



St George's Primary School

Full Governor Body Meeting

Wednesday 28th March 2018

Lower Site Main Hall 5:30pm

Present

Community Governors

P. Walters
B. Clark
K. Wadcock
A. Ward

FGB Chair
FGB Vice Chair

Parent Governors

C. Scott
S. Slater
A. Fisher

Staff Governors

L. Horton
B. Cassidy

Head Teacher

Also Present

K. Choudhary
M. Chambers
C. Roberts
G. Dunne

Clerk
Assistant Head
Business Manager
Assistant Head

Apologies

M. Wiggins
P. Dunning
R. Olsen
N. Sullivan

Item 1 Welcome, Apologies and Declarations of AOB

Apologies accepted as above.

Item 2 Declaration of any business or pecuniary interests

P. Walters stated that a specific safeguarding issue has been raised for attention of FGB, though it is a confidential issue at the moment. As such, this issue will be address per the school's policies and FGB will be informed in due course. FGB accepted that this issue has been raised as per the complainant request.

Item 3 Minutes of previous meeting and action points

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

Item 4 Governing Body and Post OFSTED Action Plan

As per discussions at all other committee meetings prior to FGB, B. Cassidy reminded Governors that the OFSTED Report has been circulated to all stakeholders and been made available on the school's website.

FGB reminded that Governors and SLT have met to review the Post OFSTED Action Plan and the decision has been taken that there is no need to draft a subsequent school Action Plan given that everything highlighted in the OFSTED Report in terms of ways moving forward is already encompassed in the School Development Plan.

B. Cassidy stated that the school's intention in the years leading up to the next OFSTED Inspection is that the points raised in the OFSTED Action Plan will be fully embedded and referenced in every School Development Plan moving forward.

Item 5 GDPR (General Data Protection Regulation)

The schools GDPR Risk Assessment draft was circulated as part of the papers.

B. Cassidy informed FGB that SLT had hoped to submit a final draft GDPR document for FGB discussion at this meeting however the Information Commissioner's Office (ICO) and Government announced in February '18 that the consultation process has been delayed – until April '18. As such, SLT have endeavoured on the circulated GDPR Risk Assessment draft which is subject to change as per the final recommendations made by ICO.

B. Cassidy suggested that there is considerable confusion and scare mongering on the issue of GDPR and highlighted the fact that there are two types of data; **sensitive** and **organisational** data. The school needs to be very clear on how it manages both sets of data given that whilst organisational data does not have the same risk indicator, there is still the need for a moral and legal expectation to manage that data appropriately.

C. Scott informed FGB that she attended a seminar on GDPR and found it very informative however it has raised some concern with regards to privacy of pupils for the school moving forward.

RESOLUTION: B. Cassidy stated that the school had been managing data successfully for several years and the exceptions around Privacy should be become practice with all schools. St Georges (in advance of GDPR) have reviewed administration and safeguarding processes and completely overhauled the way the school manages data and whom has access to data – as demonstrated in the Risk Assessment document circulated papers.

FGB asked who is going to manage the data?

RESOLUTION: B. Cassidy stated that the Data Protector Officer (DPO) duties sit with the Business Manager but reminded FGB that overall data management authority and legal responsibilities cannot be delegated and, as such, sit with the Head Teacher.

Some FGB stated that that they knew of some schools paying third parties to administer the DPO Data Audit processes. Is this something that the school is considering and if not, why?

RESOLUTION: B. Cassidy stated that SLT does not see any benefit of committing school funds to third party invention to audit school process citing that the school has not adopted this model in other areas, for example, finance, H&S, Safeguarding. SLT wants the DPO to be proactive in managing this area of work and this is seen as a professional expectation – thus negating the need for third party intervention.

FGB asked if the SLT steer away from engaging a third-party based on budgetary considerations?

RESOLUTION: B. Cassidy stated that this a practical decision – not a budgetary decision. When it comes to budgets the school always has to prioritise, especially when engaging third-parties however on this issue, SLT does not see how having a third-party audit partner will help to make data protection better.

B. Cassidy highlighted that the GDPR Risk Assessment is RAG Rated with all sections being assigned amber pending the final recommendations made by ICO.

B. Cassidy stated that where possible the school has moved to online platforms so SEND, Behaviour, Academic Records and Attendance are all on an on-line platform. The school is currently checking that all partners are GPDR accredited.

FGB informed that the school has now moved towards a secure online shared drive which has removed the need for any sensitive information to be shared via email internally. The school is currently in the process of encrypting all email traffic at the cost of £5 per user with Gmail Suite.

