



**PENSBY PRIMARY SCHOOL
MINUTES OF THE MEETING OF THE
GOVERNING BODY
HELD ON THURSDAY 30th JUNE 2016 AT 6PM**

MEMBERS OF THE GOVERNING BODY

Community Governors:	Mr Dave Spencer - Chair of Governors Mrs Kirsty Harland - apologies 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 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 Yeadsley-Jones	KYJ

1. WELCOME

The meeting opened at 6pm.

2. APOLOGIES FOR ABSENCES

Apologies for absence were received from Kate Roberts, Kirsty Harland and Ian MacKenzie.

Governors consented to the absences.

KB would be late arriving.

3. DECLARATION OF BUSINESS AND PECUNIARY 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 25/2/16 were read and accepted as a true copy. DS/YC 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?

- Headteacher Award
- Clerk to Governors

7. REPORTS FROM COMMITTEES

7.1 Building and Health and Safety

The committee had met on 16/5/16. The new Accident Forms were discussed which record termly all pupil accidents.

7.2 Finance/Pay and Personnel/Children's Club

The Committee had met on 10/6/16. YC explained about the new Holiday Club which will be run by the Children's Club following lots of interest from parents. The Holiday Club will run for 4 weeks over the summer break from Monday to Thursday which are the preferred days requested by parents. If the Holiday club is a success it will be offered during other school breaks.

Kate Brown arrived to the meeting.

KB explained to governors about the HR support which is due for renewal at the new academic year and discussion took place. DS proposed that that governors accept the contract for HR Support with Ellis Witham for one year seconded by JE all in agreement.

7.3 Pastoral/Curriculum/SEN/Safeguarding

The committee had met on 20/6/16.

SE reported that she had a training session with the SENCO teacher. Governors discussed the new SATS system which they found was extremely hard especially the English paper.

A new system was in place for the safe storage of the SATS papers which was overseen by the following governors:

- SE - Maths Paper
- JE - Reading Paper
- DS - Review process

A representative from the LA Diane Hollis visited the school to monitor the new system of the school's process and storage of SATS papers. The feedback from her was that the systems in place and monitoring were very thorough and good to see governors involved.

7.4 School Evaluation and Development

The committee had met on 20/6/16.

Governors discussed the Soft Federation and Memorandum of Understanding. This is a formal arrangement between Barnston Primary, Gayton Primary, Heswall Primary, Pensby Primary, Irby Primary and Thingwall Primary Schools. Within the Soft Federation each school retains its own governing body while being committed to improving opportunities for pupils, staff and the local community through close cooperation and mutual support.

Recently an Admin Cluster has been formed towards collaborative working in order to share good practice. DS proposed that governors accept the move towards a Soft Federation between the cluster schools. DS/YC, all accepted.

7.5 Pensby/Stanley

The last meeting was held on 22/10/15. The Finance Committee looked at Kitchen charges including operating costs and these will be taken to the next meeting.

KB reported that there are regular kitchen meetings held with staff from both Pensby and Stanley which have been very effective.

7.6 Children's Club

The committee had met on 20/5/16.

8. GOVERNING BOARD REPRESENTATION (LA Items)

Terms of Office to Expire; resignations

The following Governors terms of office are due to expire 31/3/16 JS, KR, SB, JE all to be reviewed in the autumn term. No resignations.

Committees - review of the establishment, terms of reference, constitution and membership

Committees were overviewed and SB was added to the Dismissal/Staffing Committee. Terms of reference are always required for each committee. No changes required to the constitution.

