

MINUTES

PENKETH SOUTH PRIMARY SCHOOL

MEETING OF THE FULL GOVERNING BODY – AUTUMN TERM 2022

Tuesday 18 October 2022 at 5.00pm

PRESENT:

Mr Howard Platt	Mrs Carolyn Williams (Chairperson)
Mrs Jane Evans	Mrs Kathryn Bullivant
Mrs Claire Roper	Mr Jake Smith
Mr Steven Hennessey	Mrs Liz Baird

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.

2 Absence and apologies

Apologies have been received from Miss Haywood and Mrs Grace.

It was reported that Mr Hennessey will be arriving late.

AGREED: That consent be given to the absence of Miss Haywood and Mrs Grace.

3 Election of chair/vice chair

Self-nominations for both roles were requested prior to the meeting.

Mr Hennessey entered the meeting at 5.05pm.

Election of chair

Mrs Williams self-nominated prior to the meeting and left the meeting whilst a vote took place.

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

Election of vice chair

No self-nominations were received prior to the meeting. Mrs Evans explained that she did not self-nominate in the event that someone else wished to volunteer. Her term of office ends next July (2023) and she intends to step down at that point. Having just had Ofsted there is enough time and an opportunity to embed new governors. Mrs Evans added that she is happy to continue as vice chair until her last meeting.

The chair invited other self-nominations from governors for the role of vice chair. The chair suggested that if any governor is interested in the role of the chair or vice chair in the future they could look at the training on offer for this over the course of the next year along with having the experience of being part of a governing body for another year. Mr Platt reported that as they have had a poorly attended governors' forum at TCAT it has been decided to produce and play a video at the start of meetings; this could have a theme of succession planning at some stage.

Mrs Evans left the meeting whilst a vote took place.

AGREED: Mrs Evans was elected vice chair for the term of one year.

Self-nominations to continue to be invited prior to the autumn term meeting.

4 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.

Completion of the annual pecuniary interest forms

Miss Browne circulated the forms to all those present.

ACTION: Governors were asked to complete, sign and return these at the end of the meeting.

5 Chair's emergency decisions

There were no chair's emergency decisions to report.

6 Governing body membership

It was reported that there is one co-opted governor vacancy.

The chair reported that a prospective candidate from the youth zone has expressed an interest in the role and was due to attend a meeting with the headteacher in July which did not go ahead. Following that they were to contact the headteacher and they have since not been in touch. Mr Platt added that they seemed keen and would be a good member of the governing body.

ACTION: **The headteacher to contact the prospective new governor at the youth zone.**

7 Committee/panel membership and specific governor roles

a) Structure

The chair reported that they follow the TCAT guidance and protocols. They hold two full governing body meetings each term with an alternate focus on standards and the curriculum, and finance, premises and HR; therefore they do not have separate committees for these.

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

AGREED: **Governors agreed the following link governor roles:**

Early Years	Kathryn Bullivant
English & Maths	Jane Evans
Curriculum	Carolyn Williams
Vulnerable Pupils (including pupil premium & disadvantaged)	Elizabeth Baird

Behaviour, Welfare & Personal Development	Elizabeth Baird
Health & Safety, Premises	Jake Smith
Finance & Personnel	Stephen Hennessey
Safeguarding	Jane Evans/Andrea Haywood
Wellbeing	Elizabeth Baird
SEND	Elizabeth Baird

ACTION: The chair to ask Miss Haywood if she would be happy to shadow the safeguarding link governor role alongside Mrs Evans.

8 Review and agree the Code of Conduct

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

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 7 July 2022 (copy enclosed) and discuss any matters arising

AGREED: The minutes from the previous meeting held on 7 July 2022 were confirmed as a correct record and signed by the chair.

- b) Action log

ACTION: Check with the headteacher if Miss Haywood has completed and signed a pecuniary interest form.

Mr Hennessey to be sent a link for the safeguarding training.

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

Miss Browne reported that she thinks that governors are required to do the full module for safeguarding rather than the shorter version; she is currently looking into this. The chair added that the shorter version is more focussed and is easier to understand and is more to the point.

Mrs Roper informed governors that the registration for the planted trees had closed; however this reopened again on Monday.

Miss Browne reported that she had checked with the headteacher who asked if there were any exit doors from the school kitchen in the event of a fire and she has confirmed that they have.

Mrs Roper informed governors that they attended the Early Years national awards ceremony and they were 'highly commended'. Governors congratulated the team on their achievement. Miss Browne added that it was good to meet the other people that was there; the awards ceremony was held in London. Miss Browne thanked TCAT who helped with the funding and paid for tickets so that they were able to attend.

ACTION: **C/F: The headteacher to advise TCAT of the agreed meeting dates.**

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

Miss Browne reported that a copy of the Statement of Intent has been printed off for governors. Governors were asked if they want any changes to the document; this has been to governors, staff and parents. The chair added that they also have within their action plan the TCAT vision and values and their own curriculum intent.

