

## FULL GOVERNORS MEETING MINUTES

<b>Date of Meeting:</b>	<b>23<sup>rd</sup> March 2017</b>
<b>Time and Venue:</b>	<b>6.00pm</b>
<b>Attendees</b>	<b>Name</b>
	Mr Cassidy (Headteacher) Mrs Skarratts-Jackson (Acting Headteacher) Mr Walters (Chair) Mrs Horton Mr Wadcock Mr Dunning Mrs Scott Mr Clark Mr Wiggins Mr Olsen Mrs Hackett (Associate) Lynsey Mitchell
<b>In Attendance</b>	Mrs Roberts Clerk Kamal Choudhary
<b>Apologies</b>	James Sandford -Resigned Nick Holt
<b>Agenda Item 1</b>	<b>Welcome and Apologies</b>
Phillip welcomes everyone. Collection for Zoe Wilson and Frank Brennan was sent round.	
<b>Resolution/Conclusion</b>	
<b>Agenda Item 2</b>	<b>In Attendance</b>
Attendees above	
<b>Resolution/Conclusion</b>	
<b>Agenda Item 3</b>	<b>Declaration of Business and Pecuniary Roles</b>
Nothing to declare	
<b>Resolution/Conclusion</b>	
<b>Agenda Item 4</b>	<b>Minutes of the last meeting</b>
Any matters arising from last minutes? No one raises any issues.	
<b>Resolution/Conclusion</b>	
<b>Agenda Item 5</b>	<b>LA Statutory Role with Governors.</b>
School no longer buys in to the support package from Edsential however they LA have written to Governor's with suggested agenda items to raise and look at. Do we need that support? BC - Not through LA but Philip and TSJ have attended ECM for training, and the standards committee have been discussing support options. School buys in to The Key for Governor support and the money is now better spent. Governors have been sent a link to The Key.	
<b>Resolution/Conclusion</b>	CR to action Governors log-in for The Key
<b>Agenda Item 6</b>	<b>Governor Visits</b>
KW - School needs a protocol for Governor support visits in school. The standards committee have been discussing a protocol policy from Dean Valley Primary School in Cheshire as a basis to develop a policy for St Georges. They have formed a small task group proposed this evening to make a draft. It gives a rationale of the role of a Governor and has clear perimeters set out. It shows how feedback can be delivered over all areas of school life. Brian thought there was one – CR could not find it on the system in school. BC - School would be delighted to see Governors around school and encourage this fully.	
<b>Resolution/Conclusion</b>	Standards committee to draft a policy protocol.

<b>Agenda Item 7</b>	<b>Period 9 Approval</b>
Discussed at Finance committee	
<b>Resolution/Conclusion</b>	
<b>Agenda Item 8</b>	<b>SFVS Approval</b>
Finance committee have ratified SFVS.	
<b>Resolution/Conclusion</b>	
<b>Agenda Item 9</b>	<b>Governor Training Update</b>
ECM induction training run by Charlotte Peat on reading data has been sent to Governors. This training will take place at Liscard Primary 25.04.17 at 5.45pm. The Standards Committee group are going and this is also open to all Governors.	
All Governors have Educare log-in details. These can be re-sent.	
<b>Resolution/Conclusion</b>	TK to re-send to any Governors who require a log-in reminder.
<b>Agenda Item 10</b>	<b>Schools Causing Concern meeting with LA</b>
BC, TSJ, and Alison Simpson from the LA have met as school has been identified as a school causing concern. This has been triggered by schools poor data. BrC was invited but couldn't make it, but school would welcome Governor support at any future meetings. Feedback was very positive. SLT have worked very hard to get school back on track and this was acknowledged by Alison. They are clearly acting on action points and are happy with the plan that has been set out.	
BC- Informed Governors of the hard work of SLT and would like to give them recognition for going above and beyond when school have been extremely stretched. He thanks SLT for this.	
<b>Resolution/Conclusion</b>	
<b>Agenda Item 11</b>	<b>Wallasey Alliance Update</b>
2 dates have been proposed for Wallasey Alliance 1 end of April 1 end of May. TBC	
<b>Resolution/Conclusion</b>	
<b>Agenda Item 12</b>	<b>DfE Competency framework for Governors</b>
Attachments were sent out to Governors ahead of this meeting. They received a 1 page summary to read. Officially non statutory short summary for Governance. There is nothing new just some of language has changed.	
BrC talked about skills analyses. It has not been updated recently so asks Governance to complete a basic skills matrix. It will allow PW to look at strengths and weakness and direct Governor's to a particular interest or training requirements.	
Raising standards – Governors to approach Weatherhead to see if a senior member of staff could join as a Community Governor following on from James Sandfords resignation.	
Philip clarifies that James Sandford has resigned due to personal circumstances.	
<b>Resolution/Conclusion</b>	<b>Brian passed out skills matrix please return to school office</b>
<b>Agenda Item 13</b>	<b>St Georges Delegation Scheme (meeting new statutory guidance)</b>
Asked LA to review guidance. They are pleased with the work and ask if it can be shared with other schools. Governors agreed.	
<b>Resolution/Conclusion</b>	<b>Philip Walters confirmed happy to share</b>
<b>Agenda Item 14</b>	<b>LA Schools Strategy</b>
Attachment sent in the form of a 1 page summary with the agenda. As a maintained school we should acknowledge action items	
PW - what do we need to action?	
We have agreed to delegate £12000 set out over 4 regional areas. Sharing school resources.	
School will benefit from sharing good practise and gaining help, support and guidance when required from other schools who are using excellent practises. They will delegate staff to attend St Georges.	
Sometimes staff will be delegated to other schools.	
MW - Do you feel the benefits out way loss of resource	
BC – Yes	
<b>Resolution/Conclusion</b>	
<b>Agenda Item 15</b>	<b>Health and Safety</b>
Governors have a responsibility for H&S this agenda item is only if you want to raise a concern.	
MW - How many staff are trained in IOS? Answer - CR and Compliance Officer Graham Morris	
All staff will get additional training via Educare including catering staff, caretakers, and office staff.	
PW - How often is Graham at St Georges? – 1 day a week maybe slightly more in short term	
PD - Year 3 classroom still an issue? – BC not happy with signing of the work yet and LA are dealing with it.	
<b>Resolution/Conclusion</b>	

