

**Pensby Primary School**  
**Agenda for Full Governors Meeting 4<sup>th</sup> July 2019 at 6pm**


	<b>Name</b>	<b>Expiry of term</b>	<b>DBS Check completed</b>
<b>Co-opted Governors:</b>	<ul style="list-style-type: none"> <li>• Mr Dave Spencer – Chair of Governors</li> <li>•</li> <li>• Mrs Yvonne Clarke – Vice Chair</li> <li>• Mrs Sue Evans</li> <li>• Mrs Kate Roberts</li> <li>• Mrs Julie Evans</li> </ul>	<ul style="list-style-type: none"> <li>• 31/08/2021</li> <li>• 27/04/2020</li> <li>• 21/12/2020</li> <li>• 20/01/2021</li> <li>• 20/01/2021</li> </ul>	<ul style="list-style-type: none"> <li>• Yes</li> <li>• Yes</li> <li>• Yes</li> <li>• Yes</li> <li>• Yes</li> </ul>
<b>Local Authority Governor</b>	Vacancy	-	-
<b>Parent Governors</b>	<ul style="list-style-type: none"> <li>• Mr Micheal Weston</li> <li>• Mrs Jennie Lawrence</li> <li>• Ms Helen McCauley</li> </ul>	<ul style="list-style-type: none"> <li>• 31/03/2022</li> <li>• 29/01/2021</li> <li>• 29/01/2021</li> </ul>	<ul style="list-style-type: none"> <li>• Yes</li> <li>• Yes</li> <li>• Yes</li> </ul>
<b>Staff Governors:</b>	<ul style="list-style-type: none"> <li>• Mrs Kate Brown – Head Teacher</li> <li>• Mrs Joy Thomas – Deputy Head Teacher</li> </ul>	EX-Officio 16/02/2021	<ul style="list-style-type: none"> <li>• Yes</li> <li>• Yes</li> </ul>
<b>Associate members:</b>	<ul style="list-style-type: none"> <li>• Mr Chris Boynton</li> <li>• Ms Linda Grant</li> </ul>	<ul style="list-style-type: none"> <li>• 27/04/2020</li> <li>• 23/11/2021</li> </ul>	<ul style="list-style-type: none"> <li>• Yes</li> <li>• Yes</li> </ul>

<b>In Attendance</b>	
<ul style="list-style-type: none"> <li>• Dave Spencer - Chair</li> <li>• Julie Evans – Co-opted Governor</li> <li>• Sue Evans – Co-opted Governor</li> <li>• Kate Brown – Staff Governor</li> <li>• Mike Weston – Parent Governor</li> <li>• Helen McCauley – Parent Governor – left at 7pm</li> <li>• Jenny Lawrence – Parent Governor</li> <li>• Joy Thomas – Staff Governor</li> <li>• Linda Grant – Associate Governor</li> <li>• Chris Boynton – Associate Governor-left meeting at 7pm</li> </ul>	

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		<b>Nature of Discussion</b>	<b>Agreed/Action Point</b>	<b>Responsible</b>
<b>1</b>	<b>Welcome; Apologies</b>	YC KR	Proposed DS Seconded KB All agreed	
<b>2</b>	<b>Declarations of pecuniary interests</b>	DS invited members to declare any items of pecuniary interest.	No interests declared-	
<b>3</b>  <b>3.1</b>	<b>Any other business</b>	Ds shares with the group a new publication from the LA regarding TA wage increase.  CB fed back to the group on the compliance of the schools website. CB stated that although he had not thoroughly checked this, on the face of it our website looks to be compliant with Ofsted.	This document is shred and viewed with the group	CB to continue to check compliance of school website and feedback at relevant committee
<b>4</b>	<b>New members/Expiry of Membership</b>	<b>LA Governor Vacancy</b> It was discussed that there still remains a seat for an LA governor. DS feedback to the group that he had approached the LA regarding this matter but the LA did not have anyone to fill the seat at this time. DS went on to discuss filling a Co-opted Governor seat with a Parent Governor. DS put forward HMc. HMc agreed to take on more of a role on the governing body. This will be done in September followed by an election process.	DS proposed MW seconded. Unanimous vote.	
<b>5</b>	<b>Minutes of Last Meeting</b>	Viewed to confirm true record.	All agreed these are a true and accurate record	
<b>6</b>  <b>6.1</b>          <b>6.2</b>	<b>Matters arising from last minutes</b>	<b>LG raised point 9.2a</b> – LG feedback to the group that this survey for SEND Early years social mobility review was mainly to look at Wirral Council as opposed to individual SCHOOLS. However feedback towards our school was good.  <b>Coast to Country Plastics Pledge-</b> KB raised two children had SATS papers returned last week. These where very poorly packaged in terms of forms of plastic. KB mentioned that the children are taking this very seriously and Y5 children are writing to the DfE to complain about their use of plastics in their packaging of papers.	KB to feedback to Governors for any response at next meeting.	

