



St George's Primary School

Full Governor Body Meeting

Thursday 24 November 2022

Lower Site Main Hall 5:30pm

Present

Community Governors

A. Ward
A. Lee
M. Wiggins
J. Marshall
B. Clark

Parent Governors

C. Scott
J. King
W. Alderton
C. Lucking

FGB Chair

Staff Governors

B. Cassidy

Head Teacher

Also Present

K. Choudhary
T. Skarratts-Jackson
L. Horton
M. Chambers
S. Jones

Clerk

Apologies

H. Rice
P. Dunning

Item 1 Welcome, Apologies and declarations of AoB

1.1 Apologies noted and received as above.

Item 2 Declaration of any business or pecuniary interests

2.1 There was no declaration of any business or pecuniary interests.

Item 3 Minutes of previous meeting and action points

- 3.1 Minutes accepted as a true and accurate record.

Item 4 Clerk's Update

- 4.1 Circulated as part of the papers.
- 4.2 K. Choudhary highlighted the following;
- 4.3 **Election of Vice Chair:** As discussed electronically prior to the meeting, FGB reminded that role of Vice Chair is vacant and EOIs were sought. There were 2 EOIs for the role. As such, an election needed to take place (as set out in the election process paperwork) between;
- J. Marshall
 - P. Dunning
- 4.3.1 J. Marshall delivered a verbal statement briefly outlining why they wish to fulfil the role and there was an opportunity for FGB to ask any question that they might have. K. Choudhary delivered a prepared statement forwarded by P. Dunning in his absence.
- 4.3.2 FGB informed that B. Cassidy wished to abstain from the election process.
- 4.3.3 J. Marshall, and all school staff left the room whilst a discussion on candidates took place, and a vote was taken.
- 4.3.4 Candidates invited back into the room.
- 4.3.5 K. Choudhary informed FGB that J. Marshall had been elected as Vice Chair of FGB.
- 4.3.6 **ACTION 1(11/22):** K. Choudhary to update all necessary paperwork to reflect the change in roles.
- 4.4 **GIDs Updated:** FGB reminded that a GID (Governor ID) is a reference number given by the DfE for every school governor position. This document is maintained by the school clerk and updated accordingly as and when needed.
- 4.5 **Scheme of Delegation:** K. Choudhary signposted FGB to Scheme of Delegation
- 4.6 **Skills Audit November 2022:** K. Choudhary thanked those governors that have completed their Skills Audit.
- 4.6.1 K. Choudhary suggested that given the average board scores, he is happy with the collective skills position of FGB.
- 4.6.2 K. Choudhary highlighted that respondents clearly demonstrated a desire to engage in the following training;
- Equality, Diversity and Inclusion Training

- Finance & Monitoring Budget Training

- 4.6.3 **ACTION 2 (11/22):** SLT to explore identified training session as outlined in the Skills Audit.
- 4.7 **Wirral Governance Forum:** FGB reminded that the Wirral Governance Forum met on 14 October 2022 and minutes were circulated.
- 4.8 **Wirral Governance Newsletter October 2022:** FGB reminded that this is sent to Governors monthly. The latest version is available [here](#).
- 4.9 **Rearranging Complaints Training:** FGB reminded recent email circulated offering the training session however the suggested dates do not seem suitable. SLT will explore dates in January 2023.
- 4.9.1 K. Choudhary advised that as many Governors as possible should attend this session.
- 4.10 **National Governance Association Membership and Training:** FGB reminded that the school is a member of the [NGA](#). Governors are encouraged to visit the site.
- 4.10.1 FGB reminded that log in's for the site are linked to their school email. If Governors have forgotten their passwords, they need simply click forget my password and they will be able to reset it.
- 4.11 **National Online College Training:** FGB reminded that the school is a member of the [National Online College](#). Governors are encouraged to visit the site.
- 4.11.1 FGB reminded that log in's for the site are linked to their school email. If Governors have forgotten their passwords, they need simply click forget my password and they will be able to reset it.
- 4.12 **Governor Link Roles:** As per actions from previous meetings, K. Choudhary shared document with Governor Linked Roles. The role of Equality and Diversity and Maths are currently vacant.
- 4.12.1 **DECISION TAKEN:** J. King to lead on Maths.
- 4.12.2 **DECISION TAKEN:** C. Lucking to lead on EDI

