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| PENSBY PRIMARY SCHOOL  MINUTES OF THE MEETING OF THE  GOVERNING BODY  THURSDAY 16th February 2017 at 6pm  The meeting started at 6pm |
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|  | **Agenda item** | **Resolved/outcome of discussion/action point (person responsible for action highlighted)** |
| **1** | **Welcome; apologies for absence**  Apologies had been received from WF, KR and KT. JE was delayed but was on her way. | Apologies were accepted. |
| **2** | **Declarations of interest**  Governors were asked to declare any personal or prejudicial interests in connection with any item(s) on the agenda. | There were no declarations of interest.JG agreed to update register of interests on website. |
| **3**  **3.1** | **Governor Membership**  DS congratulated WF, HM and JL as newly elected parent governors. It was confirmed that JT had been the only staff governor candidate DS reported that Dr I Mackenzie was unable to serve another term of office as L.A. governor and he was thanked for his work as a governor of the school. | It was agreed that JT serve another term of office |
| **3.2** | KB reported that she had discussed the role of governor and of associate member with Ms Grant. The importance of succession planning was discussed and SE acknowledged Ms Grant’s experience. It was proposed that she be elected as an associate member. | It was agreed that Ms Grant’s experience would benefit the governing body and all voted in favour of her serving as associate member.KB to speak to Ms Grant |
| **3.3** | DS reminded governors that following JE’s term of office as parent governor coming to an end, he had consulted governors about her application to become a co-opted governorand all had agreed. | JE’s contribution to the governing body was acknowledged. |
| 4  4.1 | **Declaration of any other business**  DS asked that updates to the Federation Memorandum of Understanding be added as an additional agenda item under item 17 any other business, as well as review of the school’s committees membership. | Additional agenda items agreed to be included under any other business |
| 5 | **Minutes of last meeting (to confirm true and accurate record**) | The minutes were agreed as a true and accurate record |
| 6 | **Matters Arising**  **11.1**re safeguarding training. KB confirmed that all governors had responded to her email. | KB agreed to chase up certificates of completion via school office. |
|  | **11.2**re circulation of updated safeguarding policy – the updated policy had been circulated – see agenda item 13. 1. |  |
|  | **15F.2** It was reported that a meeting date had not yet been agreed. KB reported that the Finance Committee had proposed a letter be sent from governors at Pensby to discussshared issues. The importance of setting a date was acknowledged as there was an impact on financial matters as well. | DS to send letter to governors at Stanley school and inform Pensby/Stanley committee members date of meeting once arranged. |
|  | **17.1** DS confirmed that the training slides had arrived following the Ofsted training session he had attended with SE. A training session for other governors was proposed and the importance of evidence of impact was reinforced. | It was agreed that DS and SE would arrange an Ofsted training session for other governors. |
|  | **19B.2 Q. DS asked newly appointed parent governors for their feedback on the parent governor application process**. HMc reported that the meeting with DS and YC had confirmed her expectations of the role and she described the ECM induction training as fantastic. | The benefits of effective governor induction were acknowledged. |
|  | **19C.7**. SE and JE had volunteered to be on the selection panel for UP3 applications. |  |
|  | **19D**, CB thanked the school and governors for publicising the charity event. He reported that over 40 guests had a Christmas dinner in the company of others rather than on their own. |  |
| **7**  **7.1** | **Safeguarding (LA proposed agenda item)**  The L.A. had proposed this agenda item, referring to the DBS certificate and the barred list check when the person begins work before the DBS certificate is available. |  |
| **7.2** | **Q. (YC) How often are DBS checks renewed.** KB confirmed that the school carries out new checks every 3 years. It was also confirmed that the three new parent governors had been in contact with the school to process their DBS application. |  |
| **7.3** | Governors were referred to item 13 re approval of new safeguarding policy which had been circulated prior to this meeting and which reinforced the procedures for obtaining DBS certificate and barred list check. |  |
| **7.4** | The volume of safeguarding referrals was discussed as well as the response times for referrals made to social care. |  |
| **7.5** | **Q. What would KB do if there was a deterioration in the circumstances of a child awaiting referral**. KB assured governors that a child’s circumstances were rigorously kept under review and that she kept a written record of any action taken. She provided anonymous examples of situations where she had intervened in the best interests of the child and in accordance with thresholds for types of referral, including escalation procedures outlined in the safeguarding policy. She emphasised that schools were expected to consider the LA’s position, and work to counterbalance the L.A.’s negative safeguarding audit. |  |
| **7.6** | Concerns were expressed that a head teacher does not have the capacity to be a social workers as well as an educator. KB respondedthat she had a professional duty to protect the pupils; she acknowledged that she could not be lead professional as the governing body had not given permission for this. | Governors were satisfied with the responses from KB; safeguarding would be an ongoing focus of Pastoral and Safeguarding committee and all governors. Safeguarding policy and procedures to be addressed further in agenda item 13. |
| **8**  **8.1** | **Health and Safety (LA proposed item)**  DS reminded governors of their responsibility for monitoringthe health, safety and welfare of all employees, students and visitors. It was established that this duty at Pensby Primary is delegated to the H & S committee which monitors and reviews activities, policies and guidance documents in accordance with current health and safety documentation. |  |
| **8.2** | Governors were reminded that the school had been highly commended at the recent Schools’ Health and Safety awards. |  |
| **8.3** | DS queried communications with staff re health and safety. KB confirmed weekly briefings were held re health and safety, as well as safeguarding.  **Q. (DS) Can any H & S concerns discussed at SLT meetings be referred to the agenda of the health and safety committee as a regular separate agenda item** | It was agreed to add health and safety concerns raised at SLT meetings to the agenda of the next governors’ Health and Safety meeting –KH |
| **9**  **9.1** | **School Development Plan**  DS reminded governors of the development plan priorities for 2016 attached to all agendas for governor meetings. He reported on the areas of focus for school improvement currently being addressed by the SED committee through monitoring visits. | Monitoring of SDP priorities would be an ongoing focus – all governors |
| **10**  **10.1** | **Minutes and Headteacher’s Reports from Committees (circulated prior to meeting)**  This regular agenda item was to allow governors not on those committees to raise further questions. New governors were reminded that KB sends out individual reports to the committees. KB circulated an updated copy of the school evaluation schedule. She explained that actions completed in the Autumn term were in red font. It was proposed that the updated S.E.S. be the focus of the headteacher’sreport to all governors/committee members next term. | It was agreed that the updated S.E.S. would be the focus of the headteacher’s report – all governors |
| **10.2** | JE,as Chair of Finance Committee, explained the decision made by the Personnel and Finance committee to end contracts for two staff on temporary contracts and reduce hours for those staff working extra hours.  **Q. (KH) Which categories of staff were affected by this decision?** It was confirmed that they were teaching assistants and admin staff. |  |
| **11** | **Terms of reference reviewed by committees**  Updated terms of reference had been put forward by the Finance committee. DS reminded that work on updating other committee terms of reference was ongoing. | Governors agreed the updated terms of reference for the Finance committee |
| **11.1** | **Q. (CB) Was there adequate teaching cover for the member of teaching staff who had been allowed to reduce her hours due to exceptional circumstances.** It was confirmed that there was adequate teaching staff cover available. |  |
| **12**  **12.1** | **Schools Financial Value Standard**  DS explained that the updated SFVS assessment had been referred to the Finance meeting and that all evidence had been provided other than evidence of completion of a recent benchmarking exercise. DS explained that it had been difficult to find comparator schools locally due to the nature of the buildings, and that he had chosen 30 similar schools as comparators in fit not locality. |  |
| **12.3** | Using the smartboard, DS highlighted the various cost headings that had been compared; anomalies were discussed as well as cost headings where there were similar patterns. |  |
| **12.4** | The cost of insurance premiums was highlighted  **Q. Was there any scope for a premium reduction?** KB responded that staff absence cover at Pensby Primary included all staff but that cover varies from school to school and so not necessarily a realistic comparison. |  |
| **12.5** | The level of funding was addressed and it was pointed out that historically and currently, Wirral LA does not receive as much as most other comparator schools | The SFVS was approved. DS to sign prior to submission to the L.A. |
| **13**  **13.1** | **Review of policies (**to approve policies in accordance with policy review cycle and approval requirements)  **Child Protection, Safeguarding and Prevent policy**  This updated policy had been circulated to all governors in advance of the meeting. It was pointed out that the policy was more structured and that it clearly outlined procedures and responsibilities which had been discussed under agenda item 7. KB highlighted the addition of sexting in the policy.  YC proposed approval of the updated policy and JE seconded. | Governors approved the amendments to the Safeguarding policy. |
| **13.2** | **CCTV**  DS confirmed that he had agreed to review this policy at the H & S committee and that it had been amended to reflect the new security provider. He assured governors that there were restrictions on who could access the CCTV footage and that the policy specified the role of headteacher, safeguarding governor, chair and vice chair depending on the situation that arose. DS informed governors that the policy also made reference to use of CCTV evidence by an independent review panel. | The CCTV policy was approved |
| **14**  **14.1** | **DfEPublications:**  The following publications had been circulated to governors prior to the meeting:   * DfE timeline for LA maintained schools**:** Introduction of apprenticeship levy from April 2017: [DfE timeline for LA maintained schools](https://www.gov.uk/government/publications/mandatory-timeline-maintained-schools/timeline-for-maintained-schools-mandatory) * Updated Governance Handbook January 2017 * New Competency Framework for Governance January 2017 * National Funding Formula Consultation phase 2 published December 2016 (runs until 22/03/16)   <https://consult.education.gov.uk/funding-policy-unit/schools-national-funding-formula2/> |  |
