



St George's Primary School

Full Governor Body Meeting

Thursday 7th June 2018

Lower Site Main Hall 5:30pm

Present

Community Governors

P. Walters	FGB Chair
B. Clark	FGB Vice Chair
K. Wadcock	
A. Ward	
N. Sullivan	
M. Wiggins	

Parent Governors

C. Scott
A. Fisher

Staff Governors

L. Horton	
B. Cassidy	Head Teacher

Also Present

K. Choudhary	Clerk
T. Skaratt- Jackson	Deputy Head
L. Binks	Assistant Head
C. Roberts	Business Manager
G. Dunne	Assistant Head

Apologies

P. Dunning
S. Slater
R. Olsen

Item 1 Welcome, Apologies and Declarations of AOB

Apologies accepted as above.

AOB: B. Cassidy stated that LA Director Briefing papers have been added to the G Drive for FGB consideration.

Item 2 Declaration of any business or pecuniary interests

None

Item 3 Minutes of previous meeting and action points

Accepted as a true and accurate record. All actions have been completed.

As per Item 6 in the previous meeting, B. Cassidy stated that the suggested vote at recent PHCG had taken place. The result was 11 out of 16 schools supporting the motion to no longer; **assist with the familiarisation test, be a test centre and administer the 11+ test in their school and, be part of the AIB process. As such, a letter has gone to the Director of Education informing him of the decision.**

RESOLUTION: B. Cassidy informed FGB that none of the WA schools supported this motion. Whilst the outcome is not binding (as discussed at previous meeting) the vote may alter how admissions is managed. However, the school is free to move forward as it sees fit.

As per item 9 in the previous meeting, K. Choudhary reminded FGB that the school has applied for some external DfE funding with an initiative called **Governor Space**. FGB informed that the process is still ongoing and disappointingly very slow.

Item 4 Budget Ratification

FGB informed that this item was discussed at R&PC however there was a few very minor issues surrounding pension deficit clarification however this has since been addressed and signed off by the R&PC Chair and is awaiting submission to LA.

FGB informed that the school is carrying forward £12k in the reserve budget – equating to 0.3% of annual budget. B. Cassidy reminded FGB that this means that budget tolerance is very low and will need careful monitoring.

Item 5 Debtor Report

FGB informed that this item was discussed at R&PC however there was some concern with regards to levels of debt given the squeeze of school budgets moving forward into 2018/19.

FGB informed that SLT have had a lot of meetings and training sessions with Dragon Club staff recently with regards to collection via Parent Pay for the service. As such, the debt is substantially down following recent R&PC meeting.

FGB informed that if a parent has incurred a substantial debt and has not engaged with the school on exploring ways of reducing their debt then the school has had to suspended places. The school sends up to 4 reminder letters trying to encourage dialogue before taking this course of action – and has avoided this action where parents/ guardians have engaged.

FGB asked what the debtors figure for the end of the financial year 2017/18?

RESOLUTION: Unfortunately, the data brought to the meeting only shows in year data – not historical.

ACTION FGB6(06/18): C. Roberts to provide FGB with Debtor Report (both Dragon Club and Catering) for the end of the financial year 2017/18 now that the school has had a chance to chase some historical debts. This will be shared via e-mail by 15th June and discussed with C. Scott.

FGB asked how the school deals with non-payment of catering debt given that the school cannot see a pupil without lunch?

RESOLUTION: SLT stated that the school works to resolved this issue with families and pupils will continue to be fed but will receive a lesser/ basic food option if the parent/ guardian does not choose to engage.

Item 6 School Fund Report

FGB informed that this item was discussed at R&PC where is it was suggested that all Governors should have opportunity to review 2017/18 school fund and audit certificate however the school has no yet received the certificate back from the LA auditors.

ACTION FGB7(06/18): C. Roberts to share the certificate with C. Scott for information once the school has received it.

Item 7 GDPR (General Data Protection Regulation)

GDPR documents circulated as part of the papers.

FGB informed that school staff had received a 75min training session on GDPR. SLT stated that the school has had a very measured response to GDPR and that during the last 12 months the school has done a lot to review its data protection processes.

For transparency, FGB were signposted to DfE Data Protection Toolkit in the GDPR folder on shared drive and reminded that they have access to this 24/7. Frustratingly, DfE only released this on 20th April '18 when it became law on 25th May '18.

