

MINUTES

PENKETH SOUTH PRIMARY SCHOOL

First meeting of the full governing body – summer 2024
Tuesday 25 June 2024 at 5.00pm

PRESENT:

Miss L Browne (Acting Headteacher)
Mr S Carroll
Mr S Hennessey
Mrs P Lucido

Mr H Platt
Mr J Smith
Mrs C Roper
Mrs C Williams (Chair)

IN ATTENDANCE:

Miss A Wells (LA Clerk)
Ms J Birchall (Acting Assistant Headteacher)

Part One – non confidential business

1) Welcome

The chair welcomed everyone and introductions were made for the benefit of the stand in LA clerk. Currently the governing body meetings in the summer term are both held in the second half of the term. It was suggested they return to the previous system of having one meeting before and one meeting after the half term and a brief discussion took place.

AGREED: The full governing body agreed to change the system to have the full governing body meetings separated by the half term

2) Absence and apologies

Apologies were received from Mrs Bullivant.

AGREED: The full governing body consented to the absence of Mrs Bullivant

3) Declaration of personal interests for any item on this agenda

There were no declarations of personal interest.

4) Succession planning

There is no succession plan in place. A new vice chair has recently been appointed and there are also some new governors. It was agreed a plan is not currently required but will be kept in mind for the future.

5) Chair's emergency decisions

There were no chair's emergency decisions.

6) Governing body membership

There are two co-opted governor vacancies. No term of office is due to end this year. Governors have completed the TCAT governor skills audit but have received no feedback on the outcome. **A governor said** having someone with educational knowledge would be beneficial. There is a potential candidate who made enquiries at the school office and the acting headteacher said she will look into this.

7) Previous full governing body minutes

Minutes from the meeting held on 14 March 2024, matters arising and action log

AGREED: The minutes from the meeting held on 14 March 2024 were confirmed as a correct record and will be signed by the chair

There were no matters arising.

Action log

Item 7 Previous minutes – new governors (Mr Carroll and Ms Lucido) to read the KCSIE and complete the safeguarding training. Action completed.

Item 7 Previous minutes – Mr Hennessey to review the Debt Recovery Policy with the revised version brought back to the next meeting – the revised policy has been submitted to the acting headteacher who has uploaded it onto Governor Hub. Action completed.

Mr Hennessey said the key focus was to make everything more prescriptive and consistent with clear actions on what is needed and the consequences for nonpayment. Checking accounts took place termly which enabled a considerable debt to accrue, carrying out this action monthly means action can be taken much sooner. **A governor asked** if this is a TCAT policy or written by school and the model was taken from another school.

A governor noted that the headteacher can write off debts and a system should be in place. **A governor said** it would be better to say if the debt cannot be paid in full then an arrangement to pay can be considered rather than saying the debt will be written off. **A governor said** most of the debts seem to be from Nursery and do other schools have a nursery like this one. The policy applies to all bad debts and not just Nursery.

A governor suggested asking TCAT if they have a policy to compare with this one, if they do not then this version can be sent to them to check. **A governor said** 'report on any bad debts' should be added to the agenda for all future finance based governing body meetings.

ACTION: Acting headteacher to contact TCAT to see if they have a Bad Debts policy school can discuss and if not send them the school version for their feedback

ACTION: Acting headteacher to add 'report on any bad debts' to the agenda for all future finance based governing body meetings

- Item 7 Previous minutes – acting headteacher to arrange a meeting with the health and safety link governor (Mr Smith) – a Health & Safety Audit has taken place today. The visit was positive. The acting headteacher will meet with the H & S governor before the next meeting. **Carry over to the next meeting.**
- Item 10 Acting headteacher to send the monthly safeguarding newsletter to governors who are not on the mailing list – the newsletters are uploaded onto Governor Hub when they become available. Action completed.
- Item 18 Chair to find further details of the headteacher interviews from Mrs Briggs and circulate these to governors. Action completed.

8) **Acting headteacher's report**

All documentation was uploaded onto Governor Hub and the acting headteacher gave a visual presentation in the meeting

- Scorecard and PAP (education aspect)
 - The Priority Action Plan will be updated once the SATs results have been received in July 2024.
 - Whole school monitoring has taken place and the acting headteacher will be analysing the impact of funding and support.
 - School is taking part in the LA programme called Unleashing Greatness. This involves primary schools working in small groups to analyse school improvement within their environments. The acting headteacher said the course is excellent and she has already visited all the primary schools and colleagues have been to Penketh South. The atmosphere is all about positivity. The visits involve looking at good practices and areas for development with theories of action being drafted. School will work as a triad with two other schools which will involve coaching and support.

Training has taken place over the last year. **A governor said** this is useful as although they have peer to peer reviews they are now being challenged outside of TCAT. The acting headteacher attended a LA conference and said it was useful to hear ideas from many different schools. Staff have been very positive when visited by their peers.

- School was moderated during the KS2 SATs and the acting headteacher said she found this very helpful. She explained what the moderation involved and the verbal feedback received was very positive.
- Writing is a key feature this year. Books show more writing is taking place and of a higher quality. Moderation across TCAT has developed greater understanding and has raised expectations.
- Peer to peer reviews for Science and Maths have taken place. There were clear strengths for both subjects with areas to develop as part of CPD planning. The acting headteacher said she would like a more experienced person to lead Science in September. **A governor said** there is an inexperienced lead for Science, they only took the role in January 2024, can the acting headteacher explain what has changed. School was using a plan that did not necessarily have all the elements for a strong curriculum, now they have a new scheme of work that in some areas goes beyond the national curriculum.
- The EYFS was shortlisted for the Times Educational Supplement (TES) Early Years Setting of the Year award and the acting headteacher and Mrs Roper attended the event in London. Although school did not win, they found the event inspirational and the nomination also raised the profile of the school. Following this school is hosting a Practitioners Event on 29 June 2024 with 50 practitioners from schools over the Northwest coming to visit EYFS. TCAT primary schools were invited, free of charge, but only two schools have taken up the offer.

From September school will be collaborating with the Early Excellent Company for EY and KS1. School will be running their training which will take place at the TCAT Centre for KS1 colleagues and here in school for EY colleagues. The training is open to all Northwest schools and again will considerably increase the profile of this school. Thanks to Mrs Roper and Natalie Passey for their hard work. They are experts in this field but are continually exploring new ideas. **A governor said** they really like the EY environment. **A governor added** the EY Forest School is also excellent.

- School works hard to build good relationships with parents to improve attendance. The acting headteacher said she will

continue to lead on this in September 2024. Currently attendance is at 95.7% with the target being 96%. The main reasons for absence are holidays and illness. **A governor said** as this is a small school the percentage is high for each pupil and this impacts on the analysis of the data. School continually highlights attendance by discussions in assembly every week and information in the newsletter. **A governor said** holidays have always been a problem and with COVID it became a habit not to come into school. The acting headteacher said she is working with some specific families around attendance issues. All staff have completed the Emotionally Based School Avoidance training and strategies have been put in place to assist teachers in identifying pupils who may start to avoid school. Although the strategies are beneficial, the pupil must be in school so staff can work with them to prevent escalation into full time absence.

- Governors agreed communication between school and parents has improved with weekly newsletters. Parents are now more informed and they have welcomed this.
- A promotional video is currently being recorded to promote the school. There are healthy pupil numbers for next year with 30 in Reception. There is considerable mobility across the year groups at present.
- 68% of pupils in Reception have achieved Good Level of Development (GLD). This is not as high as previous years, but it is very cohort specific. GLD includes more than just English and Maths, it also assesses areas such as communication, language, literacy, motor neurone skills, personal skills etc. The assessment is more holistic in this year than any in the future. The Year 1 environment is already being reviewed to meet the needs of the pupils next year.
- If the national phonics pass rate remains at 32, 92% of pupils in Year 1 will have passed the screening. 5 out of 7 pupils will have passed the resit in Year 2. 18 out of 29 pupils have passed the times table check in Year 4.

There will be further information at the next meeting.

9) Review the School Improvement Plan/School Self Evaluation

This was included in the acting headteacher's report.

