



St George's Primary School

Full Governor Body Meeting

Thursday 14th March 2019

Lower Site Main Hall 5:30pm

Present

Community Governors	P. Walters B. Clark A. Ward K. Wadcock	FGB Chair
Parent Governors	C. Scott A. Vickers C. Lucking	FGB Vice Chair
Staff Governors	L. Horton B. Cassidy	Head Teacher
Also Present	K. Choudhary C. Roberts T. Skarratts-Jackson	Clerk Business Manager
Apologies	M. Wiggins N. Sullivan A. Fisher P. Dunning	
Did Not Attend	N/A	

Item 1 Welcome, Apologies and declarations of AoB

Noted and received as above.

AOB: Dragon Club Fees and Governor Vacancies

Item 2 Declaration of any business or pecuniary interests

There was no declaration of any business or pecuniary interests.

Item 3 Minutes of previous meeting and action points

Minutes accepted as a true and accurate record.

All actions from previous meeting have been completed or are to be discussed in the meeting.

Pecuniary Interest: K. Choudhary reminded FGB that that Pecuniary Interest forms were sent out on 09/12/19 but that none have been submitted. FGB were informed that a form does not need to be completed if there is nothing to declare however blank hardcopies were tabled and FGB asked to complete if necessary.

Item 4 2018/19 Budget Update

Circulated as part of the papers.

FGB reminded that there have been a number of external factors that have impacted the school budget. Principally, they include delays to the NFF and significant increases in pay rises.

FGB informed that there has been a 2% increase for teachers which, while welcomed, posed a significant challenge for the budget as there is no increase in budgets to offset the increase.

FGB informed that there has been an average 5.6% pay raise for most of the school's non-curriculum staff. Again, SLT welcome the fact the staff are gaining financial remuneration for the endeavours however this poses a challenge for the school budget.

From Period 9, SLT have gone back and modelled further revisions with the aim of ensuring that the school can provide the best budgetary controls for this year – but also planning ahead on the three-year cycle. Revised budget was shared with governors.

With relation to strengthening the school budgets, SLT are looking at maximising income and savings through staffing efficiencies. SLT stated that budgets are tight and are extremely vulnerable to changes in government policies.

B. Cassidy informed FGB that he had been invited to a group WA Headteacher meeting with Angela Eagle MP to discuss and explore school funding issues. Unfortunately, he is unable to attend however will get feedback from headteacher colleagues from the meeting.

SLT stated that they are acutely aware that this is the last time the budget will be seen by FGB before ratification of budget setting however SLT will liaise closely with C. Scott (as R&PC Chair) with regards to any further changes.

Item 5 Draft Asset Management Plan

Circulated as part of the papers however SLT tabled A3 print out given the size of document.

FGB informed that SLT had delayed submitting a draft Asset Management Plan as they were waiting for the feedback from the DfE Capital Condition Survey. SLT have been in discussion with the LA about premises work being undertaken under the Capital Grant.

SLT stated that the document highlights what the school has spent over last 3 years. In previous years, the school has received a very small amount of Capital Grant (circa £18k per year) however this year the school received a 'one off' additional payment of £28k from DfE as part of recent national announcement from government to supply schools with further support. As such, the school has received circa £82k of revenue for the school for building

costs over last three years however school expenditure has greatly exceeded this amount and SLT have articulated to the LA that this cannot continue.

SLT stated that the school face a unique set of premises challenges given the spread across two sites and age of premises.

FGB informed that document tabled only outlines draft costs (and as such are not definitive). and that they have identified where they feel they can meet the cost and where they believe the LA should meet cost.

FGB asked has this been prioritised?

RESOLUTION: SLT stated that priorities have been outlined in the condition survey.

FGB should some of the issue be looked at in terms of H&S?

RESOLUTION: SLT suggested that some budgets are ringfenced. With regards to the LA Capital programme for pre plan maintenance, if the school does not get sufficient funding from LA then the school will have to revisit priorities.

Does the Pre Planned Maintenance include areas of work identified from the recent H&S walk around?

RESOLUTION: Yes.

FGB stated that the aging boiler sounds like a significant issue and that a boiler replacement should be a LA priority.

SLT suggested that (when compared with other Wirral schools) that the schools current premises spending levels are considerably higher than other schools.

Asset Management Plan is being sent to LA officer after this meeting.

Item 6 SVFS Report

FGB informed that C. Roberts and C. Scott have recent met to discussed the SVFS as per action from R&PC meeting.

C. Roberts informed FGB that the statement is currently with C. Scott for comment and this will have to be signed off and submitted before the end of March '19.

ACTION 1(03/19): C. Roberts and C. Scott to share signed off SVFS with FGB for transparency before submission.

