

**Pensby Primary School**  
**Minutes Full Governing body meeting Thursday 25<sup>th</sup> February 2021**

	<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>• 31/12/2024</li> <li>• 20/01/2025</li> <li>• 29/01/2025</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 Micheal Weston</li> <li>• Ms Jennie Lawrence</li> <li>• Vacancy</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 16/02/2021</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>• 27/04/2022</li> <li>• 23/11/2021</li> </ul>	<ul style="list-style-type: none"> <li>• Yes</li> <li>• Yes</li> </ul>

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		Nature of Discussion	Agreed/Action Point	Responsible
<b>1</b>	<b>Welcome; Apologies</b> <b>Apologies-HMc</b>			
<b>1.1</b>	KB,SE,KR,DS,JE,LG,MW,JK,JL,CB,YC			
<b>2</b>	<b>Declarations of pecuniary interests</b>			
<b>2.1</b>	None			
<b>3</b>	<b>New members/Expiry of Membership</b>			
<b>3.1</b>	Discussion in AOB			
<b>4</b>	<b>Minutes of Last Meeting</b>			
<b>4.1</b>	None. All agreed as a true and accurate record of the meeting			
<b>5</b>	<b>Matters arising from last minutes</b>			
	HMc vote of terms of office TBC. Vote taken place to renew membership of HMc for 4 years. Ds proposed, YC seconded. All agreed			
<b>6</b>	<b>Committee Reports</b>			
	<b>Curriculum</b>			
<b>6.1</b>	SE discusses the new structure of the curriculum minutes and the need for the meetings to be held more regularly therefore needing a more working document.			
<b>6.2</b>	SE raised points from meeting to address that not all children will return on 8 <sup>th</sup> March due to some exceptional circumstance.			
<b>6.3</b>	SE quotes the staff recognition of hard work by all staff during this difficult time			
<b>6.4</b>	SE and YC will be visiting school once receiving home test kits to look at current school environment and new Reading Eggs system			
<b>6.5</b>	SE handed over to KB to discuss recent challenges from our in house SALT. KB notes the procedure for all staff and contacted companies needing to test before entering the school to work with the			

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	<p>children.  SALT team had not provided this and had informed school those tests where the responsibility of the therapist and not a company issue. KB had then deemed this high risk and has not allowed SALT to return in school.  KB had then worked out missed sessions and upon speaking to the service was informed that these sessions would not be reinstated.  KB has since ceased contract with his firm and is working with senior team to seek new SALT.</p>		
	<b>FINANCE</b>		
<b>6.5</b>	<p>Deficit £14000 for end of this year.  DS noted SS governors have agreed to journal the UFSM funds.</p>		
<b>6.6</b>	<p>PD entered meeting to discuss the current situation of meter readings and looking into this for reimbursement back to schools.</p>		
<b>6.7</b>	<p>Updates for the roof leaks. Contractors have been out to look at this and deal with a gutter in hall. Another leak in dining room. KB has been informed by a company that a roof survey is needed. LA will not provide this. KB noted that local counsellor Mike Collins may be sought to support the schools in accessing funds from the LA to fix the roof issues.</p>		
<b>6.8</b>	<p>Discussion surrounds the position of the LA Governor post and how this could be filled. DS to have a discussion with Stanley school board to see how this can be filled or supported with the view to both sites working more closely together over the coming years.</p>		
<b>6.9</b>	<p>SFVS must be approved by board.  Skills matrix must also be filled in and returned to office manager ASAP please.</p>		

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<b>6.10</b>	JE noted the Part 2 minutes. JE also noted the issue of the kitchen pay. KB suggests that this can be discussed before next finance meeting.		
	<b>SED</b>		
<b>6.11</b>	No meeting held as yet. KB discussed the data and the need to baseline the children upon their returning 8 <sup>th</sup> March. There are expectations to submit data to look at where children “Should be” and to complete the Dave Hollomby document to submit this. KB asks if a meeting for SED could be called towards next Full Governors Meeting to discuss this further. This will be arranged.		DS to arrange SED with KB and email out to Members
	<b>Health &amp; Safety</b>		
<b>6.12</b>	Review of new risk assessment amendments. New guidance has been issued and changes made. JL discussed her recent visit on 1 <sup>st</sup> Feb. JL noted that KB would like Governors to collect a home test to allow Governors to enter school for visits etc.		
<b>6.13</b>	JL notes the lunchtime routine currently and how this has reduced accidents during lunchtime play and the efficiency of the children eating lunch in their classrooms.		
<b>6.14</b>	“Screecher” fitted to fire alarm in foyer to reduce the risk of children pressing this. Fire drill planned for when whole school return. New guidance update from KB- KB has addressed this with staff today, very few changes and processes currently in place will continue. KB noted that feedback from staff about the children sitting in rows and how we could change this from time to time. KB noted the masks for children and that children could wear these if working with smaller groups.		

