

**Pensby Primary School**  
**Agenda Full Governing body meeting Thursday 24<sup>th</sup> June 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 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>• 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> </ul>
<b>Local Authority Governor:</b>	<ul style="list-style-type: none"> <li>• Mr Barry Smalley</li> </ul>	<ul style="list-style-type: none"> <li>• 26/05/2025</li> </ul>	<ul style="list-style-type: none"> <li>• Yes</li> </ul>
<b>Parent Governors</b>	<ul style="list-style-type: none"> <li>• Mr Micheal Weston</li> <li>• Ms Jennie Lawrence</li> <li>• Mrs Madeleine Farrell</li> <li>• Mr Richard Morris</li> </ul>	<ul style="list-style-type: none"> <li>• 28/03/2022</li> <li>• 26/05/2025</li> <li>• 26/05/2025</li> <li>• 26/05/2025</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 16/02/2024</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>

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		<b>Nature of Discussion</b>	<b>Agreed/Action Point</b>	<b>Responsible</b>
<b>1</b>	<b>Welcome; Apologies</b>	DS, KB, LG, CB, JE, MW, MF, JL, YC, SE, BS	HMc left at 7.10pm	
<b>1.1</b>		Each Governor introduced themselves		
<b>1.2</b>	<b>Apologies</b>	JK		
<b>2</b>	<b>Declarations of pecuniary interests</b>	None		
<b>3</b>	<b>New members/Expiry of Membership</b>	Query regarding CB term of office. New term to commence September 2021.		
<b>4</b>	<b>Minutes of Last Meeting</b>	All agreed as a true and accurate record		
<b>5</b>	<b>Matters arising from last minutes</b>			
	6.11. SED meeting. DS requested that a meeting be held to review data due to Covid.		Thursday 15 <sup>th</sup> July via Zoom 6pm.	
<b>6</b>	<b>Committee Reports</b>			
<b>6.1</b>	<b>Finance Committee</b>			
<b>6.1i</b>	Budget setting could not happen as there is a budget deficit. Meeting set to be held but no contact from LA as yet to when this may be.			
<b>6.1ii</b>	SE asked whether other cluster schools have seen the same types of financial difficulties? KB Responded – Some schools have seen the same impact as ours and others are			

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	ok.		
<b>6.1iii</b>	KB and DS discussed with the group about low reception intake nos this academic year (predicted by the LA) 21/22. DS had information and suspected this may rise.		
<b>6.1iiii</b>	KB mentioned the premises staff restructure and the admin team restructure which will create further efficiencies across both sites and create a more streamlined financial position.		
<b>6.1v</b>	JE discussed the rental of space around the school to bring in some revenue but due to COVID this is not possible currently.		
<b>6.2</b>	<b>SED/Curriculum committee</b>		
<b>6.2i</b>	SE addressed the committee regarding the ability for govs to return to school and look through Seesaw (online learning journal) to see what each class has been working on. She had done monitoring from gome. Feedback is positive.		
<b>6.2ii</b>	SE mentioned to the group about the discussion on resources being utilised at school. LG discussed the catch up plan currently within Literacy and the need to focus on KS1 and ensure the Read Write Inc program is secured with reading materials to support this program.		
<b>6.2iii</b>	LG talked about the impact of Covid and 'catch up' programme training for staff and importance of this with the children to ensure the progression through catch up as they move through the school.		
<b>6.2iiii</b>	KB briefed members on the changes to subject lead roles with no need for separate monitoring as these have now been collated into teams.		

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	<p>KB also briefed members on the new monitoring app that members will have access to and log in to utilise when they are monitoring. This app can then have evidence posted against it and also videos or voice recordings. This app will also generate reports at the end of monitoring.</p> <p>KB mentioned the recent subject leader training and how the impact of this on subjects had already been seen.</p> <p>KB requested governor volunteers for each subject team for monitoring.</p>		
	<p>JL SE and YC to stay Maths and Literacy</p> <p>JE MF - History and Geography RE , PHSE</p> <p>BS, DS - ICT Science,</p> <p>MW and RM, PE, Art, DT and Performing Arts, Forest School</p> <p>HMc MFL</p>		
<b>6.3</b>	<b>Health and Safety Committee</b>	BS to meet with KB,	
<b>6.3i</b>	<p>KB – COVID Risk assessment no changes</p> <p>JL monitored a ‘pick up’ drop in session. JL noted that all site users adhered to the rules.</p> <p>MF will drop in to do a lunchtime monitoring.</p> <p>JL shared her drop in to Stanley school. An H&amp;S app is in development and should make things more streamlined</p>	JL and PDo to discuss maintenance and H&S compliance of the school	
	<p>JL also commented on a serious accident in Y6.</p> <p>KB confirmed there had been 2 accidents that have ended up needing medical care. KB briefed the members on the incidents and reported that the LA had been asked to come abnd investigate both.</p>		

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	KB reported some “spikey plants” on the school field. Landscapers will treat these. Maintenance schedules have been requested but none have been sent through as yet.		
	JL reported on the emergency lighting upgrade requirements. Quotes and recommendations on actual needs are being sought.		
<b>6.4</b>	<b>Pastoral Committee</b>		
<b>6.4i</b>	<p>DS passed thanks to KR for her years of service and dedication to the school.</p> <p>KB noted the importance of tracking children’s mental health and the impact of Covid.</p> <p>KB and LG discussed the impact of needing strong support team and utilising the strengths of those support staff to enhance the interventions.</p>	HMc asks what will happen to safeguarding/Pastoral committee? KB suggested meeting dates to organise this.	
<b>7</b>	<b>Heads Report</b>		
<b>7.1i</b>	No points addressed		
<b>8</b>	<p><b>Policy/Document Review-</b></p> <ul style="list-style-type: none"> <li>• School Self-evaluation 19/20</li> <li>• School performance accountability 2019</li> <li>• Data summary 18/19</li> <li>• Analyse School Performance 2019</li> <li>• ISDR 2019</li> <li>• Remote Learning</li> <li>• NGA Document</li> <li>• Pensby Stanley documents</li> <li>• Lockdown data</li> </ul>		
	DS moved through each document members had received and allowed time for members to raise any questions with each document.		

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	KB noted that the remote learning policy is being fed into each subject by the lead so this may be amended slightly.		
	Pensby/Stamley documents are looked at. DS noted the data document included. KB mentioned the current monitoring system 'classroom monitor' which no longer served the purposes of the school. 'Depth of Learning' is the new assessment tracker. Staff have fed back this is much easier to navigate.		
	DS reminded members of the Pensby/Stamley proposal to formally collaborate as either a federation or academy.		
	BS asked what the benefits are of being a federated school?		
	DS responded that efficiencies in staffing and reduction of costs would be an outcome. Examples were given.		
	The group discussed the proposed plans for the site to incorporate both schools and to increase staffing, income and opportunities to create more EYFS places for children in the local area.		
<b>9</b>	<b>Catch up Plan 2020/21</b>		
	KB informed the members that a new plan for 2021/22 is being written and this will be forwarded to members.		
<b>10</b>	<b>Any Other Business-</b> <ul style="list-style-type: none"> <li>• Declaration of donation by Year 2 Parents</li> <li>• Head Teacher Appraisal Committee</li> </ul>		
	DS informed the members that the Clerk is finishing at the end of this term having successfully gained a place on a degree course. Governors thanked the Clerk for her very hard work. DS had a suggestion	Votes taken to instruct the new clerk. September. DS proposed, KB seconded, All in	

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	for both schools to utilise the services of the same Clerk and this would serve for good continuity. £1500 per year.	agreement.	
	Head Teacher Appraisal committee – a new member is required on this committee. Members were asked to consider offering to be on the panel.	Members to offer to be on the panel through the Chair.	Meeting to be held to discuss this. TBA