



# MINUTES

## PENKETH SOUTH PRIMARY SCHOOL

### MEETING OF THE FULL GOVERNING BODY – SPRING TERM 2023

**Tuesday 7 February 2023 at 5.00pm**

**PRESENT:**

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

Mrs Carolyn Williams (Chairperson)  
Mrs Kathryn Bullivant  
Mr Jake Smith  
Mrs Jane Evans

**IN ATTENDANCE:**

Maria Warburton (LA Minute Clerk)

Miss Lorraine Browne (Observer)

Part One – non confidential business

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**1 Welcome**

The Chairperson welcomed everyone to the meeting.

**2 Absence and apologies**

It was reported that Miss Haywood and Miss Browne may join the meeting late.

**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.

*Miss Browne entered the meeting at 5.03pm.*

The chair informed governors that the pecuniary interest forms can now be completed online via governor hub. Governors were asked to complete this if they have not already done so.

**ACTION:**                      **Governors to complete their annual pecuniary interest form online (via governor hub) if they have not done this.**

#### **4 Chair's emergency decisions**

There were no chair's emergency decisions to report.

#### **5 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.

At the previous meeting Mrs Baird indicated that she is unlikely to continue due to ill health, however she would like to give this further consideration and will advise before the next meeting.

The headteacher reported that she had previously contacted a lady from the Warrington Youth Zone who had expressed an interest in becoming a governor at the school. The headteacher informed governors that she has still not received any contact and presumes therefore that she has changed her mind.

The chair informed governors that they should consider filling the co-opted governor vacancy and they should also consider future succession planning, ie: Mrs Evan's term of office ends in July 2023 and she has decided that she will not be continuing. They had previously discussed that someone with educational experience would be preferable.

*Mrs Roper informed governors that Miss Haywood has replied to her message to advise that she is unable to attend today's meeting and has sent her apologies.*

#### **6 Previous full governing body minutes, matters arising and action log**

- a) To confirm the minutes of the meeting held on 6 December 2022 (copy enclosed) and discuss any matters arising

**AGREED:**                    **The minutes from the previous meeting held on 6 December 2022 were confirmed as a correct record and signed by the chair.**

- 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 (electronically or via governor hub).**

**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 (the headteacher to re-send the invite for the training to governors).**

**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).**

**C/F: Accessibility audit: The report to be shared with governors when it is received.**

The headteacher informed governors that she has worked with Debbie Butler regarding the parents and children who display anxiety. A new team has been employed at the LA linked to Culcheth High School; they are an intermediary between schools and CAMHS. They have been asked if they would become involved in supporting Ms Butler to do a workshop; parents will be asked to be a pilot for this.

**A governor asked** if they should use mental health to create a more positive message. Mrs Baird mentioned that she prefers to speak about mental wellbeing rather than mental health as there is a stigma still attached to that.

**ACTION: The tab on the school website to be changed to mental wellbeing.**

All other actions been completed or appear as an agenda item.

## **7 Headteacher's report**

- Agree curriculum model and staffing structure for next academic year  
The headteacher reported that this is a standard agenda item from TCAT; the curriculum model remains the same.

With regards to the staffing structure for the next academic year the headteacher advised governors that she will be handing in her notice at Easter and will be retiring at Christmas. Miss Browne is shadowing her this year and she is also leading the deputies. Mr Moorcroft, Mrs Briggs and staff are aware; parents have not yet been informed.

The chair reported that the school has been through a recent Ofsted inspection and the headteacher is leaving the school in a good place. The headteacher added that she has confidence in all of her staff.

- Scorecard and PAP (education review)  
The headteacher informed governors that she has included the Ofsted comments in the document.

**ACTION:                   The chair to send the changes to the objectives to the headteacher that were agreed at the October 2022 meeting.**

Strengths and school priorities: Some of these are the same and were ongoing prior to Ofsted. They are refining the curriculum and the subjects. There is a new outdoor area which has been funded by TCAT.

Sue Bennett is now qualified as an emotional literacy support assistant (ELSA) and she will continue to develop that role. Ms Bennett is out of class for two days per week to support the increasing number of children with emotional difficulties. They are developing staff knowledge of SEND and they are ensuring that they are supporting the increasing neuro developmental conditions.

The headteacher explained that restorative practice is about behaviour strategies. Miss Browne reported that this is part of their behaviour policy and they are looking at the relationship policy and being consistent with that. It is recommended that they use scripts and they are developing those with Ms Bennett. They have used this today with a child so they have already seen the benefit and impact from using that.