Diary Dates for the next academic year 2016/17 were discussed and confirmed as follows:

Full Governors Meetings

Autumn - Thursday 17th November 2016 - 6pm

Spring - Thursday 16th February 2017 - 6pm

Summer - Thursday 22nd June 2017 - 6pm

Budget Meetings

Joanna Barker, Kate, Kim, Julie Evan (Chair) Dave Spencer

Autumn - Monday 7th November 2016 - 9.15am

Spring - Monday 6th February 2017 - 9.15am
Summer - Monday 12th June 2017 - 9.15am

Finance Committee Meetings

Autumn - Friday 11th November 2016 - 9.15am
Spring - Friday 10th February 2017 - 9.15am
Summer - Friday 16th June 2017 - 9.15am

Health and Safety Committee Meetings

Autumn - Monday 19th September 2016 - 5.30pm
Spring - Monday 30th January 2017 - 5.30pm
Summer - Monday 22nd May 2017 - 5.30pm

Children's Club

Autumn - Friday 23rd September 2016 - 8.30am
Spring - Friday 3rd February 2017 - 8.30am
Summer - Friday 26th May 2017 - 8.30am

Pastoral/Curriculum Committee

Autumn - Friday 23rd September 2016 - 9.30am
Spring - Friday 3rd February 2017 - 9.30am
Summer - Friday 26th May 2017 - 9.30am

SED Committee

Friday 9th September 2pm - data meeting
Autumn - Friday 23rd September 2016 - 1pm
Spring - Friday 3rd February 2017 - 1pm
Summer - Friday 26th May 2017 - 1pm

9. FINANCE ITEMS (LA Item)

School's Financial Position

2015/16 Final Position

2016/17 Latest Position

Governors asked how this compares with cluster schools. KB explained that projections are that over half the schools are in deficit. Cost cutting exercises will be necessary in school order to save money and hard decisions will need to be made.

Budget Setting to be signed

This was agreed by governors and signed by DS.

SFVS Policies and Procedures

Governors were sent a copy of the SFVS Policies and Procedures. JE has checked through all the Policies and Procedures and the Finance Committee have approved. Governors were asked to accept the SFVS Policies and Procedures.

Delegated Limited of Authority

Following discussion the Delegated Limits of Authority were approved as follows:

- Governing Body - School Budget
- Finance Committee - £10,000
- Headteacher - £3,000
- Deputy Headteacher - £3,000

10. SAFEGUARDING (LA Item)

All our school governors are DBS cleared and Governors are aware that this is now compulsory. 2 governors are up for renewal (every 3 years) and forms duly given for completion.

11. DATA

This information is for secondary schools discussion.

12. HEADTEACHER'S REPORT (LA Item)

KB confirmed that a Headteacher's report is produced for each committee and these are sent to governors prior to the committee meeting dates.

13. GOVERNOR REPORTS ON TRAINING (LA Item)

YC attended - Understanding School Finances

Governor training is on-going throughout the year and now included on the governor page of the school's website.

Subscription to on-line Governor support was discussed. The subscription to The Key for School Governors has come to an end and will cost £900 to renew, previously paid by the LA. The subscription to the National Governors' Association (NGA) has just been renewed at a cost of £79 for standard membership, this was previously paid by the LA. DS discussed with governors the NGA Gold Membership. Governors felt that this would provide the service required at a cost of £260, a difference of £181 from the standard membership. DS proposed to go with NGA Gold Membership for 1 year, seconded by KB, all in agreement.

14. REVIEW OF AGENDA ITEMS FOR THE YEAR (LA Item)

Governors discussed this item and confirmed that this was already in place.

15. WIRRAL GOVERNOR FORUM (LA Item)

No attendance to the Wirral Governor's Forum but YC and CB had attended the Director's Briefing.

16. DATE AND TIME OF NEXT MEETING

The next full governors meeting will take place on Thursday 17th November 2016 at 6pm

18. ANY OTHER BUSINESS

Headteacher Award

Governors congratulated KB for her Headteacher Award given by the Wirral Globe.

Clerk to Governors

The need for a new Clerk to Governors was discussed as due to work constraints, KY-J, who is also the school's Office Manager is to step down from the role.

DS thanked everyone for their attendance. The meeting closed at 8.15pm

Signed by Chair of Governors:

Date:

