



**MINUTES OF THE FGB MEETING OF THE GOVERNING BOARD OF PENSBY PRIMARY
SCHOOL HELD ON 25 MARCH 2024 AT SCHOOL AT 18:00**

Name	Category of Governor	End date of Office	Designated Role	Attendance
K Wright	Acting Headteacher			✓
J Lawrence	Co-opted Governor (Staff)	21/3/27		✓
D Spencer	Co-opted Governor	1/12/25	Chair – Until Autumn 2025	✓
C Boynton	Co-opted Governor	1/9/2027		✓
R Morris	Parent Governor	26/5/25	Vice Chair – Until Summer 2025	✓
Vacancy	Parent Governor			
M Farrell	Parent Governor	19/1/25		✓
G Lewis	Co-opted Governor	29/11/26		✓
M Mills	Parent Governor	7/4/26		✓
B Smalley	LA Governor	26/5/25		✓
L Grant	Staff Governor	31/8/26		✓
D Fairhead	Parent Governor	9/11/26		✓
M Collins	Co-opted Governor	28/11/27		Apologies
<u>In attendance</u>				
Carolyn Totty			Clerk to Governors	✓

NON-CONFIDENTIAL MINUTES

1. APOLOGIES

There were apologies for absence received from Mr Collins

2. AUTHORISED/UNAUTHORISED ABSENCE

Resolved: that the apologies for absence be accepted

3. DECLARATION OF PECUNIARY INTEREST

Mr Morris declared that he is an employee of the Rainbow Trust

Resolved: that the declaration be received

4. GOVERNING BOARD MEMBERSHIP

Appointment of a Co-opted Governor

The Chair had emailed the details of Ms Caroline McIntyre to all Governors prior to the meeting



There is a vacancy for 1 x Parent Governor

The existing requirement for 'at least 1 governor' to have **cyber security training**, has now added to governance guidance

Mr Collins has requested to join the H and S Committee and the Finance and Staffing Committee

Resolved that:

- Ms McIntyre be appointed as a Co-opted Governor with immediate effect
- Mrs J Lawrence be appointed as the PPG and Vulnerable Groups Governor
- Mr Spencer continue to provide wellbeing support to the Headteacher
- Mrs Farrell be appointed as the Wellbeing Governor to SLT
- Mr Lewis, Mr Morris and Mrs Lawrence have completed Cyber Security Training

Action: Headteacher to arrange for a Parent Governor Election in Summer 2024

5. MINUTES OF LAST MEETING

The non-confidential minutes of the meeting of the Governing Board held on 29 November 2023 were received and were agreed as a correct record.

Resolved: that the minutes be approved.

6. MATTERS ARISING

Action	By Who	By When	
to complete the annual declaration of pecuniary interest form and then upload it to Governor Hub	All Governors	ASAP	✓
to arrange for a Parent Governor Election	Headteacher	Spring 2024	TBA
to agree to the Code of Conduct on GovernorHub	Governors	ASAP	✓
to complete the Financial Skills Analysis for SFVS on GovernorHub	Resources Committee members	Spring 24	✓
to sign the KCSiE declaration on GovernorHub	Governors	ASAP	✓
to return skills audit to clerk	Governors	ASAP	Ongoing
to collate skills audit	Clerk	Spring term 2024	Ongoing
to add Skills audit to the spring term FGB agenda	Clerk	Spring term 2024 FGB agenda	✓



Action: Governors to complete the skills audit and return it to the Clerk

Action: Clerk to analyse the Skills Audit

7. COMMITTEE REPORTS AND REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES

The following meetings had been held since the last Full Governing Board meeting and all minutes had been circulated prior to the meeting:

- Curriculum and SED Committee 29/2/24
- H and S Committee 5/3/24
- Pastoral Committee 5/3/24
- Finance Committee 27/2/24

Questions were invited

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

Resolved: that the minutes be received

8. FINANCE ITEMS

- 2023/24 Period 9
 - Please see Finance Committee minutes
- 2023/24 draft Budget
 - Please see Finance Committee minutes
- 3 year budget plan
 - Please see Finance Committee minutes
- Manual of Financial Procedures and Policies 2023/24
 - Add to the Summer term FGB agenda
- Asset Inventory 23/24
 - Add to the Summer FGB agenda
- SLAs 2024-25
 - A full list of SLAs had been circulated prior to the meeting

Resolved: that the SLAs for 2024-25 be agreed

Action: Clerk to add Manual of Financial Procedures and Policies 2023/24 to the summer term FGB agenda

Action: Clerk to add Asset Inventory 2023-24 to the summer term FGB agenda

9. HEADTEACHERS REPORT

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

Questions were invited

The Acting Headteacher informed Governors that a further EHCP had been received since the last meeting bringing the total number to 5 with 3 more in progress

The Headteacher asked if any further funding was available for the latest EHCP but was told none was available



Attendance

Attendance remains a concern for some pupils. 11% of children are persistently absent from school. Many of these children are identified as having SEMH needs. This is significantly affecting their learning and we will need to continue to address this and support families and children in a bid to improve attendance and well-being. We were recently audited by the Attendance 360 team and have steps to address the attendance of children who are persistently absent moving forward.