| **14.2** | DS reminded all governors to complete the consultation if they hadn’t already done so. | The importance of completing the consultation was agreed. (all) |
| **14.3** | **Q. (CB) How much impact would the Apprenticeship levy have on the school**?  It was confirmed that the school would be paying £4,627 in 2017/18 with no increase in budget. |  |
| **15** | **Wirral Governors’ Forum**  This item was to allow feedback from meetings.  It was confirmed that no date had yet been agreed for the next meeting. DS pointed out that a representative had been unable to attend recent meetings and YC proposed that a representative attend the next forum meeting if possible. | Governors acknowledged that the information in the newsflashes was useful and relevant. |
| **16**  **16.1**  **16.2** | **Governors’ Reports on Training**  This item was included to allow governors who attended training in the 2016 Autumn Term to report on thisfor the benefit of the full governing body.  DS, YC, JE and HM confirmed they had attended Raise online training delivered by ECM on 08.02.17. KB reminded governors that the S.E.S conforms with Raise online, showing contextual data to allow analysis of performance data in greater depth.  HM confirmed she had attended the induction training on 7th February which she highly recommended. | Evidence of any training, including the agreed safeguarding training, to be provided to KYJ in the school office (all governors) |
| **16.3** | KB informed governors that federation schools were planning joint training sessions and that this would be discussed within the next agenda item. |  |
| **17**  **17.1** | **Any other business**  **Federation Memorandum of Understanding**  The updated Memorandum was displayed on the smartboard and DS reported back following his meeting with chairs from the collaborating schools. DS explained that the Memorandum would be regularly updated as the schools found improved ways of working together. |  |
| **17.1a** | DS reported that each governing body was being asked to identify a few training needs so that a joint training session could be delivered by ECM if there was a common denominator. | The following training needs were identified for joint training sessions:  Raise Online; Finance and Funding; Induction training |
| **17.1b** | **Q. YC enquired re bulk buying as a Federation.** KB advised that the school currently benefits from a discounted price by using one paper supplier. DS confirmed that the Federation was looking at other service level agreements including paper towels and toilet rolls. |  |
| **17.1c** | **Q. CB enquired re governors’ role in grant applications**. DS confirmed that applications needed to be made by the headteacher. KB confirmed that she had recently applied for a grant of £10,000 for two sports apprenticeships through JM Sports |  |
| **17.1d** | Names for the Federation were suggested. | The name Deeside Primary Schools Federation was put forward, to be agreed with other schools. (KB/DS) |
| **17.1e** | DS reported that the Federation was querying with the L.A. why primary schools pay for the 11 plus tests for secondary academy schools. | Action – report back to next Finance meeting (DS/KB) |
| **17.1f** | A discussion followed concerning charges for pre-school and after-school clubs run in–house by teaching staff. DS reported that some schools in the federation were charging. Reservations were expressed due to some children potentially being disadvantaged if similar charges made at Pensby Primary. | No changes to the current charging policy were agreed; this did not alter the terms of the Memorandum. |
| **17.1g** | The benefits of the school’s facilities for hiring out and generating additional income were discussed. KB confirmed that plans were underway to hire a second site team for hiring out at weekends and evenings. |  |
| **17.1h** | A discussion followed concerning the protocol for pupil transfers, which was established in the Memorandum. KB confirmed that the schools always try to solve any problem rather than transfer it. She confirmed that if a child needs to move, the Federation follows the agreed protocol and works together in the best interests of the child.  KH acknowledged the importance of communication between headteacher and parent prior to pupil transfer so that the best possible support can be given to ensure the problem doesn’t recur. |  |
| **17.1i** | **Q. (HMc) Is a similar pupil transfer protocol shared with other schools.**  KB responded that although the Memorandum applies to the 6 collaborating schools, she also has good relationships with other schools which have similar ethos. |  |
| **17.1j** | **Q. (YC) What is the optimum number of schools in a federation?**  KB responded that Ofsted’s current view is a collaboration of 6 geographically located schools. She added that she would raise the query at the next Federation meeting of chairs and heads. | KB/DS to query whether the Federation is limited to the current 6 schools. |
| **17.1k** | It was proposed that the Memorandum be agreed - KB proposed and DS seconded. | The updated Memorandum of Understanding was unanimously approved. |
| **17.2** | **Committee membership**.  DS displayed governor and committee details on the smartboard. It was noted that the Pensby and Stanley joint committee needed to be added. | JG to correct committee membership .HMc and JL agreed to email DS re their committee membership.  Governor information to be published on website once correct (JG) |
| **17.3** | CB praised the school for its ongoing community and charity work. |  |
| **18** | **Date of next meeting** | Thurs 22ndJune 2016 |

**The meeting closed at 8.15pm**