<b>Agenda Item 16</b>	<b>Safeguarding</b>
Nothing raised	
<b>Resolution/Conclusion</b>	
<b>Agenda Item 17</b>	<b>Staffing Updates</b>
<p><u>Assistant Head appointment.</u></p> <p>Hoping to appoint 2 new members of staff from walk arounds this week</p> <p>Teaching Assistant Contracts.</p> <p>Met with them and explained that contracts will not be renewed. They have been offered support with letter writing interview techniques.</p> <p>All have been invited to apply for internal post on reception. School are hoping to keep 1 or 2 posts however this is budget dependant.</p> <p>CS - What years? Answer - Right across school</p> <p>Pupil Premium money will benefit from additional teachers.</p> <p>Good news don't have to go through redundancy procedures</p> <p><u>SENCO</u></p> <p>Sonya Huxley has been appointed from Ellesmere port. She has already had a 2 day induction and starts week after spring break. LM and TSJ have both worked alongside her previously. She is already capable on SPTO and has outstanding lesson observational skills</p> <p><u>Nurture Group Teacher</u></p> <p>Lisa Millar has background in Nurture groups in both secondary and primary similar to Sonya. This is something that we need in school.</p> <p>The post is 1 term with possible extension on advert. She has funding experience for SEND children. Looking to see if we can subsidise the post.</p> <p><u>Compliance Officer.</u></p> <p>Graham Morris has been appointed. We are sharing with 5 other schools and have him 1 day a week. He is making an impact straight away.</p> <p>Issue with centenary wall, dangerous tolerance area so was immediately closed. Structural engineer to come out waiting for report and need to liaise with solicitor so we know we are not liable for damage/changes to the wall.</p> <p>Graham will assist with site manger appointment and caretakers training. Brian will help with shortlisting tomorrow and interview.</p> <p>Ron is retiring but he has not put it in writing at the moment. Debbie is brilliant but needs up skilling.</p> <p><u>Senior Mid-day Supervisor top site.</u></p> <p>Di Dicastiglione has been appointed as Senior Midday play she had a lot of ideas so give her time and resources to get lunch time right. Incidents can be massive trigger for incidents in school</p> <p><u>Mid-day- Jill Drew Appointed</u></p> <p>Deputy Midday – Craig Smith Appointed</p> <p><u>Extended School Manager Dragon – John Sprung</u></p> <p>Very experienced really good at interview had researched what may be best for children. Needed to have finance skill set as well so tricky to fill the position.</p> <p>Staff need support from us to support with home learning baking crafts, using the facilities of the building.</p> <p><u>PA to SLT</u>- Susan Walters appointed. Role has changed and is now PA to all of SLT. TK will manage office team going forwards to enable CR to focus on Dragon and Catering Staff.</p>	

Clerk-

Kamal Choudhary has been appointed. He has a background in education in similar role within Wirral Met and has already signed on to training in Chester. Broadens his CV

Pupil Premium teaching support hasn't been advertised but we are budgeting for this after Easter.

Thanks to Governors for attending shortlisting and interviews.

<b>Resolution/Conclusion</b>	
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<b>Agenda Item 18</b>	<b>Quick Business Matters</b>
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Sent a compliance checker through The Key. Launch this at next Governors meeting. Bring it to next Full Governors

<b>Resolution/Conclusion</b>	
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<b>Agenda Item 19</b>	<b>Any Other Business-Quick review of Resources &amp; Premises minutes 28.02.17, Curriculum Development &amp; Pastoral care 09.02.17</b>
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Note that standards committee took place before this meeting.

Collection for Frank Brennan Governor presentation for him in school next week. All Governors have been invited.

TSJ – Kathy Hackett is leaving after 19 years of service. This is last Governors meeting and she will be sadly missed and we thank her for all of her hard work and commitment to school. The children will really miss you. Good luck in your next post.

BC staff will celebrate with you next Friday. KH thanks everyone for their support

Need to prioritise work at school and will have less involvement with Schools Direct.

PW - Encourage Governors to attend PTA meeting / events. Charlotte shadows the Treasurer of PTA

CR - suggested that we use I Pads at future Governors meeting. Trying to reduce the amount of attachments that are printed. Could possibly have an area that only Governors can log in to as a drop box

BrC – lost another community Governor so there is an in balance on Governing committee. It has been suggested that PW & BrC look at the in balance and decide what posts require filling. This can then be brought to the next Governors meeting for a vote.

BC - Church links could be used.

<b>Resolution/Conclusion</b>	<b>Brian Clark &amp; Philip Walters to discuss and bring to next meeting</b>
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<b>Agenda Item 20</b>	<b>Date and Time of Next Meeting</b>
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Meeting on 19<sup>th</sup> April BC & KW

Next Full Governors 22.06.17 6pm

<b>Resolution/Conclusion</b>	
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**Meeting Closed**