



MINUTES OF THE FGB MEETING OF THE GOVERNING BOARD OF PENSBY PRIMARY SCHOOL HELD ONLINE ON 28 JUNE 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		Y
J Evans	Co-opted Governor	20/1/25		Virtual
H McCauley	Co-opted Governor	29/1/25		No 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
R Morris	Parent Governor	26/5/25		Virtual
J Lawrence	Parent Governor	26/5/25		Y
M Farrell	Parent Governor	19/1/25		Virtual
G Lewis	Parent Governor	7/4/26		Y
M Mills	Parent Governor	7/4/26		Y
B Smalley	LA Governor	26/5/25		Y
J Klausen	Staff Governor	14/11/23		Apologies
Vacancy	Co-opted Governor			
<u>In attendance</u>				
L Grant	Associate member	22/11/23		Y
C Boynton	Associate member	29/6/26		Y
Carolyn Totty			Clerk to Governors	Y

5 Parent Governors, 1 LA Governor, 1 Staff Governor plus the Headteacher, 6 Co-opted Governors

NON-CONFIDENTIAL MINUTES

1. APOLOGIES

Apologies for absence were received from Mr Klausen.

No apologies were received from H McCauley

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

Mr Boynton's term as associate member ended on 27/4/22

There is currently 1 for a Co-opted Governor.

Resolved: that Mr Boynton be reappointed as Associate Member for 4 years with immediate effect

4. MINUTES OF LAST MEETING

The non-confidential minutes of the meeting of the Governing Board held on 10 March 2022 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 arrange for Parent Governor elections to take place	Headteacher	ASAP	Completed
to send Subject Leader meeting dates to Governors	Headteacher	ASAP	Completed
to attend meetings with Subject Leaders were possible	Governors	If convenient	Completed
to check the content on the Curriculum pages on the website	Mr Farrell	Summer term Curriculum Meeting	Completed
to set up a working party to review the school vision and values	Chair	When convenient	Ongoing
to submit the SFVS to the LA by 31/3/22	SBM	31/3/22	Completed
to add School's Equality Information and Objectives to the Summer term Curriculum Committee agenda	Clerk	Summer term Curriculum agenda	Completed
to arrange for a SED meeting date	Chair	When convenient	Completed
to request 2 further staff insurance quotes	SBM	Before current contract ends	Completed
to arrange for agreement on the Staff Insurance to be sought via email with Governors	Chair	Before current contract ends	Completed

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

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 – 27/6/2022

- The Chair gave a short synopsis of the minutes including:
 - The out turn from the 2021-2022 budget was a deficit of £72,201
 - 2022-23 Budget
 - Projected in year credit of £79,939
 - Projected carry forward of £7,738
 - Devolved Formula Capital
 - £21,009 credit
 - 3 year plan
 - 2023-24 £12,653 credit
 - 2024-25 £1,089 deficit
 - 2025-26 £25,628 deficit

Curriculum Committee – 17/6/2022

- The Committee Chair gave an overview of the meeting and urged Governors to complete monitoring visits and send reports of visit to her

H and S Committee – 20/6/2022

- The Committee Chair gave an overview of the meeting
- The Headteacher informed Governors that she had met with the neighbour, whose fences are a current issue, and he is pursuing that and other issues with the builder

SED Committee 29/4/22

- The Headteacher gave the following indicative data
 - EYs 70% as anticipated
 - Year 1 Phonics 78%
 - Other pupils where borderline and the test had been moderated
 - Year 2 68% to 72% across all subjects
 - Moderation will take place for greater depth
 - Year 4 multiplication test
 - There is no standard and no pass mark
 - Year 6
 - Writing is teacher assessed
 - 64% meeting expected standard
- Progress is really noticeable across all subjects and all cohorts

Questions were invited.

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

Resolved: that

- the minutes be received
- the 2022-23 Budget be approved

Action Chair to sign the 2022-23 Budget sheet

Action: Headteacher to send the 2022-23 Budget sheet to the LA

Action: Governors to attend meetings with Subject Leaders were possible

7. FINANCE ITEMS

This item was covered earlier in the minutes

8. HEADTEACHERS REPORT

The Headteacher's Report was circulated to Governors prior to the meeting and highlighted the following:

- Current Learner characteristics by Year Group
 - Year 6 has 21 Pupils on the SEND register

Question: High SEND in Year 6 but still good results expected?

Answer: Yes, they have done really well

Question: Having 39 children in Year 6, has the impact been positive or negative?

Answer: It's been exhausting for staff. The next class to worry about is the current Year 3 cohort, as



there are already 32 in the class. In Year 6, results are looking good this year and that will hopefully be a positive. The children have been very squashed in the one room. We are currently 150 hours down on TA support, we need to look how we can manage larger classes coming through the school with this reduction in support

- Health and Safety Update
 - The only outstanding high priority action is the monitoring of step ladders across the site.
 - The Premises Team will complete this
- GDPR Update
 - Governors had attended a presentation prior to this meeting
- Leadership and Management (Non-Staffing) Supporting Narrative
 - Since the last report, the Governors have continued to explore options for the future of Pensby and Stanley Schools. There has been a meeting of the schools with a further 2 local schools. The four schools in this option comprise of mainstream primary (Pensby), a mainstream secondary, a special primary (Stanley) and a special secondary (Foxfield). This would be an unusual and interesting mix of phase and need and could offer a variety of benefits and advantages. From this a meeting was agreed with James Backhouse to look at the viability of these schools becoming a formal collaboration. Although James agreed to this at first no meeting has been set up and he has not responded to communication enquiring why this has not happened.
 - Concordia MAT is remaining in touch and offering to discuss future options within their collaboration.
 - The joint costs of maintaining the 2 schools and site are excessively high and this is due to latent defects and maintaining equipment. Much of this equipment is not actually required and is not standard in many schools e.g the heightsafe system.
 - The Headteacher of Stanley and I have been joining together with shared SLAs and looking at how we can reduce costs etc. This is a very difficult and time consuming process.
 - We have moved no further forward with the LA in dealing with the latent defects the building presents, despite assurances from James Backhouse that he would ensure all these issues had been addressed and registered with the original contractor so they could be addressed.
 - Our maintenance and repair costs are excessively high because of the situation we are in
 - The shared utility costs on site are increasing rapidly. We are due to meet with an energy company to see if we can reduce costs further, but this is unlikely to have a big impact.
- Behaviour and Attitudes
 - Persistent Absence Rate
 - This report 10.4%
 - This is actually just one child, but the way codes are recorded skews the data
 - This time last year 3.9%

Attendance by year group and learner characteristics						
	Overall	Boys	Girls	Pupil Premium (PP)	Persistent Absence (All)	Persistent Absence (PP)
Year R	94.0%	95.1%	93.1%	100.0%	0.0%	0.0%
Year 1	96.1%	96.1%	96.0%	88.3%	10.3%	50.0%
Year 2	95.2%	94.7%	95.9%	93.2%	3.2%	0.0%
Year 3	94.9%	95.5%	93.8%	92.4%	15.6%	20.0%
Year 4	95.5%	95.6%	95.2%	95.0%	10.0%	20.0%
Year 5	95.5%	95.8%	95.3%	94.6%	3.2%	0.0%
Year 6	94.3%	93.4%	94.9%	94.8%	17.9%	20.0%
Summary of behaviour incidents recorded since the last report						
Exclusions - Fixed Term	0		Physical Interventions	0		
Exclusions - Permanent	0		Race / Hate Incidents	0		
Bullying Incidents	0		Sexual Harassment	0		

Over 3 years there has been one child in Year 6 with only 43% attendance

Question: Have fines been issued?

Answer: Yes, we have submitted some but there is a huge backlog at the LA

There has been one incident of peer-on-peer sexual abuse. There is a 0% tolerance on such behaviour and the year 6 cohort have been spoken to. This incident has been added to Arbor.

- Personal Development – Supporting Narrative
 - A lot of children are taking part in extra-curricular activities, but we need to know how many aren't and why
 - The increasing cost of coaches could cause issues with trips

The Headteacher informed Governors that as Ms McCauley has been absent from meetings and school visits, there is a need for a second Governor with responsibility for SEND and Safeguarding

Resolved: that

- the Headteacher's well laid out and informative report be received with thanks



- Mrs Clerk to support on SEND and Safeguarding

Action: Both sets of Governors to produce a letter together explaining their disappointment at the LA's lack of support regarding the ongoing building issues

Action: Headteacher to arrange for a report on how many children aren't attending extra-curricular events and why

9. REVIEW OF PERFORMANCE DATA

This item was covered in the Headteacher's report

10. SCHOOL IMPROVEMENT PLAN

The Plan has been updated with the data available at the moment. It will be updated further once the SATs results are received

11. TEACHING AND LEARNING REPORT

The Headteacher informed Governors that both Mr Coulson, School Improvement Associate and Ms Palmer, LA School Advisor, have been in school throughout the year and reports have been circulated to Governors

12. PUPIL PREMIUM REPORT

The report is on the website and includes expenditure

13. REPORTING AND RECORDING OF INCIDENTS

This item was covered within the Headteacher's report

14. SAFEGUARDING

This item was covered within the Headteacher's report.

