

MINUTES

PENKETH SOUTH PRIMARY SCHOOL

MEETING OF THE FULL GOVERNING BODY – AUTUMN TERM 2022

Tuesday 6 December 2022 at 5.00pm

PRESENT:

Mrs Angela Grace (Headteacher)
Mrs Liz Baird
Mrs Claire Roper
Mr Steven Hennessey

Mrs Jane Evans (Vice Chairperson)
Mrs Kathryn Bullivant
Mr Jake Smith

IN ATTENDANCE:

Maria Warburton (LA Minute Clerk)
Ms Karen Threadgold (Observer)

Miss Lorraine Browne (Observer)
Mrs Sarah Messenger (Observer)

Part One – non confidential business

1 Welcome

The vice chairperson welcomed everyone to the meeting.

2 Absence and apologies

Apologies have been received from Mr Platt and Mrs Williams.

The absence of Miss Haywood was noted. The clerk mentioned that Miss Haywood has not yet registered on governor hub and would therefore not be accessing the papers for the meeting which advise when the meetings are taking place.

ACTION: Mrs Roper to contact Miss Haywood.

3 Declaration of personal interests for any item on this agenda

Governors were asked to declare any interest they may have, pecuniary or otherwise, relating to this meeting. No interests were declared for any item on the agenda.

4 Finance update

- Outturn Report 2021-2022

Mrs Messenger reported that at the end of Period 12 they had a surplus of £49,855 and the reserves for next year (including last year's reserves) are £632. The brought forward and reserves carried forward comes to £37,341. The pay for support staff has come out at around 8% to 9% and their increase has been a set amount across all pay points at the lower end of the pay scale which the majority of staff are on. This is where the main difference lies in the forecasting for the end of Period 12 and the carry forward.

Teaching staff has been accrued correctly apart from teachers either on threshold, leadership or on a TLR. The accrued was 3% and the actual was 5% (a slight difference). Taking into account last year and the carry forward for this year they have done quite well.

- Budget 2022-2023 (Period 2)

The income from the SFA is on budget. With regards to the recovery premium and the school led tutoring grant which is now known as the National Tutoring Programme (NTP) they are receiving more than they budgeted for and potentially they could receive more recovery premium later in the year (in the same way as last year). They still have two tutors using the school led tutoring grant (NTP). Last year this was funded at 75%, this year it is funded at 60% and schools are having to find the 40% difference. They have also put an extra restriction in: schools are not able to use the recovery premium to fund that 40%; they will need to take this out of the pupil premium money.

The supplementary grant has just come in during November to cover the staff pay increases. Pupil premium and high needs is where they would expect.

The nursery allocation appears high at this point in the year, however they have already had three payments in (they receive four across a term); therefore they will only have one more payment between November and December and this will even out.

The catering service is in-house and has now settled down. By the end of Period 2 they have a surplus of £798. The headteacher informed governors that they had some concerns, ie: they had to purchase consumables and whether they could cover the staffing (they had paid out a great deal). The meals are nice and of a good quality; it is not clear if the uptake has gone up yet. They are having to educate the children on how to eat and use the utensils. Mrs Messenger added that they will continue to monitor the catering budget but they have no concerns at the moment.

For staffing they have fairly accurate accruals in now and the back pay will be going through in December. The only thing they do not account for is for any support staff overtime for which they have worked. This is just for October and should not make a huge difference.

With regards to admin Mrs Messenger explained that the central charge has come through. The headteacher informed governors that this is what they pay to TCAT.

There is a little overspend on learning resources mainly due to a large order at the end of the academic year, some did not come through until September. The headteacher explained that they ordered Power Maths text books and they were not delivered until after the term had started.

Pupil premium came in a little higher due to counselling, gospel etc. This is also where they are meeting the 40% contribution to top up the school led tutoring.

Mrs Messenger reported that most of their SLAs have now gone through for this academic year.

They are likely to go over on uniform. Following an accident at another school it was discovered that a member of their maintenance staff was not wearing the correct PPE. Therefore they now have a list for all maintenance staff of what they want to order.

Cleaning materials have gone up as they purchased some new mops for MDAs. Mrs Messenger added that there should not be much expenditure as they buy into the LA's SLA and they provide the cleaning materials for that.

