



MINUTES

PENKETH SOUTH PRIMARY SCHOOL

MEETING OF THE FULL GOVERNING BODY – SUMMER TERM 2022

Thursday 7 July 2022 at 5.00pm

PRESENT:

Mrs Angela Grace (Headteacher)	Mrs Carolyn Williams (Chairperson)
Mrs Jane Evans	Mrs Kathryn Bullivant
Mrs Claire Roper	Mr Howard Platt
Mr Steven Hennessey	Mrs Liz Baird
Miss Andrea Haywood	

IN ATTENDANCE:

Maria Warburton (LA Minute Clerk)	Miss Lorraine Browne (Observer)
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Part One – non confidential business

1 Welcome

The chairperson welcomed everyone to the meeting, in particular Miss Haywood who has expressed an interest in becoming a governor at the school. Introductions took place. Miss Haywood reported that she was the SENDCo at Penketh High School for 15 years and liaised with Penketh South and got to know the school and teaching staff well. Miss Haywood added that she has always had an active interest in the school. Miss Haywood explained that she is currently a Penketh parish councilor and would like to become more involved in the community aspect.

2 Absence and apologies

Apologies have been received from Mr Jake Smith.

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 Chair's emergency decisions

There were no emergency decisions to report.

5 Governing Body Membership

The following vacancies remain:

- 1 x community governor vacancy
- 1 x co-opted governor vacancy

The headteacher reported that Mr Platt had spoken with Mr Moorcroft regarding a potential new co-opted governor from the new youth zone. A potential candidate is interested in becoming a governor at the school and he will meet with the headteacher with a view to be co-opted in the autumn term.

AGREED: Governors agreed to appoint Miss Haywood as a community governor for a four year term of office.

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

- a) To confirm the minutes of the meeting held on 19 May 2022 (copy enclosed) and discuss any matters arising

AGREED: The minutes from the previous meeting held on 19 May 2022 were confirmed as a correct record.

ACTION: The minutes of 19 May 2022 to be signed by the chair.

- b) Action Log

The headteacher reported that they are now connected to the gas meter and this is working. They have had invoices for the standing charges and they are currently working out the old bills; this will be monitored to understand how it has been worked out.

ACTION: Arrange for Miss Haywood to complete a pecuniary interest form.

The headteacher informed governors that Mr Smith has reviewed the website requirements for the school (compliance check) and has produced a list of actions which she will go through with him.

Mr Platt confirmed that the paperwork for the garden party for Mr Hayes has been submitted.

It was confirmed that the chair has completed the safeguarding training.

The following actions to be carried forward:

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

C/F: The headteacher to include Mrs Baird in the SEND policy as the new link governor.

C/F: Scorecard & Priority Action Plan: The headteacher and chair to consider dividing specific areas amongst governors prior to the Ofsted visit.

School website: The headteacher informed governors that Mrs Langton had enquired about being on SLT. Mrs Langton is part-time but is a very capable teacher that also leads maths and therefore they agreed to her joining SLT. Mrs Langton's role as part of SLT is the school website, Twitter, the PTA and ensuring that parents engage with the school website etc. They will hold meet the teacher events in September to ensure parents are aware of what is happening in school and what their role is in supporting their child in school. The chair suggested that Mrs Langton could also work with Mr Smith on the school website.

The headteacher added that Mr Smith has also attended a PTA meeting. It has been suggested that they keep the PTA to the current reception parents who are very interested in the school, ie: a small group of parents that can help out with individual events. **A governor asked** when these events happen. The headteacher explained that the information went out on the School Spider app before Easter. The Easter bingo night was very successful in terms of fundraising.

A summary of strengths and areas of development were provided for governors prior to the meeting.

A governor asked if the link governor roles could be divided up as they have received four link governor reports from one governor. The chair explained that it was a coincidence that all of the reports were provided at this meeting. Mrs Evans added that she produced a report from her SATs monitoring visit, she also produces one link governor report for maths per year and the same for English. They also did a deep dive question for maths so a brief report was produced for that.

