

MINUTES

PENKETH SOUTH PRIMARY SCHOOL

MEETING OF THE FULL GOVERNING BODY – AUTUMN TERM 2023

Tuesday 17 October 2023 at 5.00pm

PRESENT:

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

Mrs Carolyn Williams (Chairperson)
Mrs Kathryn Bullivant

IN ATTENDANCE:

Maria Warburton (LA Minute Clerk)

Miss Lorraine Browne (Observer)

Part One – non confidential business

1 Welcome

The chairperson welcomed everyone to the meeting.

2 Absence and apologies

Apologies were received from Mr Platt and Mr Smith. It was reported that Mr Hennessey may arrive late.

3 Election of chair and vice chair

Self-nominations for both roles were requested prior to the meeting. No self-nominations have been received.

Election of chair

Mrs Williams reported that she purposely did not self-nominate as they had discussed at previous meetings about succession planning. Mrs Williams acknowledged that the school is in a transition period in terms of the headteacher and having a very small governing body at this time. Mrs Williams self-nominated for the role of chair and a vote took place.

AGREED:

Mrs Williams was elected chair for the term of one year.

Election of vice chair

No self-nominations were invited for the role of vice chair. The chair suggested that they carry it forward to the next autumn term meeting when more governors are in attendance.

ACTION: **The election of vice chair to feature as an agenda item at the next meeting.**

The chair to contact all governors that are not present at today's meeting to advise that the election of vice chair will take place at the next meeting, and anyone interested in the role may contact the chair with any questions they may have.

4 Items for any other business

The headteacher reported that she has one item to discuss under Part Two.

5 Declarations

Governors were asked to declare any interest they may have, pecuniary or otherwise, relating to this meeting. The headteacher declared that both herself and Miss Browne have an interest in an item which is to be discussed under Part Two (Any Other Business).

ACTION: **Completion of annual pecuniary interest forms: To be completed via Governor Hub (under Declarations and Interests).**

6 Chair's emergency decisions

There were no chair's emergency decisions to report.

7 Governing body membership

There are currently three co-opted governor vacancies and one community governor vacancy. No terms of office are due to end.

The chair confirmed that she had advertised the vacancies on the Penketh local community page and received no interest.

ACTION: **Miss Browne to speak with Mrs Briggs at the CET meeting about the vacancies.**

The school to circulate information out to parents to ask if they know of any family members, ie:

grandparents that may be interested in becoming a governor.

The school to contact the high school via their transition connection.

Mr Hennessey entered the meeting at 5.17pm.

8 Committee/panel membership and specific governor roles

a) Structure

AGREED: Governors agreed the membership of the following committees/panels:

Pupil Discipline Any three governors subject to availability and impartiality	Staff Dismissal Any three governors subject to availability and impartiality
Appeals Any three governors subject to availability and impartiality	Complaints Any three governors subject to availability and impartiality
Pay Committee Any three governors subject to availability and impartiality	

b) Review of the committee terms of reference

Pay Committee

It was confirmed that the terms of reference are contained within the TCAT Pay Policy.

c) Link governor roles

Due to the low numbers on the governing body, it was decided to remove some link governor roles and to join others together.

AGREED: Governors agreed the following link governor roles:

Early Years	<i>Vacant</i>
English & Maths	<i>Vacant</i>
Curriculum	Governing Body
Behaviour, Welfare & Personal Development	Stephen Hennessey
Health & Safety, Premises	Jake Smith
Safeguarding	Carolyn Williams
Equality & Inclusion	Kathryn Bullivant

9 Review and agree the Governors Code of Conduct

AGREED: Governors agreed to continue to adopt the latest NGA Code of Conduct.

ACTION: To be signed by the chair on behalf of the governing body.

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

- a) To confirm the minutes of the meeting held on 4 July 2023 and discuss any matters arising

AGREED: The minutes from the previous meeting held on 4 July 2023 were confirmed as a correct record and signed by the chair.