FGB reminded that SLT had previously shared the GDPR Risk Assessment. This will be updated annually and brought to the Spring Term FGB meeting.

SLT has prepared a Risk Assessment and Data Map which clearly demonstrates; what data the school holds, why the school holds it and for how long the school holds the data for.

FGB highlighted that as well as Privacy Notice for staff and pupils, there is also a Governor Privacy Notice given Governors voluntary status.

B. Cassidy highlighted that key documents will be reviewed annually by FGB (Spring Term annual planner).

SLT asked FGB to ratify the schools GDPR Policy and Privacy Notices.

RESOLUTION: FGB accepted GDPR Policy and Privacy Notices with no adaptations. **Ratified.**

Item 8 Curriculum Development Update

Curriculum Development updated circulated as part of minutes.

SLT stated that school has revisited the National Curriculum areas and made sure there is a through understand of the National Curriculum across all teaching and learning across the school to meet statutory requirements. To augment staff understanding, the school has created a document for each subject area which contains a curriculum statement. These documents reflect the National Curriculum but have a strong undercurrent of the schools ethos, aims and objectives. These documents are supported by Progression Statements for

each curriculum area from EYFS right through to Year 6 and highlights the school's expectations for pupil attainment.

SLT stated that they have been working collaboratively with curriculum teams and have begun mapping content to the curriculum. There are 7 meeting scheduled with all year groups to designing resources in curriculum areas. SLT stated they have ringfenced £12k for resources.

SLT suggested that the school has come long way in a very short period of time however there is still a lot to do in the coming weeks to ensure that the school's curriculum aspirations are ready for beginning of 2018/19.

Item 9 National Policy Update

National Policy circulated as part of minutes.

B. Cassidy stated that OFSTED have changed the inspection cycle, announcing that 'good' schools will now be visited every 4 years. As such, the school can expect not to be inspected until academic year 2021/22.

FGB also informed that OFSTED will be publishing a new framework for the inspection of schools which will be available from 2019. It was suggested that the new framework will look at the breadth of curriculum – something the school is already embracing.

FGB asked is the school affected by the poor OFSTED rating received by LA?

RESOLUTION: Not at all.

FGB asked have OFSTED been inspected recently?

RESOLUTION: Yes, but only but an audit committee which suggested that they are not providing best value for money and is one of the reasons of lighter touch from OFSTED moving forward given the financial landscape.

FGB informed EYFS baseline assessment pilot is scheduled for 2019/20 started. Officially, the assessment starts 2020/21 however the school has decided to opt in for 2019/20. Pupils will receive a National Foundation for Educational Research (**NFER**) 20-minute assessment.

Item 10 Red Heart Campaign and Equality

T. Skaratt- Jackson tabled a leaflet from The RED HEART Campaign.

FGB informed that as part of work the school's Diversity Team is undertaking throughout school, they have been looking at holding a Diversity Week in July '18. Coincidentally, the school recently received an email from The RED HEART Campaign which encompasses all areas of diversity and fit in nicely with the school's endeavours in this area. The RED HEART Campaign is asking staff and pupils to sign up to Five Pledges around common decency and treat all people with dignity and respect.

The RED Heart Campaign have been invited to the school's Summer Fayre and will be delivering a session in Diversity Week.

FGB invited to sign the pledge at the meeting or online at <http://wirralchange.org.uk/redheartcampaign/>

Item 11 Legal Duty to Promote British Values

FGB reminded that the school has a statutory duty to Promote British Values in the school. DfE guidance was circulated to all governors in advance of the meeting. The key principles are:

- Democracy
- the rule of law
- individual liberty;
- mutual respect for and tolerance of those with different faiths and beliefs and for those without faith.

SLT reassured FGB the work the school is doing in around areas of Respect Values, Equality, Learner Voice, Democracy and Liberty are being well imbedded within the school.

ACTION FGB8(06/18): C&P Committee to have an update regarding how British Values is embedded into new PSHE scheme of work.

Item 12 Statutory Website Reporting

Statutory Website audit report circulated as part of the papers.

FGB reminded that there is a duty to report on this annually. Governors can check on compliance using this document. SLT do this monthly as website has DfE audit tool embedded within it.

Item 13 Committee Reports

All Committee minutes circulated as part of the papers.

No questions were raised.