They will be dividing the scorecard in the autumn term when they review the link governor roles. A governor mentioned that if Ofsted come into school and some governors are not available they will have a gap. The headteacher informed governors that she can produce a quick summary with salient points.

ACTION: The headteacher to produce a quick summary on the scorecard to include salient points in preparation for the Ofsted visit.

Mrs Roper confirmed that the trees have been planted; this was carried out by the children in the forest school. It is still not known if these have been registered. Ms Haywood explained that registrations have now closed for this period of time but will re-open for registration again in the autumn term.

ACTION: C/F: Mrs Roper to check if the planted trees have been registered.

7 Quality of Education

Data

The headteacher reported that they are really pleased with the KS2 outcomes. A comparison is provided against the other primary schools within the trust.

Early Years: The headteacher reported that they are similar to some schools regarding greater depth.

Phonics: This particular cohort did well to achieve 72%.

KS1: The headteacher reported that they were not moderated and she is not aware of any other TCAT schools that have been. **A governor asked** what a moderator would do. The headteacher explained that they would look at all of the work and decide if they have met the objectives; they would look for examples in books. For KS2 it is part test and some work is teacher assessment. KS1 had a difficult journey with Covid and staffing and they are pleased with those results; previously they had some small concerns for KS1.

KS2: The headteacher reported that they are extremely pleased with the results. Janou Birchall (classroom teacher) and all the other members of staff associated with that year group (deputy headteacher and TA) have all worked extremely hard including early morning booster sessions throughout the week in their own time. For reading, writing and maths combined the national score is 59%, Penketh South is 70%. Greater depth scores are very pleasing. Many schools are reporting that writing has suffered as parents have not been able to support that during Covid. This is not reflective of the parents as they would not be able to understand the level of expectation that they have within school.

A governor commented that reading is lower and writing is higher which is very unusual. The headteacher acknowledged that it is unusual. The results were released at 7.30am and they had difficulty accessing the information, some schools have not had all of their results back. **A governor asked** if they have changed the threshold. The headteacher confirmed that they have, but not as you would expect, they did not lower it. They have not changed the papers to suit Covid.

A governor asked if parents will be informed of the results. The headteacher explained that Year 6 has been out of school for two days and Ms Birchall informed them individually of their results which were noted in their planners. These will be included in their end of year report. A KS1 parent asked for scores; they will be informed if they achieved expected or greater depth. The multiplication check for Year 4 has taken place online. There is no pass mark so they are not sure if they have done well; the score is out of 25.

Link Governor Visits

The chair reported that a number of link governor visits have taken place and reports from those meetings have been circulated to governors prior to the meeting:

- Maths – 12.5.22 (J Evans)
- KS2 SATs monitoring – 12.5.22 (J Evans)
- English – 12.5.22 (J Evans)
- SEND – 5.7.22 (E Baird)
- Wellbeing – 5.7.22 (E Baird)

The chair thanked governors for their reports.

Primary Key Performance Indicators for 2021-22

The headteacher explained that the document includes the last set of SATs results for comparison. The information has been taken from the scorecard.

The chair asked that congratulations from the governing body are passed to the staff and the children; it is good to see the progress that has been made.

SEND Report – 5.7.22 (E Baird)

Mrs Baird reported that she was surprised that 42 children were on the register; 3 children had EHCPs – these numbers are fluid and do change. They discussed the referrals and the length of time that they take. Mrs Baird explained that she asked what they do for them in the interim period, for example with regards to speech and language, and was advised that staff and parents watch You Tube tutorials.

The headteacher reported that at the meeting of headteachers yesterday they spoke about special needs and they mentioned a new pathway which was asking schools to use Wellcomm which they already use. The headteacher added that she had the opportunity to meet the new ADHD nurse yesterday.