- b) Action log

The following action was carried forward:

ACTION: C/F: Debt Recovery Policy: To be amended to suit the needs of the school and brought to the next meeting for approval.

It was confirmed that all other actions had been completed.

11 Review and confirm the academy's vision and values statement

This is listed as a TCAT agenda item for the autumn term and refers to the curriculum intent - no changes are required. They also have the TCAT priority action plan and shared values as part of that, which the schools align with.

12 Headteacher's report

- Score card updates:
The headteacher reported that they have changed the titles of the documents in TCAT, and they now have a self-evaluation doc. This is in progress and is not yet completed.
- Priority Action Plan update:
Miss Browne reported that governors have access to this. It is a pupils, people, and performance document. Writing has a bigger dip compared to reading and maths and they are raising the profile for this. STEM is a huge focus, and they are visiting the Fab Lab at Beamont High School.

There is a programme called Unleashing Greatness and the LA is advocating this pedagogical approach to teaching and learning.

All TCAT primary schools are taking part in this. Miss Browne add that it looks quite exciting, and she is leading on that. They are looking at assessment with other deputy headteachers in TCAT and the effectiveness of this.

Insight is a new IT system which is amazing – all the data will be in one place; it is taking time to set up.

The SENDCo role has been taken over by Mrs Roper. The curriculum leaders are looking at their subjects and they have monitoring set up for that which is ongoing.

Inclusivity is about how they plan and review in school and how they reinforce that – what is their core offer for all children and for those children with SEND. EHCP is another addition to this.

The new role for SEMH (Social, Emotional and Mental Health) has made a huge difference. They have an ELSA (Emotional Literacy Support Assistant) who is available for the children, greets the children and also has a DSL qualification. The ELSA is also doing MARS referrals when the headteacher is not available, is meeting with parents a lot and is making a huge difference, particularly for the children as well as the parents. They are working on parent workshops this year. They had Advanced Solutions visit a couple of weeks ago and they plan to have speakers throughout the year; information will be sent out to parents for that.

Janou Birchall is involved in the EAL hub in TCAT. Pupil premium information is included in the plan. Attendance is a huge focus at the moment particularly relating to the small number of pupils with persistent absence. Nicola White is their attendance officer. Miss Browne informed governors that in her new role she will continue to identify children and ensure they are attending. Miss Browne added that she attended the TCAT behaviour and attendance hub last week they are doing well in comparison.

Janou Birchall is taking over transition; transition arrangements are consistent across TCAT. Miss Browne explained she is currently doing a lot of training for her interim role and is sitting in health and safety meetings.

The headteacher informed governors that TCAT has appointed Stacey Snagg for marketing to support schools in TCAT in promotion and developing websites and sending out publicity material.

ACTION: Ask Ms Snagg if she can help to promote the school with finding new governors.

The headteacher reported that appraisals for all staff have been completed this week.

The headteacher reported that governors will have access to the National College which is an online based resource for additional training. Governors need to complete safeguarding training.

ACTION: The headteacher to check which safeguarding training governors are required to do.

The headteacher to circulate the details for the National College.

Governors can use this resource for any information, ie: in relation to a new role on the governing body.

The headteacher reported that finance support is ongoing, and Lynn Jepsen is being supported in her office role.

There is a Lyfta programme for sustainability and they are trying to use this as part of PHSE across the school. Miss Browne informed governors that she is going to Denmark with ten children in Year 6 in the week following SATs (Monday to Friday). They will be visiting a school whilst they are there – the teaching style in Denmark is very different.

The hall floor is being repaired tomorrow; humidity makes the floor swell. They have been advised that it is not guaranteed in the long term but will be safe. TCAT came into school on Friday and said they will replace the hall floor next summer; it will not have to come out of the school budget.

They are currently sourcing quotes for the forest school canopy. The pirate ship and sand pit area for Early Years has been condemned and there is a possibility that they may have to condemn some other areas due to rot from the wood which is underneath the artificial turf. They think this has not been treated before installation. E3 Cube who ran the project have contacted the contractor and they have responded that they do not have the facilities to support. TCAT have said that they will need to source a second opinion.

The headteacher reported that Paul Sinnott has said that he would look at sustainable solutions to reduce the heat in school; they are waiting for him to report back.

Miss Browne reported that TCAT are looking at the filtering and monitoring of harmful sites and content. The headteacher added that this is part of KCSiE.

- Agree LGB objectives for the year
This was discussed as part of the priority plan action update.
- Pupil Premium
The information is on Governor Hub and the school website and is a review of what the school has done. This information is produced every year and has to be on the school website by July.
- Sports Premium
The information is on Governor Hub and the school website.

There is a concern regarding the percentage of children achieving standards in swimming and Miss Browne will be attending swimming sessions to watch to see how accurate the information provided by Livewire is. There is now a bigger emphasis on water safety and as a result the percentage achieving the standard could reduce further.

Miss Browne added that if some pupils do not achieve the requirements by the end of Year 5, they could consider taking them to additional sessions when they are in Year 6.

13 Staff wellbeing

The headteacher informed governors that this is still a focus in their Safe and Sound meetings. All staff were asked to complete a survey on their first day back. They have had the results back and they are generally really positive. They will continue to monitor this.

A governor asked what the questions entailed. The headteacher explained it covered a number of aspects, ie: they asked staff if they felt listened to, and about the trust resources, etc.

14 Special Educational Needs & Disabilities (SEND)

Mrs Roper informed governors that in an average primary school, 13.5% of pupils are classed as SEND without an EHCP and 2.5% of pupils have an EHCP. At Penketh South Primary they have 18.8% of pupils with SEND without an EHCP (46 children) and 2.9% with an EHCP (7 children – this is about to rise to 8 in total). Therefore, 53 children are currently on the SEND register which is 21.7% of their whole school cohort, which is significant.

Autism is the primary need for children with EHCPs. For children on the SEND register it is speech and language and communication needs; it is the same nationally. Out of those 53 children, a total of 40 children has this as a need. This information has been given to staff today.

A governor asked if they have identified why it is higher than average. The headteacher explained that it could be due to Covid. Miss Browne informed governors that as a school they are good at early identification. The headteacher added that this is due to having a Nursery and the children from two years old; they also have links with the health visitor team. Year 4 has the highest amount of SEN, followed by Nursery and Reception. Miss Browne has worked hard over summer, and they have thought carefully about the deployment of TAs across the school. They now have more specific roles, and a TA is working across the school on speech and language, and communication – she is highly organised and works with children three times per week.

A governor asked if this feeds into their writing. The headteacher explained that it does – if they cannot speak it, they are not able to write it.

A governor asked about the expectations for writing. The headteacher explained that they have put an intervention in for reading, and have discussed doing that for writing, ie: a teacher working with groups of children and making sure they understand 'sentence'. Miss Browne explained that they utilise a process: 'combine, correct, and extend', which helps children to deepen their understanding of basic sentence structure. This will ideally be followed every day.

It is about ensuring that the children have an understanding of grammatical language and punctuation, ie: putting a full stop at the end of a sentence. It is also about raising staff knowledge: they are doing moderation after every half term, including moderating Year 6 work so that all know what the end of Key Stage 2 expectations are.

Mrs Roper reported that Sue Bennett is leading on pastoral and mental health work, and SEMH is the second largest identified SEND need in the school. Miss Browne has organised coffee mornings and they will continue with those. A staff meeting was held tonight looking at the core offer and additional offers and Miss Browne held one previously about the Graduated Response. TCAT has SEND high on their agenda and their hub meeting is now a full day each half term for SENDCos. This is very good for sharing ideas and they also bring in outside speakers. Mrs Roper informed governors that she is halfway through her SENDCo qualification and has support from Miss Browne for that. The training is through the National College and there is also SENDCo training from the government. Insight will be particularly useful for supporting and monitoring children with SEND as it allows for the monitoring and tracking of their progress against their learning plans and interventions. They have a contact at Meadows Primary to assist with that.