When we have attendance management meetings the LA Attendance Officer attends

The number of children with additional needs is high. 44% of Y6 are on the SEND/SEND support register.

Question: Why is SEND Support 25% higher than the LA data?

Answer: Nursery has some children needing SALT and there has been historical under diagnosis that we are now having to address

Question: 42% is very high and may lead to attracting more SEND pupils, isn't this a worry?

Answer: The problem is that they all go onto Arbor as SEND. 42% is any child that accesses any intervention, not that they are on the SEND register

Question: Is there an impression that a child might get into Stanley as we work closely with the school?

Answer: No, a lot of the children are in KS2

Question: Do we receive income for SEND support?

Answer: No, not without a diagnosis

Question: Year 3 are showing poor attendance aren't they?

Answer: Yes, but they received the March attendance award! We are really pushing attendance and used parents evening to reiterate the attendance versus attainment argument

Question: Any EWO support?

Answer: No, the LA removed that service several years ago

Question: What about SEND PA?

Answer: 44% of the PA are SEND children and we are working hard with the parents. We are even picking some children up in the mornings

Question: What about fines?

Answer: The Attendance Officer keeps a list of those families not engaging with us and those will lead to fines

Question: Looking at the Attendance analysis by code, for period 1 and period 2, period 2 is 985. When is the 985? Is it sessions?

Answer: I will check on that

Question: Also, the I code, is that per session?

Answer: Again, I'll check

Question: The number of lates after register has closed is very high. Do we know why?

Answer: 8:55am is register time. So after registration, the child is added as late. It's the same families consistently

Question: How rigorously are lates challenged?

Answer: Very rigorously now. We analyse the data looking for patterns. We now have 6 families who have to provide proof of illness

Question: You say that the SLT need additional support. Is there anything specific that we can be doing?

Answer: There are a lot of maternity leaves that we cannot employ anyone to cover. The Kitchen has an impact and the number of staff absences generally. There is also considerable strain in EYFS with pupil numbers and the EHCP, can the Chair write to the LA for support?

Answer: Yes, I can do that, what is in the EHCP?



Answer: Some 1:1 support needed. We only received a copy from mum on Friday, nothing has come from the LA.

Question: Can you meet the child's needs?

Answer: Yes, because the child doesn't need an EHCP. It will also be hard for the child to catch up with the time missed in class

Question: Do Stanley pay us anything for using the spare classroom?

Answer: No, we receive free swimming lessons in their pool

Question: That is only six weeks for Year 4 children though?

Answer: They also don't charge us pool hire for the rest of the school's swimming lessons

Question: Do we charge clubs for using our premises?

Answer: Yes

Question: What would be the cost of an HLTA to cover rather than taking TAs out of classrooms to act up. HLTAs can also cover classes?

Answer: Only a few TAs are acting up to cover. We also have external coaching coming into school

Action: Headteacher to check what the 985 means re attendance and what the I code for illness refers to e.g. sessions

Action: Chair to contact Mr Backhouse regarding the pupil with and EHCP in Nursery

Action: Headteacher to look at the cost of an HLTA

Resolved: that the Headteacher's report be received with thanks

10. SEND

This was discussed in the Headteacher's report

11. PPG STRATEGY

This is a 3 year strategy and was circulated to Governors prior to the meeting

There have been no changes since the last meeting

Resolved: that the PPG strategy be approved

Action: Headteacher to add PPG Strategy to the website

12. PE AND SPORTS PREMIUM GRANT

The document was circulated to Governors prior to the meeting

Resolved: that the PE And Sports Premium Strategy be approved

Action: Headteacher to add PE And Sports Premium Strategy to the website

13. SFVS

The 2023-24 submission was circulated to Governors prior to the meeting

Resolved: that the SFVS be approved for submission

Action: Headteacher to inform the Office that the SFVS has been approved for submission

14. SCHOOL'S EQUALITY INFORMATION AND OBJECTIVES

The Headteacher informed Governors that the SIP is supporting her to write the policy

Action: Clerk to add School's Equality Information And Objectives to the Summer term FGB agenda

Action: Mrs Farrell to carry out a website compliance check

15. ATTENDANCE AND BEHAVIOUR ANALYSIS

Attendance was discussed in the Headteacher's report

Behaviour is reported on the graduated response, but it can't be searched to provide data for Governors. We are moving the data to My Concern so that all behaviour can be logged.