Last week she met with a parent. A referral had been submitted for her child in February and she rang the CDC for an update who advised that it will take until next year (January 2023 onwards). Mrs Roper reported that they are still behind with the 2-year progress checks.

Mrs Baird suggested that SEND is a standard agenda item at all meetings (similar to wellbeing), so that governors remain aware.

ACTION: SEND to feature as a standard agenda item at future meetings.

Mrs Baird reported that she was pleased to see the school mental health audit which is colour coded. This follows the five categories recommended by Anna Freud and demonstrates that the team in school has this covered.

The chair thanked Mrs Baird for her report.

8 Behaviour and attendance (including link governor feedback)

The headteacher informed governors that she has provided the FFT (Fischer Family Trust) attendance report dated 1 July 2022. The FFT produce a 360° tracker report occasionally; this is the most up-to-date version, they are now climbing back above national. They do analyse the data – their attendance officer retired and a meeting has taken place this week with someone who used to be a support worker and would be good for the role. They are experienced at working with families and sourcing support networks for them.

They hold regular meetings about the children that do not attend and they send letters home. **A governor asked** about the persistent absence in Year 3 which is 33%. The headteacher explained that some of this is Covid and is included in the figures; they are all very individual cases.

A governor asked if parents are aware that they need help. The headteacher explained that they think they are doing the best for the children but clearly there are some mental health issues and it is difficult to encourage parents to accept external help as they have to have their consent. **A governor asked** if this person would be able to speak to them. The headteacher explained that they would work with these particular families. The approach they would use is that they understand their children's needs and will continue to support. There is no issue when they are in the school but their absence is hitting the triggers for prosecution and therefore they need them to work with Early Help and she would be good at encouraging that as she has that background.

9 Finance

A report was provided for governors; this has been produced by Mrs Messenger. Not a great deal has changed. The PE and sports premium has been agreed and is a significant amount of money which is good. The headteacher reported that she will meet with Mrs Messenger to discuss the recovery premium and how they are going to do the school led tutoring next year.

The school meals transfer is going well. The school has to pay for their own cups, plates and cutlery which they had not budgeted for.

High needs income: The LA had a deficit and increased the contribution from schools to £7,500. This has now reduced and they have received a payback for this.

A governor asked what the forecast outturn is for August 2022. The headteacher explained that the information for that was provided at the previous meeting. Mr Platt informed governors that he has seen this information for the whole trust and there is a small surplus. The headteacher informed governors that the budget has been agreed as it was slightly amended; this information was circulated to governors.

10 Health & Safety

Fire Risk Assessment – 28.3.22

The headteacher reported that the fire doors have not yet been fully installed; they are coming into school this weekend to complete the installation.

The headteacher informed governors that she has completed her managing safety course and is submitting the coursework for that to see if she has passed.

The health and safety inspection is scheduled for next week (Wednesday 13 July 2022) with Adele Partridge.

A governor mentioned that the report states that the replacement doors on the kitchen will automatically close if there is a fire; these should not be installed until they are connected to the fire alarm. The headteacher explained that the installation has been planned for with fire safety considered; this has been overseen by Adrienne Laing. **A governor asked** if it is possible that someone could become trapped, ie: is there another door they can leave by. The headteacher explained that a new storeroom has been put into the kitchen area; she will check that there are other exits should a fire occur.

ACTION: **The headteacher to check if there are any exit doors from the school kitchen in case of a fire.**

11 Buildings & Premises

This was previously discussed under agenda item 10. The headteacher added that they will be going through the approved contractors that TCAT use rather than via an SLA with the LA for this.

12 Non confidential safeguarding

Safeguarding visit report – 12.5.22 (J Evans)

Mrs Evans informed governors that they used the recommendations from the previous audit which are noted in her report for governors to see – these have all been achieved. Mrs Evans reported that it was a very thorough meeting.

The headteacher reported that they have just had a section 147 from the LA, they are awaiting the report from this.