Electricity and gas seem fine at the moment. **A governor asked** the current situation regarding gas. Mrs Messenger reported that this is at a fixed rate. Ms Threadgold explained that from a trust point of view Mr McGuire is attending a utilities forum and TCAT will be making a decision about whether to buy in over a longer term rather than 12-monthly; this is a difficult decision as prices could come down in the meantime, it is whether it is better for schools to know where they will be for the next two to three years to give peace of mind.

A governor asked what has happened with regards to the meter that was not turned on. Mrs Messenger informed governors that this has been rectified and they are now receiving consumption bills. They have had over two years free of charge, however they are erring on the side of caution and have left some money to one side.

Mrs Messenger informed governors that they are looking to revise the staffing budget straight away (before the usual review in January). Ms Threadgold added that the overall spends will stay conservative. They have a surplus of £10,000 after two months which is very positive. **A governor asked** if they have any concerns. Mrs Messenger confirmed that they went through the figures this morning and they have no concerns.

The vice chair thanked Mrs Messenger and Ms Threadgold for attending the meeting.

Mrs Messenger and Ms Threadgold left the meeting at 5.26pm.

5 Chair's emergency decisions

There were no chair's emergency decisions to report.

6 Governing body membership

It was reported that there is one co-opted governor vacancy. Mrs Baird's term of office as a co-opted governor is due to end on 20 March 2023.

The headteacher informed governors that she emailed the potential governor from the Youth Zone but has not received a reply yet.

Mrs Baird informed governors that although she has enjoyed being part of the governing body she will not be continuing once her term of office ends as she feels her health will not allow her to do the role as well as she would like. The headteacher informed Mrs Baird that she has been an amazing governor who has brought a great deal to the governing body; the staff think very highly of her.

Mrs Baird reported that she attended a walk round of the school a few weeks ago from nursery all the way through to Year 6; the children were very welcoming and all were engaged, even in nursery and reception. Mrs Baird added that the children were talking and engaging with her as she walked round the school and she felt included.

The headteacher thanked Mrs Baird and said that she had been a very special governor.

The vice chair informed governors that there will be some time until the next visit from Ofsted which will allow for any new governors that join.

7 Previous full governing body minutes, matters arising and action log

- a) To confirm the minutes of the meeting held on 18 October 2022 (copy enclosed) and discuss any matters arising

AGREED: The minutes from the previous meeting held on 18 October 2022 were confirmed as a correct record.

ACTION: To be signed by the chair at the next meeting.

- b) Action log

The following actions were carried forward:

ACTION: C/F: The chair to ask Miss Haywood if she would be happy to shadow the safeguarding link governor role alongside Mrs Evans.

C/F: The Code of Conduct to be signed by the chair on behalf of the governing body.

The headteacher to upload the Code of Conduct and pecuniary interest forms to governor hub (these can be signed electronically).

C/F: Check if Miss Haywood has completed and signed her pecuniary interest form.

C/F: Mr Platt to complete the safeguarding training.

C/F: LGB objectives for the year: The document to be amended to reflect that Mrs Bullivant is now a co-opted governor (currently it is showing three parent governors).

All other actions have been completed.

8 SEND (standard agenda item)

Miss Browne recently met with Mrs Baird and Ms Bennett to discuss SEND and pupil premium. Ms Bennett is doing a 6-day intensive course for emotional literacy support and they hope that it will have an impact on the children. A governor commented that it sounds useful as the children did not suffer from anxiety when they first came back into school but there appears to have been a delayed reaction. Miss Browne reported that as the school SENDCo she is referring children but unfortunately the waiting lists are long. The LA has been reactive and the idea is that someone is on the site as the first stage; they want all of the schools in Warrington to have a trained ELSA (Emotional Literacy Support Assistant) on site.

The headteacher informed governors that there is no chance of getting a child an appointment with CAMHS unless they have been through the ELSA support. They have Ms Bennett working more hours in that role (purely on emotional wellbeing interventions) and it could be full-time but they are unable to afford it at this time. They are also employing a counsellor for half a day per week. There are a couple of children with extreme separation anxiety on a frightening level (this is on the child's and the parent's part). The children are not as resilient as they were and it is having an impact on staff who are doing everything they can to support, eg: some children are coming into school at 8.30am, they have soft landings, sticker charts, staff are trained in Team Teach and TAs have visited a house. They are managing parental anxiety as well as that of the children.