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6.3  6.4  6.5		<p>LG is researching reduced waste days such as ‘Nude Food Days’ where by children bring their lunch to school free from single use plastics.</p> <p>KB mentions the success of the Coast to Country project and the schools in Deeside federations being eligible to apply for a ‘Eco-Schools Green Flag’</p> <p>KB talks with members about the ‘Dee Estuary Project’ and the chance for funding to continue the successful Coast to Country project. The Cheshire wildlife trust is acquiring bids to further fund this project in the future. KB spoke about working with Welsh schools which border the Estuary and linking with them to support the Project.</p> <p>JT adds that a Local MP is visiting Year 4 class to view our Coast to Country projects.</p>	<p>LG to feedback to governing body.</p> <p>KB to feedback to Governors on progress</p> <p style="text-align: center;"> Dee Coastliners Project Summary.pdf</p>	
7	<b>Monitoring and review of school improvement plan</b>	Agreed that committees carried out this process within their remit.		
8  8.1  8.2  8.2a  8.2b  8.2c  8.2d  8.2e	<b>Committee Reports</b>	<p><b>SED Committee</b> SE shares with members the large role of the SENCO and that the training another member of staff will help support the large and growing role. The staff member will begin training in September.</p> <p><b>Finance Committee</b> Schools 18/19 budget discussed - £67000 credit this year £92000 potential deficit for coming years. KB states staff development will have to be self-covered to support the budget. It was raised about a push for Pupil Premium. This will be a big drive for 2019/20.</p> <p>JE raised water meter – Meter to be placed on Stanley side to reduce costings to Pensby site.</p> <p>JE raised the introduction of a sensory calm room at a cost of £8000 This was for use of all pupils but mainly for those with EHCP and in need of a safe calming place.– This was agreed upon during finance meeting.</p> <p>DS discussed kitchen report from RPJ3 Group and how this reads.</p> <p><b>Solar panels –</b> Cut off for government grant missed. KB emailed company to supply solar panels. –KB read the initial response email to the group which explained the result</p>	<p>It was discussed that RPJ3 would be contacted and invited to Governors meeting to explain the contents of the report.</p> <p>KB emailed company during meeting</p>	

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8.2f		<p>– school would save money and the building is structurally sound to have these fitted.</p> <p>JE raised the discussion of newly purchased/leased IT equipment. 32 Leased iPads and 20 reconditioned laptops. KB states that all costs included in the lease and this also included covers. Laptops have also arrived and are in ICT suite ready to be set up.</p> <p>JE touched on new cashless system Parentmail.</p>		
8.2g		<p><b>Childrens Club session cost increase –</b>          HLJ raised with the group the length of time that Childrens Club session costs have been increased. Last increase was 2015. HLJ stated that the rise in the National Living Wage and the need for Childrens Club to avoid making a loss. HLJ proposed an increase of 50p per club.          Price increase for Holiday clubs was also discussed.</p>	<p>DS proposed, SE seconded, Unanimous vote. Price changes will launch September 2019.          It was agreed that this would be discussed at next finance committee meeting in Autumn term.</p>	
8.2h		<p><b>Health &amp; Safety meeting –</b>          The role of the premises manager was discussed. The introduction of a lettings management company to support the lettings of grounds and facilities across both schools will support premises managers time spent across both sites.</p> <p>DS raises issue of CCTV policy from Stanley school not being completed despite this being requested.          DS is meeting chairs and heads with Stanley and will organise this.</p>		<b>DS</b>
9	<b>Finance/Staffing</b>	<p>Part 2 CONFIDENTIAL minutes from Finance Committee are shared and discussed amongst the group.</p> <p>KB shares that a specialist TA company has been shared with her in order to support a current Y1 child with specialist support. The child has been awarded further funding to support specialised staffing and this was being supported by the LA. KB had interviewed candidates and the process was supported by child's parents. KB shared that the individual had plenty of experience and is highly skilled.</p>		
10	<b>Policy Reviews in accordance with policy review cycle</b>	<p>KB shared latest version of the Safeguarding policy which has recently had changes made by the LA. KB raised that it would be important for some Governors to have training on allegations in the event</p>	<p>KB to put DS, HMc, YC on course for this.          This will be sent to</p>	<p>DS proposed          SE seconded.</p>

