

**Pensby Primary School**  
**Agenda Full Governing body meeting Thursday 3<sup>rd</sup> December 2020**

	<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>• Mrs Yvonne Clarke – Vice Chair</li> <li>• Mrs Sue Evans</li> <li>• Mrs Kate Roberts</li> <li>• Mrs Julie Evans</li> <li>• Ms Helen McCauley</li> </ul>	<ul style="list-style-type: none"> <li>• 31/08/2021</li> <li>• 01/09/2021</li> <li>• 27/04/2024</li> <li>• 31/12/2020</li> <li>• 20/01/2021</li> <li>• 29/01/2021</li> </ul>	<ul style="list-style-type: none"> <li>• Yes</li> <li>• Yes</li> <li>• Yes</li> <li>• Yes</li> <li>• Yes</li> <li>• Yes</li> </ul>
<b>Local Authority Governor:</b>	Vacancy	-	-
<b>Parent Governors</b>	<ul style="list-style-type: none"> <li>• Mr Michael Weston</li> <li>• Ms Jennie Lawrence</li> </ul>	<ul style="list-style-type: none"> <li>• 28/03/2022</li> <li>• 29/01/2021</li> </ul>	<ul style="list-style-type: none"> <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>• Mr James Klausen</li> </ul>	<ul style="list-style-type: none"> <li>• EX-Officio</li> <li>• 14/11/2023</li> </ul>	<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>

**Pensby Primary School**  
**Agenda Full Governing body meeting Thursday 3<sup>rd</sup> December 2020**

		<b>Nature of Discussion</b>	<b>Agreed/Action Point/Responsible (highlighted)</b>
<b>1</b>	<b>Welcome; Apologies</b>	DS, KB, YC, KR, JL, MW, HMc, JK, JE, LG Apologies – SE	
<b>2</b>	<b>Declarations of pecuniary interests</b>	KYJ has sent this to govts. Needs to be completed and returned.	
<b>3</b>	<b>New members/Expiry of Membership</b>	A discussion was held regarding the position of HMc and her move to Co-opted Governor. This may need to be changed. Please see point 15 for further information.	<b>DS</b> to call CB about membership
<b>4</b>	<b>Minutes of Last Meeting</b>	To confirm true record	It was agreed that the minutes were a true and accurate record
<b>5</b>	<b>Matters arising from last minutes</b>	There were no matters arising	
<b>6</b>	<b>Budget Meeting discussion and Budget recovery report</b>	JE as committee chair led the discussion	<b>KYJ</b> to look May-July dinner income and calculate losses
<b>6.1</b>	JE informed the group of a small credit to the budget at the end of year. DS calculated the credit to be £7610. It was discussed that some monies had been claimed back from Universal Free School Meals of £8000 to be placed back into the budget from Stanley School.		
<b>6.2</b>	KB informed members that £13000 had been applied for received from the DfE for Covid expenditure. Approximately £8000 was awarded and the rest was to be considered. However, the DfE have confirmed they will not be releasing any further funding claims.		
<b>6.3</b>	A discussion was held about the COVID the losses to the Kitchen due to school closure between the months of May-July. The		<b>DS</b> to discuss with Stanley School DS

**Pensby Primary School**  
**Agenda Full Governing body meeting Thursday 3<sup>rd</sup> December 2020**

	<p>figures for this had not yet been calculated. KB suggested using some funds from the Kitchen reserve pot and discussing with SS HT and Governing board regarding this.</p> <p>KB suggested splitting the support into smaller payments to limit the impact on the reserve funds. KB suggested £3000.</p>		<p>to discuss this with SS governors. governing board and inform KB of decision reached.</p>
<b>6.4</b>	<p>JE queried the number of meals being purchased and whether this has increased. KB informed the group that numbers had steadily increased as the Kitchen has been fully functioning since September.</p>		
<b>6.5</b>	<p>A discussion was held surrounding the re-structure of the Premises staff. DS queried the implication of making staff redundant but employing new staff. KB informed the group that meetings had taken place with Sue Blevin, Wirral HR and these avenues had been explored and detailed at length. The transition for the re-structure will be smoother as long as the business plan is sound, KB added.</p>		
<b>6.6</b>	<p>KYJ noted prior to meeting that points 13.2 and 13.3 from Finance committee meeting must be approved at Full governors meetings.</p>		<p>All members agreed these points.</p>
<b>7</b>	<p><b>Heads report November 2020</b></p>	<p>KB had circulated this document to members prior to meeting.</p>	
<b>7.1</b>	<p>A discussion was held around Ofsted and new information which had been issued today. KB has emailed this to governors.</p>		
<b>7.2</b>	<p>KB discussed the staff appraisal target which has now been set and a whole school target set on staff and pupil well-being was the main focus for this period due to current climate. KB reported that in the circumstances teaching staff appraisal had been completed and that in light of what teachers had achieved/done in all areas their performance was outstanding.</p>		
<b>7.3</b>	<p>KB informed the group that the new curriculum page of the new school website had been updated to include new curriculum information. KB emphasised the broadness of the new curriculum and then noted the effort put in by staff to produce this.</p>		
<b>7.4</b>	<p>KB updated the members regarding the FSM families and the previous support being provided during the first lockdown. Families were offered a voucher to help with food costs whilst the</p>		