A governor mentioned that the Covid babies are starting to come up through nursery and they have missed out on going to toddler groups and grandparents, etc.

Mrs Roper explained that it is not the academic ability that is the problem; they are not able to do the basics of sharing and communicating. Miss Browne added that she spends a great deal of time on SEND and the headteacher spends a great deal of time on safeguarding.

A governor mentioned that many parents do not know what the school provides and a mental health page would be beneficial. This can direct parents to websites which may help. The headteacher informed governors that they do direct to Advanced Solutions but acknowledged that a page on the website would be helpful for parents.

A governor asked if there is scope to arrange a workshop for parents. The headteacher suggested that their school counsellor could potentially arrange this for parents. It may not attract parents that need that information, however the school would have offered it.

ACTION: Consider a mental health page on the school website and arrange a workshop (via the school counsellor) for parents.

Mrs Roper added that a few years ago they discussed having a health visitor come into school to provide parents with an opportunity to ask questions, for example on behaviour at home or toileting.

9 Policies

a) Guidance for Learning outside the Classroom

The headteacher informed governors that Lynn Jepsen attended Evolve training on Thursday of last week and the hope is that in the new year the person that delivered that training can do a staff meeting; it has been a long time since staff have had training on this. Evolve is used to record the planning for residential and educational visits and trips. The headteacher added that she has been strict on the information and has sent it back to staff on occasion. The vice chair added that the LA will not authorise the trip unless they have all the information on there.

AGREED: Governors agreed to adopt the LA's Guidance for Learning outside the Classroom.

b) Lockdown Procedure (Draft)

A governor asked if the Lockdown Procedure and the Bomb Alerts and Emergency Procedures Policy are TCAT policies. The headteacher explained that these have come from Adele Partridge who is their health and safety consultant; these are standard policies and have been redrafted.

AGREED: Governors agreed to adopt the proposed Lockdown Procedure.

- c) Bomb Alerts and Emergency Procedures Policy – December 2022 (Draft)

AGREED: Governors agreed to adopt the proposed Bomb Alerts and Emergency Procedures Policy – December 2022.

10 Admissions

The headteacher confirmed there are no changes required to their admissions.

11 Safeguarding and business audit

Safeguarding review:

The headteacher reported that the review was carried out by Tracy Hatton (Bridgewater High School) and Rebecca Leatherbarrow (Dallam Primary School) and it went really well; a copy of the report has been provided for governors.

A recommendation was to develop a self-audit tool for CPOMS to check and to share best practice. The headteacher explained that Ms Leatherbarrow came to school to work with the headteacher for a full morning to help improve some of the categories so that they can select these and make it more streamlined. Their use of CPOMS at the school is good and Ofsted were happy with that – it is just about refining it and making it better.

The final recommendation was to publicise the PHSE curriculum more explicitly to parents so that they are aware of what is being taught and when.

ACTION: The date of the visit (8 November 2022) to be included in the report.

12 Health and safety update

The headteacher reported that a health and safety meeting took place with Laura Fletcher and Lisa Gannon and they went through the recommendations from Ms Partridge's visit. The report will be circulated to governors when it is received.

Many of the actions had been completed or were in hand. They are currently awaiting a number of certificates/reports from the LA for checks that have been carried out and these are being chased up. They are tied into an SLA with the LA for the time being. The aim is to have individual contractors for this via the TCAT hub. The headteacher added that they have arranged for an asbestos survey to be carried out in the new year.

ACTION: The health and safety report to be uploaded to governor hub (and an alert sent to governors) when it is received.

13 Accessibility audit

The headteacher informed governors that the audit took place last week with Ms Partridge and they are awaiting the report from that. It was very useful and it covered many things, ie: the school website and people with EAL. It was recommended that they have a translate button on their school website.

ACTION: The report to be shared with governors when it is received.

14 Buildings and premises update

The headteacher reported that the kitchen is now complete. Some emergency lighting has not been connected and they are coming back to look at that. They have received three quotes to replace the carpet in Early Years with fit for purpose flooring.