5. Decisions regarding Academy proposal with WKGS and Liscard Primary School

- 5.1 Circulated as part of the papers.
- 5.2 FGB reminded that Governors and SLT have been involved in exploratory talks regarding the possibility of a new Multi Academy Trust. That is an ongoing process.
- 5.3 FGB reminded that the school has engaged in two exploratory sessions involving Governors. It was suggested that early discussions have clearly indicated that all parties are passionate about keeping their identity.

- 5.4 SLT suggested that the process is not quick, and it is hoped that endeavours at this early stage will help normalise the access to opportunity to grammar education.
- 5.5 FGB highlighted that while our values and ethos are the same now, regimes/ leaderships at schools can change. As such, FGB need to mitigate any associated risk.
- 5.6 FGB stated that there is a risk that parents might feel alienated in this process and the school needs to be careful in its communication around the access to opportunity. It needs to communicate its values and the trusts wish to 'build a strong community'.
- 5.7 FGB highlighted the need to articulate the understanding of a long plan.
- 5.8 FGB asked has the school considered about engaging a comprehensive school?
- 5.9 **RESOLUTION:** The school has done due diligence with local comprehensive schools, but they are not interested now.
- 5.10 FGB reminded that this discussion could provide an opportunity to explore scales of economy, share best practice and promote inclusivity.
- 5.11 SLT stated that these discussions are in no way about becoming a 'feeder school'.
- 5.12 FGB asked is the school exploring avenues of fuller inclusion, should we not include local specialist schools?
- 5.13 **RESOLUTION:** The school has approached local specialist schools.
- 5.14 FGB asked is there a danger that if schools that do not proactively engagement in MAT discussion that they could simply have it 'done' to them?
- 5.15 **RESOLUTION:** Yes
- 5.17 SLT highlighted that;
- St George's, WKGS and Liscard Primary School would be founder schools and aim to establish a MAT with clear values and schemes of delegation to each school.
 - MAT currently has no name.
 - Intent will have to be that the MAT grows, and other schools are invited to join (on terms dictated by new MAT).
- 5.18 SLT stated that first step is for governors to make a vote on the non-binding decision.
- 5.19 FGB informed that if the school decides formally explore options, the school will be assigned a DfE Broker.
- 5.20 **DECISION TAKEN:** FGB agreed that they will formally pursue the opportunity with the Department for Education to enter a Multi Academy Trust with St George's, Liscard Primary and WKGS as the founder schools.
- 5.21 **ACTION 3 (11/22):** SLT to share materials with FGB on exploring MAT processes and FAQs.

- 5.22 FGB informed there is another meeting with partners on Wednesday 7 December 2022 and were invited to attend.
- 5.23 **DECISION TAKEN:** W. Alderton to join C. Scott and J. Marshall at the meeting.

Item 6 Launching a New Mission Statement

- 6.1 Circulated as part of the papers.
- 6.2 FGB informed that the school has been working with their external 'Living Well' partners and have launched a new vision statement and are seeking feedback from parents, staff groups and school council.
- 6.3 This new statement is in its third iteration;
- Nurturing our community through opportunities, innovation and love.
- 6.3 FGB had a robust discussion about the inclusion of the word 'love' in the statement.
- 6.4 **ACTION 4 (11/22):** SLT to bring back a working definition of the new mission statement.
- 6.5 FGB asked would it be possible for the school to have a virtual comments box for parents?
- 6.6 **RESOLUTION:** Great suggestion. Perhaps this could be used for this task.
- 6.7 **ACTION 5(11/22):** SLT to explore platforms to house virtual comments box.