The chair thanked Mrs Evans for her report.

The headteacher informed governors that staff have completed Prevent training which the LA's 147 audit suggested; this is in addition to what they already do for that. **A governor asked** if all staff have now completed Prevent training. The headteacher confirmed that they have all completed the home office online training for this.

13 Policies

There were no policies for review.

14 Governor training

The chair reported that the previous TCAT training session was not as well attended and governors were reminded to look out for the information for that. Mr Platt informed governors that when it comes to trust meetings, 5 out of 10 schools have trustees which are also school governor. Therefore, it makes sense to invite the chairs of governing bodies who are not trustees to come to TCAT meetings, rather than Mr Moorcroft holding the briefing twice. Next year Mr Moorcroft will be looking to produce a 10-minute video update; this could be played to open up the governing body meetings. The headteacher added that Mr Moorcroft had mentioned that he is producing a video which governors can access at any time. The chair suggested that if they played this at the meetings governors would have that engagement. TCAT have a great deal of information online for governors and it is about knowing where to find it.

Mr Platt reported that another governor can attend the meetings if Mrs Williams is unable to. An invitation will be sent via the chair.

Mrs Baird reported that she attended Preparing for Ofsted training, SEND training and also training for Managing Complaints. The SEND training was part of the Committed to Inclusion Award for the school.

15 Any Other Business

a) SATs monitoring visit (Mrs Evans)

Mrs Evans reported that the processes and procedures were as they should be; there were no issues and the children were well supported.

b) TCAT performance

The headteacher informed governors that this took place last night at the Parr Hall. All of the schools performed well – there is a great deal of talent within the TCAT schools. They were very proud of their pupils.

c) Early Years national award

The headteacher thanked Mrs Roper and her term who have been shortlisted for a national award (Nursery World Awards). This is a national magazine. They are in the category of Early Years in a school. There are two other schools that have been nominated and it now goes to the judges' panel.

The headteacher explained that the team would very much like to attend the award ceremony in September. This is being held in London and is a black tie event (the cost is £170 each). They are not able to take this out of the staff budget and they cannot ask staff to pay. As a school they feel the achievement should be celebrated.

A governor commented that they could advertise this on future recruitment and it would be an investment. **A governor asked** the minimum number of people that have to attend and if they would have to buy a table. Mrs Roper explained that there are tables for ten, however they are selling these individually and there are six members in the team in total.

ACTION: Discuss the award ceremony with Mr Moorcroft and Mr McGuire tomorrow.

The chair congratulated the Early Years team on their achievement. The headteacher informed governors that they have submitted some information to the TCAT Times; there is also the recognition they are receiving nationally. Mrs Roper has created a Twitter and Instagram account; they already have 4,000 followers on Instagram. They were able to take over the Instagram page of an international consultant to be able to share their pictures for the day. This exposure could potentially earn money as a lot of schools sell visits; Mrs Roper has already started with a couple of visits to nurseries.

16 Future meeting dates

A governor asked if there is a reason for the change of day for meeting dates. The headteacher explained that having the meetings on a Thursday clash occasionally with other commitments that she has. Mr Platt added that moving to a Tuesday means they are more likely to avoid a clash with TCAT meetings which tend to be held on a Thursday.

ACTION: The headteacher to advise TCAT of the agreed meeting dates.

The headteacher added that they have changed round the focus of the summer term meeting to accommodate the reporting of the data and exam results and agreeing the school budget.

Autumn 2022	Spring 2023	Summer 2023
Tuesday 18 October, 5.00pm	Tuesday 7 February, 5.00pm	Tuesday 16 May, 5.00pm
Tuesday 6 December, 5.00pm	Tuesday 28 March, 5.00pm	Tuesday 4 July, 5.00pm

Blue: School improvement focus

Orange Finance & premises focus

PART ONE OF THE MEETING CLOSED AT 6.30pm

SIGNED
Chairperson

DATE