15 Behaviour and attendance update

Attendance

An attendance report has been made available on governor hub. The headteacher reminded governors that this is a Fischer Family Trust (FFT) national and is not the actual national. There are approximately 11,000 schools within the FFT national which provides a good picture. Much of the absence is due to illness: sickness bugs, colds, scarlet fever and hand/foot and mouth. As a group of headteachers today they discussed Strep A which is something serious to contend with. A meeting took place today at TCAT and they will be sending advice out to schools to circulate to parents. Their attendance has dipped below national. Most of the persistent absence is due to parents saying that their child is too anxious to come into school. They are working with the attendance team and they have had meetings with parents.

A governor asked the reason why the earlier year groups seem to be the most affected. The headteacher explained that as they are young they normally pick up all of the infections and sickness. They build up some immunity as they move through school.

Safeguarding and Behaviour

A report has been made available on governor hub. They have had one exclusion for one day for a child with additional needs. This is the first exclusion for many years.

The number of bullying incidents was at zero until yesterday; they had one yesterday and one today.

The headteacher explained that it is unkind behaviour and is not bullying on a physical scale. They have had a lot of conversations with some children. Yesterday's incident was homophobic.

There is a total of twenty children on the Vulnerability Risk Register; they record the number of children in each of the following categories for those:

- Child Protection - 3
- Children in Need - 2
- Child in Care/Looked After - 3
- Previously Looked After - 2
- Early Help (external) - 8
- Early Help (in house) - 2

16 Scorecard and Priority Action Plan (business aspect)

This is a substantial document. A meeting took place at TCAT which was also attended by the chair. At this evening's staff meeting they talked about GDPR, TCAT Plus and attendance. This was well delivered by Ms Laing, Mr Logan and Ms Alexander. **A governor asked** what TCAT Plus is. The headteacher explained that this is a website and app with many benefits relating to exercise, mental fitness, the cycle to work scheme, rewards and discounts or cashback on shopping.

17 Staffing update (non-confidential)

The headteacher reported that they have employed three new members of staff since the last meeting. Leah Cullen will be working in the nursery supporting Mrs Roper; Ms Cullen is an ex-pupil of the school and previously did her student work experience at the school. They made the decision to employ Sharon Smith on a casual contract when required. Emma Wood has been employed as a TA to cover maternity leave in reception; Ms Wood did her teaching practice and TA training at the school. **Lauren ***** is currently teaching Year 1 to cover maternity leave.

18 TCAT governor training – Sway document/TCAT governor seminar (Autumn 2022)

The headteacher projected TCAT Sway on the screen for governors. The headteacher explained that the governor events were not well attended and this brings the information together. It contains key documents all of which are on governor hub, ie: Scheme of Delegation, Communication Strategy and also TCAT Insight, TCAT Learns (for teaching staff) and the TCAT Calendar which are publications and are updated regularly; a useful glossary is also featured long with a video introduction from Mr Moorcroft.

The headteacher acknowledged that governors know and engage with governor hub and they are able to set up their personal information on that.

ACTION: Governors to update their personal information section on governor hub.

The headteacher highlighted that they also have access to The Key which is a great resource tool for model policies and news updates, etc. Governors commented that they have accessed the information and found it extremely helpful.

19 Any other business

a) Link governor reports

- Wellbeing (E Baird) – 30.11.22

Mrs Baird informed governors that her last report contained some things that she had wanted to ensure happened and these have been done, ie: the ELSA training. At the meeting Miss Browne mentioned the transition that takes place for children moving into high school and the process around that. Mrs Baird added that as a link governor she does provide challenge; every school has something they can improve on, however it is generally very good.

The headteacher reported that they have had attachment and trauma training as a twilight on 21 November 2022. This is affiliated to Chester University through the LA and they offer a diploma or a degree and a 6-week programme. Vicky McQueen attended the condensed version for that with a view to delivering universal training for all staff which they have completed.

The vice chair thanked Mrs Baird for her comprehensive report. It is good practice for a school to have a wellbeing governor. Mrs Baird thanked Miss Browne for her time, she very enjoys coming into school and it is clear that because it is a small school the staff know the children and parents well and the connection is clear to see.

20 Future meeting dates

- Tuesday 7 February 2023 (5.00pm)
- Tuesday 28 March 2023 (5.00pm)
- Tuesday 16 May 2023 (5.00pm)
- Tuesday 4 July (5.00pm)

PART ONE OF THE MEETING CLOSED AT 6.27pm

SIGNED
Chairperson

DATE