



**PENSBY PRIMARY SCHOOL  
MINUTES OF THE MEETING OF THE  
GOVERNING BODY  
HELD ON THURSDAY 17<sup>th</sup> NOVEMBER 2016 AT 6PM**

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| <b>Community Governors:</b>     | Mr Dave Spencer - Chair of Governors<br>Mrs Kirsty Harland -<br>Mrs Sue Evans<br>Mrs Kate Roberts-(absent)<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<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 - Deputy Headteacher   | KB<br>JT                   |
| <b>Associate Member</b>         | Mr Chris Boynton  | CB                         |
| <b>Clerk to the Governors:</b>  | Mrs Julie Gibson  | JG                         |

|     |  | <b>Resolved/Action point</b>   |
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| 1   | <b>Welcome</b>   |  |
| 1.1 | DS welcomed governors to the meeting, and the new clerk was introduced.  |  |
| 2   | <b>Apologies for absence</b>   |  |
| 2.1 | No apologies had been received.  |  |
| 3   | <b>Declarations of interest</b>  |  |
| 3.1 | Forms were circulated for completion by all governors to declare any potential conflicts of interest. There were no specific conflicts of interest in respect of today's agenda items. | Clerk to update register of interests for approved by chair and headteacher. Register to be published on school website. |
| 4   | <b>Election of Chair and Vice-chair</b>  |  |
| 4.1 | This was not required as the terms of office had been agreed for two years.  |  |
| 5   | <b>Confirm committee structure/membership/link governors for new academic year</b>   |  |
| 5.1 | DS invited an additional member onto the SED committee   |  |

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|      | and JE agreed to consider; KH was no longer on the Finance/Staffing committee.  |   |
| 5.2  | Governors discussed the requirement to split the Pastoral/Curriculum committee to allow members to consider all areas properly, one for Pastoral and Safeguarding, another for SEN and Curriculum. Membership to remain the same.   | It was agreed to split the Pastoral/Curriculum meeting.   |
| 6    | <b>Agree governors delegation plan/committees' terms of reference for new academic year.</b>  |   |
| 6.1  | DS asked committees to review their terms of reference and report back to full governors if any delegated tasks needed to be added to the terms of reference.   | Terms of reference to be added as agenda item for all committees.   |
| 7    | <b>Agree Governors' Code of Conduct</b>   |   |
| 7.1  | DS proposed that governors agree to again conform to the NGA Code of Conduct circulated prior to the meeting.   | It was unanimously agreed that the NGA's Code of Conduct be accepted.   |
| 8    | <b>Any other business</b>   |   |
| 8.1  | DS requested that the following be discussed under any other business:<br>- 3 parent governor vacancies plus co-opted governor vacancy<br>- Teacher scale UP3<br>CP asked if he could speak to governors regarding a Christmas community project.   | The additional agenda items would be discussed under any other business.  |
| 9    | <b>Minutes of last meeting 30.06.16</b>   |   |
| 9.1  | (circulated in advance of meeting)  | Agreed as true and accurate record  |
| 10   | <b>Matters arising from the meeting</b>   |   |
| 10.1 | There were no matters arising   |   |
| 11   | <b>New L.A. Safeguarding policy</b>   |   |
| 11.1 | DS confirmed that the new statutory guidance published on 05/09/16 Keeping Children Safe in Education had been circulated to all governors. It was proposed that governors should sign to confirm they had read the document and provide evidence of completion of safeguarding training. | KB to email governors who needed to complete the safeguarding training. Governors to sign to confirm KCSIE document read. |
| 11.2 | KB assured governors that a comprehensive Safeguarding policy was in place for the school and that she would compare with the LA's recently updated policy and report back to governors.  |   |
| 12   | <b>School Pay policy 2016</b>   |   |
| 12.1 | DS asked governors to confirm that they were prepared to adopt the L.A.'s policy  | The Pay policy was approved.  |
| 13   | <b>Scheme for Financing Schools</b>   |   |
| 13.1 | DS said that the updated L.A. document had been circulated to all Wirral maintained schools. He proposed approval of the document with recommendation that changes be referred to the Finance Committee.  | The Scheme for Financing Schools was approved. Amendments to be referred to Finance Committee.                            |

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| 14    | <b>School website (new regulations from September 2016)</b>  |  |
| 14.1  | It was pointed out that the school's website included information beyond that specified by regulations but that it was important to check information to ensure compliance. KB asked if any governor, in addition to herself, would be willing to monitor website compliance. CB offered to take on this task. | KB to send CB the updated website compliance check list. |
| 15    | <b>Reports from Committees</b>   |  |
| 15.1  | Minutes of committee meetings had been circulated to all governors. Chairs from each committee summarised the meetings with opportunities given for other governors to raise any questions.  |  |
| 15A   | <b>Building and Health and Safety 19.09.16</b>   |  |
| 15A.1 | An update was given on the removal of the toilet and shower in the unused disabled toilet to make into storeroom. DS confirmed that removal work had commenced and that quotes would be sought for the shelving.   |  |
| 15A.2 | A discussion followed concerning the lack of operational school field and KB confirmed that the architecture had visited to inspect the site but she had not heard anything further from the L.A. following agreement that the money would be made available.  |  |
| 15A.3 | KB and JT confirmed they had been awarded a trophy at the National Schools Health and Safety awards  |  |
| 15B   | <b>Pastoral and Curriculum</b>   |  |
| 15B.1 | SE summarised that the meeting had focused on many important policies and that anonymised safeguarding information had been addressed.   |  |
| 15C   | <b>Finance and Pay and Personnel</b>   |  |
| 15C.1 | JE informed governors that the current financial situation was healthy in comparison to some other Wirral schools but that savings were necessary to protect against deficit in future years.  |  |
| 15C.2 | DS emphasised that although the projected underspend of £103,000 was a positive situation, it was important to note that a credit was not currently projected for the following year.  |  |
| 15C.3 | Examples of savings made were provided and it was reported that staff were aware of financial challenges through open and honest communication.  |  |
| 15C.4 | JE informed governors that the committee had expressed concerns about the lack of school field for the children.   |  |
| 15C.5 | KB pointed out that the cost for Ecolab of £7,000 was split between Stanley and Pensby, and that alternative quotes were being sought.   |  |
| 15D   | <b>Pensby Children's club</b>  |  |
| 15D.1 | KB confirmed that increased hours had been costed in the   |  |

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|       | budget.  |  |
| 15E   | <b>School Evaluation and Development</b>   |  |
| 15E.1 | DS reported that two meetings had been necessary to cover all the documents and data and he provided examples of the documents that needed to be examined by this committee.   |  |
| 15E.2 | DS explained that a second meeting had been convened to look at the school's data in more depth He emphasised the importance of providing evidence of an effective team of governors who visit the school regularly as part of their role.   |  |
| 15E.3 | KB referred to data produced for the meeting which enabled governors to evaluate the school's attainment against progress.   |  |
| 15E.4 | KB informed governors that the school hosts ECM training on Monday evenings between 6.30 and 8.30, which entitles the school to two free places. She announced a free place for self-evaluation training next Monday 6.30 to 8.30. Dr Mackenzie said he would like to attend.  | KB to send dates of future training sessions to allow governors the opportunity to attend. |
| 15F   | <b>Pensby/Stanley</b>  |  |
| 15F.1 | DS reported no meeting had taken place this term.  | Attempts would continue to be made to arrange a meeting with Stanley School.               |
| 16    | <b>Head's reports</b>  |  |
| 16.1  | There were no further queries in respect of the reports for each committee.  |  |
| 16.2  | KB reported a dramatic reduction in accidents following the levelling of the hill and restructuring of the school day. She reported that class teachers were now taking the collective worship in class on Mondays, Tuesdays and Wednesdays, which positively impacted on the workloads of JTand herself. It had also been decided to dispense with the mini break in the afternoon as it disrupted lessons and this had met with positive feedback from pupils. |  |
| 16.3  | It was established that children now had an extra hour and a half of lesson time per week andKB reported that Thursday and Friday assemblies were now more special as a result of changes.<br><b>KB left the meeting at 7pm</b>  |  |
| 17    | <b>Governor Training reports</b>   |  |
| 17.1  | SE and DS reported that they had completed the Ofsted training, which they had found very informative. DS said that he was obtaining the training slides and would share with other governors. He reported that the training had emphasised the importance of evidence and forward focus.  |  |
| 17.2  | YC informed governors that she had attended a SIMS awareness session but that the session was not so relevant to governance. .   |  |