Item 7 Early Career Teaching Policy

- 7.1 Circulated as part of the papers.
- 7.2 FGB informed that SLTs nationally have been asked to share this policy with their governing bodies.
- 7.3 SLT stated that Governors have a statutory duty to know that the arrangements are in place and ratify the school's ECT policy ([updated](#))
- 7.4 SLT highlighted that the school has;
- Have 2 Year 1 ECTs (one only registered formally from January 2023)
 - Have 3 year 2 ECTs
 - T. Skarratts-Jackson is school lead for ECTs
 - Registered with Inspire Hub for Training
 - Registered with Liverpool NQT manager for registration
- 7.5 **DECISION TAKEN:** Early Career Teaching Policy **ratified**.
- 7.6 As per previous FGB action, M. Wiggins arranged visit school on Friday 2 December 2022 to meet with Early Years Teachers to discuss their induction experiences.

Item 8 Governing Body Response to Parents' Questionnaire

- 8.1 Circulated as part of the papers.
- 8.2 SLT shared the key findings and suggested that the school is happy with the results.
- 8.3 SLT highlighted that the report articulates the quantitatively data but is happy to share the qualitative information.
- 8.4 **DECISION TAKEN:** W. Alderton and C. Scott given access to written prose for transparency.
- 8.5 FGB asked if there is any way of sending anonymised responses?
- 8.6 **RESOLUTION:** This is very difficult to achieve with commissioning external partners – and there are horrendous examples nationally of this approach being abused by parents.
- 8.7 Is there anything out of it that we can act upon to demonstrate that the school is listening?
- 8.8 **RESOLUTION:** Yes.
- 8.9 FGB suggested that the governor section on the school's website might need to be looked for a stronger presence.
- 8.10 **RESOLUTION:** SLT is happy to share the school data analytics, numbers of page views.

Item 9 Safeguarding and Governing Body Duties

- 9.1 Circulated as part of the papers.
- 9.2 As per Item 14 (para 14.2) of C&PC on 13 October 2022, this item is to be discussed at this meeting.
- 9.3 SLT highlighted that the Record of Concern forms have increase from 75 – 269 however these are very low-level incidents and pervious years numbers were distorted due to the pandemic.
- 9.4 See below table;

Academic Year	ROC Forms	Referrals to IFD (CADT)	Referrals to Early Help (external)	Referrals to Early Help (internal)	Operation Encompass	LAC/Adopted /SGO	TAF	CiN	CP
2018-19	167	3	10	30	not reported	8	5	0	1
2019-20	224	13	30	20*	42	8	5	3	3
2020-21	75	11	11	101	16	9	6	2	1
2021-22	269	6	10	18	23	10	6	4	2

- 9.5 FGB asked does 269 ROCs represent individuals?
- 9.6 **RESOLUTION:** No. This number can be multiples for one pupil.
- 9.7 FGB informed that there is an expectation that all governors should read (at least) part 1 of KCSiE 2022
- 9.8 FGB informed that they need to ratify the Safeguarding Policy.
- 9.9 **RESOLUTION:** Safeguarding Policy **ratified**.
- 9.10 SLT asked that at least 3 volunteers for national online college [governor training](#)
- 9.11 **DECISION TAKEN:** T. Freeman, W, Alderton and B. Clark will complete national online college [governor training](#)
- 9.12 **DECISION TAKEN:** J. King will work with SLT to complete an audit on Safeguarding procedures.

Item 10 Staff Conduct Policy

- 10.1 Circulated as part of the papers.
- 10.2 FGB reminded that this is renew annually.
- 10.3 FGB informed that this is a LA document.
- 10.4 SLT stated that this code sets out the expected standards of behaviour for all employees working within schools.
- 10.5 SLT have highlighted the new areas contained within the policy;
- Renew Updated Policy in Line With KCSiE
 - New issue related to low level concerns identified in KCSiE 2022.
- 10.6 SLT suggested that that the new policy is a light in detail
- 10.7 **DECISION TAKEN:** Staff Conduct Policy **ratified**.
- 10.8 L. Horton and M. Chambers left the meeting.