**Pensby Primary School**  
**Agenda Full Governing body meeting Thursday 3<sup>rd</sup> December 2020**

	children would ordinarily be having free lunch at school. Wirral have offered Christmas food parcels to those nominated families from our school.	
<b>7.5</b>	KB informed members about complaints from Penmon drive residents about parents blocking resident's driveways. KB noted that emails had gone out to those families involved. KR added that Mike Collins Councillor has contacted KR to enquire about PCSO in the area to support this. KR noted that should be part of schools SLA and KB agreed stating this would also incur charges for the school. Traffic enforcement officers have been present in surrounding roads in previous months and could call upon these again to deter parents from parking irresponsibly.	
<b>8</b>	<b>Ofsted Interim questions discussion</b>	KB circulated this document prior to the meeting
<b>8.1</b>	SLT had worked on this document based on questions from other school visits. Ofsted visits are currently being conducted via telephone but this will change in the summer term where on-site inspections are set to resume. KB noted the full inspections would however be carried out if there was a safeguarding concern that required immediate action.	
<b>9</b>	<b>COVID Risk Assessment</b>	KB circulated this document prior to the meeting
<b>9.1</b>	KB noted the document had recently been updated by JK and LG following the recent Health and Safety meeting. JK ran through the items added which included an issue with school thermometers which had now been rectified.	
<b>9.2</b>	A discussion was held surrounding the children and singing. Guidance changes regularly, we believe that now children are able to sing in small groups and must be minimum 1M apart. Hi-impact will be in school next week to film a Christmas type performance. KB had met with Stacey Shaw to discuss how this will run.	
<b>9.3</b>	KB informed the members about Health and Safety inspection done by Wirral back in March. KB has still not received a report from this inspection. KB noted the communication effort made to Wirral Health and Safety team to retrieve the report. A discussion was held surrounding the importance of the need for	

**Pensby Primary School**  
**Agenda Full Governing body meeting Thursday 3<sup>rd</sup> December 2020**

	joint services across both Pensby Primary and Stanley Special school for H&S.		
<b>10</b>	<b>School Self Evaluation and predicted data from Teachers</b>	KB circulated this document prior to the meeting	
<b>10.1</b>		KB discussed the data produced by the staff. KB discussed the data with members and noted that points made in blue form the tagrts for the School Self Evaluation plan.	
<b>10.2</b>		JL had visited Maths subject leaders KW and LG to discuss current plans for Maths curriculum. JL noted the plans set out by the staff and the 5 year plan and the quality of this. JL has also looked over Seesaw and noted the quality and fluency of Maths work across the school from Nursery to Y6.	
<b>10.3</b>		KB noted the need for the purchase of further resources for Maths once the second COVID catch up payment is made to the budget.	
<b>10.4</b>		KB added that KS1 SATS will not take place this year. Year 4 multiplication assessments will also not take place. No data will be published. KB would like to express her gratitude to the staff for producing this data.	
<b>11</b>	<b>Governors Curriculum roles</b>	DS queried if all Governors present are happy with their current roles. KB stated that other subjects required a link governor and this needed to be considered.	All members agree to remain in current roles. Governors to agree link governors for all other subjects.
<b>12</b>	<b>Deeside Schools Federation proposal</b>	Discussion is held between members about the current discussions for Federation of Deeside Schools.	
<b>12.1</b>		KB informed the group about discussions she had had with Deeside heads cluster regarding the need for collaboration in the group. KB and members discussed the options for Hard federation and MATs.	
<b>12.</b>		KB informed the group of Irby Head Annette Palmer leaving post	

