



# St George's Primary School

## Full Governor Body Meeting

Thursday 19<sup>th</sup> March 2020

Lower Site Main Hall 5:30pm

### Present

#### Community Governors

P. Walters  
B. Clark  
M. Wiggins

#### Parent Governors

C. Scott  
C. Lucking  
A. Vickers

FGB Chair

#### Staff Governors

B. Cassidy

Head Teacher

#### Also Present

K. Choudhary  
T. Skarratts-Jackson  
L. Binks

Clerk

#### Apologies

P. Dunning  
A. Lee  
J. Marshall  
A. Ward  
H. Rice

### Item 1 Welcome, Apologies and declarations of AoB

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Noted and received as above.

### Item 2 Declaration of any business or pecuniary interests

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There was no declaration of any business or pecuniary interests.

**AOB:** FGB wanted to discuss best ways of collaboration working in the COVID landscape.

### Item 3 Minutes of previous meeting and action points

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Minutes accepted as a true and accurate record.

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

**Parent Election:** FGB informed that the school has received 3 high quality nominations however in the current COVID-19 climate, it is suggested that this is picked up in the coming months to allow SLT and governor to focus on business-critical activities.

**DECISION TAKEN:** FGB will address Parent Governor vacancy at the end of the academic year.

**Complaints Training:** FGB reminded that this training has been postponed until a more suitable time.

**Science Lab Opening:** FGB informed that the lab is open however given the current COVID climate, the school has disappointingly had to forsake the intended unveiling.

#### **Item 4 Management of Coronavirus**

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Information circulated as part of the papers.

SLT provided an update on the school's actions related to management of COVID-19 and outlined measures to ensure effective communication and support for school community in light of government announcement for all school to close their gate at close of business on 20/03/20. SLT suggested that while there are lots of short-term challenges, the long-term challenges are huge.

SLT delivered presentation given to all school staff members on 18/03/20 which covered an update on;

- Current Situation
- What We Know – How disease affects us
- Symptoms
- Age and Risk
- Pre-Existing Health Situation
- Current Government Strategy – Flattening the Curve
- Advice
- Things that Can Make Us Feel More Secure
- Challenges
- If We Close
- Network Access
- Staying in Touch
- Managing Learning for Pupils

FGB informed that the school's liabilities for loss income in Catering and Dragon Club are projected to be circa £90k, however SLT were very clear that this is a 'drop in the ocean' for public finances when taking in context to the current COVID-19 climate.

SLT reinforced that the school is endeavouring to keep parents and the local community informed but suggested that social media sharing of misinformation has not been very helpful.

SLT suggested that the government advice on social distancing for those with pre-existing health issues has been too ambiguous and as such, cause more confusion – [see link to government site](#).

SLT stated that they do not have heightened levels of concern for their pupils and they see the closure of the school a mechanism for the school providing a public health function.

SLT signposted governors to the schools newly created (and dedicated) COVID-19 webpage on the school site. SLT stated that this would be updated daily with appropriate communications. FGB informed that the school sent a letter today signposted parents to the dedicated webpage – [see link to COVID-19 webpage](#).

SLT stated that, as per government direction, the school will remain open for pupils of key worker and vulnerable pupils. In the absence of specific DfE guidance and very limited LA direction, the school has endeavoured to identify pupils they feel fall into this category.

FGB asked how many pupils does the school think they will see in school?

**RESOLUTION:** SLT suggest that the figure could be around 150 but the exact figure is simply unknown. To help plan, the school has created and disseminated an Expression of Interest form for key worker to complete.

FGB informed that all school activity will be moved to top site. SLT stated that due to logistical challenges, the school will not be able to open its gates until 24/03/20 at the earliest.

FGB informed that the school will be providing FSM to all pupils of key workers attending school and will be offering either eat in or take away services for existing FSM recipients families.

SLT stated that they are very disappointed that 20/03/20 maybe the last time they see their school leavers.

SLT suggested that e-chat facilities within the existing networks will allow staff to communicate more easily.

FGB stated that they are immensely proud of the school's efforts in this difficult time and asked that their thanks are shared with all staff. FGB stated that they are happy to help wherever they can and asked if it is OK to 'just turn up' at school to offer support rather than the usual mechanism of informing SLT before a visit?

**RESOLUTION:** SLT stated that they very much welcome the support of governors and 'just turning up' to offer support is much appreciated.

