

**PENSBY PRIMARY SCHOOL – AGENDA FOR FULL GOVERNORS MEETING  
28<sup>th</sup> FEBRUARY 2019 AT 6PM**

	<b>Name</b>	<b>Expiry term of office</b>	<b>DBS check completed</b>
<b>Co-opted Governors:</b>	Mr Dave Spencer – Chair of Governors	31.08.21 31.08.21	Yes Yes
	Mrs Yvonne Clarke – Vice Chair	27.04.20	Yes
	Mrs Kirsty Harland	27.04.20	Yes
	Mrs Sue Evans	31.12.20	Yes
	Mrs Kate Roberts	20.01.21	Yes
	Mrs Julie Evans	20.01.21	<b>Yes</b>
<b>Local Authority Governor:</b>	Vacancy		
<b>Parent Governors:</b>	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 16.02.21	Yes Yes
	Mrs Joy Thomas – Deputy Headteacher		
<b>Associate Member</b>	Mr Chris Boynton	27.04.20	Yes
<b>Associate Member</b>	Ms Linda Grant	23.11.21	Yes

	<b>NATURE OF DISCUSSION</b>	<b>AGREED/ACTION POINT</b>	<b>RESPONSIBLE</b>
1	<b>Welcome; apologies</b> Apologies had been received in advance from YC.	Governors consented to the apologies	
2	<b>Declarations of interest</b> DS invited governors to declare any conflicts of interest in respect of the agenda	No interests were declared	
3	<b>Any other business</b> Deputy Head selection process – see agenda item 16		
4	<b>New Members/Expiry of Membership:</b> The governor vacancy was noted and KB reported that an ex-governor now retired had expressed interest in becoming a governor again. Reasons for his leaving were queried. KB agreed she would set up meeting with the prospective governor. KB reminded governors to delete any records with names on.	Agreed KB to report back on prospective governor  All governors to destroy records with names on	<b>KB</b>  <b>All governors</b>
5	<b>Minutes of last meeting</b> To confirm true record	Agreed true and accurate record	Minutes to be published on website ( <b>clerk</b> )
6	<b>Matters arising from last meeting</b> <i>Min 4.</i> governor vacancy covered in agenda item 3 above		
	<i>10.3</i> school council meetings - KB reported that LG had agreed to refashion the school council, renaming it the Coast to Country Crew in line with the inter-school project Coast to Country. It was explained that the Crew would involve all children in the school, with 2 representatives from nursery upwards and that their first focus would be battery recycling		
	<i>11.2</i> Health and safety checks by governors - covered by Health and Safety committee <i>11.2b</i> update re joint site issues - minutes of joint site meeting circulated		
	<i>16</i> NGA online training - DS confirmed set up		
	<i>18.3</i> review of staff structure and agree criteria for leadership roles - KB reported that work had begun through the working party set up and that Deeside heads had agreed that job specifications be uploaded to the shared area as an additional shared resource.	Governors were satisfied that all matters arising had been auctioned or added to today's agenda.	

7	<p><b>School Inspection Consultation – link emailed to governors by KB</b>  <a href="#">Consultation on the education inspection framework 2019</a>  DS urged governors to respond to the consultation and a discussion followed about the proposed changes with reference to wider curriculum and more focus on improvement. KB asked governors to consider the implications if the headteacher was offsite when the inspection phone call made only two hours in advance of visit. The benefit of reverting to two day inspection was also raised.</p>		Governors to follow link to consultation (all)
8	<p><b>Monitoring and Review of school improvement plan</b></p>	Agreed that the committees carried out this process within their remit.	
9	<p><b>Committee reports</b>  Committee chairs reported on their committee meetings in the Spring term, minutes of which had been circulated prior to the meeting (except for SED)</p>		
9.1	<p><b><i>Finance/Staffing (including approval of Schools Financial Value Standard assessment)</i></b></p>		
9.1a	<p>JE summarised the outcomes of the meeting and explained that work on budget setting had taken place at a pre-meeting. She reported that the Tesco tokens scheme was up and running and outlined the benefits of the scheme.</p>		
9.1b	<p>KB was invited to provide a finance update, as she had been unable to attend the committee meeting. She reported that development of the field was now taking place and that the problem re access by contractors via the side entrance had been resolved, also that the fitting of floodlights was being resolved, which would lead to increased income stream for the school.</p>		
9.1c	<p>KB confirmed that the government capital grant of £10,700 had been received and would be allocated to IT as discussed at Finance. She added that Hi-impact would be carrying out a review to match up IT requirements, including software, with the curriculum. The benefits of IT threaded through all subjects was highlighted. . She explained how much longer it would take staff to complete a review</p>	Governors approved expenditure on the services of Hi-impact	