AGREED: **Governors were happy with the contents of the Statement of Intent with no changes required.**

11 Headteacher's report

The headteacher confirmed that the following information was uploaded for governors:

- Score card updates
- Priority action plan update
- Pupil premium
Miss Browne reported that she is taking over the responsibility for this. The document was created prior to the Ofsted visit. **A governor asked** if this was a prime document for Ofsted. Miss Browne informed governors that Ofsted did not look at the document. The chair added that they did refer to the pupil premium and how they receive the documents as a governing body.
- Sports premium (L Browne)
This information has to be uploaded to the school website by 31st July every year and the school has to account for every penny spent. They spent the money on equipment, training and swimming, etc; there were many areas and this is the impact of that.

The swimming figures are low due to Covid and they will keep this ongoing in Year 4 and Year 5 in order to catch up. They have to include the intent, implementation and impact.

A governor asked if they have an analysis on data – at the previous governing body meeting they read through the results which they had only just received. Miss Browne explained that they have not yet received the national data; they are waiting for that and more information.

- **Agree LGB objectives for the year**
It was reported that TCAT are doing a lot of shadowing of governors and they are happy for someone to come and observe a meeting at another governing body and vice versa. The chair informed governors that she has agreed to do that in her capacity as an associate member at Priestley College and she attends their quality and standards meetings which provides experience over education in TCAT. Governors were asked to inform the headteacher if they are interested.

The chair reported that their objectives for the governing body was to be prepared for Ofsted; the inspection has now taken place. In terms of an annual objective they feel that they need a more appropriate one. They could look at succession planning as they have identified this as an area they need to look at; particularly for the vice chair role and the educational experience that Mrs Evans brings to the governing body. They currently have one co-opted governor vacancy which they are looking to fill.

The budget has been included as they were monitoring the nursery and this can remain. **A governor asked** if it would be appropriate to say that they are monitoring the recommendations from the Ofsted visit.

AGREED: Governors agreed to include monitoring the recommendations from the Ofsted visit within the objectives.

The chair confirmed that the link governor roles were discussed and agreed earlier in the meeting.

Mrs Bullivant highlighted that she is noted in the document as a parent governor and she is now a co-opted governor.

ACTION: The document to be amended to reflect that Mrs Bullivant is now a co-opted governor.

12 Whole School Data update (2021/2022 academic year)

The chair reported that the figures are included in the scorecard from last summer which were discussed at the previous meeting.

Mrs Roper explained that the only other thing that has been added are the progress scores. They are still awaiting the national data for Early Years.

Miss Browne reported that the KS2 maths results and KS2 minus scores are not what they wanted them to be; however they were good results. Mrs Roper confirmed that there is progress from KS1 to KS2. They are likely to see a similar picture nationally. They are happy with the results but less so with the progress scores. **A governor asked** in terms of progress scores, ie: -1.3 or -1.7, and if that is significant or if it could be -10.0. Miss Browne explained that it depends on the children. They are not unduly concerned due to the situation and the impact that has had. Mrs Evans added that they would expect the progress to be negative; however it is something to be monitored and they are looking at catch up programmes, impact, and the mental health and wellbeing of the children going forward. Mrs Roper reported that they celebrated the maths results and the overall results were good. Mrs Evans added that if the KS1 results were very good it is difficult to get a good progress score following that.

Mrs Roper explained that they did not get as many children to greater depth (as many as they normally do). They expect it to be positive moving forward. Writing has suffered and parents have found it particularly difficult to deliver this at home.

13 Staff wellbeing

Miss Browne reported that TCAT publish a number of documents, ie: The TCAT Times and staff have access to Staff Pulse for their wellbeing. They are looking at an alternative for the survey side. Mrs Baird reported that last time she visited school things were going well. Mrs Roper added that staff also have TCAT Plus membership which is like a reward scheme and it also offers support online if they need it. **A governor asked** if many people have needed to use this. Miss Browne replied that they have not been made aware that they have.

The chair mentioned that Ofsted were keen on wellbeing and did a lot of interviews with staff; they talked about workload. Mrs Baird reported that it is a strong and cohesive team at Penketh South Primary; they look after each other which is good to see. Miss Browne explained that this comes from the headteacher; it is the way she is - they look after each other in the same way the look after the children.

14 Special Educational Needs and Disabilities (SEND)

Miss Browne reported that a peer to peer review was arranged which they had to cancel when Ofsted called. This will take place during this academic year. They need the review for their inclusion award. Miss Browne explained that a positive from this was that she was very organised for Ofsted and they had a good discussion from that. They have 39 children on the register at the moment and this is increasing.

The majority of her work at the moment is SEN. Everything takes time and referrals are sent back. Governors will be updated when the review has taken place.