Item 11 Governing Body's Equality Duties

- 11.1 Circulated as part of the papers.
- 11.2 FGB highlighted the to School Bus Guide on Statutory Duties which reminds FGB as its duties as a governing board.
- 11.3 SLT asked for at least 2 volunteers complete [online training session](#).
- 11.4 **DECISION TAKEN:** After consideration, it was agreed that all FGB members should complete this [online training session](#).
- 11.5 **ACTION 6 (11/22):** K. Choudhary to share link to [online training session](#) with governors.

Item 12 Headteacher's Report to Governors

- 12.1 Circulated as part of the papers.
- 12.2 FGB reminded that this is an annual report to governors, and it is made public.
- 12.3 B. Cassidy welcomed challenge from governors and invited FGB to, rather than just go to him to seek clarification, visit the school and liaise with staff members directly.
- 12.4 FGB highlighted an issue with some of numbers contained within section 13, suggesting it looks like a simple formula calculation error
- 12.5 **ACTION 7 (11/22):** B. Cassidy to clarify figures in Section 13 and circulate updated version with FGB before publishing.
- 12.6 M. Wiggin left the meeting.

Item 13 Governing Body Statutory Reports

- 13.1 Circulated as part of the papers.
- 13.2 As per Item 11 (para 11.2) of C&PC on 13 October 2022, these policies need approved/ ratified;
- 2022-23 Attendance Strategy
 - 2023-23 P.E and Sports Plan
 - 2022-23 PP Strategy
 - 2022-23 SEND Report
 - School Development Plan
- 13.3 **DECISION TAKEN:** All above polices ratified.

Item 14 Volunteers Policy

- 14.1 Circulated as part of the papers.
- 14.2 FGB informed that there is a new policy in response to KCSiE guidance.
- 14.3 SLT stated that the school has completely re-wrote volunteers policy, so accountability and expectations were clear.
- 14.4 SLT highlighted that there needs to be a systemic approach because only other option is for separate risk assessments.
- 14.5 **DECISION TAKEN:** Volunteers Policy **ratified**

Item 15 R&PC Action Points and Updates

- 15.1 Circulated as part of the papers.
- 15.2 FGB informed that Pay Policy was not available at recent R&PC meeting and needs ratifying.
- 15.3 As discussed at R&PC, FGB informed that the schools financial audit is delayed.
- 15.4 **DECISION TAKEN:** Pay Policy **ratified**.

Item 16 C&PC Action Points and Updates

- 16.1 Circulated as part of the papers.
- 16.2 As discussed in para 13.2 above, LA SEND Update ratified.

Item 17 Governing Body Training Requests

- 17.1 As discussed in para 4.6.2 above.

Item 18 AOB

- 18.1 Items for next Agenda;
- Living Well Strategy
 - 2023-25 Communication Strategy

Item 19 Date of next meeting

- 19.1 Meeting finished at 7:35pm
- 19.2 **Next meeting:** Thursday 16 March 2023

Item	Summary of actions from meeting	Whom	Date to be completed
4.3.6	<u>ACTION 1(11/22)</u> : K. Choudhary to update all necessary paperwork to reflect the change in roles.	K. Choudhary	December '22
4.6.3	<u>ACTION 2 (11/22)</u> : SLT to explore identified training session as outlined in the Skills Audit.	SLT	December '22
5.21	<u>ACTION 3 (11/22)</u> : SLT to share materials with FGB on exploring MAT processes and FAQs.	SLT	December '22
6.4	<u>ACTION 4 (11/22)</u> : SLT to bring back a working definition of the new mission statement.	SLT	December '22
6.7	<u>ACTION 5(11/22)</u> : SLT to explore platforms to house virtual comments box.	SLT	December '22
11.5	<u>ACTION 6 (11/22)</u> : K. Choudhary to share link to online training session .	K. Choudhary	December '22
12.5	<u>ACTION 7 (11/22)</u> : B. Cassidy to clarify figures in Section 13 and circulate updated version with FGB before publishing.	B. Cassidy	November '22