



FULL GOVERNORS MEETING MINUTES

Date of Meeting:	25 th January 2017
Time and Venue:	6.00pm Infant Hall
Attendees	Name
	Mr Cassidy (Headteacher) Mrs Skarratts-Jackson (Acting Headteacher) Mr Walters (Chair) Mrs Horton Mr Wadcock Mr Dunning Mrs Scott Mr Clark Mr Wiggins Ms Z Wilson (Clerk)
In Attendance	Mrs Roberts
Apologies	Mr Olsen Mrs O'Donnell Mr Sanford Mr Brennan (Vice Chair) Mr Holt Mrs Hackett (Associate)
Agenda Item 1	Apologies for Absence
Mr Olsen and Mrs O'Donnell sent apologies prior to the meeting due to work commitments. Mr Wadcock arrived late due to traffic, Agenda Item 3 (18:30) Mr Sanford sent apologies.	
Resolution	Apologies accepted
Agenda Item 2	Committees
Reorganisation of Committees & Terms of Reference Mr Sanford and Mr Wadcock met with Mr Cassidy and Mrs Skarratts-Jackson and discussed the roles of each committee and created a clear transparent way forward. Lack of oversight in the past. A table had been distributed to Governors prior to the meeting with the name of each committee and what the delegated responsibilities were. Governors felt that the committees were logical. A Governor commented that the role has been simplified and the table will make it easier to evaluate their roles and duties. A Governor asked if the guidelines had been written by the NGA. Governors were informed that the advice had been sought from the NGA. The purpose of the table was to define subcommittees according to changes in Governance. Chairs of Committees Standards Committee The Chair had spoken to Mr Wadcock and Mr Sanford prior to the meeting to discuss their positions within the Standards committee. Mr Wadcock was nominated as Chair. Proposed by Mr Walters Seconded by Mrs Skarratts-Jackson Governors unanimously agreed. Discussion took place regarding the position of Vice Chair of the Standards Committee, Governors felt Mr Sanford had the skills to fulfil the role.	

Governors agreed to invite Mr Sanford to be Vice Chair of the committee.
 Standards Committee terms of reference are to state that at least 2 non staff Governors are to be present at a meeting in order for it to be quorate.

Curriculum Development & Pastoral Care Committee

Mr Clark was nominated as Chair of the Curriculum Development & Pastoral Care Committee.

Proposed by Mr Walters

Seconded by Mr Wiggins

Governors unanimously agreed.

Resources & Premises Committee

Mr Walters was nominated as Chair of the Resources & Premises Committee.

Proposed by Mr Wiggins

Seconded by Mrs Horton

Governors unanimously agreed.

Committees are now suited to Governor skills.

The work that is required mean that the more Governors present the more effective each committee will be.

Governors will have training.

Committee meetings will take 90 Minutes using a timed agenda as a guide.

Chairs of Committee to email agendas to all members of the committee prior to meetings.

Resolution	<p>It was proposed that the Committees should start with immediate effect. Terms of Reference, records and the Governors website page to be updated accordingly. Proposed by Mr Walters Seconded by Mr Clark Governors unanimously agreed.</p>
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Agenda Item 3	Delegated Levels of Authority
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Governors had received a table titled “St George’s Governing Body Delegation Scheme”. It had been discussed at Agenda Item 2.

It was recommended that Governors accepted the scheme and it was published on the Governors webpage.

Resolution	<p>Proposed by Mr Clark Seconded by Mrs Horton Governors unanimously agreed.</p>
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Agenda Item 4	Standards Committee
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Mr Wadcock updated Governors with the rationale behind the Standards Committee, all of the data had been reviewed at the meeting that took place with Mr Cassidy, Mrs Skarratts-Jackson and Governors.

It was a transparent meeting.

Able to talk openly and frankly about the data.

Identified what needs to happen and how standards will improve in 3 years’ time.

Ideally 4 Governors to be involved. Understanding and synergy of the school rather than watching a powerpoint display. Understand the role of Senior Leaders.

Identify what obstructs the SLT.

High Quality training will be provided. The following Governors will work on the Standards Committee and report back to Full Governors

Mr Wadcock

Mr Sanford

Mr Walters

Mr Dunning

The Chair thanked Mr Wadcock & Mr Sanford for all the hard work that they have done to date.

The Headteacher informed Governors that outstanding schools have outstanding Governance present.

The date and time of the next meeting was agreed; 23.03.17 – 4:30pm.

A Governor asked if they had been given a misleading impression of the school in the past.

There has been a 4 year decline in data.

External data is at a decline. Internal data is now mirroring.