FGB asked if level of supplies of essential items are OK?

**RESOLUTION:** SLT stated that the schools current stock levels are essential items are OK but they are in real urgent need of a contactless thermometer.

FGB asked if SLT are confident that they will be able to maintain staffing levels?

**RESOLUTION:** Yes.

SLT stated that they will keep FGB informed on school activities via email circa every two weeks.

SLT stated that the Zumos software has been (and will continue to be) a really useful tool to promote positive mental health and that the school has proactively signposted learners to it – especially vulnerable learners.

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## Item 5 2020/21 Budget Update

Circulated as part of the papers.

SLT confirmed that there had been an uplift of 8.2% in the budget.

FGB reminded that the school approach to budget setting is predicated on 'actuals' rather 'promised' and in the current COVID-19 budget setting moving forward is going to be an increasing challenging task. That said, SLT suggested that their endeavours over recent years with subsequent checks and balances have created in year flexibilities with regards to the 3-year Growth Plan (to be discussed later in the agenda).

As discussed earlier in the meeting, SLT suggested that the school if forecasting circa £90k deficit in the school budget due to losses in Catering and Dragon Club.

FGB asked is there any possibility that Dragon Club could be opened over Summer to recoup some losses?

**RESOLUTION:** Yes, however this is unknown in the current climate.

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#### **Item 6 HR Contract Options**

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Circulated as part of the papers.

FGB informed that as per R&PC request, the school obtained three quotes for HR Contract Options.

SLT highlighted that the LA quoted close to double the amount quoted by both Hill Dickinson and SAS Daniels.

SLT stated that in the previous round of quotes, they were interested in Hill Dickinson but elected for SAS Daniel. Given the school is happy with the level of service provided by SAS Daniel and the value for money they provide, the school has elected to stay with SAS Daniels.

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#### **Item 7 SVFS Report**

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Circulated as part of the papers.

FGB reminded that this has been seen at R&PC and is only an agenda item as opportunity for FGB for comment. **FGB accepted the report.**

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#### **Item 8 DPO Report on GDPR**

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FGB informed that there has been one incident involving the school sharing information (in conjunction with NHS colleagues) and the information was sent to the wrong person.

The school dealt with all stakeholders, the issue has been satisfactory resolved and measures adopted to ensure the same mistake cannot happen in the future.

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#### **Item 9 3-year Growth Plan**

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Circulated as part of the minutes.

In the current COVID-19 climate, SLT expressed server reservation about the circulated plan and as such, will bring back the plan at a more suitable.

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#### **Item 10 Questions on decisions made by other committees**

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Circulated as part of the minutes.

FGB discussed the minutes from all committee meeting.

**DECISION TAKEN:** All committee meeting minutes agreed. **RATIFIED.**

#### **Item 12 Information from Director's Briefing**

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Circulated as part of the minutes.

FGB informed that C. Scott attended LA Directors Briefing for Governors on 27<sup>th</sup> February '20 and highlighted the following notes from meeting of particular interest for governors outside of the meeting;

- Sally Beevers - Liverpool City Region Careers Hub
- Paul Arrowsmith – Whole School Approach to Pupil Mental Health
- Alison Simpson – Education Endowment Foundation Project

#### **Item 13 AOB**

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FGB discussed best ways of collaborative working in the COVID-19 climate and the need from committee meetings.

FGB stated that they are keen to be seen in times of crisis rather than governing 'from afar' while staff are on the front line.

**DECISION TAKEN:** FGB agreed that remaining SC, R&PC and C&PC meeting to be cancelled instead favouring an additional FGB meeting. As such, there are two FGB scheduled for the summer term;

- Thursday 7<sup>th</sup> May – 5:30pm
- Thursday 4<sup>th</sup> June – 5:30pm

FGB stated that remote 'dial in' options will be made available – dependant on COVID-19 climate.

FGB recognised that individual circumstance or preference may require governors to remote dial in and arrangement will be made accordingly.

#### **Item 14 Date of next meeting**

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Meeting finished at 6:35pm

T. Skarratts-Jackson and L. Binks left the meeting to allow confidential discussion relating to Complaints and Additional Payments – see (Confidential) Appendix A

**Next meeting:** Thursday 7<sup>th</sup> May @ 5:30pm

Page	Item	Summary of actions from meeting	Whom	Date to be completed