As per recent reminder sent by K. Choudhary, FGB reminded that all Governors have access to The Key for further independent on all school matters – including GDPR.

SLT are exploring idea of working collaboratively with Wallasey Alliance schools on GDPR audits to test for robustness.

Item 6 Grammar School Assessment (11+) and Proposed Changes by PHCG

Grammar School Assessment (11+) and Proposed Changes by PHCG document was circulated as part of the papers.

B. Cassidy summarised the issues that have led to this issue being raised, citing that the 11+ administration had traditionally been funded by the LA and managed by the Director of Education however with the academisation of schools there has been a lot of tension around the costly 11+ process. In addition, B. Cassidy stated that there has been a sharp increase in parental complaints around the administration of the 11+ process which has seen Head Teachers being threatened with court action. Because of the current landscape, there is a proposal being taken to vote on at next PHCG that primary schools no longer wish to; **assist with the familiarisation test, be a test centre and administer the 11+ test in their school and, be part of the AIB process.**

B. Cassidy stated that SLT's stance in previous years has been 'what is best for pupil'. As such, the school has engaged with the process to give the best possible access to opportunity for its pupils.

FGB where asked for their comments and perspective on this matter, including a steer of how the school should vote at the PHCG moving forward?

RESOLUTION: FGB clearly stated that they fully support the equality to opportunity process and endorse the school being used as a test centre for those parent and pupil wishing to explore their options moving forward if reasonable and appropriate adjustments are made. FGB stated that they hope that that issues which are causing pressure on Head Teachers can be reconciled in a positive matter.

FGB asked what happens if the majority votes at PHCG goes against FGB consensus?

RESOLUTION: B. Cassidy informed FGB that the vote result is not binding and as such, the school is free to move forward as it sees fit.

Item 7 Promoting Diversity at St George's

Documents circulated as part of the papers.

B. Cassidy highlighted the FGB responsibilities in this area and presented the schools action plan to strengthen moral and legal responsibilities to promote diversity and challenge prejudice and discrimination. It was suggested that when tackling this piece of work, it became very apparent to SLT that the sterling work already undertaken by the school is not as explicit to wider community as it should be.

FGB informed that the school has a legal duty to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations between different people as dictated by the Public-Sector Equality Duty (**PSED**). The school fully embraces this duty as SLT sees this as a moral duty too.

B. Cassidy presented circulated document on VDU for group discussion and stated that one of the challenges facing the school is the fact that the Equality and Human Rights Commission (**EHRC**) is currently revising their guidance to schools which is due May 2018. The existing advice and guidance for Governors was last refreshed in 2014 and is so vague it is weak. As such, the school look forward to EHRC publication in May 2018.

FGB looked at the document in the following sections;

- **Sex and Gender:**

It was suggested that the school has taken clear steps towards equality for the curriculum and challenging stereo types. The school has looked at national projects citing Future Draw which is an initiative where 5 – 7 year olds draw prospective careers and where they perceive gender stereotypes. The schools have just commissioned Primary Futures to work on careers fairs to challenge gender role stereotypes pupils in year 5.

SLT have identified the need to foster and encourage discussion and debates that challenge pupils by, for example, identifying strong male and female role models in respected fields of work.

For staff, there has been a lot of work done to ensure that policies are appropriate and updated and that Leadership and recruitment is transparent with not discriminatory practices. For example, it was suggested that in previous years, there was a school staff perception that Leadership role where unattainable for part time staff.

B. Cassidy stated that an Equality Lead Governor would be of great benefit in this area and suggested that K. Wadcock had previously indicated that he would be willing taking up

the role. P. Walters nominated K. Wadcock for Equality Lead Governor. B. Clark seconded.
K. Wadcock approved as Equality Lead Governor.

- **Race:**

The school has looked towards building 'positivity' and proactiveness within this strand and explored opportunities for interventions within black history month with year 5 and 6 pupils. In addition, the school has raised awareness of MLK Day.

The school has fostered and development a strong relationship with a school from China and the school is expecting to receive 9 pupils and 1 teacher on an exchange program on an annual basis. The school has been invited to China however there needs to a further on this at a later date given funding and logistic concerns. The school using Skype as a means to bring pupils interactions in the classroom to life – rather than relying purely on power point and smart boards.