All subcommittee groups' minutes were accepted as a true and accurate record. **Ratified.**

SLT thanked all Governors for their endeavours in these committee

Item 14 Stress at Work Policy

Stress at Work Policy circulated as part of the papers.

SLT stated that the school is really proactive in this area. If any member of staff declares themselves as stressed, the school conducts a risk assessment and signposted any staff member to Hammersmiths (Schools Advisory Service) for any number of supportive services – including counselling. SLT stated that the difficulty with stress is when staff do not engage with the school.

FGB asked how many school staff have been off with stress?

RESOLUTION: SLT stated that no staff member has been off with stress directly linked to their work load or role within the school – external factors.

SLT asked FGB to ratify the schools Stress at Work Policy.

RESOLUTION: FGB accepted Stress at Work Policy with no adaptations. **Ratified**

Item 15 Governing Body Training Requests

K. Choudhary asked FGB to consider any Governor training need moving forward into 2018/19.

FGB reminded that Disciplinary Training has already been arranged for November 2018 however the date is yet to be confirmed.

FGB reminded that there are plenty of online training material available through NGA Gold Membership and The Key.

FGB asked if WA has arranged anything?

RESOLUTION: SLT stated that they have committed to at least 2 training session a year but sessions to be confirmed for next academic year. SLT stated that they would invite WA colleagues to the Disciplinary Training scheduled for November 2018.

SLT stated that the amount of training Governors have undertaken this year has been phenomenal and thanks FGB for their endeavours.

Item 16 Skills Audit

Review of Governor Review Membership circulated as part of the papers.

FGB reminded that B. Clark sent Review of Governor Review Membership email dated 12th March '18 and FGB thanked him for his endeavours in the Skills Audit.

K. Choudhary asked FGB to consider the split of Governors between committees and the work load on more experienced Governors given the recommended delegation of duties. FGB also reminded of the need for quoracy at all meetings.

RESOLUTION: FGB took the decision for review the submitted list and tasked K. Choudhary to explore committee membership and suggest (if any) recommendations. This task will be completed electronically without the need for further meetings, with the view to implementing any recommendations for the beginning of 2018/19.

ACTION FGB9(06/18): B. Clark to forward Skills Audit paperwork to K. Choudhary.

ACTION FGB10(06/18): K. Choudhary to review Skills Audit paperwork, make any recommendations and seek FGB approval with the view to implementing any recommendations for the beginning of 2018/19.

Item 17 Terms of Office update

K. Choudhary informed FGB that the only Term of Office due is close to renewal is M. Wiggins (Community Governor) due in October '18.

FGB invited M. Wiggins to renew his term of office at the meeting rather than wait until October '18. M. Wiggins expressed a desire to continue in the role. P. Walters nominated and B. Clark seconded. **M. Wiggins approved as Community Governor until June '22.**

Item 18 Annual Meeting Planner 2018/19

Annual Meeting Planner 2018/19 circulated as part of the papers.

FGB welcomed the forward planning and accepted the document. **RATIFIED**

Item 19 AOB

FGB informed that Director of Education held a Briefing Session recently and the papers from the meeting have been made available of the Governor shared drive.

SLT highlighted that the issues raised by the Director of Education have all been covered in the school committees.

Item 20 Date and Time of next meeting

Thursday 22nd November 2018 @ 5:30pm

Meeting finished 6:30pm

Chair Sign Off

Date

Item	Summary of actions from meeting	Whom	Date to be completed
5	<u>FGB6(06/18)</u> : C. Roberts to provide FGB with Debtor Report (both Dragon Club and Catering) for the end of the financial year 2017/18 now that the school has had a chance to chase some historical debts. This will be shared via e-mail by 15 th June and discussed with C. Scott.	C. Roberts	June '18
6	<u>FGB7(06/18)</u> : C. Roberts to share the certificate with C. Scott for information once the school has received it.	C. Roberts	June '18
11	<u>FGB8(06/18)</u> : C&P Committee to have an update regarding how British Values is embedded into new PSHE scheme of work.	B. Cassidy	June '18
16	<u>FGB9(06/18)</u> : B. Clark to forward Skills Audit paperwork to K. Choudhary.	B. Clark	July '18
16	<u>FGB10(06/18)</u> : K. Choudhary to review Skills Audit paperwork, make any recommendations and seek FGB approval with the view to implementing any recommendations for the beginning of 2018/19.	K. Choudhary	July '18