Resolution	<p>Date of meeting agreed to take place on 23.03.17 at 4:30pm. Chair and Head to meet the week before to set the Agenda.</p>
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Agenda Item 5	Wallasey Alliance & Academisation
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Wallasey Alliance Structure

Discussions have previously taken place regarding developing a Multi Academy Trust for the Wallasey Alliance. The Alliance has invested a lot of time offering school to school support.

Previously schools gave money to the LA for training and school improvement, the service has been reduced dramatically.

Schools now work closely together to provide school to school support within the community.

Governors were provided with the Wallasey Alliance Structure.

Input largely positive, the minutes from each core group are circulated to Headteachers.

The Alliance have started to work together to provide CPD Support.

Currently the LA provide a training package for NQT's costing £1250.

The Alliance are providing NQT support for all NQT's within the Alliance and have also sold 11 places outside the Alliance at a cost of £250 per place.

There is also training for Governors, next session "Governors managing complaints" facilitated by Brian McNutt. Governors encouraged to attend.

The Headteacher explained that Senior leaders offer school to school support via a scheme called "Through the Lens" it is a useful health check conducted by highly experienced leaders with a range of skills.

Academy Proposal

It is recommended that the Chair and Vice Chair of all the other Alliance schools apart from SSPP will meet to discuss MAT.

Previous discussions have taken place.

The Alliance have agreed that this MAT structure would be priority. The focus is the community.

Easy and common sense, largely keeping cost low.

Transparency and trust.

The work previously done suggested St George's taking a lead and applying ahead of the other schools.

Senior leaders, work well, support and challenge.

Staff felt worried at first, links and connections with other schools have developed.

The Business Manager informed Governors that recently the Alliance had interviewed for a Health & Safety Officer with IOSH training. Benefits include:

- Dramatically reducing workload for Alliance Business Managers.
- Quality assurance between 6 schools.
- Premises management responsibilities have increased for Governors.
- The appointed person will be able to deliver training outside of the Alliance.

Resolution

Action – new date for Managing Complaints Brian McNutt. 07.03.16 6:00pm SSPP
MAT Discussion for Heads, Deputies, Chair & Vice 16.02.16 6:00pm Greenleas

Agenda Item 6

Behaviour Policy

Schools view – Behaviour needed to improve.

Apologies that the Policy was distributed for staff to utilise prior to Governors ratification, it was necessary.

Feedback from school council fantastic.

The Policy highlights behaviour that we wanted to encourage. Playground chatter had been negative focused on bad behaviour, now people are talking about the positive behaviour.

Governors were updated with the following highlights:

- Staff have embraced the policy, innovative SLT. Commando Joe.
- What it means to be a child at St George's.
- The Behaviour zone colours are present in each classroom and hall.
- Children understand the zones.
- £3500 have been spent on rewards, think of the positive impact on staff morale and improvement.
- Empowered supply staff.
- Consistent throughout the school.
- Character behaviour.
- Polite, moving around school.
- Dragon Club have the same system.

A Governor asked for an update following discussion regarding Year 5 prior to Christmas. Governors were informed that the children that have emotional difficulties are now being taught by Mrs Hackett in 5E. Removing the children out of classes has had an improved impact within the classes. Based on positive behaviour management.

A Governor asked how much have the lunchtime staff been inducted on this and how will the Policy be monitored and assessed?

All the Middays have received the policy and are about to receive face to face training. Behaviour is being monitored and reported according to zone charts included within the Policy. Ms Wilson informed Governors that following on from discussions with Mr Harrison from IT Software Support the behaviour module on SIMS is now being utilised so that reports can be produced. Lunch time arrangements had been changed due to scaffolding, this has had a positive impact on behaviour and accidents. The younger children are now outside for 45 minutes, the TA's are gathering the children and reading them a story for the last 15 minutes of lunch time. This has helped children to calm down so they are ready to learn for the afternoon session. The Policy will continue to develop and staff will continue to have training.

Resolution	It was recommended that the Behaviour Policy was signed as accepted by the Governors. Proposed by Mr Dunning Seconded by Mr Wiggins Governors unanimously agreed.
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Agenda Item 7	Period 9 Budget
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Governors were informed that Period 9 will be reviewed at the Finance and Premises committee meeting. It had been an Agenda item at this meeting as the LA had contacted the school to inform them that there is a £800,000 deficit predicted by 2019. Mr Cassidy informed Governors that the following action had been taken:

- Capital expenditure has been cut.
- We have had to take steps immediately.
- Pupil Premium funding is approximately £200,000 it could be spent better. Learning Mentors and Interventions could be utilised more productively. The funding has been getting absorbed into the budget.
- Long term projections are clear.
- On a positive note it is anticipated that the National Funding Formula is set to increase.
- There is a high risk which includes looking at redundancies.
- Grave concerns about the pupil premium report.
- Significant challenges.
- Mr Walters will be invited to run through the budget line by line and to discuss staffing projections for next year.