The school have written to parents and stakeholders regarding the school's stance on Equality and Diversity and asked if there are any areas of interest the wider community is interested in promoting. FGB informed that the school has received some really encouraging responses from the community and parents including from, but not exclusively; LBGT, Korean, Chinese, Bangladeshi and Dutch communities.

FGB informed that the school is working collaboratively with **Kick it Out** campaign.

The school is embedding staff training and the school is actively promoting diversity in new recruitment in the workforce. Any recruitment of SLT posts will be advertised nationally.

- **Special Education Needs:**

The school has had to travel a long way in a short time in this area as SLT thought the school's quality, aims and objectives for pupils needs needed to be revised. As such, the school has changed its processes and invested funding into this area.

The school has joined the national Alliance for Inclusive Education which gives lots of support and guidance in this area.

The schools Accessibility Plan is really well planned and clear.

- **Religion and Belief:**

The school has a really clear curriculum that is written in conjunction with a multi faith group called **SACRE** and thus ensures a locally organised curriculum for the school.

The school has a clear stance on religious compliance and leave requests. There are adjustments made in area where it is needed, for example, food.

The school has looked at learning heroes in developing the schools respect mantra and how learning heroes reflect different faiths and act as positive conduits for the community.

The school recognise that the local community is largely a Christian one and as such has worked closely with Churches Together in this area.

- **Sexual Orientation and Gender Reassignment:**

FGB informed that this is a massively changing area with legal implications as there is a lot of confusion in this area. For example, the latest set of legal guidance states that a child has the chance to state their identity. As such, if a child identifies as a member of the opposite sex, that child has a legal right to apply to a single sex school – and anonymity within that process. SLT are really keen to see one set of guidance that will help make the direction of travel much more transparent.

The school have arranged staff training with Mermaid Trust in May '18 to discuss best support for families facing this challenge as this is becoming more and more common.

The school is developing links with other schools to share best practice.

FGB stated that the issues facing the school are affecting the wider community as a whole but is there an issue that the school is proactively promoting and pushing certain lifestyles to very young people purely due to bow to political pressure?

RESOLUTION: B. Cassidy stated that there should be a positive diversity message and the school is looking at its outward facing literature in promoting positive role models irrespective of how they identify. For example, Eddie Izzard is a role model and Learning Hero because of his charity fundraising and social justice endeavours.

- **Pregnancy and Maternity:**

This area does not affect pupil directly but indirectly the school is looking at how to get positive messages across.

- **Age:**

The school has worked to ensure that any policies are not indirectly discriminatory.

FGB stated that the group is reassured with the action plan moving forward.

Item 8 Policy Ratification

Business manager circulated a grid for policy ratification in response to policy audit led by SLT. Each policy was to be reviewed by two governors prior to FGB for ratification at today's meeting. There were no issues raised with any policies. As such, **FGB ratified the following policies;**

- CCTV
- Critical Incident
- Data Protection
- Dealing with intruders
- Disciplinary Procedures
- Driving at work
- Educational Visits
- Equality

- Expectant Mothers (LA)
- Governors Code of Conduct
- Governor Expenses
- Governor Visits
- Grievance Procedures
- Leave of Absence
- Lone working (LA)
- Maternity Scheme (LA)
- Mini Bus
- Offsite visits
- Performance Capability (LA)
- Relationships and Sex Education
- Sharps
- SEND and Inclusion
- Social Media
- Staff Well Being
- Stress Management
- Volunteer/ Student

Item 9 Governing Body Online Training Portal

K. Choudhary informed FGB that the school has applied for some external DfE funding with an initiative called **GovernorSpace**. It was suggested that the process is disappointingly slow however K. Choudhary will inform the group when the process has progressed.

Item 10 Annual Planner for Full Governing Body Meetings

B. Cassidy tabled Annual Planner for discussion.

FGB reminded that Scheme of Delegations were already in place and that annual planners have been implemented with Standards Committee and Resources and Premises Committee.

It was acknowledged that there will always be items that need to be addressed ad hoc however this annual planner clearly maps out a body of work that need to be address in an academic cycle and enable clear planning moving forward.

FGB stated that this is a great piece of work and it clearly maps for direction of travel for the school and Governor Meetings moving. As such, **FGB ratified the Annual Planner for Governing Body meetings.**

Item 11 AoB

K. Choudhary politely reminded Governors of the need to log out of the iPads at the end of every committee meeting.

Item 12 Date and time of next meeting

Thursday 7th June 2018 @ 5:30pm

The meeting finished at 7:00pm

Chair Sign Off

Date

Item	Summary of actions from meeting	Whom	Date to be completed