



MINUTES OF THE FGB MEETING OF THE GOVERNING BOARD OF PENSBY PRIMARY SCHOOL HELD ONLINE ON 10 MARCH 2022 AT 18:00

Name	Category of Governor	End date of Office	Designated Role	In Attendance
K Brown	Headteacher			Y
S Evans	Co-opted Governor	27/4/24		Apologies
J Evans	Co-opted Governor	20/1/25		Apologies
H McCauley	Co-opted Governor	29/1/25		Apologies
D Spencer	Co-opted Governor	1/12/25	Chair – Until Autumn 2025	Y
Y Clarke	Co-opted Governor	1/12/25	Vice Chair – Until Autumn 2025	Y
Vacancy	Co-opted Governor			
M Weston	Parent Governor	28/3/22		No apologies
R Morris	Parent Governor	26/5/25		Y
J Lawrence	Parent Governor	26/5/25		Y
M Farrell	Parent Governor	19/1/25		Y
B Smalley	LA Governor	26/5/25		Y
J Klausen	Staff Governor	14/11/23		Apologies
Vacancy	Parent Governor			
<u>In attendance</u>				
L Grant	Associate member	22/11/23		Y
C Boynton	Associate member	27/4/22		No Apologies
Carolyn Totty			Clerk to Governors	Y

NON-CONFIDENTIAL MINUTES

1. APOLOGIES

Apologies for absence were received from Mrs S Evans, Mr Klausen and Mrs J Evans

There were no apologies for absence received from M Weston

Resolved: that the apologies received be accepted

2. DECLARATION OF PECUNIARY INTEREST

Resolved that there were no interests in the meeting agenda declared

3. GOVERNING BOARD MEMBERSHIP

There is currently 1 vacancy for a Parent Governor and 1 for a Co-opted Governor.

M Weston's term as Parent Governor ends on 28/3/22

Action: Headteacher to arrange for Parent Governor elections to take place

4. MINUTES OF LAST MEETING

The non-confidential minutes of the meeting of the Governing Board held on 2 December 2021 were received and were agreed as a correct record.

Resolved: that the minutes be approved.

5. MATTERS ARISING

Action	By Who	By When	Outcome
to complete the annual declaration of pecuniary interest form	Governors	Spring term FGB meeting	Completed
to arrange for Parent Governor elections to take place in the new Year	Headteacher	Spring term FGB meeting	Completed
to approach Governors of Stanley School to see if anyone would be willing to become a Co-opted Governor at Pensby	Chair	Spring term FGB meeting	Completed
who have not signed the Code of Conduct to do so when next in school	Governors	Spring term FGB meeting	Completed
to circulate H and S Committee minutes	Clerk	ASAP	Completed
to add the following Policies to next term's Committee meetings: <ul style="list-style-type: none"> Safeguarding Policy and Appendices Code of Conduct for Employees in Schools (for information only as referred to in KCSIE 2021) Disciplinary Policy and Procedure Restructuring Policy and Procedure Restructuring Policy and Procedure - Appendices Maternity Scheme for Teachers Dignity at Work Policy and Procedure Social Media Policy and Declaration Form Performance Appraisal Policy and Procedure for Teachers & Headteachers Performance Appraisal Policy and Procedure for Teachers & Headteachers - Appendices Performance Capability (Work Performance) Policy and Procedure for Teachers & Headteachers Performance Capability (Work Performance) Policy and Procedure for Teachers & Headteachers - Appendices Management of Attendance (Capability) Policy and Procedure Management of Attendance Guidance and Appendices Agile/Mobile Working Policy, Procedure & Guidance GDPR Security Policy - Do's and Don'ts Schools Data Protection Breach Form Wirral Schools Records, Retention & Destruction Policy 	Clerk	Spring term Committee meetings	Summer term committee and FGB agendas

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| <ul style="list-style-type: none"> • Data Protection Policy • Communications Policy | | | |
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6. COMMITTEE REPORTS AND REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES

The following meetings had been held since the last Full Governing Board meeting:
Finance Committee – 11 February 2022

- The Chair gave a short synopsis of the minutes

Curriculum Committee – 28 January 2022

- The Headteacher has arranged half hour slots with Subject Leaders and Governors are invited to attend too

H and S Committee – 7 February 2022

- A Year 6 pupil gashed their knee whilst playing outside. The parent went to a solicitor and all information was sent to the LA. Following an investigation, and one for a previous accident, the LA's response was that there was no liability and it had been an accident

Questions were invited.

There were no recommendations from Governors with specific responsibilities requiring FGB approval.

Resolved: that the minutes be received

Action: Headteacher to send Subject Leader meeting dates to Governors

Action: Governors to attend meetings with Subject Leaders were possible

7. FINANCE ITEMS

The Chair explained that

- the P9 budget had been scrutinised in the Finance Committee
- the 2022/23 budget had been discussed at the Finance Committee meeting
- The 3 year budget plan had been discussed at the finance Committee meeting
- The catchup income reports are on the school website
- There are no changes to the delegation of spending limits
- There are no changes to the School Signatory list

8. HEADTEACHERS REPORT

The Headteacher's Report was circulated to Governors prior to the meeting, along with

- Senior School Advisor Initial meeting Report 26/1/22
- SIP Report of visit 15/2/22

The Headteacher gave a verbal report on the content highlighting the following:

Question: Has the staff survey taken place as yet?

Answer: No, not yet

Staff Wellbeing Review	Number of reported staff bullying incidents	0
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(since the last report)	Number of reported staff harassment incidents	1
	Number of reported excessive workload incidents	1
Have staff workload expectations been reviewed in the last 12 months?		Yes

Impact of Covid Absences

- Attendance for pupils and staff has been the lowest known, with up to 25% of pupils, 30% of teachers and 38% of support staff being absence at the peak. COVID has accounted for approximately 50% of pupil absences and most of the staff absences. Other illnesses, including D&V have proven to have a high impact on health and absence. Pupils and staff who would normally have had 2 days of illness would be requiring double that time to recover. The spread showing covid absences is therefore only half of the story!

Attendance by year group and learner characteristics						
	Overall	Boys	Girls	Pupil Premium (PP)	Persistent Absence (All)	Persistent Absence (PP)
Year R	92.8%	94.1%	91.6%	100.0%	0.0%	0.0%
Year 1	95.4%	94.9%	96.2%	92.9%	7.4%	0.0%
Year 2	93.3%	92.4%	94.6%	88.6%	22.6%	75.0%
Year 3	94.2%	94.4%	93.9%	94.6%	18.8%	20.0%
Year 4	93.2%	93.0%	93.5%	92.9%	20.7%	50.0%
Year 5	94.6%	95.1%	94.2%	93.5%	9.7%	20.0%
Year 6	91.7%	90.5%	92.6%	92.4%	33.3%	33.3%

- Staff and children still need to do a test before entering Stanley school

Quality of Education – Supporting Narrative

- Following the recent visit to school by the new Senior School Advisor, Liz Davidson, in her report (circulated to Governors prior to the meeting) she notes that the curriculum information on the website was 'scarce'. This may be because it is in several places on the website

Question: What information is scarce on the website?

Answer: I have asked staff to look but it may need reorganising on the Curriculum pages

- The recent visit by the schools SIA, Annette Palmer was very useful (Report circulated to Governors prior to the meeting). She sat with subject leaders as she has done previously and commented on their confidence, understanding and direction being in line, relevant and challenging.

Resolved: that the Headteacher's well laid out and informative report be received with thanks

Action: Mr Farrell to check the content on the Curriculum pages on the website

9. SCHOOL VISION AND VALUES

The Headteacher explained that although the School Vision and Values are in place and on the website, a review is due

Action: Chair to set up a working party to review the school vision and values

10. SFVS

The SFVS has been reviewed and approved in the Finance Committee meeting
Questions were invited

Resolved: that the SFVS be approved for submission to the LA by 31/3/22

Action: SBM to submit the SFVS to the LA by 31/3/22

11. COVID RISK ASSESSMENTS AND ASSOCIATED CONTINGENCY PLAN FOLLOWING UPDATES

The Headteacher informed Governors that the risk assessments will stay in place
Ms Fairbrother, H and S SLA, will revisit the Risk assessments and any updates will be forwarded to Governors

12. SCHOOL'S EQUALITY INFORMATION AND OBJECTIVES

The information is on the website but the headteacher feels that it should be reviewed annually

Action: Clerk to add School's Equality Information and Objectives to the Summer term Curriculum Committee agenda

13. ATTENDANCE AND BEHAVIOUR

This item was covered within the Headteacher's report

Behaviour was also mentioned in external reports commenting on how well behaved the children are.

The Headteacher went on to explain that school is seeing some reactive behaviour at the moment when children aren't coping as well as they have done previously. They pupils are being supported by staff. A child in Year 1 may well need additional support

14. SAFEGUARDING

This item was covered within the Headteacher's report.

There has been an increase in significant events in school that have needed reporting. One was particularly harrowing. The Headteacher is worried about the staff that are having to cope with these events

Mrs Clarke, Safeguarding Governor suggested that there be more than one Safeguarding Governor and Mr Morris and Mr Farrell agreed to support Mrs Clarke

15. SCHOOL IMPROVEMENT PLAN

Information was included in the Headteacher's report.

It was agreed that a School Self Evaluation and Development meeting be arranged to discuss:

- The 3 year SIP
- Benchmarking

Action: Chair to arrange for a SED meeting date

16. POLICIES

There were no policies to discuss

17. SEND REPORT 2021/22

The SEND report 3/3/22 had been circulated to Governors prior to the meeting
Questions were invited

17. GOVERNOR TRAINING AND VISITS

Mrs Lawrence has attended Monitoring and Evaluation training

Mr Smalley agreed to take on the role as Training Liaison Governor

18. CORRESPONDENCE TO THE CHAIR OF GOVERNORS/CHAIR'S ACTIONS

There was nothing to report

19. AOB

Staff Insurance cost £8,000 last year but the renewal cost is £11,266. This year £21,000 has been claimed with 2 further claims going through now.

Resolved: that the SBM request 2 additional quotes and the decision be made via email

Action: SBM to request 2 further staff insurance quotes

Action: Chair to arrange for agreement on the Staff Insurance to be sought via email with Governors

Arbor charged £6,000 for 3 years but to increase the options available will cost £293 per year. This will then replace Parent Mail. The newer version of Arbor will be the same version that Stanley School uses which will help with school dinner service organisation

Question: Are there any other SLAs that can end due to the newer version of Arbor?

Answer: We could stop using some options on EVOLVE

Question: Can you use it to text parents?

Answer: Yes

Question: Does it get updated?

Answer: Yes, but sometimes there might be an additional cost

Resolved: that the newer version of Arbor be purchased via an SLA

20. DATE AND TIME OF MEETINGS 2021/22.

The following schedule of meetings for the coming Summer term were agreed:

Spring 2022

Finance Committee 27 June 2022 at 9.15am

Curriculum Committee 17 June 2022 at 9.45am

FGB 28 June 2022 at 6.00pm.

Health and Safety Committee 20 June 2022 at 9.15am

Signed: Date:



Action List

Action	By Who	By When
to arrange for Parent Governor elections to take place	Headteacher	ASAP
to send Subject Leader meeting dates to Governors	Headteacher	ASAP
to attend meetings with Subject Leaders were possible	Governors	If convenient
to check the content on the Curriculum pages on the website	Mr Farrell	Summer term Curriculum Meeting
to set up a working party to review the school vision and values	Chair	When convenient
to submit the SFVS to the LA by 31/3/22	SBM	31/3/22
to add School's Equality Information and Objectives to the Summer term Curriculum Committee agenda	Clerk	Summer term Curriculum agenda
to arrange for a SED meeting date	Chair	When convenient
to request 2 further staff insurance quotes	SBM	Before current contract ends
to arrange for agreement on the Staff Insurance to be sought via email with Governors	Chair	Before current contract ends