	of IT.		
9.1d	KB quoted figures for the income due to Pensby Primary from Stanley School following the increased charge for free school meals, in addition to the increased charge for Universal Infants Free School Meals. She asked governors if they thought the charge should be backdated further than September 2019. JE proposed that KB claim back the cost from the government's UIFSM grant from 3 years ago when Pensby Primary took over the management of the school meals.	It was agreed that charges for free school meals and UIFSM be backdated 3 years to when Pensby Primary took over the management of school meals.	<b>KB to liaise with KYJ</b>
9.1e	KB reported that 4 weeks notice had been given to end the SLA with the current waste management company to transfer to B and M who guarantee zero percent to landfill (extra cost £300). KB reported on the enthusiasm of pupils when thinking about disposal	Governors agreed that the new SLA tied in well with the Coast to Country.	
9.1f	<b>Confidential Item re named personnel</b> Action points had arisen at the Finance/Staffing meeting relating to named personnel and so staff governors other than Headteacher were asked to leave the meeting at this point to comply with confidentiality requirements	Minutes recorded under part 2	
9.2 9.2a	<b>Curriculum &amp; SEND committee</b> There were no questions arising from the minutes. LG reported that the school had been recommended to take part in the SEND Early Years Social Mobility Review programme and that officials had come in to gather evidence. She reported that they had been impressed with the school's routines and structures and had taken on board the research carried out within the Federation. KB confirmed to governors that LG had been the driving force, having identified that the study was needed. The ambition to close the gap in early years across the country was highlighted.	LG was thanked for her input.	
9.2b	KB reported that Dave Hollanby, Data Analyst for Wirral Schools, had been invited in to analyse the school's inspection data.		
9.3	<b>Health &amp; Safety</b> KH summarised the meeting and confirmed that health and safety monitoring tasks had been allocated to committee members.		

	No queries were raised.		
9.4 9.4a	<b>S.E.D.</b> DS confirmed that the committee had scrutinised the data circulated by KB and that minutes would be circulated once some outstanding queries had been resolved.	Clerk to circulate minutes once queries resolved.	<b>JG</b>
9.4b	KB suggested that governors might like to review the school's committee structure and referred to schools which held monthly rather than termly meetings.	Review of committee structures and meetings timetable to be considered	<b>KB/DS/all for input</b>
10 10.1	<b>Solar panels – consider proposals from Complete Eco</b> (documents circulated by KB 16.01.19) As agreed as an action point at the last Finance meeting, JL confirmed that the interests free period for the loan was 8 years. It was confirmed that this meant the loan would be repaid from savings made from solar energy. based on projected electricity.		
10.2	A discussion followed as to how the solar panel repayments would be accounted for in the budget. It was also proposed that a ring-fenced capital budget of £5000 would be set aside from the school's capital budget for solar panel repayments for the next 3 years	Agreed that the bursar would set up a separate pot to pay for the loan and that whatever energy income received would go into a separate budget heading.	<b>KB to liaise with Bursar</b>
10.3	The need to charge Stanley school for the full cost of the electricity was addressed because they had not signed up to the solar panel scheme. KR asked for assurance that the solar panel incentive scheme was a better investment than the government's biomass renewable heat incentive on offer when the school was built. DS reminded that problems had been encountered because the school had only been fitted with a prototype biomass boiler.		
10.4	KR asked if the company was a bona fide company and it was explained that the role of Eco Solutions was as facilitator for installation of the panels and that the school owned the solar panels. It was established that Salix Finance Ltd provided interest-free government funding to the public sector		
10.5	A query was raised as to maintenance of the panels and it was noted that only cleaning of the sealed units was needed but no servicing JL proposed going ahead with the solar panel	It was unanimously agreed that the school goes ahead with the solar panel scheme as outlined in the minutes of	<b>KB to give go-</b>

	scheme through Eco Solutions. DS seconded.	the Finance and Staffing meeting.	ahead to Eco Solutions.
11	<p><b>Schools to go single-use plastic free by 2022</b>  <a href="#">DfE Single use plastic free challenge</a>  Governors acknowledged that the school's Coast to Coast challenge meant that the school was already ahead in this challenge and DS referred governors to the minutes of the Curriculum committee meeting</p>	Governors acknowledged the commitment by staff to ensure the success of the Coast to Coast project	
12	<p><b>Policy reviews in accordance with policy review cycle</b>  It was noted that action was taken at relevant committees</p>		
13	<p><b>Complaints – new DfE guidance for consideration by governors (non- statutory)</b>  <a href="#">DfE best practice guidance for school complaints procedures Jan 2019</a>  DS referred to the hyperlink in the agenda.  Updated policy awaited from Wirral LEA.</p>	<p>DS agreed to email document in word format.</p> <p>Policy to be updated once L.A. model policy updated</p>	<b>DS</b>
14	<p><b>Avoid high supply agency fees – new DfE guidance for consideration by governors (non-statutory)</b> <a href="#">Hiring supply teachers and agency workers</a>  DS referred to the hyperlink in the agenda which provided DfE guidance to help schools get value for money, avoid fees and find local agencies who complete thorough background and safeguarding checks.  DS established that the cost of supply agencies had been discussed at the Finance committee meeting and it was noted that the school did not regularly rely on supply agencies.</p>		
15	<p><b>Governors' Training Reports</b>  Governors were invited to submit details of training completed in the Spring term for the benefit of the full governing body.  KH had completed Hayes online safeguarding training  HM and KR had completed My Concern Safeguarding training</p>	Governors' training register to be updated.	<b>Clerk</b>
16	<p><b>Any other business</b>  The deputy head selection process was discussed and governors confirmed roles, including shortlisting the next day at 1pm and visits on 12<sup>th</sup> March, followed by interviews on 13<sup>th</sup> March.</p>	KB thanked governors for their input	
	<b>Date of next meeting</b>	<b>Thursday 04.07.19 at 6pm</b>	