



# MINUTES

## PENKETH SOUTH PRIMARY SCHOOL

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

**Tuesday 4 July 2023 at 5.00pm**

#### **PRESENT:**

Mrs Angela Grace (Headteacher)	Mrs Carolyn Williams (Chairperson)
Mrs Claire Roper	Mr Jake Smith
Mr Steven Hennessey	Mrs Jane Evans (Vice Chairperson)

#### **IN ATTENDANCE:**

Maria Warburton (LA Minute Clerk)	Miss Lorraine Browne (Observer)
Mrs Sarah Messenger (Observer)	

#### Part One – non confidential business

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#### **1 Welcome**

The chairperson welcomed everyone to the meeting.

#### **2 Absence and apologies**

Apologies have been received from Mr Platt and Mrs Bullivant.

*Agenda item 12 was brought forward to enable Mrs Messenger to report to governors and leave the meeting:*

#### Approve budget for next academic year/end of year accounts

Mrs Messenger explained that she is presenting the school budget in the absence of their budget officer, Laura Atherton.

The budgets went to the TCAT finance meeting last week and it was provisionally agreed that they would go with a 5% pay increase for teachers from September. They considered two scenarios: 5% and 6.5%. The trust board opted for 5% as they feel that the government would need to step in and provide additional funding if it was higher.

There has been a funding increase for this year. They have been funded on the same number of pupils; however, the funding rate has increased by £178 per pupil which equates to an additional £34,591. The same amount has been included as last year for the PE sports; they have not yet received the agreed figure which is usually received late.

They have also included the same amount for the recovery premium.

With regards to the school led tutoring they originally stated that the school had to find 75% of the tutoring costs and this has now been changed to 50% as schools were not using this. The headteacher informed governors that they have decided not to use this – later in the year they could choose to start using it, ie: for Year 6. Mrs Messenger added that it is not impacting this budget.

Supplementary grant: They received a second grant which started in April through to August 2024. The main supplementary grant is part of the ESFA main income.

Pupil premium: The headteacher explained that the children in Reception and KS1 receive universal FSM and therefore parents may feel that they do not need to apply for pupil premium. However, this also brings funding for other things. A leaflet highlighting this was sent out to parents. Mrs Messenger added that some schools offer a voucher towards uniforms to encourage this.

High needs income: There are just three pupils with current EHCPs. Miss Browne explained that a child is currently in Nursery and has an EHCP agreed for £5,500; however, the parent may be deferring their Reception place for a year. If the child remains in Nursery for another year, they are not sure how much she will receive, ie: will it be the full amount?

The headteacher explained that a parent asked for a deferment as their child has a summer (August) birthday. This would mean that they would stay behind a year with their cohort until they leave the school. They would have to apply again at high school.

Miss Browne reported that there may be some funding for two more pupils in Early Years. The headteacher added that there is a chance that three children in Nursery could be allocated EHCPs.

Universal FSM: the budget based is based on last year. They found out last week that the price per meal has increased from £2.40 to £2.53; this is another £2,000 increase to the budget. They were not able to change the figures as the budget had already been prepared to go to the Finance Committee by the time they received that information.

Other income: They have looked at lettings and discussions have taken place with Eagle Sports and St Vincent's CPS. The headteacher reported that Ms Fletcher had looked at lettings policies for other schools. Penketh South has been very generous to those that let the hall due to Covid to allow those clubs to recover, including the link club. St Vincent's CPS charges £20 per hour for a school classroom or hall and £200 for the football field for the season. Having spoken to the headteacher next door, they plan to increase this to £250 per term (£750 per season).

The headteacher suggested the cost of £10 for a school classroom and £50 per day for the school hall.

When they let it out to Warrington Sports Academy, they are only paying £50 per day; £120 per day was suggested and they countered with £75 per day.

A governor suggested that they review the costs on an annual basis and they do more incremental rises in the future so that the clubs are able to add this onto their costs.

The headteacher informed governors that they decided not to increase the costs to the link club at this time as their numbers are not particularly good.