15. POLICIES

There were no policies to discuss as all policies have been scrutinised at Committee level.

16. GOVERNOR TRAINING AND VISITS

Governors attended a training session on GDPR prior to the meeting

The Chair to circulate the NGA training available from September and the strengths and weakness document to all Governors

Action: Chair to circulate the NGA training available from September to all Governors

Action: Chair to circulate the strengths and weakness document to all Governors

17. AOB

Excerpt from the Finance Committee meeting

There is currently £21,009 in the DFC budget but £14,500 has to be spent this year. The Headteacher informed Governors that the interactive screens in the classrooms have either broken or are very old and not fit for purpose

Hi Impact, have provided two quotes to replace the eight screens:

- View Sonic View Boards £13,900
- BENQ £16,352
- Both quotes include a 5 year guarantee, full fitting and removal of old screens

The Chair has looked at the specifications of both screens and the BENQ screens came out

better, but they are more expensive

Question: Could we look to sell the older screens?

Answer: I will ask the technician if that is an option

Club pricing structure reconsideration

A report had been circulated to Governors prior to the meeting from Ms H Lloyd-Jones, Children's Club Manger outlining the reasons why she thought the cost of after school club should be increased and limited to just 1 session price. This had been discussed in the Finance Committee

Some information had been gathered regarding the pricing of wrap around care at other local Schools:

Governors discussed the recommendation on decided that

- There will be a single price for after school care of £8,
 - to be reviewed next Summer term
- Breakfast Club will cost £5.50

Report from RPJ3 on labour versus Meal Analysis

A report had been circulated to Governors prior to the meeting. This had been discussed in the Finance Meeting.

- Cost per plate is 12% higher at Stanley due to transporting and setting out the meals
- Suggestion at the Finance Committee meeting was that the price per plate should be increased at Stanley
- Pensby to increase Stanley cost for school meal from £2.35 to £2.45

Mrs Clark informed Governors that although she wishes to carry on a Governor, she will be stepping back from the Vice Chair position wef Autumn 2022 term

Resolved: that

- The ordering of the BENQ screens is approved
- The increase cost for wrap around care be approved
- The cost per plate at Stanley to be increased to £2.45

Action: Headteacher to report any feedback from the wrap around care price increase to Governors

Action: Headteacher to put the recommendation forward to the Stanley Headteacher regarding the of the cost per plate increase

Action: Clerk to add school meal cost per plate at Stanley to the Autumn term Finance Committee agenda

Action: Clerk to add school meal cost per plate at Stanley to the Autumn term FGB agenda

Action: Clerk to add Appointment of Vice Chair to the Autumn term FGB agenda



18. DATE AND TIME OF MEETINGS 2022/23.

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

Autumn 2022

Finance Committee	25 November 2022 at 9.15am
Curriculum Committee	TBA
FGB	30 November 2022 at 6.00pm.
Health and Safety Committee	TBA
SED Committee	TBA

Signed: Date:

Action List

Action	By Who	By When
to set up a working party to review the school vision and values	Chair	Autumn term 2022
to sign the 2022-23 Budget sheet	Chair	30/6/22
to send the 2022-23 Budget sheet to the LA	Headteacher	30/6/22
to attend meetings with Subject Leaders where possible	Governors	Autumn term 2022
to produce a letter together explaining their disappointment at the LA's lack of support regarding the ongoing building issues	Governors	ASAP
to arrange for a report on how many children aren't attending extra-curricular events and why	Headteacher	Autumn term FGB meeting
to circulate the NGA training available from September to all Governors	Chair	When available
to circulate the strengths and weakness document to all Governors	Chair	ASAP
to report any feedback from the wrap around care price increase to Governors	Headteacher	Autumn term FGB meeting
to put the recommendation forward to the Stanley Headteacher regarding the cost per plate increase	Headteacher	ASAP
to add school meal cost per plate at Stanley to the Autumn term Finance Committee agenda	Clerk	Autumn term Finance Committee and FGB agendas
to add school meal cost per plate at Stanley to the Autumn term FGB agenda	Clerk	Autumn term FGB agenda
to add Appointment of Vice Chair to the Autumn term FGB agenda	Clerk	Autumn term FGB agenda
to liaise with Stanley Governors to see if a joint meeting can be arranged	Chair	ASAP