

MINUTES

PENKETH SOUTH PRIMARY SCHOOL

MEETING OF THE FULL GOVERNING BODY – AUTUMN TERM 2024

Tuesday 15 October 2024 at 5.00pm

PRESENT:

Mrs Claire Lawton (Headteacher)	Mrs Carolyn Williams (Chairperson)
Mrs Claire Roper	Mrs Kathryn Bullivant
Mr Simon Carroll	Mr Steven Hennessey
Mr Jake Smith	Ms Pamela Lucido

IN ATTENDANCE:

Mrs 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 especially Mrs Lawton as the new headteacher. Introductions took place.

Mr Hennessey entered the meeting at 5.01pm.

2 Absence and apologies

All governors were present.

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 self-nominated for the role of chair. Mrs Williams reported that she is happy to continue if no other governor would like to take on the role of chair. Mrs Williams added that governors have the option to co-chair for experience as she has been in the role of chair for some time. A vote took place.

AGREED:

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

Election of vice chair

Mr Hennessey self-nominated for the role of chair and a vote took place.

AGREED: Mr Hennessey was elected vice chair for the term of one year.

The chair suggested that governors become more involved in the future, ie: chair meetings and attend TCAT meetings to see how this work can be shared out for future succession planning for the next academic year.

4 Declarations

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.

Completion of annual pecuniary interest forms:

ACTION: Governors to complete the pecuniary interest form on Governor Hub and check that the information is up to date.

Governors were reminded that there are a number of other declarations on Governor Hub that they need to read and reaffirm.

5 Chair's emergency decisions

There were no chair's emergency decisions to report.

6 Governing body membership

There are three co-opted governor vacancies. The headteacher reported that she has had an expression of interest from someone she has previously worked with. The headteacher distributed a bio to governors from Carla Bonner. The headteacher explained that Miss Bonner has an educational background.

AGREED: Governors agreed to co-opt Miss Bonner as a co-opted governor for a four year term of office.

ACTION: The headteacher to forward Miss Bonner's email address to the clerk.

7 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 low numbers on the governing body, it was decided at the autumn term 2023 meeting to remove some link governor roles and to join other roles together.

AGREED: Governors agreed the following link governor roles:

Early Years	Mr S Carroll
English & Maths	Miss C Bonner*
Behaviour, Welfare & Personal Development	Ms P Lucido
Health & Safety, Premises	Mr J Smith
Safeguarding	Mrs C Williams
Equality, Inclusion & SEND	Mrs K Bullivant
Finance	Mr S Hennessey

**subject to Ms Bonner's agreement*

8 Review and agree the Governors Code of Conduct (TCAT agenda item for the autumn term)

Mr Hennessey uploaded a copy of the latest version of the NGA Code of Conduct (2024) to Governor Hub.

AGREED: Governors agreed to continue to adopt the NGA Code of Conduct (2024).

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

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

- a) To confirm the minutes of the meeting held on 16 July 2024 and discuss any matters arising

AGREED: **The minutes from the previous meeting held on 16 July 2024 were confirmed as a correct record and signed by the chair.**

- b) Action log

The chair informed governors that they are not likely to receive feedback from the TCAT skills audit as not enough governors have completed it. They identified as a governing body where they had a gap, and they have filled that and had new governors join. It is good practice to do a skills audit each year. This could be their own skills audit using the NGA template.

ACTION: **The headteacher to ask the trust if they need to do another TCAT skills audit for this autumn term or if they can do their own governing body skills audit through the NGA.**

The following actions were carried forward:

ACTION: **C/F: Mr Hennessey to review the school's proposed Bad Debts Policy before sending to TCAT for information and feedback.**

C/F: The Bad Debts Policy to be adopted at the next meeting.

C/F: Ask TCAT if the Bad Debts Policy can be published on the website and whether the limits should be separate as an addendum and do not appear in the public document, ie: refer to in accordance with the school's guidance.

C/F: Arrange a meeting between the new headteacher and the health and safety link governor (Mr Smith).

Miss Browne confirmed that TCAT has a business compliance report – there is no separate risk register. They are not required to put the LADO Policy on the school website.

The chair informed governors with regards to the monthly management accounts she has not checked this with the finance department; however, in discussions at other meetings it has been reported that TCAT has appointed additional finance staff to support. They have recognised that the trust is growing, and that the area of finance needed some investment. It is about monitoring and receiving the monthly accounts on time. Miss Browne explained that having them late has meant they were not able to make staffing decisions as they did not have the most up to date information. There is an expected date in the month to receive these; however, TCAT said that they were under resourced. A governor mentioned that TCAT are installing a new management system. The chair acknowledged that governors need to have the most up to date information available for the finance meeting.

It was confirmed that all other actions have been completed.

10 Review and confirm the academy's vision and values statement and school's logo

- a) School Moto: The headteacher informed governors that they discussed the school motto of 'Do your best, be your best' on the school inset day. A number of schools set their values to enable children to focus on a particular area they are working on. The headteacher circulated a list of values that were considered by staff. The members of staff were asked to choose their top ten values and then reduce this further to their top four to link in with the school.

The headteacher circulated post it notes and governors were given the opportunity to do the same task which produced some similar results to those areas chosen by staff. The four areas chosen by staff to link with the school were: kindness, respect, honesty and resilience. The headteacher explained that the children would get to know what those words mean – they would have a week focussing on each word, ie: certificates could be given out in assembly for elements of kindness that have been seen in school. This would link with the Behaviour Policy to reflect positiveness. It also links with staff, ie: respect staff, other children and the environment and resources. The chair acknowledged that it was nice to see how that piece of work has been done.

- b) School Logo: The headteacher explained that they have been working with staff to see if they could make the logo clearer. They looked into why the kingfisher appears on the logo - Penketh Old Hall used to have a shield with a kingfisher on it. The school also has a brook nearby and the kingfisher has been seen around. Therefore, they feel it is appropriate to keep the kingfisher as the school logo. They are conscious that the uniform has the school logo; if they were to bring in a new logo this would be on a rolled out programme, ie: the paperwork and website, and it would appear on the uniforms as parents buy them. Parents have asked for a swap shop to cut down costs which is a good idea.

There are two options and the headteacher explained that she has discussed the wording of the logo with the chair.

They mentioned having the Nursery element within it as the growth of the school comes from the Nursery. Currently there are twenty children in the Nursery and they generally stay and move through the school. Governors considered the two options.

A governor asked if they need to change the name on the logo as it does not feature the word 'community'. The logo would have a different name to the registered name of the school. A governor mentioned that people in the locality know the school.

ACTION: The headteacher to find out if they have to have 'community' within the logo, ie: Penketh South Community Primary School.

A governor mentioned that they have a formal logo for a letterhead, and they could use a different logo for socials, etc. A governor commented that the writing in a circle is more difficult to read and it may be easier with the writing underneath. The chair summarised that they need to have clarity on the school's name and what the logo would look like on a letterhead, on the school website, embroidered and eventually on the school uniform.

A governor suggested that they explain a bit more about the kingfisher and the background around that on the website, ie: show the history which gives more meaning and explain how the logo has evolved.

ACTION: The headteacher to produce another version of the new school logo and circulate this to governors.

The headteacher informed governors that they will inform parents in the school newsletter that it will be introduced on a rolling programme for the uniform.

Miss Browne informed governors that staff are very passionate about the Nursery and do not feel that it is celebrated enough and would like to have it included if possible.

11 Review Pupil Premium/Sports Premium

Miss Browne informed governors that they know who the children are. They will update the school website with the information by Christmas. They do interviews with the children about what they want and how they can help, ie: the clubs they want to do. They produce an anonymised impact statement at the end of the year. The sports premium information is on the school website.

12 Headteacher's report

- Scorecard and Priority Action Plan (education aspect)
Scorecard: The headteacher informed governors that the scorecard is being improved at the moment and they have taken a snippet of data from that for governors.

PAP (Priority Action Plan): They are doing an analysis and working with Mrs Briggs on this. It is coming to the end of a 3-year period so it may be reviewed and modified.

The headteacher asked governors if there is anything further they want with regards to a headteacher's report, ie: other headteachers produce a report about what is going on in the school, other schools have newsletters which covers that information.

The chair acknowledged that they should not be making more work for staff if they are able to utilise the information through the management documents that are already being produced. Governors are given detailed reports. The chair suggested that the headteacher provides verbal updates that may be useful to know.

Miss Browne reported that the data was covered in July and the headteacher has provided the information; they had a separate meeting to look at that.

13 SEND (standard agenda item)

Mrs Roper informed governors that they currently have eight pupils with EHCPs which equates to 3.29% - national is 4.8% so they are below that; however, they have one application in draft form which will take them up to nine and also another two applications pending. This will bring them in line with national. Each child equates to approximately 0.41125%. It is unusual for their school to be in line with national and similar schools tend to be much higher.

SEND support: Forty children are receiving support, and they worked with TCAT on the SEND day about what children would be on the SEND support register, ie: if they are receiving speech and language support or have a diagnosis but do not have an EHCP. This relates to any child getting over and above the norm. This works out at 16.46% of pupils and national is 13.6%; therefore, they are above that.

Miss Browne reported that there were thirty two children with speech and language at the last count. Mrs Roper explained that this is their highest level of need. In those numbers they have accounted for the Nursery children. A lot of children are coming in to school with speech and language problems – referrals are going through. The policy will come to the next meeting. The chair informed governors that the information is published on the school website.

