Smith, Kate Roberts, Dr Ian MacKenzie. Governors consented to the absences.

JE would be late arriving.

3. CONFLICT OF INTEREST

There were no Conflicts of Interest to declare.

4. MINUTES OF THE LAST MEETING

The minutes of the last meeting which took place on 19/11/15 were read and accepted as a true copy. DS/JT agreed by all.

5. MATTERS ARISING FROM THE MINUTES

There were no matters arising for the minutes.

6. IS THERE ANY OTHER BUSINESS TO DECLARE?

DS: Appeals

KB: Raiseonline 2015 - Questions/Answers

7. HEADTEACHER'S REPORT TO GOVERNORS

KB discussed the new shorter version of the SEF with governors which will be updated every term. The longer version of the SEF will still be used but the shorter version is an excellent way of summarising information.

Julie Evans arrived.

8. REPORTS FROM COMMITTEES

8.1 Building and Health and Safety

The committee had met on 1/2/16. No issues raised.

8.2 Finance/Pay and Personnel/Children's Club

Children's Club Committee had met on 5/2/16.

Finance Committee had met on 12/2/16.

DS confirmed that amended copies had been sent out of the Period 9 Report to governors following the Finance meeting. An additional £4,500 had been added for kitchen equipment. DS predicted an underspend over the next 2 years but a deficit in year 3 if not addressed.

KB discussed with governors the Service Level Agreement for HR currently provided by the LA which is due for renewal due to the end of the financial year. KB would like to look at other HR providers to compare. Governors proposed that KB pursue this ensuring that the HR provider specialises in education. DS/YC

A proposal from the committee was discussed regarding sickness levels and how it was monitored. Governors proposed the following: If staff report sick 3 times in a single term or 5 times in a school year this will automatically trigger an interview with the Headteacher. 3 weeks continuous sickness triggers the Occupational Health process. The Headteacher can use discretion on sickness, however, any use of discretion must be reported to the governors at the PP&F Committee. Proposed by JE seconded by YC all agreed.

Governors asked KB what she would do differently with the procedure in place? KB explained she would let all staff know of the new procedure, and document all information confidentially and refer to OH if required. KB also let governors know of the Councillor Helpline we buy into via the LA which is available for all staff.

8.3 Pastoral/Curriculum/SEN/Safeguarding

It was noted that the Pastoral and Curriculum Committees had met separately this time but would be joint in the future.

The committees had met on 5/2/16.

8.4 School Evaluation and Development

The committee had met on 5/10/16. No issues raised.

8.5 Pensby/Stanley

The committee had met on 22/10/15.

A further joint meeting is to be arranged. Building work at Stanley has began. Kitchen staff has weekly meetings with Deputy Headteacher from Stanley and KB. KB mentioned that Pensby Primary children were recently invited into Stanley School at lunchtime to enjoy their Fish and Chip Fridays which was a huge success to the fact that Stanley are looking into purchasing some dinning furniture.

The 50/50 percentage water charge to Stanley School was discussed. Governors asked KY-J to compare water charge accounts from the year before Stanley joined the site to see if there was much of a difference. This is then to be added to the agenda prior the next joint meeting.

9. GOVERNOR VACANCY

The Community Governor vacancy was discussed. Following discussion it was agreed to advertise the vacancy initially through the school community (including Stanley School parents). Governors asked for preferably someone who has knowledge of HR as this had come through as a requirement of expertise from governors.

10. GOVERNORS' HANDBOOK (LA item)

New Edition Governors Handbook January 2016

The new edition of the Governors Handbook dated January 2016 has been circulated to governors and has been re-named the 'Governance Handbook' to make clear that it applies to all those involved in school governance. The new edition emphasises the importance of schools using objective data to ask the right questions and provide robust accountability; and how formalised collaboration allows for school to fully realise the benefits of working together while gaining a strategic perspective.

Setting vision, ethos and strategic direction: Vision Statement

Governors and staff have been involved in providing the school's Motto and Rationale which they feel gives a clear vision of what we do:

"REACH FOR THE STARS - BE AMAZING!"

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RATIONALE - to develop global citizens of the future. Citizens that work hard, are successful, are good role models, are confident. Citizens that support each other and have respect for others and themselves.

CURRICULUM - To do this through a curriculum that develops team work, independence, life skills, co-operative learning, knowledge and understand and the ability to research.

↓
VALUES/CULTURE - Everyone is included, everyone feels a sense of achievement. We are compassionate, caring, good mannered and respectful. We celebrate our achievements. We have high moral standards. As responsible citizens we think of others.

11. **FINANCE ITEMS (LA Item)**

Governors discussed the questions of the School Financial Value Standard and are aware that there is still work to be completed on benchmarking Item 14. It was noted that JE who is chair of the Finance Committee and is employed in the finance industry visits KY-J in the school office every week to over-see financial issues and to become more familiar with the SFVS and its workings.

JE is currently working on the Governor Skills analysis/matrix which is completed annually.

Governors agreed the SFVS which was then signed by DS to be forwarded to LA by 31/3/16.

12. **SAFEGUARDING (LA Item)**

Enhanced DBS Checks

Governors discussed DBS checks - KB and DS regularly review the Single Central Record for Staff and Visitors and are aware of any queries raised. All staff and governors are DBS cleared and all new employees are DBS cleared before their employment commences.

13. **DATA (LA Item)**

New Ofsted Inspection Dashboards available

The new Ofsted Inspection Dashboard information has been circulated to governors and was discussed.

14. **HEALTH AND SAFETY (LA Item)**

Effective communication at all levels within the school is essential to achieving a safe working environment. The Health and Safety Committee meet termly and monitors the health, safety and welfare of all employees, students and visitors. Governors monitor and review policy and guidance documents, forthcoming major events (curriculum and non curriculum), risk assessments, training requirement and accident statistics. This assists the Governing Body to allocate the appropriate resources to achieve and maintain the standards of health and safety in accordance with current health and

safety legislation, DfE, Ofsted, Local Authority's Policies and Procedure and best practices.

15. GOVERNOR REPORTS ON TRAINING

DrIM attended Safeguarding training 18/1/16 and the Role of the Finance Committee 11/2/16.

JS and YC attended Prevent training at Thingwall Primary January December 15.

There will be a governor training session on Prevent and Exclusion on Thursday 28th April at 6pm.

Further governor training has been arranged with the LA. Governor training file is located in the school office.

DS reminded governors about logging into The Key which offers useful support and is a free service from the LA.

16. WIRRAL GOVERNOR FORUM

The Wirral Governor Forum has not been attended.

17. DATE AND TIME OF NEXT MEETING

The date of the next full governors meeting is Thursday 23rd June at 6pm.

18. ANY OTHER BUSINESS

18.1 DS: Appeals

DS explained that currently the LA are looking for volunteers to join the Appeals Panel. If anyone is interested contact DS for more information.

18.2 KB: Raiseonline 2015 - Questions/Answers

Following the mock inspection KB handed out copies of the Raiseonline 2015 Questions/Answers for governors to look at.

DS thanked everyone for their attendance. The meeting closed at 7.30pm

Signed by Chair of Governors:

Date:

