



St George's Primary School

Full Governor Body Meeting

Thursday 27th June 2019

Lower Site Main Hall 5:30pm

Present

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

Item 1 Welcome, Apologies and declarations of AoB

Noted and received as above.

AOB: New governors

Item 2 Declaration of any business or pecuniary interests

C. Scott informed FGB that her previously declared interest with **Evogo** has now expired due to staffing changes at the company.

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.

Governors/ Staff meeting: FGB reminded that this event was suspended due to inclement weather conditions and governor availability. SLT will look for new date towards the beginning at the academic year.

Item 4 Budget Ratification

Circulated as part of the papers.

FGB reminded that this item has been discussed and agreed at R&PC and is tabled for ratification at this meeting.

FGB informed that the school has recently received a cheque from the water utilities company totalling c.£18k, regarding the issue previously reported to FGB surrounding duplication of bills over several years.

SLT stated that this money is being ringfenced for a footprint project in the school and are investigating options moving forward. Initial thinking is around the creation of a science laboratory and/or the creation of a green screen.

FGB informed that a number of headteachers from the WA group is currently addressing the issue of LA using inappropriate software for their budget setting.

DECISION TAKEN: FGB formally ratified the budget.

Item 5 GDPR

Circulated as part of the papers.

FGB presented with C. Robert's audit action plan for the school's GDPR processes (in her DPO capacity) with support from C. Scott and B. Cassidy.

FGB informed that the school has been working in collaboration with another local school's DPO to secure best practice and as such, has made use of their existing paperwork to work towards the school's audit.

SLT suggested that this was a very rigorous process and the evidence collected has identified no data breaches nor data compliance issues.

Any action points from the audit plan have either been completed or are scheduled to be completed as part of the academic cycle.

SLT suggested that the most challenging action plan issue to address is the creation of a policy around the retention of documents as there is (currently) no LA policy that the school can adapt.

All school policies have been amended appropriately to reflect the targets of the action plan.

Item 6 OSFTED

Circulated as part of the papers with guidance from School Bus and new OFSTED framework documents.

SLT suggested there has not been any significant changes to the initial feedback for FGB during the consultation phase. SLT highlighted the following;

- A new 'quality of education' judgement focussing on the curriculum will be introduced from September 2019 – this judgement will replace the 'outcomes for pupils' judgement.
- Separate judgements on learners' 'behaviour and attitudes' and 'personal development' will be introduced from September 2019.
- The length of section 8 (short inspections) for 'good' or non-exempt schools will extend to two days in most cases.
- Ofsted will not introduce on-site preparation for section 5 and section 8 inspections.
- Ofsted will proceed with the proposal for inspectors to not look at non-statutory internal progress and attainment data during inspections.
- Ofsted outlined its intention to ensure that the 2019 inspection judgements were going to be appropriate for the range of early years settings.

SLT stated that they welcome the changes as they feel is already ahead of the curve and invited questions - there were none.

Item 7 Revised Complaint Policy

Circulated as part of the papers.

SLT stated that there are no significant challenges regarding implementation of DFE guidance and new policy.

SLT suggested that complaints have been an issue for DfE in recent years – compounded by the rise in academies.

FGB informed that the school has opted to adopt the LA shared policy however this is not without its challenges given that in previous years, governors would only ever be involved in evaluating whether a HT had led an investigation properly and only intervene at that point where process had not been followed. The revised policy states that complainees now have an automatic right of appeal to governors if they have exhausted process stages.

SLT suggested that governors would benefit from some external training to better understand the challenge of complaint processes.

FGB asked if SAS Daniels would be able to deliver this training?

RESOLUTION: SLT stated that they believe they would be able to deliver this training.

ACTION 01(06/19): SLT to explore training options moving forward with the view to securing training towards the beginning of the academic year.

SLT remained FGB that the complaints policy if reviewed by OFSTED.

DECISION TAKEN: FGB formally ratified the revised complaints policy

Item 8 Statutory Website Reporting

SLT shared a presentation with FGB on all the essential reporting documents which governors should expect and highlighted that there will be some slight changes moving forward into next year with regards publishing of policy documents and curriculum outlines.

FGB informed that the website provider provides the school with a checklist tool to ensure that the site is statutory compliant, the site is checked every 6 weeks and the mechanisms in place very clearly highlights what needs to be addressed – if anything.