10) Special Educational Needs & Disabilities (SEND)

Has school a link to the local offer (new Ask Ollie) launched in March 2024. The acting headteacher said she is unable to find the link to the new offer.

ACTION: LA clerk to obtain directions to the local offer (new Ask Ollie) and forward them to the acting headteacher

There are 9 pupils with an Educational Health Care Plan (EHCP) and 41 receive SEND support. A further 20 pupils are on the monitoring list. Of the 41 pupils receiving SEND support, 3 are currently going through the EHCP process. Following research this school has the highest number of SEND pupils in the West area of Warrington who do not have an EHCP. One family who came to visit said they have chosen this school due to their excellent reputation for inclusion. **A governor asked** if the number of SEND is due to school being better at identifying issues or because families know of their good reputation and it is both. Parents are much more aware of SEND now and this impacts on their decision making. A member of staff attended a SEND conference today and it was said there were 1116 referrals in the borough since January 2024. **A governor said** this is a smaller school and parents believe their child will receive better support in this sort of environment. **A governor added** it is good that school has such a reputation for being inclusive which helps pupils thrive and develop.

The acting headteacher said it is also important to ensure this is the right setting for the pupil. As there are minimal places available in special schools this has a knock-on effect on designated provisions who cannot take as many pupils, so mainstream schools must accommodate more SEND pupils.

School has received the Committed to Inclusion Award 2024 at the SEND conference and it was explained what school needed to do to achieve this. Governors offered their congratulations.

11) Statutory assessments

This was included in the acting headteacher's report.

12) Policies

The Charging & Remissions policy, based on the TCAT version, has been reviewed and is on Governor Hub.

ACTION: All governors to read the Charging & Remissions policy and record on Governor Hub if they agree to adopt it

ACTION: Acting headteacher to contact TCAT regarding updates to the Safeguarding policy and a new Low Level Concern policy and submit them to the next meeting

13) Headteacher's performance management arrangements

The headteacher's performance is managed by TCAT.

14) LA Governor Briefing papers

14.1 Briefing paper

The LA clerk highlighted the Governors' Conference taking place in September and the acting headteacher said she had received an email about it today. Governors were asked to inform school if they want to book a place. Pamela Lucido expressed interest in attending.

14.2 Attendance

14.3 Admissions Consultation

14.4 Governance Handbook – Summary of changes

All the above LA papers were noted.

15) Governor visits

- Safeguarding visit report (C Williams) 28/02/24

A governor said they have been unable to locate the report on Governor Hub. Mrs Williams gave a talk on her visit including how she viewed the team approach to safeguarding and how staff support each other. All cases are monitored closely with interactions, attendance and punctuality also recorded. All staff have mandatory safeguarding training and some have also completed restorative and Educational Literacy Support Assistant (ELSA) courses. There is a considerable workload for safeguarding, particularly the more complex cases so the team approach is important. Mrs Williams said on her next visit in May she viewed the Single Central Record (SCR) and a visit report will come to the next Governing Body meeting in July.

The LA Safeguarding audit has recently been completed and although the written report has not been received, verbal feedback was very good. **A governor said** this is useful as both the LA and TCAT audits provide governors with additional assurances safeguarding is being managed well.

ACTION: LA clerk to speak to the regular clerk to ask if they received the Safeguarding Visit report and to upload this onto Governor Hub. If not received to contact the acting headteacher

16) Governor training

LA training for 2024/2025 should be circulated before the end of term. TCAT also provides training from the National College which governors can complete in their own time. Governors were reminded to update their Governor Hub record every time they complete any training.

Mr Smith said he has completed the following training:

- Certificate for The Role of the School Governor
- Health & Safety link governor training
- Introduction to Identity and Self Image training

17) Any other business

There was no other business to discuss.

18) Future meeting dates – all meetings start at 5.00pm

Second summer 2024 FGB meeting Tuesday 16 July 2024 (finance)

The acting headteacher said she is on a residential the week of the second meeting so may have to join virtually. Governors agreed this would be acceptable. The finance adviser will be attending. SATs results will also have been uploaded onto Governor Hub by this time.

Part one of the meeting closed at 6.20pm

SIGNATURE: DATE:
Chair