



# MINUTES

## PENKETH SOUTH PRIMARY SCHOOL

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

**Tuesday 5 December 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 Laura Atherton (Observer)

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**

Apologies were received from Mr Platt and Mr Smith.

#### **3 Declarations**

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

Pecuniary interest forms: The chair informed governors that the trust has asked that all governors complete their forms via Governor Hub – this is highlighted in red if it has not been completed.

**ACTION: Mr Smith to complete his pecuniary interest form via Governor Hub.**

#### **4 Items for any other business**

PTA funds to be discussed under the next agenda item.

## 5 Finance update

Miss Atherton informed governors that the accounts are still with auditors, and they are awaiting confirmation of the final outturn – there should be an accumulative surplus of £55,000.

The accounts circulated are up to the end of October 2023 for Period 2. At the last full governing body meeting they set a budget of £16,000 and since then they have received confirmation of another grant for the teachers' pay additional grant (£16,053 that was not in the original budget seen at the last meeting). They have a revised budget of just over £31,000. This is around 16.67% for Period 2 and income and expenditure overall is slightly above; however, there is no concern.

The line for supply already overspent due to maternity cover. Although they are paying for cover out of supply there are funds sat in the other support staff budget that is covering that cost. There are changes in some hours when a member of staff returns to work, so they are amending a couple of budget lines. The headteacher informed governors that their supply in comparison to other schools – if they take off the maternity leave costs – is in a good position.

### Income

They received an actual allocation for recovery premium after they set the budget. They are only receiving £300 more than was originally included; this will be put in as a revision. The headteacher explained that the children who attract PPG and Recovery Premium are often the same children, ie: those who are struggling, SEND or disadvantaged. The recovery premium will therefore be incorporated into the pupil premium funding.

A decision not to use the school led tutoring grant has been taken as the school would be required to match-fund the money and when setting the budget this was not seen as a justifiable cost. The associated documentation is also excessive.

Nursery allocation: They set the budget cautiously based on hours and number of pupils. The funding rate for two and three years olds is going up from March or April 2024 and this has not yet been factored in as the rate is uncertain at this stage. **A governor asked** how many children leave the Nursery mid-year. Mrs Roper explained that they do not tend to leave. **A governor asked** if it would be possible to have a profit and loss for the Nursery. Miss Atherton informed governors that the information can easily be provided.

**ACTION:** **Miss Atherton to provide a profit and loss for the Nursery.**

Lettings: Miss Atherton reported that as the school had previously had some works done on the floor and potentially may be having some further work during the current academic year, Warrington Sports Academy have decided not to use the facilities as this could potentially disrupt some sessions.

This amounts to a loss of £3,000 on the lettings budget. They may return next year.

Snack income: They decided to change the way they take this in – previously, all the cash came in via the EYFS. This admin task has been removed from Mrs Roper and parents now pay online via Arbor. The budget that has been set is based on last year. Miss Atherton explained that she had spoken with the headteacher and Miss Browne and suggested setting up a separate budget for EYFS. All the resources paid for from Snack Money, for the EYFS children, are currently paid for from learning resources. They have a small amount of money in the school fund which the Nursery has access to.

### Expenditure

All staffing has the adjustments included for back pay. Teachers and support staff are receiving this in their December pay and this will be backdated to September for teachers and April for support staff.

There have been several changes within the teaching staff. The budget was set based on the information they had at that time, ie: the headteacher's retirement. Decisions have been made since then and a few other changes, so they carried out a costing exercise last week on some of the revisions they will need to make.

The headteacher explained that Mrs Roper and Mrs Birchall will be assistant headteachers from January. Mrs Roper will take on the responsibility for SEND, Early Years, KS1 and be a designated safeguarding lead (DSL) and Mrs Birchall will be responsible for KS2 and teaching and learning across the school with Miss Browne.

Yesterday, they interviewed Lauren Walton (Year 1) for the position of Y1 class teacher on a fixed term contract until the end of the Summer term. Katie Nicholson will be teaching in Year 5 and doing 2½ days so that the teaching staff overlap on a Wednesday for planning and delivering interventions. Sue Bennett is going to be a L3 HLTA and provide pastoral and safeguarding support on a full-time basis. Mrs Bennett has been working alongside the headteacher and Mrs Roper this term and has been putting referrals in. The headteacher added that they are also aware that Alice Lyons has secured a job elsewhere. Miss Browne explained that Miss Lyons had been employed as a TA and there are no plans to replace her.

Premises: There is a saving in the budget as the site manager works 30 hours, not 37 hours, as had previously been budgeted for.

Catering staff: A member of staff that left in the summer has not yet been replaced. TCAT has taken on a catering supervisor who has been the cook at Penketh South whilst continuing with additional TCAT roles. She has also been training a new member of staff who is likely to become the permanent Penketh South cook.

Other staff: Governors were informed that an employee (mid-day assistant) started maternity leave during the summer holidays and was not entitled to statutory maternity pay due to length of service. Unfortunately, she missed that entitlement by two days. As a goodwill gesture they have decided to honour this. Miss Atherton added that the additional amount will not equate to much cost.

Admin: Due to a delay in billing by the Local Authority and staff changes a bill was missed last year and will fall into this year's accounts.

Curriculum and learning resources: This is quite high at the moment from purchasing resources at the start of the year. The headteacher explained that the Power Maths books and NFER tests are expensive. Miss Atherton added that they may look to increase that budget.

Free school meals (FSM): With effect from September 2023, they have made amendments to the way they account for FSM recharges. Previously, they were recharging the number of meals actually served each day for Universal Free School Meals, KS1 and KS2. This year, numbers will be based on those who are entitled and have not opted out from UIFSM.

UIFSM: The total income is allocated to catering. This funding stream is not based upon any deprivation factor. This income only covers the KS1 children who would not normally be eligible for FSM.

FSM children from KS1: The school should pay catering for all KS1 FSM children regardless of whether the child took a meal on the day. The reason is that those children should be included in the meal preparation every day as they are expected to receive a meal. The headteacher explained that parents can opt out; one or two have done so in the past, there have been none this year.

FSM children from KS2: Catering should only charge the school for the actual meals served each day.

First aid training: Miss Atherton reported that they will increase the budget for that (£645). The headteacher explained that this is completed every three years.

DFC: This is an estimated amount until they receive the outturn. The headteacher informed governors that the money for the flooring which is being done in Year 3 and Year 4 is coming out of this. They will submit a bid to TCAT for the rest of the flooring in UKS2 and KS1.

Teachers' pensions: Employers' contributions are going up by 5%; this is being funded for the time being.

PTA funds: The headteacher explained that they used to have a PTA which had its own bank account and treasurer, and this was brought back in-house when it had no members. Now the new PTA have reverted to its own account again with a treasurer.

The headteacher explained that they should audit the school fund account and also the PTA accounts and they have the details if they want to do that. This should also be presented to the governing body each term or annually. **A governor asked** if the benefit is that it becomes a charity. Mr Hennessey explained that is not the case, it just means that they run themselves more efficiently than having to liaise with school for any purchases or income. Miss Atherton explained that in the past the school bought everything in, and they would invoice the PTA; the PTA now want to take control of that.

**A governor asked** if it is an active PTA. Mr Hennessey explained that there is a core group now with children in the lower part of school. **A governor asked** if the PTA was audited would they take this cost out of their funds. Mr Hennessey explained that they do not need to be properly audited; someone with the appropriate qualifications can carry out a true and fair independent check. Mr Hennessey informed governors that he can help with that, and he recommends that this is carried out annually. The headteacher added that it would then be brought to the governing body.

Miss Atherton informed governors that they have sent just over £9,000 to their account for the school fund – they need to send a copy of where the school fund is up to in relations to trips, etc. **A governor asked** what the process is for spending money from the PTA and if the school submits a request. Mr Hennessey explained that the PTA would ask teacher representatives what the school would like and then they decide. The chair acknowledged that it is positive to have a proactive PTA that is actively supporting funding for the school.

Governors thanked Miss Atherton for attending the meeting.

*Miss Atherton left the meeting at 5.50pm.*

## **6 Election vice chair**

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

### Election of vice chair

Mr Hennessey expressed an interest in the role of vice chair; a vote took place.

**AGREED: Mr Hennessey was elected vice chair for the term of one year (autumn term 2024).**

The chair suggested that Mr Hennessey looks at the National College for any training that is available.

There is also information via TCAT in relation to that role. Mr Hennessey needs to ensure that he has completed the safer recruitment training module as he is likely to be involved in the recruitment of the headteacher and therefore needs to have completed the training. The headteacher and Mr Logan can see what training has been completed by governors.

**ACTION:** **Miss Browne to send the link for the National College to Mr Hennessey.**

## **7 Chair's emergency decisions**

There were no chair's emergency decisions to report.

## **8 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 informed governors that she has asked TCAT if they could write to local businesses to encourage new governors to join across the wider schools explaining what the trust does for Warrington.

**ACTION:** **Miss Browne to readvertise the vacancies after Christmas.**

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

- a) To confirm the minutes of the meeting held on 17 October 2023 and discuss any matters arising

**AGREED:** **The minutes from the previous meeting held on 17 October 2023 were confirmed as a correct record and signed by the chair.**

- b) Action log

It was reported that Mr Moorcroft will raise the governor vacancies at the next CET meeting.

The following action was carried forward:

**ACTION:** **C/F: The school to circulate information out (after Christmas) to parents to ask if they know of any family members, ie: grandparents, that may be interested in becoming a governor.**

It was confirmed that the chair met with Miss Browne, Mrs Roper and Ms Bennett to discuss safeguarding.

