

**PENSBY PRIMARY MINUTES OF FULL GOVERNORS MEETING**  
**– Thursday 28<sup>th</sup> June 2018 6pm**

Category	Name	Expiry term of office	DBS check completed
Co-opted Governors:	Mr Dave Spencer – Chair of Governors	31.08.21	Yes
	Mrs Yvonne Clarke – Vice Chair	31.08.21	Yes
	Mrs Kirsty Harland	27.04.20	Yes
	Mrs Sue Evans	27.04.20	Yes
	Mrs Kate Roberts	31.12.20	Yes
	Mrs Julie Evans	20.01.21	Yes
	Mrs Julie Evans	20.01.21	Yes
Local Authority Governor:	Vacancy		
Parent Governors:	Mr Michael Weston	31.03.22	Forms submitted
	Mrs Jennie Lawrence	29.01.21	Yes
	Ms Helen McCauley	29.01.21	Yes
<b>Staff Governors:</b>	Mrs Kate Brown – Headteacher	ex-officio	Yes
	Mrs Joy Thomas – Deputy Headteacher	16.02.21	Yes
Associate Member	Mr Chris Boynton	27.04.20	Yes
Associate Member	Ms Linda Grant	23.11.21	Yes

	Agenda item and summary of discussion, including impact of discussion through challenge and support	Agreed/action point
1	<b>Welcome; apologies</b> DS welcomed MW to his first Full Governors meeting. Apologies were received from YC.	Governors consented to the apologies.
2	<b>Declarations of interest</b> Governors were asked to consider whether they had a personal or prejudicial interest in connection with any item(s) on this agenda and, if so, to declare them and state what they were. No declarations were disclosed.	
3	<b>Minutes of last meeting and matters arising</b> 6.A2 Children’s Club staff discount - to be discussed at next finance meeting 9.2 governors’ appeals panels – added to federation feedback under item 10	
4	<b>Minutes and reports from Committees (circulated prior to the meeting)</b>	
4.A 4.A1	<b>Personnel and Finance</b> JE advised that this meeting had been postponed to allow the bursar to make further budget amendments. She explained that a pre-budget meeting had taken place and that action had been taken to increase the surplus this year, thereby ensuring balanced budgets for the next 3 years.	
4.A2	DS informed governors that there were projected underspends in 2018/2019, 2019/20 and 2020/2021, leading to a current projected	

	overspend in 2021/2022. It was confirmed that the underspend took into account an estimate for salary increases but no increase in budget allocation due to insufficient details about future government investment in schools.	
4.A3	DS displayed the amended budget for 2018/19 on the smartboard and proposed that governors approve the figures. JE seconded this proposal.	The budget was approved.
4B	<b>Health &amp; Safety 9<sup>th</sup> July</b> It had been necessary to defer this meeting to 9 <sup>th</sup> July	Minutes to be circulated (KH to arrange)
4C	<b>Curriculum and SEN/ Pastoral and Safeguarding</b> SE reported that the SENCO had presented at the meeting and that no concerns had been raised. An update on Foundation subject monitoring had been provided by SE. An audit of current practice had suggested the need for ICT investment.	
4D 4D.1	<b>S.E.D</b> DS invited questions in relation to the data examined at the meeting. In relation to EYFS data, LG fed back from her meeting with YC as link governor for EYFS. She explained how assessments had to be completed within 2 weeks of a child starting in F1, which resulted in low starting points for some children. She said that judgements were moderated by the EYFS leads and that baseline data was moderated with the federation schools	
4D.2	LG added that the baseline assessments were carried out in conjunction with health visitor and parents/carers and had now been built into the EYFS policy.	
4D.3	LG reported that YC had attended a baseline moderation session in January and added that YC played a key role in the push for improvement and that staff felt valued by her visit.	
4D.4	LG reminded governors that there were 17 areas covered in EYFS, with a series of statements for each area relating to a child's development, She emphasised that progress in the EYFS curriculum didn't necessarily correspond to the national curriculum	
5	<b>Intake for September 2018</b> KB reported that approximately 30 admissions were expected and she also informed governors that there were some leavers due to families moving out of the area.	
6 6.1	<b>Health and Safety</b> DS pointed out that health and safety was within the remit of the Health and Safety Committee at Pensby Primary and that the committee was due to meet on 9 <sup>th</sup> July, with planning consent for the school field being one of the priority agenda items.	Governors were satisfied that the committee responsible worked well to ensure that health and safety was carefully monitored.
7	<b>Review progress towards targets in the school improvement plan (SIP).</b> <b>Key Performance objectives:</b> 1. To at least maintain the % of pupils achieving ARE and ARE+ in all subjects – minimum of 75% at ARE and 25% ARE+. Focus on key groups as per 2016/17. 2. To further improve maths standards through enhanced staff	