The chair thanked Mrs Roper, Miss Browne and the headteacher for the information.

15 Non-confidential safeguarding

- a) Ensure appropriate policies and procedures are in place
The headteacher informed governors that the policy has been shared via Governor Hub and is also on the school website; the changes have been highlighted. With regards to the online filters, this is still vague. ABtec is responsible for the online filters; however, the school does not receive monitoring reports. TCAT is currently in discussions to make it clearer, and they have been led to believe that someone is developing a policy for this.
- b) Receive an annual report from the safeguarding governor

ACTION: Mrs Roper to arrange for Mrs Williams to come into school to attend the Safe and Sound meeting (which is held fortnightly on a Wednesday at 8.00am).

- c) Ensure that governors have read the Keeping Children Safe in Education update for September 2023

ACTION: All governors to read the document and sign the declaration on Governor Hub to confirm that they have read it.

- d) Ensure appropriate online filters are in place
- e) Ensure appropriate training has taken place
The headteacher reported that training for staff must be completed by the October half term and most have completed this.
They keep a record of this on the National College website. They need to do Prevent training and they have arranged a staff meeting for that.

16 Policies

- a) Pay Policy
The headteacher reported that the policy has not yet been finalised – they are waiting for the government to clarify the pay rise (it may be with the trade unions). This is a TCAT policy.

17 Admission arrangements for 2025 (faith and academy schools only)

The headteacher reported that this remains the same - no changes are required.

18 Headteacher's Performance Management arrangements and identify an external adviser

AGREED: The panel members were confirmed as:

- Mrs Williams (Chair)
- Vice Chair (to be agreed at the next meeting as the HTPM is scheduled for 5 December 2023 and there is currently no vice chair).
- TCAT (Reviewing Officer)

A date has been arranged for 5 December 2023.

ACTION: The chair to ask Mrs Briggs if it is necessary to review the headteacher's performance.

It was noted that the TCAT Sway document has been circulated and explains how to do the HTPM process.

19 GDPR update

The headteacher confirmed that the school is compliant. They have not had a recent GDPR review.

Lynn Jepsen oversees GDPR as part of her role at school level but has not yet had training for this. This has been requested to ensure that every document is up to date. Adrienne Laing attended a staff meeting last year to explain that GDPR is everyone's responsibility and gave a brief overview.

20 Governors' Forum

The nominated governor to receive information for the forum is Mrs Williams (chair of governors). Any information will be circulated to all governors.

21 Governor training

The information is included in the LA briefing paper. They have already mentioned the training available via the National College.

22 Governor skills audit

The chair suggested that they defer this until they have a full complement of governors. They will bear in mind their existing skills gaps when recruiting new governors.

23 LA - governor briefing papers

Governors noted the content of the following reports:

- a) Governor Briefing Paper
- b) Keeping Children Safe in Education
- c) Managed Moves
The headteacher explained that this is not relevant to primary schools.
- d) Attachment and Trauma Training
The headteacher reported that the school accessed this previously. Vicky McQueen has completed a condensed version of this training.

24 Any other business

The headteacher reported that the Pay Committee will take place immediately following the full governing body meeting. Three governors – who are not staff – are required to remain for the meeting. The headteacher added that only two staff members are eligible to progress.

25 Future meeting dates

Autumn Term 2023:
Tuesday 5 December 2023

Spring Term 2024:
Tuesday 6 February 2024
Wednesday 20 March 2024***

****The meeting date was changed from the original date of Tuesday 26 March 2024 due to parents' evening taking place on the same night.*

Summer Term 2024:
Tuesday 25 June 2024
Tuesday 16 July 2024

PART ONE OF THE MEETING CLOSED AT 6.35pm

SIGNED
Chairperson

DATE