**ACTION:** The chair to write up the notes from her meeting with Miss Brown, Mrs Roper and Ms Bennett.

All governors to ensure they have read the Keeping Children Safe in Education updates for September 2023 and confirm they have done this on Governor Hub.

## 10 Scorecard & Priority Action Plan (business aspect)

An updated document had been provided for governors.

- *4.2: Develop an outdoor canopied area into a usable space:* The canopied area is being looked at by Laura Fletcher (TCAT).
- *4.3: Move towards becoming a carbon neutral school:* The headteacher informed governors that this was raised at today's meeting with TCAT as they had successfully bid for new windows and doors. They held initial discussions with Paul Sinnott (TCAT) as the school's internal temperatures are so difficult to manage and he had mentioned air conditioning units which can be controlled and are ecologically better for the school. They still need to improve insulation.
- *4.4: Continue to improve interior presentation:* They have had two breakages now with the hall folding doors. The company that installed the doors is based in Maidenhead and are saying it is down to user error. However, Aspinalls have stated that the floor is uneven (Mr Sinnott has been involved in discussions relating to that). The fire door repairs are part of the same job. The replacement of the ceiling tiles can wait for the time being.
- *4.5: Continue to improve external safety and presentation:* A new company has come to school to give a second opinion on the pirate ship and have reported that nothing needs to be condemned. They have received quotes for the forest canopy of £4,500 from Equans, £699+ from Mel Lowe (with a potential to increase) and £1,600 from Birchfield Ltd; they are waiting for an additional quote.
- *4.6: Investigate leak/issue with water metre:* This has been complex. They spotted a leak where the water meter is situated on the car par. John Wall and United Utilities have said that the leak is from near the meter, and they would need another department to assess what is needed. They cannot find the leak, but it is still there – they are saying it is a blockage. They have asked the site maintenance officer to chase this up.

## 11 SEND (standard agenda item)

Mrs Roper reported that there has been just one change since the last meeting.

An EHCP was submitted for a child, and this has been approved. They have attended a TCAT SEND day which was positive and one of their TAs has attended precision training today.

Miss Browne informed governors that a new system is in place (Insight) which will track data. This will mean that all the interventions will be in one place, and they will be able to see year-on-year what has had an impact and it provides the costs for that. They are just getting familiar with the system. Other schools in TCAT have been helpful sharing their learning plans.

## 12 Policies

### a) Debt Recovery Policy

It was noted that the policy refers to a finance governor which they do not have. Mr Hennessey volunteered.

**AGREED: That Mr Hennessey be the link finance governor.**

**A governor asked** if the policy is strict enough, ie: waiting until a deficit is amassed before sending emails and then continuing to chase – it is not as prescriptive as it needs to be.

**ACTION: Mr Hennessey to review the Debt Recovery Policy. The revised version to be brought back to the next meeting.**

The chair reported that in relation to the nursery fees debt and parental complaint – this was investigated and followed through, and they have still not received payment. A discussion took place with TCAT today and the amount owing is within the threshold which they can write off. Whilst this would not be their preferred option, they must counterbalance this with the cost to try and retrieve that money which is not guaranteed. This was initially referred to TCAT back in July 2023 and only today have they indicated that it would be the school's responsibility.

**AGREED: Governors agreed not to pursue the outstanding Nursery debt.**

### b) TCAT School Staff Pay Policy

This is a TCAT policy which was agreed by the trust for all the schools.

## 13 Health & Safety update

The headteacher informed governors that as part of today's business support meeting they went through health and safety and the issue of accidents was raised again. They have had three accidents on the playground since September. The process for this is that an accident investigation is carried out by Lynn Jepsen.



The headteacher explained that she was not aware that she should have signed these off and will do so in the future, ie: what have they done because of the accident and checking their procedures (they had done that anyway). They have an additional TA on the playground along with other TAs (doing interventions with groups either inside or outside) and mid-day assistants. Two out of three of the accidents were very similar – one child dislocated their thumb from saving a ball and another child broke their finger doing the same.

**A governor asked** if the school was being advised that they need to record that the incidents were being investigated and if the practice needs to change. The headteacher explained that TCAT suggested that the health and safety governor ask particular questions, ie: what they are doing about the number of incidents. The headteacher added that she will arrange a meeting with the link governor (Mr Smith).

**ACTION:                   The headteacher to arrange a meeting with the health and safety link governor (Mr Smith).**

At play time only two classes go out at a time with the teacher or TAs so that there is more room for the children to play. There are extra TAs at lunch time along with Mrs Bennett (pastoral lead) and Mrs Stephenson (play leader). Year 5 play with Year 1 and this is spread evenly across zones. The headteacher explained that they have plans of the school where the accidents are taking place – these are collated to identify hot spot areas. Initially they separated the play times as they were an MDA down; however, this has continued as they prefer it. They will continue to monitor and review this in the meantime (during summer the children are able to use the field).

Actions from the health and safety audit:

- *1.2.1: Review the health and safety induction competency questions and make them bespoke to your own school. Introduce new starters once induction has been completed.*

The headteacher explained that they have never done these questions before. Ms Partridge suggested these, and they were distributed at a staff meeting and were done by all class teachers and TAs.

- *1.2.3: Book the health and safety governor onto a relevant health and safety for governors training course.*

**ACTION:                   Mr Smith to complete the National College Certificate in the Role of Health and Safety Governor.**

- *1.2.4: Add some additional health and safety training to the matrix for the staff member likely to take on the role of acting headteacher in the next academic year.*

The headteacher reported that Miss Browne has completed the legionella and asbestos training and is also doing the 3-day management safety course in January 2024. Staff can upload risk assessments on iAM Compliant, and all staff can review and/or sign to say they have read relevant risk assessments.

- *1.3.2: Review the risk assessments to ensure they are all in the same specific format and identify the specific hazards and controls. The specific ones to focus on are: First Aid, Stress, Work at Height, Outside Play, Salt and Gritting.* The headteacher reported that the First Aid was completed on 7 July 2023, Work at Height was completed on 20 November 2023, Snow and Frost has been completed and is on iAM Complaint. The Use of External Play Areas is due to be reviewed in July 2024. The Stress Risk was due by 16 November 2023; however, they have been waiting for the TCAT wellbeing survey to be able to complete that.

The chair informed governors that she asked how they compare to TCAT overall and was informed that they were above average for everything except 3.9, ie: IT resources, as they do not have enough.

- *1.3.3: Confirm the name of your EVC and date of training.* The headteacher confirmed that this is Ms Jepsen; the date of training was 1 December 2022.
- *1.4.1: Review the Google Form classroom inspection list that may be easier to send to teachers when they complete the classroom inspections.* The headteacher confirmed that these have all been completed and actions implemented and inputted on iAM Compliant. They did well on the compliance score.
- *4.1: Review the DSE assessments for new staff in September 2023.* The headteacher confirmed that these have been completed by the headteacher, Miss Browne, Ms Jepsen and Mr Gilham. The headteacher confirmed that she has completed the DSE assessment training via the National College.

**ACTION: Miss Browne to complete the DSE assessments for every member of staff in the new year.**

- *7.1: Update iAM Compliant to show that remedial actions are outstanding for Pumps and Pressure vessels.* The headteacher confirmed that Mr Gilham has checked this and is unsure what actions they are referring to – there are no actions showing on iAM Compliant.
- *8.1: Add remedial works to iAM Compliant (one-off jobs) relating to remedial action on the Legionella risk assessment.* The headteacher informed governors that they are waiting for a company to come out to do those.
- *10.1: Add the tree survey to iAM Complaint and record the remedial action under one-off jobs.* The tree survey has been completed. There are two outstanding remedials that are just advisory and are not dangerous.

#### **14 Buildings & Premises update**

This has been discussed throughout the meeting.

#### **15 Behaviour & Attendance update**

The headteacher informed governors that a draft safeguarding report has been received from TCAT which will be shared at the next meeting.

**ACTION: The safeguarding report to be shared at the next meeting.**

They meet every half term with Nicola Whyte (LA attendance officer) to review the children whose attendance is considered persistent (below 90%) – they are also looking at those that are below 95%. Governors need to be aware of one child whose attendance is around 32%. They have been working with various agencies to support the family to get the child into school. It has been agreed with Attendance that the child will not return to school before Christmas, and they have provided a pack for the child to work on at home. It was suggested by Nicola Whyte, Attendance Officer, that they take the child's attendance out as this was influencing the school's overall attendance, which was 92% and is low for this school. This is due to one PA. The form provided indicates the questions that were asked.

The headteacher explained that there are a lot of children below 90% due to holidays; with certain families it is based on circumstances where they had absence last year and they will also be receiving letters which states they will be fast tracked to prosecution if they take any further holidays. Miss Browne added that everyone knows the children well and that in-depth conversations take place when discussing support or further action for affected families. The headteacher explained that they must have two contacts for a family; but some families are reluctant to provide this information. They need to start recording all this information on CPOMS.

#### **16 Staffing update (non-confidential)**

This was discussed earlier in the meeting.

#### **17 Any other business**

There were no other items.

#### **18 Future meeting dates**

Spring Term 2024:

Tuesday 6 February 2024

Wednesday 20 March 2024\*\*\*

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

PART ONE OF THE MEETING CLOSED AT 6.42pm

SIGNED .....  
Chairperson

DATE .....