

Pensby Primary School
Minutes for Full Governors Meeting 27th February 2020 at 6pm

	Name	Expiry of term	DBS Check completed
Co-opted Governors:	<ul style="list-style-type: none"> • Mr Dave Spencer – Chair of Governors • Mrs Yvonne Clarke – Vice Chair of Governors • Mrs Sue Evans • Mrs Kate Roberts • Mrs Julie Evans • Ms Helen McCauley 	<ul style="list-style-type: none"> • 31/08/2021 • 01/09/2021 • 27/04/2020 • 31/12/2021 • 20/01/2021 • 29/01/2021 	<ul style="list-style-type: none"> • Yes • Yes • Yes • Yes • Yes • Yes
Local Authority Governor:	Vacancy	-	-
Parent Governors:	<ul style="list-style-type: none"> • Mr Michael Weston • Ms Jennie Lawrence 	<ul style="list-style-type: none"> • 28/03/2022 • 29/01/2021 	<ul style="list-style-type: none"> • Yes • Yes
Staff Governors:	<ul style="list-style-type: none"> • Mrs Kate Brown – Head Teacher • Mr James Klausen • Kirsty Wright 	<ul style="list-style-type: none"> • EX-Officio- 16/02/2021 • 15/11/2023 • 01/09/2019 	<ul style="list-style-type: none"> • Yes • Yes • Yes
Associate members:	<ul style="list-style-type: none"> • Mr Chris Boynton • Ms Linda Grant 	<ul style="list-style-type: none"> • 27/04/2020 • 23/11/2021 	<ul style="list-style-type: none"> • Yes • Yes

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		Nature of Discussion	Actions/Responsible
1	Welcome; Apologies	None	HLJ to call CB as no apologies received
2	Present	DS, KB, SE, JL, YC, KR, HMc, MW, JE, JK, LG	
3	Declarations of pecuniary interests	None	
4	Any other business	None	
5	New members/Expiry of Membership	Errors – HLJ to look into errors on top of document, Governor terms and rectify if necessary – SE believes she expires April 2020. YC should be December 2020. School website says – YC – expires - 01.09.21 SE expires - 27.04.20	HLJ to rectify
6	Minutes of Last Meeting	Agreed as true and accurate record.	
7	Matters arising from last minutes		
7.1		Look into training courses. Gold membership on NGA website.	HLJ to support members in gaining access to website
	7.1a	KB spoke about Power Solutions and the possible saving of budget for utilities. KB will provide an update for this to Governors as the work progresses.	
7.2	FSM update	Admin staff has supported the push for Free School Meal applications to raise funds for schools and support families who may not be	






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		aware of their eligibility. Limited new additions yet.	
7.3	SFVS	DS enquired as to the progress of the Schools Financial Value Standards document. JE and KB have supported KYJ in completing this. Discussion took place surrounding some of the questions regarding staffing and how this was recorded in the document.	
8	Monitoring and review of school improvement plan		
8.1		KB stated this was updated and should be viewed by the SED committee meeting. Another meeting to be arranged to minute this accurately.	Date to be agreed – 13/03/20 TBC
9	Committee Reports	Below	
9.1	Finance	<ul style="list-style-type: none"> • Credit balance £43,000. Closing in a credit but deficit for next year of £60,000. KB raised the issue surrounding additional hours. JK read statement from latest SLT minutes stating cover for TA's if they are ill/on leave will cease. • KB also explained she had sent an email to some staff to try to gauge possible staffing scenarios in the future. This will have an effect on budget in coming years and enable KB to plan for future budgets. • Admin staff training was raised with the extra hours being used, confidence in Parent Mail and newer systems was cited. KB was unaware of any difficulties and challenged this. She will speak to the admin team. • Swimming – New arrangements to be implemented in September. Swimming is currently making the school a loss. Discussion surrounding the costings and the 	

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		<p>suggestions of increasing the charge for Parents to cover the loss each session. This was agreed at £3 per session as opposed to current charge of £1 per session. Governors were concern about the cost of the swimming. Parent Mail payment plans will be set up in September giving ample time for families to pay over longer periods, reducing the financial impact on families. – Year 4 will be the group that access National Curriculum swimming and so this year will be free for those children.</p> <ul style="list-style-type: none"> • DS raised the SEN funded staffing as per P9 report – KB confirmed all funds have now been received into the budget. • Water meter has been installed for Stanley school-this will give accurate readings for Stanley. PDoFF will update Governors regularly with readings and updates on bills and any credit received back as result of having more accurate readings. 	All Agreed
9.2	Health and Safety committee	<p>KB discussed the recent Health & safety drop in for Morning drop off by governors. This went without incident. The group looked over the Health & Safety inspection checklist document. Some of the group queried the reason for some answers on the checklist being coloured green (compliant) but marked as ‘No’. KB explained that these services listed on this checklist are services we do not buy into as part of our SLA (service level agreement) with the Local Authority; therefore we are compliant in this aspect but mark ‘No’ as we do not buy into this SLA but we do meet the H&S requirements so overall it is flagged as green.</p>	
10	Head Teachers	KB gave a presentation and recommended	

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	Report	Pensby/Stanley Federate (see item 12)	
11	Emergency exit gate from the field		
11.1		<p>KB confirmed everything is in place for this to be actioned. Letter has been circulated. Gate will need to be checked regularly to</p> <ol style="list-style-type: none"> 1-check maintenance of the gate/locks 2-check security of locks and ensure no tampering. <p>KB talked about the plans for emergency exit and use for refuge in other schools and sites. KB informed governors of meetings with John Keeling from Merseyside Fire and Rescue and his suggestions of the need for a path from field to gate for those families and children using wheelchairs. KB suggested collaborating with Stanley to get funding to pay for this. Possibly another Tesco bag Appeal or Asda community funds?</p>	
12	Presentation from Kate Brown on Hard Federation proposals	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  Business Development Strateg </div> <div style="text-align: center;">  Business Development Strateg </div> <div style="text-align: center;">  Business Development Strateg </div> </div> <div style="display: flex; justify-content: space-around; align-items: center; margin-top: 10px;"> <div style="text-align: center;">  A National College guide to federations. </div> <div style="text-align: center;">  mat (1).pdf </div> </div>	
12.1		<ul style="list-style-type: none"> • KB presented the Governors with some documents containing details of MAT or Multi Academy Trusts outlining the pro's and cons of being part of one. The budget currently and in coming years is not looking healthy due to funding cuts and this is only predicated to get worse in coming years. • Documents circulated between members. Embedded above. 	

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- The documents and their contents are discussed at length. KB stated it is important for all options to be discussed in detail.
- KB discussed the implications for the school in the current financial climate and the need for cuts in terms of staffing, premises teams and admin teams should we not make changes to keep the school functioning.
- A discussion then took place surrounding the Oak Tree Trust who had invited the school to join their MAT. The group read through its contents and discussed this.
- The South Deeside soft federation model (Heswall, Barnston, Gayton, Thingwall, Irby Primary schools) a discussion was held on what would be the benefit of merging this soft federation into the Oak Tree model?
- Governors discussed the merging with Stanley School as a MAT and Federation.
- KB informed the body that she had met with the architect who designed the current building to develop a community centre and EYFS facility including community rooms on the site. Funding for this development is limited for maintained schools. Entering into a Multi Academy Trust would more likely receive funding for this from the DFE.
- The body discussed the amount of funding received by the local MAT schools for repairs valued more than the LA receive for maintained school budgets annually.
- KB added that what makes MAT successful in shared ethos, structures and visions and strong leadership.
- YC asked “is there a max of schools that can enter in to the MAT?” KB stated that in her opinion if it was too big and geographically

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spread it would be more challenging. 10-12 schools is a reasonable size.

- KB and DS reported that the SDPSF had very mixed views between all schools and governors regarding moving to a more formal structure. KB suggested working closely with Stanley School and Governors as we already have a strong established collaboration but keep our soft federation in the loop about plans decisions.
- A discussion was held about the possible leadership and governance of the MAT.
- DS - The hard federation would have single governing board – you may invite soft federations at beginning at process – it is a legal hard federation but either school can leave and still be part of LA. There would be a single head teacher to oversee a Hard federation and each school receives individual Ofsted inspection.
- DS - setting up a MAT. Apply to government with intent to form MAT. The government/DFE provides £25,000 from government to help leave the Local Authority. Governing board changes to a board of trustees. If you are trustees from start there becomes a higher archy in terms of members on the board. Schools are bound once joined into a MAT. Ofsted inspections would be performed at relatively same time initially for all schools in the MAT that join at the same time. MATS are not graded from Ofsted each school receives a Ofsted rating and Trustee board will be judged.
- Will each school in hard federation/MAT run individually? Concerns for the education aspects of the children and the formation of curriculum intent etc.

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		<ul style="list-style-type: none"> • KB-All schools want to maintain their autonomy. But will have the benefits that come with it. Plus a governing board could still be kept for each individual school. • LG added to the group the importance of the EYFS is a massive part of the schools development and being a MAT would benefit the need for Multi agency input for the children early on. • JK raised concerns of MAT making schools more like businesses than functioning schools. KB stated that schools are already running as businesses in order to survive and cited the issues of financial implications in current situations and looking forward. For example F2 numbers this year are low meaning less money into the school. • SE raises her concerns of the joining with certain schools with no certainty of their future and their ethos which may not be as strong as the ethos we have worked so hard to define and produce/promote. • Time frames for the process – 18-24 months for MAT. • KB suggested organising another discussion group on the situation of forming Hard federation or Multi Academy Trust. KB said that speakers will come and discuss options for both Governing bodies. KB will organise this and inform governors. • DS suggested getting both Governing boards to investigate each scenario and then this can be put to soft federation at a later date. 	
13	Introducing DPO Sarah Webb		
13.1		Pensby Primary Schools Data protection officer Sarah Webb was invited to brief the Governors	

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		on her role within the school. Sarah gave a detailed account of her role if there is a data breach and the process of how this is handled. Sarah reassured the group that Pensby is a 'Highly Compliant' school. Sarah detailed the need for data sensitivity and the use of online systems to hold and store data and the effectiveness of this.	
14	Policy Reviews in accordance with policy review cycle	KB will email all policies out with updates, to be discussed in committees.	KB
15	Governors training reports	HLJ will email out log in details for NGA and courses upcoming.	HLJ
16	Any Other Business	None	
17	Date of next meeting	Thursday 2 nd July 6pm	Agreed