A governor mentioned that they are post Ofsted, the information has been looked at by experts and they have verified what they have been told by the headteacher. The headteacher added that Mrs Briggs has congratulated them on the outcome as the Ofsted inspector is known to be thorough and rigorous.

Pupil progress: The headteacher informed governors that the document was made available on governor hub.

## **8       SEND (standard agenda item)**

Additional information show the targets for this year.

**ACTION:                   The headteacher to upload the SEND document to governor hub.**

This is contextual information and shows the level of special needs in each class. The targets look low, ie: 63% for maths for KS1, 67% for reading/writing/maths, however there is a great deal of special needs in that particular class and they have three TAs in there to support. Covid catch up is having an impact and they are supporting in terms of tutoring.

The Fischer Family Trust (FFT) predictions are very high. Having spoken to other headteachers they also agree that they are unrealistic.

The current Year 5 is also low. All of this information has been included in the report for governors to review.

Miss Browne reported that she met with Mrs Baird regarding this and a report will be produced for that. They have had more training on de-escalation strategies; they do not need to use Team Teach very often. There are 47 children on the register which is a huge amount, eight have been diagnosed with autism. It is the same picture in every school. Reception will be a challenge next year with three children having an ASD diagnosis. Staff are working incredibly hard to meet their needs from nursery and upwards.

**A governor asked** if the children will stay at the school. Miss Browne explained that they will stay as there are no places in special schools. Mrs Roper informed governors that they are learning and implementing methods that they have not had to implement before.

Mrs Baird reported that when she met with Miss Browne she was astonished by the level of need and the number of children with additional needs. They are doing a great deal of referrals and some are being rejected. Mrs Baird said that she also asked how the staff are and they are doing well. The safe and sound team and the teachers can come together and talk as well as the children. It feels like a more holistic approach which is not common in other schools. Mrs Baird added that she was pleased with the understanding of staff and the children's mental wellbeing in the school.

The headteacher informed governors that parents are more aware and it is more topical. Some children are potentially on the spectrum but do not require additional support in school (ie: the £6,000 which the school has to provide and prove that they have spent). The school advises that they are working at expected levels and parents contact the Parent Partnership and are advised that they can apply for an EHCP. The LA are dealing with a huge amount of requests and a great deal are being rejected when the school advises that they have not spent the £6,000 on the child.

**A governor asked** if this is an opportunity to share good practice with other schools. Miss Browne explained that there is a TCAT SEND group that meets every half term, however every context of each school is different.

**A governor asked** if it becomes more difficult as the children get older. Mrs Baird explained that they think more long term, ie: what support they need at high school.

## **9 Non-confidential safeguarding**

The headteacher highlighted the report for governors dated 3 February 2023 and explained that the numbers change every day. They have had a one day exclusion which was necessary which they had to report to the LA on the day.

Safeguarding link governor report (Mrs Evans):

Mrs Evans reported that she comes into school on a termly basis. In the autumn term she carried out a safeguarding governor audit. The questions come from The Key and these should be asked by the safeguarding governor. They discussed online safety which Ofsted mentioned. The safe and sound team are fantastic – everyone knows every single child and their needs, and their family needs. Safeguarding is not an issue in school, it is excellent. The audit was very positive. It is about considering the ongoing impact of Covid which will continue for a while.

The headteacher informed governors that ABtec provides the school's IT support and they had to do a great deal to meet the standard from the government to increase cyber security – they now have to use two factor authentication in school. They are now considering that for the children.

The chair and headteacher thanked Mrs Evans for her report.

## **10 Policies**

There were no policies for review.

## **11 Finance**

- a) Monitor the spend on COVID catch up
- b) Monitor the spend of recovery premium funding

The statement has been on the website since December 2022 and has been reviewed (this is part of Miss Browne's role). They have also carried out a pupil voice with the children. **A governor asked** if the children took part in the TCAT concert. The headteacher confirmed that they did, it was a very entertaining night and the children thoroughly enjoyed it. They have also just attended the Young Voices concert.

## **12 Admissions (faith schools and academies)**

The headteacher reported that they have received a list of preferences and the school is oversubscribed for the first time in many years. The whole of Warrington has a low birth rate, west Warrington is higher. They have received 36 first choices from the Warrington area, they have not had the out of town numbers yet. Of these first choices, 27 are from the school's nursery. The criteria follows (in order): looked after children, siblings, nursery and SEND and lastly geographical location.