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		an allegation be against the Head teacher.	a committee for analysis <b>SED</b>	Unanimous vote
<b>11</b>	<b>Governors training reports</b>	None	All agreed	
<b>12</b>	<b>Committee Structure</b>	Curriculum and SED committees are discussed. DS states the importance of reviewing data as when committees meet data is very much out of date. DS proposes SED and Curriculum meet twice a term to discuss data. Merge both committees SED & Curriculum	It was agreed – SED and Curriculum committees to be merged from September 2019. Health & Safety, Pastoral and finance committees will continue to meet as per original arrangements.  DS to wait for report from SS and this will be reviewed	<b>DS</b>
<b>12.1</b>				
<b>12.2</b>	Health & Safety committee could hold a meeting once a term as usual but moving forward KB suggest that Health and Safety committee members conduct 'Walk Arounds' at different points during the day to better gauge the risks when school is in operational use.			
<b>12.3</b>		DS raises Stanley School employed staff to assess effectiveness of their governing body. DS will wait to see report from meeting and share with governors.		
<b>13</b>	<b>Pay for staff</b>	DS shared document on Whole school pay policy 2019. This was shared and discussed at length.	DS shared national Living Wage increases mean TA's are earning more.	
<b>14</b>	<b>Update on field</b>	KB informs the group that fertilizer had to be reapplied to the field as the drainage is good, the original seed had not taken as well as first hoped.	KB to report to Governors on field progress	<b>KB</b>
<b>15</b>	<b>Data update</b>	KB shared data for whole school. LG shared data for Early Years.		
<b>16</b>	<b>Any Other Business</b>	Medicines – DS discussed staff giving medicines such as paracetamol during school time. KB raised the issue of this being given to children in none emergency situations. This was discussed amongst the group and views aired. School currently allows 1 prescribed dose of medication per child throughout the school day. It was felt amongst the group that the difficulty of allowing children to have over the counter paracetamol would put the school at risk and that parents have been	All Governors agreed that the current policy on medication still stands.	

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16.1		welcomed to deliver any dosage of over counter medications such as paracetamol/Ibuprofen or types of pain relief.		
16.2		KB mentioned that Jill Pearson and Deputy from Barnston Primary came to school to conduct a safeguarding audit. KB feedback that this was well received. KB has created a report with actions to develop this.	KB to inform Governors about local authority safeguarding audit.	<b>KB</b>
	<p><b>Dates for 19/20 Committee and Full Governing Body Meetings</b></p> <p><b>PMN-All forthcoming Pastoral meetings to be checked for KR attendance.</b></p>	<p><b>Autumn term 2019</b></p> <ul style="list-style-type: none"> <li>• SED/Curriculum – 13/09/19-9.15am</li> <li>• Health &amp; Safety <i>Lunchtime Drop in</i> – 14/10/2019 – 11.30am</li> <li>• Health &amp; Safety – 21/10/19-10am</li> <li>• Budget Setting – 04/11/2019 – 9.15am</li> <li>• Finance review – 08/11/2019-9.15am</li> <li>• Full Governing Body – 21/11/2019 – 6pm</li> </ul> <p><b>Spring term 2020</b></p> <ul style="list-style-type: none"> <li>• Health &amp; Safety <i>Morning Drop in</i> – 20/01/20 – 8.30am</li> <li>• SED/Curriculum – 24/01/20 – 9.15am</li> <li>• Budget Setting – 10/02/20-9.15am</li> <li>• Health &amp; Safety – 10/02/20 – 11am</li> <li>• Finance review – 14/02/20 – 9.15am</li> <li>• Full Governing Body – 27/02/20 – 6pm</li> </ul> <p><b>Summer Term 2020</b></p> <ul style="list-style-type: none"> <li>• SED/Curriculum – 01/05/20-9.15am</li> <li>• Health &amp; Safety <i>End of day Drop in</i> - 18/05/20 – 2.30pm</li> <li>• Health &amp; Safety – 08/06/20 – 9.15am</li> <li>• Budget Setting – 15/06/20 9.15am</li> <li>• Finance review – 19/06/20 – 9.15am</li> <li>• Full Governing Body – 02/07/20 – 6pm</li> </ul>		

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Meeting closed at 8pm.