Item 7 Staffing Update

SLT stated that the school is currently not facing redundancy issues however SLT cannot grow existing staffing numbers in view of the budget pressures that the school is facing.

FGB were informed that there are a number of fixed term contract will not be renewed which will result in a reduction in staff levels.

SLT have agreed a reduction in hours for Learning Mentors - moving from 1.5 to 1.1 FTE.

SLT are reviewing staff contracts for economies of scale in various areas, for example, Dragon Club. The school has engaged a HR specialist for explore options with the view of looking at a reallocation of hours to maximise use of staffing.

SLT stated that they are looking at where savings can be made with no implication to service delivery.

There will be one staff change as Mr Keaney will be leaving the school in April '19 and his replacement has been secured for the Summer Term.

Item 8 DPO Report on GDPR

No GDPR issues to report. SLT suggested the school has taken huge steps forward in recent years in the way it considers privacy issues and informed FGB that the school has had no data protection leaks nor reported breaches in policy.

FGB informed that the decision has been taken to conduct a series of spot checks on GPDR for audit and to ensure compliance. School are using best practice indicators.

This will be conducted by B Cassidy, C. Roberts and C. Scott.

FGB asked has a date been set for the audit?

RESOLUTION. No

DECISION TAKEN: FGB agreed to set a date for tasked to be completed by 15/05/19.

Item 9 Equality Responsibilities of Governing Body

Circulated as part of the minutes.

FGB reminded that this is an annual action for FGB and informed that the policy has had some very low-level administrative amendments. This updated policy is now on the school's website.

FGB informed that this policy outlines the schools **moral** and **legal** framework.

It was suggested that the policy links into many areas of work across the school and SLT stated that the school should be very proud of the work undertaken and embedded in this area. For example, the school recently embraced International Women's Day in celebratory mood and there were a number of activities across all year groups.

FGB recognised that sterling work in this area however it was suggested that there is some anecdotal evidence with regards a level of concern with the engagement of the Mermaid Trust.

RESOLUTION: SLT suggested that there is a consortium of only four organisation that have been accredited to deliver within schools – one of them being Mermaid Trust. From a school perspective, SLT suggested that the training school was excellent and was age appropriate and pitched at the right level and focused on three areas; **knowledge, respect and safety.**

FGB asked is engagement with Mermaid Trust a local community concern?

RESOLUTION: It was suggested that there is some concern – but this is not unique to the local area as the concern is reflected nationally.

FGB asked is it worth inviting local community to the some of the sessions to help dispel some of the myths surrounding the training?

RESOLUTION: Yes. This has already been discussed at Parent Forum but there is scope to widen understanding of the training with other stakeholders.

Item 10 Governing Body/ GovernorSpace

Information circulated as part of the papers.

K. Choudhary introduced FGB to a new DfE funded online training opportunity. FGB informed that GovernorSpace training is delivered via interactive online sessions, allowing FGB to choose from a wide range of courses at a time that suits FGB needs.

FGB informed that P. Walters has a completed a 360 self-diagnosis on behalf of the governing board and as result, has a mentor call scheduled over the coming days to further explore training opportunities.

FGB informed that the governing board will receive 6 training credits collectively – not individually. As such, FGB need to take a collective decision on which modules to sign up for.

ACTION 2(03/19): K. Choudhary to share further information with regards to module options and arrange suitable training dates.

Item 11 School Bus support for Governors

SLT introduced FGB to the new resource's platform (School Bus) for governors that will replace The Key from September 2019.

FGB informed that The Key annual subscription fee had become too cost prohibitive (circa £2k). As such, the school looked for alternatives that provided a similar service and opted for the School Bus platform – at a cost of £500.

K. Choudhary reminded FGB that their log in details for the School Bus platform have been sent to their St George email addresses.

SLT encouraged FGB to log on and familiarise themselves with the software.

Item 12 Parental Survey Update

FGB informed that Parental Survey has been scheduled for parents' evenings on 24th/25th April '19. Parents will have the opportunity to complete the survey in person or online.

FGB reminded that this survey will be completed bi-annually. School also completes other parental surveys such as the recent one on mental health and well-being.

Item 13 Minutes of Committee

FGB invited to raise question on any of the committee meetings.

SLT highlighted the following discussion points from;

Standards Committee 23.01.19

- **Assessment Tracker:** FGB informed that the school has negotiated an extension on the current service until the end of this academic year. As such, this will not impact end of year reporting methods. SLT suggested that whilst it is disappointing that the current

service is discontinuing, school staff are relieved that the turnaround time for training to understanding a new system is not so immanent.