15 Non-confidential safeguarding

- a) Ensure appropriate policies and procedures are in place
The chair reported that the Safeguarding and Child Protection Policy was updated and a copy has been uploaded to the school website. A copy of the policy was sent to the chair and vice chair who confirmed the updates on behalf of the governing body. Mrs Evans explained that they have to make sure that the policy reflects the correct information regarding safeguarding training for governors and the expectations for that.
- b) Receive an annual report from the safeguarding governor
Mrs Evans reported that she had a meeting booked in with the headteacher and then Ofsted came. Miss Browne reported that the headteacher had sent her an annual report which has been uploaded to Governor Hub.

A governor asked about the three RIDDOR incidents at the school. Miss Browne explained that these were all very different incidents. If an accident occurs in school they are required to complete forms and check the circumstances; all occurred in different places under different circumstances. Having reviewed the accidents they have no concerns regarding these.

Mrs Roper informed governors that they have been working with the school's attendance officer; they have already been into school twice. **A governor asked** if the figure is high for this school for the children that are consistently absent (23). Miss Browne explained that a number of families have been off school for a week. They are working with the families and the attendance officer is involved; it tends to be the same families. **A governor asked** if holidays are still unauthorised during term time. Miss Browne confirmed that they are still classed as unauthorised. **A governor asked** if they do a lot of intervention work with parents. Miss Browne explained that a letter is sent to parents and the attendance officer is involved. Mrs Evans added that she usually carries out an audit for this in September during her link governor visit.

- c) Ensure appropriate online filters are in place
- d) Ensure appropriate training has taken place

16 Policies

- a) Pay Policy
The chair reported that the school operates from the TCAT Pay Policy. The headteacher has suggested that the pay committee meets on the morning of 2 November 2022 or 4 November 2022.

Mr Platt explained that the governing body has very little control over the Pay Policy; the pay review is linked to performance which is a local decision. The TCAT policy approved the proposed uplift from the government. The chair informed governors that the pay committee meets to review the recommendations from the headteacher regarding incremental rises for staff.

Mr Smith and Mrs Baird confirmed that they can attend on 2 November 2022 (11am to 1pm). The chair reported that if she is not able to attend, Mrs Evans will attend in her place.

AGREED: It was agreed that the Pay Committee will meet on 2 November 2022. It was previously agreed that any three governors subject to availability and impartiality may attend. Mr Smith and Mrs Baird have indicated that they are able to attend on that date with the chair or vice chair.

b) Guidance for learning outside the classroom

A copy of the document is in the termly folder for LA briefing reports.

ACTION: To appear as an agenda item and to be discussed at the next full governing body meeting (December 2022).

17 Headteacher's performance management arrangements including identifying the external adviser

AGREED: The panel members were confirmed as:

- Mrs Williams (chair)
- Mrs Evans
- TCAT (Reviewing Officer)

The chair reported that a date has been arranged for 31 October 2022 at 2pm. Mr Moorcroft is attending and he may be accompanied by Mrs Briggs.

18 Governors' Forum

This is the LA's governors' forum. The nominated governor to receive information for the forum is Mrs Williams (chair). Any information will be circulated to all governors. It was noted that any governor and more than one governor can attend. The autumn term meeting has been rescheduled to 28 November 2022. The chair added that she has attended the meetings on occasion in the past.

AGREED: Governors agreed to pay the annual cost of £25.00.

19 Governor training

Governors noted the training on offer from the LA. The chair informed governors that training on parental complaints is available at a cost of £50 per governors.

ACTION: **The chair to circulate the email on parental complaints to all governors for anyone that may be interested in attending.**

20 Governors' skills audit

The chair confirmed that the governing body carried out a skills audit. A governor suggested that they ask the governors to complete this. The chair reported that governors can add to their experience within that TCAT document.

Mrs Evans reported that the outcome from the skills audit was that their knowledge was well spread across the board; they came out lower in finance and budget knowledge. This was not a major problem and they now have Mr Hennessey as a new governor. It is about whether they feel it would be worthwhile as a governing body to redo the skills audit.

A governor suggested that they need up-to-date information from everyone and also from the new governors; skill sets change. They may need to look for someone with educational experience for the future. The chair mentioned that a governor does not have to be a teacher to do link governor roles; they are able to access training if required.

ACTION: **Mrs Evans to circulate the skills audit form to all governors.**

21 Link governor reports

There were no link governor reports for consideration. The chair reminded governors that these should take place ideally once a term.

22 Local Authority governor briefing

Governors noted the content of the report.

23 Local Authority papers

Governors noted the content of the following reports:

- a) Suspension and Permanent Exclusion
- b) Behaviour in Schools
- c) Primary Assessment Update

24 Any other business

There were no other items.

25 Future meeting dates

- Tuesday 6 December 2022 (5.00pm)
The chair reported that she is not available to attend this meeting and sent her apologies. Mrs Evans agreed to chair the meeting in her absence.
- Tuesday 7 February 2023 (5.00pm)
- Tuesday 28 March 2023 (5.00pm)
- Tuesday 16 May 2023 (5.00pm)
- Tuesday 4 July (5.00pm)

PART ONE OF THE MEETING CLOSED AT 6.21pm

SIGNED
Chairperson

DATE