ACTION: The SEND Policy to come to the next meeting.

A governor asked if this would trend upwards. Mrs Roper confirmed that it is likely to increase. **A governor asked** if the children are spread across the year groups. Mrs Roper explained that there are certain year groups that have a higher percentage. Miss Browne added that they have more TAs in certain classes due to need. **A governor asked** if the increase in numbers is due to the school being more proactive at identifying this, or if they are just attracting more children that require support. Miss Browne informed governors that they are identifying needs well. Mrs Roper explained that nationally the trend is upwards, and the figures have increased from last year. This is the latest data. The headteacher added that teachers are identifying better, and new staff are given support to identify.

Mrs Roper informed governors that they have a monitoring list for children (which is non-statutory) whereby teachers may have raised something or are investigating and are awaiting the outcome. They do not put a child on the register for support unless they are seen by speech and language and have a plan: those referred sit on the monitoring list, they review regularly and are discussed at staff meeting times.

14 Non-Confidential Safeguarding

It was confirmed that the school has a new TCAT Safeguarding Policy. The policy includes the Keeping Children Safe in Education (KCSiE) updates. A link has been circulated to all governors for the safeguarding training.

ACTION: Governors to confirm the declarations via Governor Hub that they have completed the safeguarding training and have read and understood the KCSiE document.

It was confirmed that Mrs Williams is the safeguarding governor.

15 Policies

- a) Safeguarding Policy
The policy has already been agreed (the amendments were highlighted).
- b) Complaints Policy
To be reviewed by TCAT in December 2024.
- c) Uniform Policy
The headteacher reported that there are a couple of changes to clarify in the policy. The headteacher suggested adding that hair passed shoulder length should be tied up. A governor suggested that they also add that it is for health and safety reasons.

ACTION: Amend the policy to state that hair passed shoulder length should be tied up for health and safety reasons.

The headteacher informed governors that boots can be worn on the way to school; however, shoes 'must' be worn inside. There is information on the website regarding jewellery, but it is not mentioned within the main uniform policy, ie: that children cannot wear rings, and earrings must be taken out for swimming. The headteacher suggested for PE and swimming earrings must be removed or they must wear a swim cap. Watches, bracelets and stud earrings are allowed.

ACTION: Amend the policy to state that earrings must be removed for PE and swimming, or they must wear a swim cap. All jewellery to be taken off for sporting activities and forest school.

A governor suggested that they should encourage children not to wear jewellery but also be explicit as they can be regarding the policy.

d) Early Years Policy

The headteacher confirmed there has been no changes to the policy.

16 Admission Arrangements for 2026/2027 (faith and academy schools only)

It was confirmed that it is a TCAT admissions policy, and all the information is on the school website.

Mrs Roper reminded governors that the only change they have had to the policy relates to Nursery hours, ie: parents were advised that they were not able to book the hours as half days – this was agreed across TCAT. There is some flexibility, ie: they had two children booking two full days which came to a little under the fifteen hours.

17 Confirm the arrangements for the Headteacher's Performance Management

The headteacher confirmed that a meeting is scheduled for 26 November 2024 at 9.00am. The chair explained that TCAT hold a business meeting, and the headteacher's performance management review is held on the same day.

AGREED: The panel members were confirmed as:

- Mrs Williams (Chair)
- Mr Hennessey (Vice Chair)
- TCAT (Reviewing Officer)

18 Governors' Forum

a) Nominate a representative

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

The chair reported that she attended the LA annual conference, and she will circulate some notes from that. They discussed wellbeing and mindfulness in schools. This training is available free to governors. They highlighted that even if they do not teach this in schools, if staff have that training and practice mindfulness this would impact in the classroom. They also do a programme for Early Years. It was a very useful and beneficial conference.

ACTION: The chair to circulate notes from the LA governor conference.

19 LA governor training

The information has been circulated as part of the governor briefing papers and uploaded to Governor Hub. Governors are also able to access the online training provided by TCAT.

20 Issue skills audit (TCAT agenda item for the autumn term)

ACTION: The headteacher to contact Stacey Snagg (TCAT) regarding the audit.

21 Governor briefing papers

Governors noted the content of the following reports which are in the relevant folder on Governor Hub:

- Governor Briefing paper
- Finance Update
- Role of the Vice Chair
- Governor Role Description for Maintained Schools
- Religious Education- A governor's responsibility
- Attendance and Child Missing from Education (CME)
- Admissions Glossary for Governors

22 Any other business

There were no other items.

23 Future meeting dates

Autumn (2): 3 December 2024
Spring (1): 4 February 2025
Spring (2): 25 March 2025
Summer (1): 20 May 2025
Summer (2): 15 July 2025

PART ONE OF THE MEETING CLOSED AT 6.44pm

SIGNED

Chairperson

DATE