**AGREED:                   Governors agreed to the proposed increased in costs for lettings.**

Mrs Messenger reported that they are looking to increase paid places for Nursery up to £4.50 per hour. This is not the same as the funded hourly rate which is £4.94. This has not been increased for a while. **A governor asked** if they feel it would not be detrimental to the numbers. A governor commented that they need to have a commercial rate, but one which remains competitive. A governor suggested that the rise can be justified due to the increase in costs, bills and staffing, etc.

**A governor asked** if they review these figures each year; if they were to raise these incrementally in the future it is easier to manage. The headteacher informed governors that they will do some informal market research. Governors commented that an increase to £4.50 per hour seems reasonable.

A governor added that the Nursery is oversubscribed which is good, and they also have preferential consideration when applying for a school place.

**AGREED:                   Governors agreed to the increase to £4.50 per hour for the paid places at the Nursery. This will be reviewed next year for another possible increase.**

Nursery allocation: It was reported that the nursery figures have been reviewed with Mrs Roper and they are comfortable with the figures that have been included for that.

Catering: They are looking to make a profit with this, and they are one of the few schools who is.

Staffing: The figures are based on the 5% teachers' pay increase which comes in from Mainscale 4 and above; lower pay scales have a higher percentage based on the STRB. **A governor asked** if this figure includes the interim staffing arrangements. The headteacher explained that they are looking at the arrangements for that and reminded governors that the information remains confidential. Mrs Messenger informed governors that the figure reflects the changes which have been agreed.

**A governor asked** if it is their recommendation to back fill the post. The headteacher explained that for the first term Miss Browne will need to go into class and they will look at ways to release her, ie: when swimming is taking place. This will be reviewed from January. They have reflected the scenario that Mr Moorcroft suggested.

Mrs Messenger reported that they have included an agency supply figure to cover a TA on maternity leave; originally, they had planned to return in January but will now be returning in October; therefore, the amount will be slightly less.

Educational support salaries will be slightly more. From April 2023 to March 2024, they have included the £1,925 from the 8.6% to 8.9% pay increase and a further 3% in from next April to August.

The headteacher informed governors that Mrs Roper has provided a detailed plan for Nursery and Reception for ratios, for releasing staff and for supporting children with additional needs in Early Years. The income from Nursery should cover that.

The headteacher reported that a member of staff has mentioned redeployment to her and to Ben Logan to another school for personal reasons; this is still in the very early stages. If the member of staff transfers to another school, they will not replace and will manage with the staff they have. There will need to be some recruitment for Nursery.

**A governor asked** if there is any indication that a further £1,925 will be accepted. Mrs Messenger reported that they have not had any information at this time. The headteacher explained that the ASCL and NASUWT are currently out for balloting; the aim is that any industrial action will be coordinated in the autumn term.

Mrs Messenger informed governors that inflation has been added. Based on the revised budget figure for this year - as long as they are within that – a 5% inflation rate has been added onto it (as TCAT have advised).

There is a surplus of £29,574; there may be some adjustments around staffing.

The chair thanked Ms Atherton for providing the original figures and Mrs Messenger for attending today's meeting and providing the updates. The chair added that they are following the TCAT protocols.

**AGREED:**                    **Governors agreed that the budget is appropriate. They are supportive of the budget and will continue to monitor it throughout the year.**

*Mrs Messenger left the meeting at 5.37pm.*

### **3 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.

### **4 Chair's emergency decisions**

There were no chair's emergency decisions to report.

### **5 Governing body membership**

There are currently two co-opted governor vacancies and one community governor vacancy.

The following terms of office are due to end:

- Mrs Evans (co-opted governor) – 6.7.23
- Miss Browne (observer) – 31.8.23

**AGREED:                   Governors agreed for Miss Browne to remain as an observer for a further term of office.**

The chair informed governors that they need to recruit new governors. **A governor asked** if it would be worthwhile adding this to the Penketh community pages to invite expressions of interests, ie: from grandparents and relatives.

**ACTION:                   The chair to advertise that the school has governor vacancies on the Penketh community pages and would welcome someone with a knowledge of education, or health and wellbeing (though not required).**

**The information to also be circulated to their school community aimed at grandparents and relatives to regarding the governor vacancies.**

A governor suggested that they could include this in the TCAT Times. A governor mentioned that they are not aware of that document.

**ACTION:                   The TCAT Times to be circulated.**

Governors were asked to consider if they would like to stand as vice chair in the autumn term.

## 6 TCAT Scheme of Delegation

The chair highlighted that the document shows very detailed roles and responsibilities and who is accountable; it is more defined.

**AGREED:                   Governors approved the proposed Scheme of Delegation and Terms of Reference.**

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

- a) To confirm the minutes of the meeting held on 16 May 2023 (copy enclosed) and discuss any matters arising

**AGREED:                   The minutes from the previous meeting held on 16 May 2023 were confirmed as a correct record and signed by the chair.**

- b) Action log

The following actions were carried forward:

**ACTION:                   C/F: An equality link governor to be agreed in the autumn term (linked with another role, ie: inclusion).**

**C/F: Debt Recovery Policy: To be amended to suit the needs of the school and brought to a future full governing body meeting for approval.**

## 8 Headteacher's report

- Scorecard and PAP (education review)  
The headteacher explained that these have always been in a format that headteachers do not like, ie: Publisher and Excel. There was a limit to the number of words allowed in the boxes. At the last CET meeting Mrs Briggs advised that it will be in a Word format from September. They have not updated the scorecard as the SATs results will not be received until Tuesday. There will be a new priority action plan (PAP) from October/November.

Miss Browne will be involved in deciding the school priorities, many of which align with the TCAT priorities. The TCAT priorities include SEND, reading, primary maths, attendance (particularly PAs, elective home-educated children and EBSAs), oracy and STEM (a large project is ongoing).

Miss Browne has been coordinating the minutes from the hub meetings. There is funding attached to a TCAT-wide STEM project. The deputy headteachers are involved in a programme of coaching with John Moores University. Miss Browne reported that the programme is good but started late in the year. She has a weekly Zoom call with an executive coach. The coach

is supportive and challenges her thinking; she can offload and discuss anything and the coach provides points to consider for next time.

The headteacher added that she has not received any supervision as a headteacher. Ideally, she would also be accessing live coaching or regular weekly or monthly supervision. The chair acknowledged that appropriate support is important for deputy headteachers and headteachers and also for retention purposes as well.

- Review pupil progress

EYFS: The headteacher reported that they can see how Covid has impacted on some results; they are pleased with the GLD (Good Level of Development) - 81%. One child was borderline and did not quite meet the requirements.

Year 1 Phonics: Although results are lower than some of our previous results, individual children have made huge progress. Lauren Walton is an ECT and has worked hard with the TA to get those results. Their GLD was 75%.

Year 2: These results were less pleasing in some respects; however, figures were not too dissimilar to the original targets, and again it is a Covid-affected year group. There are several children with additional needs in this cohort. **A governor asked** how results compare to national and across TCAT. The headteacher explained that they do not have that information yet. Mrs Roper explained that this cohort was in Nursery during the first Covid year– they were off from March 2020 and returned in June 2020 and then they were off again from January 2021.

A governor commented that it will be interesting to see the national figures. The headteacher explained that Covid has impacted on attendance with this particular year group: attendance levels have been quite poor due to anxiety issues. They previously achieved 56% GLD.

Year 6 - The headteacher reported that writing was moderated this year; the moderators looked at five children's work, and they had two borderline GD (greater depth) children. They moved one from GD to expected and moved one expected to GD. The child that was moved to GD had poor handwriting; however, their flair was evident. They achieved 70% for writing. The FFT target did not take Covid into account.

The multiplication check results were not as good as last year. The current Year 4 cohort are completely different to last year's cohort; they made good progress from starting points.

The headteacher informed governors that they had previously discussed having an extraordinary FGB meeting to look at the SATs results; however, a CET meeting has been arranged for that afternoon. It was suggested that the extraordinary FGB meeting on Friday 17 July 2023 be cancelled. The headteacher will upload the results to Governor Hub and invite any comments or questions arising from those results.

**ACTION: The headteacher to upload the SATs results to Governor Hub as soon as these are received and invite any comments or questions from governors.**

- **Census**

The headteacher explained that the information highlights current numbers on role: 259 pupils including Nursery.

EAL: Numbers of children with EAL are increasing; not all parents declare that they are not speaking English at home. Due to the way in which Arbor reports, it sometimes states that they are 'White, non-British' and it does not make their country of origin clear. The headteacher informed governors that TCAT now has an EAL hub, and she attended the first meeting of that. They suggested a welcome pack in English translated into home languages using Google translate. A governor mentioned if parents are not declaring correctly then the numbers for this are higher than that shown. The headteacher acknowledged that this is a possibility. There have been a number of in-year admissions as well.

## **9 SEND (standard agenda item)**

Miss Browne informed governors that she attended a conference on Tuesday 27 June 2023. Facts and figures of primary suspensions and exclusions were provided. Oakwood Primary is now leading for SEMH and will visit and support schools. Numbers of children with SEMH issues have increased and the number of lead teacher referrals have risen from 38 (2021/22) to 54 (2022/23). The number of new EHCPs issued where SEMH is the primary need has risen from 31 (2021) to 46 (2022).

The graphs provided show the primary and secondary needs of children with SEND. Communication and language needs figures go down in secondary schools as this is generally highlighted and dealt with in primary school. SEMH needs rise in secondary schools as do cognition and learning numbers.

The headteacher reported that they have attained the Committed to Inclusion award again. They had to prove how they are supporting children with SEND and that they have attended appropriate training. The headteacher added that Lorraine Browne has provided training for all staff in relation to SEND. The headteacher added that Lorraine has taken part in a peer-to-peer SEND review, and this is excellent CPD.

All the special schools are over-subscribed. A lot of autistic children will be in mainstream schools. There is a trend of parents educating at home currently. Miss Browne explained that SEND features on all TCAT hub agendas.

The chair thanked Miss Browne for providing the information.

## **10 Non-confidential safeguarding (if not in the headteacher's report)**

**ACTION: The headteacher to upload the safeguarding report to Governor Hub.**

The headteacher reported that there have been no sexual harassment or sexual violence incidents in school. There has been some low-level bullying which has been dealt with (two cases and parents have been involved).

There have been no homophobic or racist incidents. A governor mentioned that anything reported as racist, or perceived as racist, must be recorded and reported.

The Vulnerable Risk Register contains numbers of children with safeguarding concerns: Child Protection (3), Child in Need (2), external Early Help (4), Looked After Child (1). They have not included all those children with SEMH issues.

The headteacher informed governors that there have been 28 children since September 2022 that are accessing individualised mental health support. A counsellor is working with two children at a time. They also have Karen Ennis coming into school in the autumn term to work with Year 3. There will be an anxiety workshop for children devised by the new Schools' Mental Health Link team. They are struggling to get some Year 3 children into school. There is a high level of anxiety amongst several children. There have been many conversations and meetings with parents from Year 3. Following the workshop Ms Ennis will then work with three children on an individual basis. They are also hoping to provide a workshop for parents in the future. Miss Browne added that Advanced Solutions are coming into school in September, and they will be inviting parents to that. Materials will be put on the school website. The chair suggested that they could ask if TCAT plan to do something as this features on their own action plan.

## **11 Policies**

There were no policies for review.

## **12 Approve budget for next academic year/end of year accounts**

This was discussed and approved earlier in the meeting.

## **13 Governor training (including feedback from skills audit if applicable)**

The chair reported that she attended the discussion regarding TCAT's Scheme of Delegation and she also attended TCAT's governors' seminar.

**14 CPD requests (via TCAT)**

The headteacher informed governors that the National College’s website has hundreds of training packages, ie: safeguarding, etc. Miss Browne will need to do the DSL training. It will all be instantly accessible in the new academic year as part of their central charge to TCAT. Governors were asked to advise if there was any specific training they require. The chair acknowledged that the training offer is good for the school and governors.

**15 Link governor visit reports**

There are no link governor reports for review. Mr Smith came into school and looked at the website to ensure it is compliant and that no governors remain on the website that have left. The headteacher and Mr Smith also discussed the health and safety priorities. An operations review is taking place tomorrow. A health and safety inspection is taking place on Monday which Mr Smith will be attending.

**16 Any other business**

There were no other items.

**17 Future meeting dates**

Autumn Term 2023:  
Tuesday 17 October 2023  
Tuesday 5 December 2023

Spring Term 2024:  
Tuesday 6 February 2024  
Tuesday 26 March 2024

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

PART ONE OF THE MEETING CLOSED AT 6.44pm

SIGNED .....  
Chairperson

DATE .....