	<p>training in PSRN</p> <p>3. Improving challenge for the more able in writing by introducing new daily writing requirements</p> <p>4. Developing the understanding of standards in foundation subjects through the development of more robust assessment and subject leader development</p>	
7.1	DS referred governors to the minutes of the SED committee and KB was asked to provide an update from recent tests, reporting that 90% in Y1 Phonics was the highest ever achievement at the school. She said that attainment of KS1 targets should be on track and confirmed that KS2 writing had met 75%, with the rest of KS2 results to be released on 10th July.	
7.2	KB informed governors that staff would next year be working alongside teachers in lower and higher year groups to encourage better understanding of expectations in different year groups.	
7.3	<p><b>Feedback from South Deeside Schools Federation Meetings and other groups</b></p> <p>DS reported on plans at the SDSF to use cloud storage for sharing of documents such as policies.</p> <p>He said that schools had also fed back following implementation of GDPR, and KB reported that Pensby Primary and Barnston Primary were using the same Data Protection Officer from E2E.</p>	
7.4	DS reported that the timing of the L.A.'s consultation with governing bodies over budget options had been addressed and he referred to the short timescale within which governing bodies had to debate last Autumn 2017.	
7.5	KB reported on a cyber crime report delivered by WF at the Primary Heads Consultation Group and she expressed concern that the report established that 17 was the average age of a person arrested for cyber crime compared to 32 for other crimes. She reported that WF would be meeting to advise re training children.	
7.6	DS reported that all federation schools had monitored each other for SATS and LG stated that robust systems had been identified at Pensby Primary.	
7.7	DS informed governors that the SDSF had also looked at workloads, 30 hours provision, an independent appeals panel, as well as the possibility of funding from Laurel Trust.	
7.8	With reference to the proposal for an independent appeals panel, to ensure impartiality at federation schools. He said that the panel could also be used to interview a headteacher, with a colleague headteacher from one of the federation schools invited to advise during the interview process	
7.9	DS asked governors for a show of hands, firstly proposing two governors from each school to sit on the appeals panel. KB seconded this proposal.	It was agreed that a Federation Appeals panel be formed with two governors from each federation

		school.
7.10	DS proceeded to ask governors to agree panel for headteacher recruitment. KR seconded this proposal	It was agreed that a Federation panel be formed for headteacher recruitment with two governors from each federation school.
7.11	CB questioned whether the panel could convene for the recruitment of a deputy headteacher, which he acknowledged was a crucial role. It was agreed that the role of the panel was likely to develop further to include recruitment of key positions.	DS to refer to SDSF re deputy head recruitment panel
8	<b>10<sup>th</sup> Year Celebration update</b>	
8.1	KB reminded governors that the celebration had been a governor initiative and DS said he had initially put forward a celebration for the garden project. KB said that a budget needed to be agreed if the event was to go ahead. KB proposed that JL provide an update on plans for the celebration as she had taken on the lead governor role, alongside KB.	
8.2	JL gave an account of the events provisionally booked and expressed concerns as to whether enough money could be raised before the end of term to break even. Following WF's resignation as governor, KB queried whether a new committee could be formed in time. Other options for celebrating the 10th anniversary of the school's opening were discussed. KB said that it would not be feasible to release staff to organise events. DS proposed that any celebration be deferred until the field was sorted. JL was thanked for her hard work.	It was agreed that any celebration events be deferred until the field was sorted.
9	<b>Legislation</b>	
9.1	<b>General Data Protection Regulations came into force 25.05.18</b> DS advised that an updated Data Protection policy had been approved by the SED committee.	Governors were satisfied that GDPR had been fully addressed by KB
9.2	<b>DfE and Ofsted updates:</b> <b>1. Ofsted changes to inspection timeframe</b> A summary of the changes was discussed and KB explained the timescale for Ofsted to revisit schools.	
9.3	<b>2. Keeping Children Safe in Education:</b> Governors were reminded that an updated version of the statutory guidance, ' <a href="#">Keeping children safe in education</a> ' would come into effect on 3 September 2018, also that the DfE had published separate advice which covers a whole school approach to prevention of sexual violence and harassment.	Agenda item for September meetings (clerk to make diary note)
10	<b>Governors' Appraisals</b> Training requirements were discussed for next year and consideration was given for access to over 50 CPD online training modules through the NGA at a cost of £75.00. The benefits of online training were discussed and it was confirmed that one of the Federation schools had given positive feedback about the NGA's online training. DS proposed that the training package be taken up for one year. LG seconded.	clerk to liaise with KYJ to arrange for purchase of the training package.
10.1	KB reminded governors of the extensive online training provided by Ellis Whittingham, accessible to staff and	

	governors, which was particularly relevant to HR and health and safety. She reported positive feedback from catering staff which had resulted in safer working practices.	
11	<b>Setting strategy for 2018/19</b> DS informed governors that this objective would fall within the remit of the SED committee agenda and that the 5 year strategy plan would be added to the next committee meeting.	Add to SED agenda Autumn term (clerk)
12	<b>Governors' Reports on Monitoring Visits</b> The following monitoring visits had taken place this term and reports were available to other governors via school office: <ul style="list-style-type: none"> <li>• SE Foundation Subjects</li> <li>• SATS</li> </ul>	
13	<b>Governors' Reports on Training</b> KR reported on the ECM training she and MW had attended - 'Inspection briefing for governors'. She said she felt more confident and prepared after attending the training session.	
13.1	KR said she had also attended the training on 12th June with JL, delivered by Brian McNutt, which covered the procedures for headteachers' appraisals.	Governors training report to be updated (clerk)
14	<b>Any other business</b>	
14.1	KB reported that she had received many supportive emails from governors and parents following her appeal on the school newsletter about planning permission for the school field. This had brought about a meeting with the local councillor.	KB to report back following outcome of meeting.
14.2	KB reported that parents, including CB, had helped to install picnic tables and benches in the nursery following commitment of formula capital spend. KB reported on an income boost from IOSH courses delivered from the school and said that additional income was expected next year from hiring out of rooms for training courses.	Governors expressed thanks to the PTA and parents for their work.
14.3	JE expressed regret that there had been a misunderstanding regarding Finance governors' intentions to support staff at the children's club. SE reinforced this and LG accepted that action had been taken with the best of intentions.	The strength of the Early Years team was acknowledged.
15	<b>Date of next meeting</b>	to be agreed