FGB informed that it is their legal duty to ensure that the schools website remains statutory complaint which is why it reflected in the FGB annual planner.

Item 9 Committee Reports

Circulated as part of the minutes.

FGB discussed the minutes from all committee meeting.

DECISION TAKEN: All committee meeting minutes ratified.

ACTION 02(06/19): K. Choudhary informed FGB thank the minutes had not been printed for chair signature and as such, he will endeavour to get minutes signed outside of the meeting.

Item 10 Governing Body Training requests.

Information circulated as part of the papers as per action from previous meeting.

As per previous meeting, FGB reminded of the DfE funded online training opportunity and that GovernorSpace training is delivered via interactive online sessions

FGB discussed collective decision on which modules to sign up for. FGB reminded 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 03(06/19): K. Choudhary to propose suitable dates for training with the Finance module being pencilled in before the end of the academic year - and the remaining modules being addresses before committee meetings in 2019/20.

Item 11 Skills Audit

FGB informed reminded that Skill Audits took place at beginning of 2018/19 academic year which resulted in some movement between committees and a lighten meeting commitment or a number of governors.

FGB informed that the two new Parent Governors have completed their Skills Audit's and the clerk recommendation for committee membership is the following;

- **A. Vickers:** Standards Committee & Curriculum and Pastoral Care Committee
- **C. Lucking:** Curriculum and Pastoral Care Committee & Resources and Premises Committee.

DECISION TAKEN: FGB accepted the recommendation.

Item 12 Terms of Office

FGB informed that there are no pending expiry dates for existing governors.

Item 13 Annual Meeting Planner 2019/20

Circulated as part of the minutes.

FGB invited to comment on the proposed dates. FGB requested that the 13/03/20 is moved forward one week to 19/03/20.

DECISION TAKEN: FGB accepted the document with the suggested revision

ACTION 04(06/19): K. Choudhary to upload dates to the school website.

Item 14 AOB

Vacant Community Governor roles: FGB informed that K. Choudhary has been working towards securing two new community governors given recent stepping down of N. Sullivan and the pending stepping down of K. Wadcock at the end of the academic year.

FGB informed that the P. Walters, B. Cassidy and K. Choudhary recently met with two candidates from a list provided by the LA. The two candidates are outstanding with a variety depth of knowledge and experiences that would complement FGB. As such, the recommendation is that FGB invites the two candidates to become school governors.

DECISION TAKEN: FGB agreed to invite the two candidates on the recommendation of Chair, HT and Clerk.

ACTION 05(06/19): K. Choudhary to share copies of candidate application forms for transparency.

ACTION 06(06/19): K. Choudhary to arrange governor induction as soon as is convenient to both candidates.

Staff Governor: FGB informed that L. Horton will be relinquishing her role as staff governor for the new academic year. As such, the school is currently undertaking a Staff Governor nomination process to seek a new staff governor. The closing date for applications is 12/07/19.

Thanks: FGB thanked K. Wadcock & L. Horton for their endeavours and stated that their insight and considered opinion will be sorely missed.

Item 15 Date of next meeting

Meeting finished at 6:15pm

Next meeting: Thursday 21st November 2019 @ 5:30pm

Chair Sign Off

Date

Page	Item	Summary of actions from meeting	Whom	Date to be completed
3	7	<u>ACTION 01(06/19):</u> SLT to explore training options moving forward with the view to securing training towards the beginning of the academic year.	SLT	Sept '19
4	9	<u>ACTION 02(06/19):</u> K. Choudhary informed FGB thank the minutes had not been printed for chair signature and as such, he will endeavor to get minutes signed outside of the meeting.	K. Choudhary	Sept '19
4	10	<u>ACTION 03(06/19):</u> K. Choudhary to propose suitable dates for training with the Finance module being penciled in before the end of the academic year - and the remaining modules being addresses before committee meetings in 2019/20.	K. Choudhary	July '19
5	13	<u>ACTION 04(06/19):</u> K. Choudhary to upload dates to the school website.	K. Choudhary	July '19
5	14	<u>ACTION 05(06/19):</u> K. Choudhary to share copies of candidate application forms for transparency.	K. Choudhary	July '19
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