**A governor asked** what the nursery capacity is. Mrs Roper explained that they have 53 currently on roll. The numbers vary depending on how many 2/3/4 year olds they have; they can have up to 40 children in one session. They have taken on another member of staff (TA).

A governor commented that their finances should be healthy when they see the impact of the numbers coming through.

The headteacher added that this is not common in all schools in the local area; catholic schools in particular are suffering. One local catholic school is considering going out to consultation for a nursery mixed with the reception class as their reception numbers are so low. Glazebury Primary has a similar arrangement with one teacher and one TA. **A governor asked** if this a problem with catholic schools and faith schools. The headteacher explained that it is faith schools. The houses that are being built do not have families that are catholic and there are restrictions with catholic schools to fit in with their ethos.

The chair commented that it is good news for the school with regards to the nursery feeding into the school which is now oversubscribed; this is not the norm across the borough.

**A governor asked** if they can force them to go over numbers. The headteacher explained that they are not able to do this in reception, Year 1 or Year 2 and they are unlikely to ask due to the spaces that are available in other schools. They could allocate places at St Vincent's or St Joseph's. Governors oversee admissions within an academy school; this is delegated to Mrs Roper and the headteacher – they decide who meets the criteria and they send that information to the LA.

**AGREED:                      Governors agreed to continue to delegate the admissions to Mrs Roper and the headteacher.**

**A governor asked** what happens when they have gone through the criteria and it takes it to 31 places. It was explained that it would then go on proximity. Mrs Roper informed governors that there are 26 nursery children and siblings on the list, there are just three places for other children outside of the school.

**A governor asked** the numbers in terms of ethnicity. The headteacher reported that there are no Ukrainian children, they have had a couple more children from Hong Kong that fit in very well. At a local primary school their PAN is 90 and they had 110 in one year group – they went over by 20 children; it is a 3-form entry school.

A governor suggested that they could approach Hong Kong parents to make them aware of the possibility and opportunity of joining the governing body which would be positive.

**ACTION:                      The parent governors to approach the parents from Hong Kong to make them aware of the governing body and the opportunity to join it.**

### **13 Review school's equality information and objectives**

The headteacher informed governors that the equality policy is reviewed every four years; it is not yet due for renewal. The policy has been uploaded to governor hub for information.

### **14 Governor briefing paper**

Governors noted the content of the report.

### **15 Governor training**

Governors were reminded to complete the safeguarding training; this is recorded on the Hayes module to show that governors have completed it.

A governor mentioned that the equality document states that they need an equality link governor. The chair informed governors that it is important that they have a good understanding of equality and what the issues are as this may overlap. Miss Browne informed governors that the document states that the school has a designated member of staff for equality and an equality link governor. An equality event for senior leaders is being held in March 2023 by TCAT.

**ACTION:** Check with TCAT if they are required to have an equality link governor and if there is a remit for that role that the link governor would undertake. The headteacher to also ask other headteachers.

The headteacher reported that the relevant information is published on the school website as required. The chair informed governors that if there is more training available for this, they should engage.

**ACTION:** The chair to ask (at her meeting with Mr Moorcroft) if there is any equality training available.

### **16 Link governor visit reports**

- English (Mrs Evans) – 6.12.22
- Maths (Mrs Evans) – 6.12.22

Mrs Evans reported that the subject leadership roles have developed over the years; as a result they are on top of their subjects, ie: how they monitor and deliver and check data, for example: actions and initiatives.

English: Mrs Evans informed governors that she met with Mrs Roper and Ms Birchall who is passionate about the subject. Governors are aware of the impact of Covid which will be felt for some time.

They take account of that when monitoring data and also the impact on speech and learning and even sharing with each other. There has even been an impact on the pre-school children. At the meeting they talked about Ofsted; they knew their subjects and what they would talk to Ofsted about for both subjects.

The chair thanked Mrs Evans for her reports. Mrs Evans thanked the staff for their time.

**17 Any other business**

There were no other items.

**18 Future meeting dates**

- Tuesday 28 March 2023 (5.00pm) – Mrs Evans sent her apologies for this meeting
- Tuesday 16 May 2023 (5.00pm)
- Tuesday 4 July (5.00pm)

PART ONE OF THE MEETING CLOSED AT 6.22pm

SIGNED .....  
Chairperson

DATE .....