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	<p>KB noted in particular 2 parents who have mentioned that they are exempt from wearing face mask.</p> <p>KB has received some information about these parents and that in actual fact they are not exempt. KB will address these issues as a whole and create a scenario for these families to encourage them to wear masks on site.</p>		
<b>6.15</b>	<p>JL noted KB mentioned drop I sessions for governors to see how the new process are working these are Drop off times, pick up times and lunchtimes. This could be W/C 15<sup>th</sup> March or W/C 22<sup>nd</sup> March.</p> <p>JL can send report to those who need it.</p>		
<b>6.16</b>	<p>JK is taking the wooden pallets and has almost cleared these</p>		
	<b>Pastoral</b>		
<b>6.17</b>	<p>KR mentions the new pastoral agenda and a meeting will be held in the coming weeks. KR reads the new terms of reference to governors and discussed the needs for these based on new Ofsted inspection framework for Pastoral governors</p> <p>MT suggested to attend with links to her NPQEL project</p> <p>MT attends meeting from a SENCO capacity</p>		
<b>7</b>	<b>Governor Curriculum Roles</b>		
<b>7.1</b>	<p>Just to refresh roles for governors with these subjects as these roles have increased somewhat.</p> <p>LG asks if DHollomby would be eligible for the LA governor Vacancy.</p> <p>To be added to next meeting discussion for curriculum roles in curriculum meeting.</p>		
<b>8</b>	<b>Website Compliance</b>		
<b>8.1</b>	<p>CB to look over website for compliance issues and conduct an audit to check compliancy.</p>		

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	KB to send link to documents		
	HLJ to add all minutes to new website as 2019/2020 minutes not yet added.		HLJ
<b>9</b>	<b>Remote Learning Policy</b>		
<b>9.1</b>	Discussed at curriculum meeting . No questions asked at this time. DS queried I this would need to be reviewed when full school return. KB responded that as some children will be continuing to home learn that this will remain.		
<b>10</b>	<b>Stanley School updates</b>		
<b>10.1</b>	DS discusses the on-going issues with SS staffing. DS notes that a new HT has been appointed Holy Barker and a 2 <sup>nd</sup> DHT has also been appointed to Ritu? Discussion surrounded the premises staff and other shifts I roles around the school.		
<b>11</b>	<b>Classroom Monitor info/training for Governors</b>		
<b>11.1</b>	KB discussed the use of this system similarly to SPTO. This has not been used to full capacity due to COVID so some info and webinars can be attended by governors also. KB will send some links to governors for those.		
<b>12</b>	<b>Pastoral Committee Meeting date to be arranged</b>		
	Discussed in point 6.17		
<b>13</b>	<b>SFVS</b>		
<b>13.1</b>	Sent to all governors and JE has attended school to complete this with KYJ. DS added some new questions to incorporate COVID-19. Lockdown had impacted school before original lockdown date so financial impact was seen before this and had been added to this. Governors need to approve this document.		

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	All approved his document and returned to KYJ to be submitted.		
<b>14</b>	<b>Governors training reports</b>		
<b>14.1</b>	<p>DS noted that an item raised in a meeting was a Q for Governor homework available on the NQA website. DS noted 50 modules for Governors to do. DS noted the module introductory module for Governors.</p> <p>DS notes that governors could compete through teams or individually</p> <p>DS asks members for thoughts on the training. YC has completed some on special, education with her role in SS.</p> <p>HLJ to send details of how to access this and resend email logins.</p> <p>Governors to email DS with suggestions of courses and modules can be agreed upon and worked on together.</p> <p>KB also mentions that some governors may have recently participated in some disciplinary procedure. KB thanked governors for their support and input during this time.</p> <p>DS thanked YC for support in SS disciplinary hearings/investigations. YC noted the implications and difficulties this posed.</p>		HLJ to send NQA details
<b>15</b>	<b>Governors terms of Office clarification</b>		
<b>15.1</b>	Covered in AOB		
<b>16</b>	<b>Any Other Business-</b>		
	<p><b>Changing the constitution of Governors.</b></p> <ul style="list-style-type: none"> <li>• 4 parent governors originally, JE noted that more co-opted is more beneficial.</li> <li>• KB asks what are the laws changing</li> <li>• We are at 12 next size is 15</li> <li>• It is discussed that the board can only have 1 staff governor. DS will look over the constitution and email this out to</li> </ul>		

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	<p>governors and note how to proceed.</p> <ul style="list-style-type: none"> <li>• This can be done upon the return of all pupils on 8<sup>th</sup> March</li> <li>• LA governor still vacant PR from LA has been in touch</li> <li>• Response to be sent to DS RE parent governor and the constitution</li> <li>• HLJ to change the date for CB to 2022</li> </ul> <p>CB Query</p> <ul style="list-style-type: none"> <li>• CB acknowledges his absence an thanks the board for the efficient running of the school and the continuation of his post</li> </ul>		
<b>16a</b>	<b>Heads appraisal</b>		
<b>16.1</b>	<p>JL briefed governors on KB recent Head Teacher appraisal.</p> <p>KB, YC, &amp; AP carried out the assessment during meeting. Noted KB had met all targets set. Another meeting was then held to discuss the outcomes of the meeting and a recommendation is made for KB to work from home Biweekly one day to allow development of DH role and provide KB with some well-being time.</p> <p>Discussion on how this would be arranged and KB will feedback to members how this will be covered around school.</p> <p>Targets have been set for KB for 21/22.</p>		