**Pensby Primary School**  
**Agenda Full Governing body meeting Thursday 3<sup>rd</sup> December 2020**

2	to explore new avenues. KB also informed members of her persuasion for some of the soft federation heads to undertake the NPQEL course. The feedback from Heads undertaking the course to KB was it was an “Eye opener” for what is happening in educational landscape.		
12.3	KB had discussed the possibilities of soft and hard federation very much like Deeside heads cluster groups and that many of the heads would be willing to collaborate. A discussion was then held regarding Stanley School and their involvement of this. KB stated that her priority for formal collaboration would be with Stanley School, should a Deeside collaboration be formed as the sites are conjoined and their interests too. Discussion surrounded the workings of this with the need for a leader to ‘drive’ this forward and the options that are needed for this to work.		
12.4	KB queried if Governors would be happy for discussions between Deeside heads to continue.		All agreed
13	<b>Policy Reviews in accordance with policy review cycle- Remote Learning &amp; Disciplinary Policies</b>	DS circulated the documents to members prior to meeting. <ul style="list-style-type: none"> <li>➤ Whole School Pay Policy</li> <li>➤ Wirral Disciplinary Policy</li> <li>➤ Remote Learning Policy (circulated by KB)</li> </ul>	
13.1	DS noted the need for whole body agreement on these policies.		Policies accepted by all members.
13.2	KB added with Y2 bubble currently closed, there have been items to be added to the Remote Learning Policy. KB to work with JK on updating this and will be circulated for approval once complete.		KB & JK to amend current document and circulate for approval.
14	<b>Governors training reports</b>		
14.1	JL has completed Head teacher appraisal course on NGA website.		

**Pensby Primary School**  
**Agenda Full Governing body meeting Thursday 3<sup>rd</sup> December 2020**

<b>14.2</b>	KB added that some members of the board had been invited to sit on disciplinary panels. This was asked to be noted in the minutes as a record of training and experience gained by some members of the body. KB thanked those governors for this very important undertaking.	
<b>15</b>	<b>Governors terms of Office clarification</b>	Discussion surrounding the terms of office and placement of members within committee groups.
<b>15.1</b>	JL and HMc terms of office are due to expire (20/01/21). HMc <b>vote will take place in January 2021</b> . JL is a Parent Governor and will need to be re-elected by school community. This will take place in the new year.	
<b>15.2</b>	KR term of office due to expire (31/12/20). KR will continue in post for further 4 years. (31/12/24)	All members agreed
<b>15.3</b>	Governor roles and positions are discussed. HLJ requested meeting with DS and possibly KB to organise this and rectify current lists as there are some errors.	<b>DS &amp; HLJ</b> to meet and rectify
<b>15.4</b>	JE noted that in minutes in 2017 governors were moved to posts that were not in line with the current constitution. The constitution was discussed and is to be reviewed.	<b>DS to circulate documents to members.</b> <b>Completed –</b> <b>Circulated</b> <b>3/12/20</b>
<b>16</b>	<b>Any Other Business</b>	
<b>16.1</b>	DS noted the receipt of the school inventory document. Discussion surrounded the procedure for disposal of electronic items. HLJ adds that all items are destroyed by registered companies and destruction certificates are embedded in the document.	
<b>16.2</b>	DS queried the PPA cover issues with closure of Y2 bubble and HLTA isolating. KB noted that the situation had been handled by KW and staff had been moved around to cover this hopefully so no further issues will arise.	
<b>16.3</b>	KB added that PPA cover will change to reduce impact on classes should more bubbles closed.	
<b>16.</b>	DS queried how the closure of local Children's centres will affect	

**Pensby Primary School**  
**Agenda Full Governing body meeting Thursday 3<sup>rd</sup> December 2020**

<b>4</b>	school. KB noted a conversation she had had with employee from Children’s centre. Continue to use Club room to provide community groups as prior to Covid. This will mean lettings income will resume and the community groups will be within own bubble and will have no impact on the rest of the school.	
<b>16.5</b>	JK discussed the purchase of new class iPads and awaiting delivery of these but there has been a back log of orders. The PTA purchased set are due to arrive mid-December. Thanks are noted to the PTA for the support in this purchase.	
<b>16.6</b>	Discussion surrounding the purchase/lease of more iPads. Members agreed that leasing would be a better option for the future as iPads would be updated to latest models every 3 years and is an inclusive quarterly cost which includes set up, maintenance and items such as cases, screen protectors, trolleys and charging leads.	All agreed
<b>16.7</b>	JK noted the free trial of Literacy program ‘Reading Eggs’. JL as a parent of the school noted success of this with her own child. JK had trailed this with Y2 bubble during remote learning to support phonics, maths and literacy for the children during bubble closure.	

Meeting closed at 8.10pm