A Governor asked the Business Manager what the Bottom line budget is without funding. Governors were informed it is approximately £2.7million. A Governor asked what percentage of the budget does the school need to pull back on to reduce deficit and why had it not been noticed before.

The 3 year projections had not been shared in detail.

Money had been spent on capital buildings. The amount of money spent on capital buildings would not be sustainable for the budget.

Many projects have been funded by the Local Authority, the last project had been funded by the school.

Money had been carried over from previous years.

The impact of not spending the money on education has effected standards.

A Governor commented that the school needed investment to make it fit for purpose.

The LA have paid for the roof improvements.

The spending could not be sustained.

Awareness that Governors know money is coming out of the right pot.

Clear accounting system is now in place.

A Governor asked why this had not been discussed within the 3 year planning.

CR been fabulous to work with in finding solutions.

Resolution	Governors noted the information and agreed that action had been taken.
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Agenda Item 8	Reorganisation of the Senior Leadership Team
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Mr Cassidy spent half a day with each of the Senior Leaders to gain understanding of their roles and responsibilities. A table of SLT Responsibilities was shared with Governors, the following points were highlighted:

- The organisation table is planned to be utilised from September 2017.
- Currently Mrs Hackett is leading Y5 and Miss Harris is leading Y6.
- Advert will go out for a Year 5 & 6 Assistant Headteacher shortly, recruitment for June.
- Grey boxes indicate areas that it is everyone's responsibility.
- SLT meetings taking place on Mondays & Fridays.
- High expectations of Senior Leaders.
- Assessment Reporting
- SLT agree that it has been a good process.

- Accountable & Celebrates footprint on the school.
- Clear mirror the Governors

Resolution	
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Agenda Item 9	Appointment of SENDCo
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The advert has gone out. Currently Mrs Mitchell is fulfilling role as SENDCo. This includes parent contact, observations, assessments, EHCP applications. Wirral as a LA constantly changing paperwork and streamlining. Mrs Mitchell had been employed as EYFS lead and has been given SENDCO lead in addition. SENDCO to work full time without a teaching commitment.

SLT to support SENDCO.

It will be funded.

Impact of not having a full time SENDCO affects staff absence, children's behaviour, reaching out to parents.

A Governor asked if the school is obliged to admit a certain amount of SEN children each year. Governors were informed that the LA administer all F2 applications and it is dependent on catchment area not SEN.

There are a large proportion of children that have had EHCP refused. To submit an application takes a lot of work, completing and compiling.

The SENDCo appointment is a basic need.

Resolution	
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Agenda Item 10	Any Other Business
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Note that the heating needs to be left on for Governor meetings during the winter months.

Co-opted Governor vacancy

Mr Brennan resigned from post although he is available if we need to discuss anything. Option to consider could change Mr Walters to become a Co-opted.

A Governor asked what range of skills the governing Body requires.

Defer to next Full Governors based on skills review within Committees.

Mr Brennan had been a Governor for over 21 years. Organise a gift and an appropriate tribute:

Tree and plaque in Centenary Garden.

Appointment of Vice Chair

The role of Vice chair to the Governing Body was discussed, Mr Clark volunteered to become Vice Chair. There were no further nominations from Governors.

Mr Wiggins proposed

Mr Walters seconded

Governors unanimously agreed.

Clerk to Governor vacancy

Ms Wilson had resigned from post due to promotion at another school. Ms Wilson agreed to minute meetings until a Clerk was appointed. An advert will go out soon. £25.00 per hour. Governors requested that the Job Specification is attached to minutes.

Governor involvement workload review

Smart ways of working. Heavily recommended by DfE. National recruitment and retention for teachers is a low peak.

Trade Unions and staff to meet and review. Governors would be invited to work alongside.

Mr Wadcock and Mr Dunning to work alongside SLT together. Mr Cassidy is always accessible. It was proposed that the arrangements are too made prior to Half term.

Governors requested that they are sent the DfE toolkits around this area.

Parent Survey

Headteacher meeting for parents, high level of parental complaints. Constant communication with parents regarding improvements. Consistent with approach to how parents raise concerns. Respect dignity and fairness. Want to work together with parents recognise that they are a vital stakeholder.

Commission a parent survey an impartial company will complete the questionnaire £400 per year. Benchmark and completed impartially.

When the questionnaire has been completed please share with the Governors.

Roll out to staff and children.

Asking for positive and negative feedback, clear feedback. Year by year.

Company work with 11,000 schools nationally and can bench mark.

Meet the Headteacher

Mrs Skarratts-Jackson and Mr Cassidy will provide Headteacher meetings together, it will be interesting to see how many people attend.

Parent Forum to work within the fabric of the school, present as a team. Mr Walters to support.

Positive feedback regarding the letter.

Resolution

Meeting Closed at 8:05pm