We've also looked at COMPASS

16. SAFEGUARDING

Child Protection Plan (CPP) Update (Since the last report	Learners added to a CPP	Learners taken off a CPP	Number of learners remaining on a CPP
	0	3	0
Number of Children In Need (CIN)?			0
How many children are subject to an Early Help assessment?			4
Has there been any low-level concerns since the previous HT report?			Yes
How many children are open to social care?			3
Safeguarding Update (General Update)			
Has a safeguarding incident been reported since the last report?			Yes
Is there an identified safeguarding governor?			Yes
Has the safeguarding governor visited school in the last 6 months?			Yes
Named safeguarding governor		Gareth Lewis	
Safeguarding commentary (if applicable)			
<p>All safeguarding concerns have been recorded on My Concern.</p> <p>All incidents except for 1 have been assessed as low risk and not meeting the threshold for further support. 1 has been processed for Early Help. All cases with social worker involvement have been passed to school putting a further strain on senior leaders.</p> <p>There have been 4 incidents of child on child abuse: 2 involving homophobic language, 1 of sexualised language and 1 of sexualised behaviour. Each have been recorded on my concern.</p> <p>One family has been moved from CIN to Team around the Family. School are the lead professionals on this, putting extra strain on senior leaders.</p> <p>Linda Grant has been supporting new staff with their use of My Concern.</p>			

Question: Is the LA providing any support to the acting Headteacher?

Answer: Margaret Jackson has been very helpful, and I have been attending the new Heads and Aspiring Heads meetings. Any support from the LA won't be available until next term

Question: What about the two new Deputy Heads?

Answer: Our Deputy Head's cluster seems to have disappeared

Action: Chair to contact the LA regarding support for the Deputy Headteachers

17. SCHOOL IMPROVEMENT PLAN

The Headteacher has been updating the plan

The priorities remain the same

The Headteacher updated Governors on any improvements

The latest data was shared

- Reading 50% with 5 near misses
- Writing 53%
- Maths 41% with 8 near misses
- Grammar 62% with 4 near misses

Question: Is Power Maths an issue?

Answer: We talked about that in the Curriculum Committee meeting. I don't think so, I think it is due to the gaps in learning during Covid that is affecting Years 5 and 6 pupils

Question: The NFER test, are they harder than the tests the children have taken or is the data just more accurate?

Answer: The data is more accurate. The issue is we have no KS1 data to benchmark against

Question: Are there any numeracy interventions ongoing?

Answer: No, not specifically

Question: There are some big drops in results from term to term?

Answer: The children found the NFER tests difficult. The data in the Autumn term was projected, the spring data will be from tests

Action: Headteacher to upload the updated SIP to Governor Hub

18. BENCHMARKING

Benchmarking data had been circulated to Governors prior to the meeting

Teaching staff is in the lowest 10% as it is only 39% of total expenditure

Supply costs are broadly in line, but the costs were due to the previous Headteacher being off sick. In future these costs could be offset with a HLTA

Energy costs are high but that is because the costs are looked at across the whole site, not just our school

Pupil to teacher ratio is high because we have such large cohorts

19. FEEDBACK FROM GOVERNOR MONITORING VISITS

There was nothing to discuss

20. SKILLS AUDIT

This was discussed during actions from minutes

21. POLICIES

The following policies were circulated prior to the meeting

- Child on Child policy



- Child on Child- child-friendly policy
- SEND policy

Resolved: that the policies be approved

22. GOVERNOR TRAINING

The Chair and Mr Lewis have attended How to balance a deficit budget training

The Chair has attended Admission Appeals training and Independent Review Panels training

Mrs Fairhead has attended Safer Recruitment training

The Headteacher has attended IOSH training

Mr Lewis has attended Managing allegations against staff training

23. CORRESPONDENCE TO CHAIR

There was nothing to report

24. AOB

There was nothing further to discuss

25. DATE AND TIME OF MEETINGS 2023/24.

FGB - meeting times are: 6:00pm

WED 26th June 2024

RESOURCES - meeting times are: 9.30am

MON 17th June 2024

CURRICULUM AND SED - meeting times are: 1:00pm

THUR 16th May 2024

PASTORAL - meeting times are: 2.30pm

THUR 16th May 2024

H and S - meeting times are: 5:30pm

TUES 21st May 2024

Signed: Date: