



St George's Primary School

Full Governor Body Meeting

Thursday 29th June 2017

Lower Site Main Hall 6:00pm

Present

Community Governors	B. Clark	Chair
Parent Governors	P. Dunning C. Scott R. Olsen	
Staff Governors	B. Cassidy	Headteacher
Also Present	C. Roberts T. Skarratts- Jackson K. Choudhary L. Mitchell M. Chambers N. Sullivan G. Dunne	Business Manager Deputy Head Teacher Clerk Assistant Head Assistant Head (from Sept 2017) Assistant Head (from Sept 2017)
Apologies	P. Walters M. Wiggins L. Horton	

Item 1 Welcome, Apologies and Declarations of AoB

Chair welcomed the group and apologies were accepted as above.

Natalie Sullivan given special welcome as a potential Community Governor.

Gemma Dunne and Maria Chambers given special welcome as new member of staff in the role of Assistant Head Teacher

B. Cassidy stated that School Day Hours to be added to AoB

Item 2 Minutes of previous meeting

Accepted as a true and accurate record.

Matter arising from 23/03/17;

- CR to action Governor log in for The Key ✓
- Standards Committee to draft policy for Governors Visits ✓
- B. Clark and P. Walters to discuss balance on Governing Committee ✓

ACTION FGB1: C. Roberts to send R. Olsen new log in details as he has changed his contact email. It was also agreed that G. Dunne and M. Chambers will be sent a log in once commencement of post.

Item 3 Reviewing Governing Bodies Vacancies

Review of Governing Body was circulated to Full Governor Body (**FGB**) in the papers. This document highlighted that the school has several vacancies that need filling.

FGB suggested that the 'Dates of Term' section needs addressing as the data is outdated. For example, K. Wadcock was re-elected in March '17 and L. Horton was re-elected in September '17 – both on a 4-year term basis.

ACTION FGB2: K. Choudhary to refresh the document with updated information.

FGB stated that they have tried numerous times to engage with the Local Authority with regards to a Local Authority Governor for the group however it was suggested that whilst occasionally someone was nominated participation in the board never materialised.

Following a meeting between P. Walters, B. Clark and B. Cassidy, it has been suggested that the ringfenced Local Authority vacancy be converted into a Community Vacancy. It was also suggested that P. Walters switched roles from a Parent Governors to a Community Governor. It was argued that as the school embarks on a period of change, the school would be in a stronger position to plan with greater with stability as recruiting Parent Governors has been a very positive process.

P. Dunning proposed and B. Clark seconded. FGB approved – **ratified**. **P. Walters is now a Community Governor and starts a fresh 4-year term from 29/06/17.**

FGB recognised that there are still x1 Community Governor and x2 Parent Governors role vacant. FGB suggested that the school needs to identify skill sets from potential Governors that the FGB would benefit from. As such, the decision was taken to convene a smaller group to address this issue with the view to having new Parent Governors in place before the next Full Governors Meeting – November '17.

ACTION FGB3: C. Scott, B. Clark, B. Cassidy, C. Roberts and K. Choudhary to meet in September '17 to identify skills needed to maximise contribution to FGB and conduct governor elections by October '17.

With regards to Community Governor vacancy, it was suggested that engaging with local Church community may be yield some results. C. Scott stated that she may know someone willing to fulfil the role.

ACTION FGB4: B. Cassidy to liaise with C. Scott with regards to making initial contact to identify any potential interest.

Item 4 Election of Community Governor

As per discussion in previous Full Governors meetings, P. Walter and B. Clark have engaged with Weatherhead High School and identified N. Sullivan as a potential Community Governor. As such, she was invited to the meeting.

P. Dunning proposed and R. Olsen seconded. FGB approved – **ratified. N. Sullivan is now a Community Governor and starts a 4-year term from 29/06/17.**

Item 5 Parent Governor Elections

Discussed above in Item 3

Item 6 Teachers and Head Teacher's Appraisal and Performance Management Policy

B. Cassidy and C. Roberts met with external Human Resource Advisers SAS Daniel's regarding required improvements to appraisal policies. It was agreed that SLT would largely adopt the Wirral agreed appraisal policies as these has been agreed by a large number of Trade Associations'.

The policy has been sent to all staff to all staff for comment however not comment was received, which SLT are assuming as a quiet agreement.

The policy was also sent to all Trade Associations' and the only return was the NASUWT?). They were very pleased that the school had been contacted and that SLT were seeking staff representation. NASUWT expressed concerns regarding workload and ensuring professional dialogue. BC informed governors that he had responded to these.

SLT has also asked Trade Associations' to come to the school on 17th September '17 to meet with staff as they are currently under represented by Trade Associations' with no real dialogue with different unions within the school which is unhealthy and does not promote industrial relationship – nor get policies approved.

FGB asked why there was not any responses? Was that a good or bad sign?

RESOLUTION: B. Cassidy suggested staff are happy that Appraisal and Performance Policies are being developed however they want to see the consequences from such polices before commenting. As such, it would be more beneficial to ask for staff 'whilst they're on the journey' rather than before.

K. Wadcock proposed and R. Olsen seconded. FGB approved. **Teachers and Head Teacher's Appraisal and Performance Management Policy ratified.**

Item 7 UPR Application Process

As in Item 6, the policy has been sent to all staff and Trade Associations' for comment.

SLT have tried to keep the policy as simple as possible with the aim of empowering staff to showcase their evidence rather than always relying on management evaluation.

One issue facing SLT, is the current appraisal information does not really support staff either pro or con as there has been a lack of evaluation against Teaching Standards and expectations.

B. Clark proposed and C. Scott seconded. FGB approved. UPR Application Process ratified.

Item 8 Non-Teaching Staff's Appraisal and Performance Management Policy

FGB informed that Non-Teaching Staff's Appraisal and Performance Management Policy is a new policy. FGB informed that SLT has had feedback from one member of staff, stating that they are delighted that Governing Body and SLT are bringing in appraisal – this was last done 4-5 years ago.

The staff member did express concern about the role requirements based on the Job Specification so B. Cassidy has reassured her that everything is up for discussion at this point and initial meetings will focus the requirements of all roles.

Next year, SLT planning to involve most staff in appraisal process however it was suggested that there are some members of staff that will not be subject to appraisal process, for example, part time hours staff.

R. Olsen proposed and K. Wadcock seconded. FGB approved. Non-Teaching Staff's Appraisal and Performance Management Policy ratified

Item 9 Blue Sky Education Performance Management

FGB reminded that school needs management software system. As such, SLT engaged with 3 companies and asked that they submit remote presentations from tender process. Following the bid submissions (and in consultation with local school also using current performance management software) the decision has been taken to move forward with Blue Sky on a 3-year agreement, as this will provide some stability for staff over the upcoming years.

FGB informed that training Governors will be issued log in details and it was suggested that training for the system should be made compulsory rather than optional. As such, this will be discussed further at the Stands Committee July '17. In the meantime, FGB signposted to school website for further details.

Item 10 Arrangements for HT's Performance Management Platform

FGB reminded that as Chair and Vice Chair, P. Walters and B. Clark meeting with B. Cassidy every two weeks. Following these meetings, one key issue that has been identified is the Governors role in setting key targets for the Head Teacher moving forward and to looking at appraisal processes for the Headteacher.

B. Cassidy suggested that a School Improvement Associate (**SIA**) that would be an important ally in realising this goal but reminded FGB that while the Headteacher would normally be involved around the discussion of appointing a SIA, it is the responsibility of governors to appoint – not the Headteacher. SIA are appointed by FGB to provide independence advice to governors on things such as, School Development Plan and reasonable expectations. As such, P. Walters and B. Clark signposted to various SIA's and following discussions with various stakeholders. The decision has been taken to appoint Cathy Parkinson. She is the former Headteacher of Overchurch Junior School and has been at OFSTED for the past 3 years.

Cathy will be meeting B. Cassidy in July '17 followed by a meeting with B. Clark to discuss what governor's expectations are.

Given that governors have not had any appraisal in place for Headteacher role, it was suggested that governors are going to have to liaise with Kathy independently. P. Walters and B. Clark are going to lead on this and suggested that there should be 3 governors to sit on the Headteacher appraisal panel. **FGB agreed and C. Scott identified as the third governor to sit on the panel moving forward.**

B. Cassidy highlighted that the Headteacher Appraisal Cycle should be closed by 31st December however given the lack of appraisal to date, it was agreed that targets will be established by the 2nd week in September '17.

Item 11 Anti- Bullying Policy Ratification

SLT stated that a lot of hard work had been invested into the creation of the Anti- Bullying Policy – and identified L. Horton as the key driver in moving this policy forward. SLT also noted R. Olsen and P. Dunning contribution to the process.

L. Horton has conducted various workshop with parents to ensure collaborative engagement and students in the school council setting. L. Horton has also engaged with Kate Walsh from My Esteem to draft policy.

Due to administrative error, the flowcharts contained within the policy have been omitted from the papers.

ACTION FGB5: B. Cassidy to send flow charts to policy.

Alongside the new website and newsletters, SLT will be raising awareness of the Anti-Bullying changes through series of parent meeting throughout July and September.

FGB asked is there any merit in holding a small and simple event to launch the Anti- Bullying Policy?

RESOLUTION: SLT suggested that the ideal time would be in Anti- Bully Week in November '17 and that staff would be really welcome the news that governors are pleased with the new policy and that SLT and governors welcome the opportunity to work with a steering group to explore a series of events throughout Anti- Bullying Week.

FGB asked that K. Sullivan consider joining the steering group as her experience within a High School setting would offer a valuable perspective to the steering group. N. Sullivan accepted.

ACTION FGB6: L. Horton to contact N. Sullivan and invite to steering group.

P. Dunning proposed and R. Olsen seconded. FGB approved. **Anti- Bullying Policy ratified**

FGB reiterated their gratitude for L. Horton endeavours on realising this policy.

Item 12 Ratification of 2017/18 Budget

This was scrutinised and approval at Resources & Premises Committee. Under Wirral Local Authority guidelines this must be ratified at Full Governors meeting.

B. Clark proposed and C. Scott seconded. FGB approved. **2017/18 Budget ratified.**

Item 13 Sports Development Strategy at St George's

B. Cassidy delivered a short verbal report stating that the school is moving away from external sports coaching as a financial consideration, instead opting to recruit x2 sports specialist teachers. These x2 staff are funded to teach English and Maths through Pupil Premium and Sports in the afternoon. The School has also employed a teacher with specialist sports background on a 2-day contact (SLA basis). SLT have suggested that these measures will dramatically improve the quality and coordination of what the school offers.

Moving forward, it was stated that as well as access to weekly P.E session, every student will get opportunity to compete in an interschool competition. To date, the school has already committed to 32 inter school competition for next year. Also aiming for 2 intra school sports competitions.

To ensure success moving forward, the recently recruited members of staff have agreed to come into the school over 10 days at the end of this academic year to start laying the foundations for the upcoming academic year and ensure that the school 'hits the ground running'. The schools drive towards increasing access to opportunity with include all students – from nursery to Year 6.

FGB asked is there anyway of showcase student success on the new website in a 'virtual' trophy cabinet?

RESOLUTION: It was suggested that this would be achievable given there are lot of areas that this could be housed within the website.

FGB asked does the school pay for team uniform?

RESOLUTION: FGB informed that the school does pay for team kit. FGB suggested that sponsorship is something that could be looked at moving forward.

ACTION FGB7: Governors to share their sponsorship suggestion with SLT.

It was suggested to FGB that access to School Minibus would greatly improve access to sporting opportunities for all students.

ACTION FGB8: R. Olsen suggested he had a colleague at West Wallasey Van Hire who it may be working exploring sponsorship options with. B. Cassidy agreement to draft a letter to West Wallasey Van Hire to gauge interest in school sponsorship.

Item 14 Updates Roles and Responsibilities for Senior Leadership Team

M. Chambers and G. Dunne have been appointed as Assistant Heads. The FGB was informed that the Job Specification for these roles have been updated. Full grid for SLT was shared.

Item 15 School Environment Plan

B. Cassidy shared report with FGB via Power Point.

FGB informed that there are over 400 Health and Safety actions that have been logged.

From staff perspective, they have identified the level of organisation, how environment is organised, issues around storage as serious barriers to educational success. The plan outlines circa 180 action points however the plan is facing serious challenges as staff endeavours are unearthing some significant and hidden issues relating to the age of the

building. The plan is very proactive, but SLT are limited by the school building age is sometimes acting as a barrier to success.

FGB noted and thanked staff for their time, efforts and endeavours in achieving the aims and objectives of the plan.

FGB asked if it was possible to have tour of the school once the plan has had time to mature?

RESOLUTION: B. Cassidy welcomed Governors to see implementation of School Environment Plan in the new academic year.

Item 16 New School Website

FGB informed that the school has commissioned a new platform. There does not look like much has changed however most of the changes have been built in the background.

There is a new Governor portal contained within the website. FGB informed that moving forward, this will be the information hub/ depository for governors rather than information sent to personal email addresses.

ACTION FGB9: P. Walter, B. Clark and K. Choudhary to meet in the upcoming weeks to discuss best way of sharing information with governors via the website.

Item 17 Staff Survey

FGB informed that Staff Survey is currently live until 30/06/17 and is host on a google platform.

There are only two themes to the survey;

1. What do staff want SLT to know about their qualities and what they can offer?
2. What do staff want from the Governing Body?

All staff were informed that this survey was not confidential, as given the nature of question this is not possible. To date there have been 41 responses, 82 yet to complete however it was suggested that a circa 33% return rate is not too bad.

B. Cassidy stated that the results from this survey will be shared at the next Full Governors meeting in November '17.

Item 18 Wallasey Alliance Planner 2017/18

Wallasey Alliance Planner 2017/18 was circulated to FGB in the papers.

FGB reminded that Wallasey Alliance consists of 6 local primary schools. The group met in early June to draft the proposal.

FGB signposted to the governor specific Wallasey Alliance training sessions;

- Governors responsibilities relating to Health and Safety – 10th October '17.
- What are OFSTED expectations of Governors - 1st November '17
- What are OFSTED expectations of Governors - 9th January '18

Item 19 Wallasey Alliance and Academy Proposal

FGB informed that P. Walter and B. Clark regularly attend Chair and Vice Chair meetings with Wallasey Alliance and it was suggested that a reoccurring theme at the meetings is the issue of Multi Academy Trust (MAT).

FGB was informed that if the school is to explore its options moving forward regarding MAT, the FGB agree to this course of action, as per Department of Education requirements.

It was made very clear to FGB that any discussion with regards to MAT would be in an exploratory capacity only and done so in an open and transparent way.

K. Wadcock proposed that discussions should be held and R. Olsen seconded. **FGB approved.**

ACTION FGB10: B. Cassidy to invite legal representative in October '17 to give SLT, Chair and Vice Chair to advise of current landscape and options moving forward. This finding from this meeting will be shared at the next Full Governing Body meeting.

Item 20 Committee Action Points

Committee Action Points was circulated to in the papers. For information only.

Item 21 Governing Body meetings 2017/18

Draft Governing Body meetings 2017/18 was circulated to in the papers. FGB happy to the proposal to set meeting dates for the upcoming 17/18 academic calendar however requested the following changes;

- Full Governors meeting to be moved to 5:30pm
- Standards Committee meeting to be moved to 1:00pm

ACTION FGB11: K. Choudhary to make amendment to document and share final draft with FGB

ACTION FGB12: If any Governor requires a security fob for access to building for meetings, to contact C. Roberts

Item 22 Governors Visits

FGB reminded to refer to the Governor Visit protocols re visits to school.

B. Clark had to reschedule his proposed visit re Maths curriculum in June '17. This will be rescheduled to September '17.

R. Olsen is meeting Mrs Huxley (SENDCO) re SENCO 5th July @ 10:00am.

R. Olsen and B. Clark conducted a Health and Safety visit on 21st June '17.

Item 23 Parents' Forum

FGB suggested that there needs to be a better understanding of where the Parent Forum sits within the school?

FGB were invited to attend a Parents' Forum on 12th July '17 2:30pm & 5:30pm and it was argued that the school sees the role of the Parent Forum as an opportunity for good

communication between the school and parents, with an opportunity to discuss school issues and a platform for the school to send messages out. It was stated that these meetings are (and should) be open to all.

FGB suggested that the current format of the Parent Forum is not working, citing poor attendance. It was suggested that the school council works very well with 2 children from each year so is this not something that could be replicated at the parent Forum – 2 parents per year group?

RESOLUTION: SLT welcomed FGB suggestion and will work towards the recommendation.

ACTIONFGB13: R. Oslen and P. Dunning to work with the school from early September '17 on setting up a Parent Forum with Parent representation from each year group

Looking forward to academic year 18/19, SLT suggested that this action would be best achieved in transition period (circa July '18) given the already increased contact with Parents.

Item 24 AOB

B. Cassidy tabled proposal suggesting staggered school start time between top and lower site. It was suggested that a slight shift in 10 mins but would be very well received by parents due to the unique layout of the schools lower and upper sites. The recommendation is that top site is the area that will start and finish earlier.

FGB stated that this had been proposed and subsequently rejected in the past, citing issues with teachers contracted work hours. B. Cassidy stated that there is no issue as teachers contracted work hours will not exceed 1265 hours – as per the directed time statement.

SLT stated that there are no issues from staff and highlighted that the proposed school start/finish time now sits in-line with Nursery times.

FGB are happy with the suggestion moving forward however highlighted the need to clearly communicate to parents.

R. Olsen proposed and B. Clark seconded. FGB approved. **Change in school start/ finish times ratified**

The meeting finished at 8:15pm

Item	Summary of actions from meeting	Whom	Date to be completed
3	FGB1: C. Roberts to send R. Olsen new log in details as he has changed his contact email. It was also agreed that G. Dunne and M. Chambers will be sent a log in once commencement of post.	C. Roberts	Sept '17
4	FGB2: K. Choudhary to refresh Reviewing Governing Bodies Vacancies document with updated information.	K. Choudhary	Sept '17
4	FGB3: C. Scott, B. Clark, B. Cassidy, C. Roberts and K. Choudhary to meet in September '17 to identify skills needed to maximise contribution to FGB and conduct governor elections by October '17.	C. Scott B. Clark B. Cassidy C. Robert K. Choudhary	Sept '17
4	FGB4: B. Cassidy to liaise with C. Scott with regards to making initial contact to identify any potential interest re Community Governor	B. Cassidy	Sept '17
11	FGB5: B. Cassidy to send flow charts to policy from Anti- Bullying Policy	B. Cassidy	July '17
11	FGB6: L. Horton to contact N. Sullivan and invite to steering group.	L. Horton	Sept '17
13	FGB7: Governors to share their sponsorship suggestion with SLT.	All Governors	Sept '17
13	FGB8: R. Olsen suggested he had a colleague at West Wallasey Van Hire who it may be working exploring sponsorship options with. B. Cassidy agreement to draft a letter to West Wallasey Van Hire to gauge interest in school sponsorship.	B. Cassidy R. Olsen	Sept '17
16	FGB9: P. Walter, B. Clark and K. Choudhary to meet in the upcoming weeks to discuss best way of sharing information with governors via the website.	P. Walters B. Clark K. Choudhary	July '17
19	FGB10: B. Cassidy to invite legal representative in October '17 to give SLT, Chair and Vice Chair to advise of current landscape and options moving forward. This finding from this meeting will be shared at the next Full Governing Body meeting.	B. Cassidy	Oct '17
21	FGB11: K. Choudhary to make amendment to document and share final draft with FGB	K. Choudhary	Sept '17
21	FGB12: If any Governor requires a security fob for access to building for meetings, to contact C. Roberts	All Governors	Ongoing
23	FGB13: R. Olsen and P. Dunning to work with the school from early September '17 on setting up a Parent Forum with Parent representation from each year group	R. Olsen P. Dunning	Sept '17