- Staff/ governors informal meeting: SLT suggested that Wednesday's between 3:45pm – 4:45pm would be the best day for the proposed meeting as the highest number of school colleagues are in school this day. FGB stated that this meeting should not be too 'dry' and that the meeting should be marketed to staff as an opportunity for staff to discuss school priorities with governors.

Decision Taken: Meeting to take place on Wednesday 12th June 3:45pm – 4:45pm.

Decision Taken: SC governors to meet 12:00pm on 24/04/19 for working lunch (an hour before SC meeting) and discuss the best way of moving this action forward.

Curriculum and Pastoral Care Committee 28.02.19

- **OFSTED consultation:** SLT reminded FGB that this has been sent out to governors.
- **SRE Working Party:** This working party will be convened once there is final guidance on the recent government announcements. This will be discussed at the next C&PC meeting.

Resources and Premises Committee 12.02.19

- **Letter regarding budgeting problems to LA:** as discussed above, now that the Asset Management Plan has been drawn up, SLT are now in a stronger position to draft a letter to LA.
- **Pentagon Play and shelter quote:** SLT thanked that school council for their input on the design brief – and choosing the design. This work will now be completed by end of May '19.
- **Debtors report:** FGB informed that SLT are working towards creating an end of year debtors report. It was suggested that the dinner debt currently stands at £0 and that the Dragon Club debt is down to circa £1k (which represents a huge turnaround).

FGB asked can R&PC have a report that indicates the school position at the end of the financial year?

RESOLUTION: Yes.

ACTION 3(03/19): C. Robert to submit an end of financial year report by 01/05/19 to allow for any lag in the system and identify any outstanding debts attributable to previous financial year.

SLT indicated that there had been an omission on the agenda with regards to the Flexible Working Hours Policy. It was suggested that there is no critical business related to the policy. Therefore, this will be deferred to the next meeting R&P and as such, give FGB a chance to comment on the policy.

SLT confirmed that consultation on changes was closed. No negative feedback. All staff who verbally responded were supportive.

DECISION TAKEN: Flexible Working Hours Policy to be discussed at next R&P meeting.

K. Choudhary reminded FGB that current best practice is to ratify all committee minutes at the Full Governing Board meeting given that all Governors attend this meeting.

DECISION TAKEN: All subcommittee groups' minutes were accepted as a true and accurate record. **RATIFIED.**

Item 14 AOB

Dragon Club Fee Review

FGB reminded that fees for Dragon Club have not increased since 2016 however staff costs have increased.

SLT informed FGB that the current fees are; £3.50 breakfast & £6.75 after school and £20 per day for holiday session. SLT have looked at other school's on Wirral and it was suggested that the schools current fee structure is low in comparison. Whilst the school is loathed to increase prices in line with market forces, the school must now consider options for price increases.

FGB asked for options moving forward to be considered at the next R&PC meeting.

DECISION TAKEN: Given the need to afford parents/ guardians as notice as possible to allow them to budget for any increases in the next academic year, FGB empowered R&PC to take the final decision on best way of moving forward.

ACTION 4(03/19): C. Roberts to provide governors with a comprehensive business rationale that explores various options for increasing prices for Dragon Club.

Governor Vacancies

FGB informed that N. Sullivan has resigned her Community Governor role with immediate effect due to work pressure and inability to commit the necessary time to the role. FGB thanked her for her endeavours in the role and wished her the best for the future.

K. Wadcock informed FGB that he will be resigning his Community Role at the end of the academic year and suggested that the school is in a much stronger position than when he started undertook the role and whilst it is shame to step down, the time is right for him to move on.

FGB thanks K. Wadcock for all his endeavours and stated that his insight and considered opinion will be sorely missed.

Item 15 Date of next meeting

Meeting finished at 6:45pm

Next meeting: Thursday 6th June 2019 @ 5:30pm

Chair Sign Off

Date

Page	Item	Summary of actions from meeting	Whom	Date to be completed
3	6	<u>ACTION 1(03/19)</u> : C. Roberts to share signed off SVFS with FGB for transparency before submission.	C. Roberts	March '19
5	10	<u>ACTION 2(03/19)</u> : K. Choudhary to share further information with regards to module options and arrange suitable training dates.	K. Choudhary	March '19
6	13	<u>ACTION 3(03/19)</u> : C. Robert to submit an end of financial year report by 01/05/19 to allow for any lag in the system and identify any outstanding debts attributable to previous financial year.	C. Roberts	01/05/19
7	14	<u>ACTION 4(03/19)</u> : C. Roberts to provide governors with a comprehensive business rationale that explores various options for increasing prices for Dragon Club.	C. Roberts	April '19