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| 17.3  | Dr Mackenzie reported that he had completed governor finance training and had circulated the minutes.   |  |
| 17.4  | DS reminded governors to inform school office about any training so that records could be updated.  |  |
| 18    | <b>Wirral Governors Forum</b>   |  |
| 18.1  | DS asked if any governors would like to attend the next forum meeting once a date was set. YC said she was willing.   |  |
| 19    | <b>Any other business</b>   |  |
| 19A   | <b>- Vacancy for co-opted governor</b>  |  |
| 19A.1 | DS informed governors that efforts were still being made to fill the vacancy and added that there had been no response to vacancy notice following circulation of the latest newsletter to local residents.   |  |
| 19A.2 | DS proposed that subject to KR's agreement, her term of office as co-opted governor (due to expire 31 <sup>st</sup> December) should be renewed for a further 4 years. YC seconded this proposal  | It was agreed that KR serve another term of office as co-opted governor. |
| 19B   | <b>- Parent governors</b>   |  |
| 19B.1 | DS reminded governors that the 3 parent governor terms of office were due to expire on 31/12/16. A discussion followed concerning the importance of making it clear from the outset what is expected of a parent governor.  |  |
| 19B.2 | It was suggested that a notification letter be sent out to parents first with information about the role; interested candidates to be invited in for a chat to explain the role in more detail. DS said that the process would start next week.   |  |
| 19C   | <b>UP3</b>  |  |
| 19C.1 | DS initiated a discussion concerning the expectation of a teacher on UP3. Reference was made to the current economic climate whereby expectations are greater. He informed governors that 3 members of staff could be eligible next year and that KB had expressed preference for governor involvement through a selection panel made up of members from Finance Committee and SED. |  |
| 19C.2 | It was confirmed that although costings had been projected, nothing had been agreed and that there was no cap on the number of teachers on UP3.   |  |
| 19C.3 | The requirement to ensure that a salary increase to UP3 reflected responsibilities which benefitted the whole school was emphasised.  |  |
| 19C.4 | It was proposed that the services of the new HR Consultants be employed to determine an impartial appraisal process.  |  |
| 19C.5 | SB conveyed the need to handle the situation sensitively and with care, and praised teachers at the school who he said he had witnessed going above and beyond in carrying out their teaching roles. He described morale at the school  |  |

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|       | as brilliant.  |   |
| 19C.6 | The importance of retaining good staff was considered and the professional service of the HR consultants was weighed up against the human side of the governing body.  |   |
| 19C.7 | Volunteers were requested for the selection panel for UP3 teacher applications and several governors expressed willingness to sit on the panel.  | It was agreed that DS would refer back to KB; advice to be sought from HR consultants.          |
| 19D   | - <b>Charity work</b><br>CB asked if governors would be willing to support publicity for a charity project which was offering a Christmas day meal at a community centre for people who live alone in the Pensby area. | Agreed CB to contact school to include in newsletter once confirmation of the project received. |
| 20    | <b>Governance Matters.</b><br>DS said he would make sure that everyone received their copy of the magazine and he reminded governors of this year's training opportunities available through Edsential.                |   |
| 21    | <b>Date of next meeting: Thursday 16.02.17 6pm</b><br>DS thanked everyone for attending.   |   |

Minutes approved by: D Spencer, Chair of Governors Date 16<sup>th</sup> February 2017