



# St George's Primary School

## Full Governor Body Meeting

Thursday 1<sup>st</sup> October 2020

Lower Site Main Hall 5:30pm

### Present

#### Community Governors

P. Walters  
B. Clark  
A. Ward  
A. Lee  
J. Marshall

#### Parent Governors

C. Scott  
C. Lucking  
P. Dunning  
A. Vickers

FGB Chair

#### Staff Governors

B. Cassidy  
H. Rice

Head Teacher

#### Also Present

K. Choudhary  
C. Roberts  
T. Skarratts-Jackson

Clerk

#### Apologies

M. Wiggins

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

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1.1      Noted and received as above.

### Item 2      **Confirmation of election of Chair and Vice Chair elections.**

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2.1      As result of conversations held at the previous FGB meeting, governors took the opportunity to address the role of Chair and Vice Chair with the view of ensuring consistency for all school stakeholders and lightening the administrative burden at the beginning of the academic year.

- 2.2 **DECISION TAKEN:** Extend the end of term dates for the Chair (C. Scott) and Vice Chair (P. Walters) to ensure consistency in the current climate and move the school towards a best practice model 4-year cycle. FGB agreed that Chair and Vice Chair are extended for another 3 years (3 years takes into account the 1 year they have already served).

### **Item 3 Declaration of any business or pecuniary interests**

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- 3.1 There was no declaration of any business or pecuniary interests.

### **Item 4 Minutes of previous meeting and action points**

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- 4.1 Minutes accepted as a true and accurate record.
- 4.2 All actions from previous meeting have been completed or are to be discussed in the meeting.

### **Item 5 Update of DfE Governance arrangements**

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- 5.1 FGB reminded that the annual DfE Governance Handbook is normally made available this time of year however this has not yet been released.
- 5.2 **ACTION 01(10/20):** K. Choudhary to circulate DfE Governance Handbook when made available.

### **Item 6 Clerk Updates**

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- 6.1 Circulated as part of the papers.
- 6.2 **Composition of 2019-20 board:** K. Choudhary reminded and highlighted to FGB that the governor name, governor type and term duration are all on the website.
- 6.3 **Parent governor new terms of office for C. Scott and P. Dunning:** discussed following the previous FGB.
- 6.4 **DECISION TAKEN:** Extend the Parent Governor role end of term dates for both C. Scott and P. Dunning given they were within 3 months of their expiry date.
- 6.5 **New parent governor elections:** FGB reminded that there is currently one Parent Governor vacancy. The school had endeavoured to this role last academic year and received 3 nominations however given the challenges facing the school during the peak of the coronavirus pandemic, the decision was taken to delay this process until the beginning of the next academic year.
- 6.6 **DECISION TAKEN:** FGB agreed that in the current climate, the election process would be conducted electronically.
- 6.7 **DECISION TAKEN:** P. Walters to work with the school to review any applications to the role.

- 6.8 **ACTION 02(10/20)**: SLT to contact the 3 nominees from the previous Parent Governor recruitment process directly and invite them to reapply.
- 6.9 **Nominated governor roles**: FGB reminded of their nominated governor role duties and the need to fill vacant role;
- SEND: A. Ward
  - Safeguarding: B. Clark
  - Pupil Premium: P. Dunning
  - Maths: C. Scott
  - Equality & Diversity: Vacant
  - English: Vacant
  - Sports and Well Being: M. Wiggins
- 6.10 **DECISION TAKEN**: P. Walters to take the Equality & Diversity role. **RAFTIFIED**
- 6.11 **DECISION TAKEN**: A. Vickers to take the English role. **RAFTIFIED**
- 6.12 **Updated GIDs/DfE records**: FGB informed that the school's DfE information has been updated with Governors details and their GID numbers are public record – [see link](#).
- 6.13 **Scheme of delegation**: **RATIFIED**
- 6.14 **Governing Body Annual Planner**: **RATIFIED**
- 6.15 **School Bus, Educare and NGA reminder**: FGB reminded that there are a number of resources made available for Governors to help them in their duties as a governor.
- 6.16 FGB asked for a reminder of their log in details to The School Bus and NGA.
- 6.17 **ACTION 03(10/20)**: K. Choudhary to liaise with the school to arrange for log in reminders to be sent.
- 6.18 **NGA School Governance Report**: SLT signposted FGB to the NGA School Governance Report which highlights trends in School Governance. The report analyses the views, experiences, practice and demographic of 6,864 governance volunteers in schools across all types, phases and regions.
- 6.19 **Model for committee meetings moving forward**: FGB reminded that at the previous meeting, the decision was taken that there will be increased flexibility and provision around virtual meetings for committee meetings while every attempt would be taken to visit the school for FGB meetings (if possible).
- 6.20 FGB suggested given today's announcement for increase lockdown restrictions for the Liverpool City Region, should this decision be amended and future FGB meetings be moved to an online platform?
- 6.21 **DECISION TAKEN**: As discussed at previous meeting, all committee meeting will move to a virtual platform until further notice. With regards to FGB, a decision will be taken closer to the next meeting following evaluation of upcoming C&PC and R&PC meetings.

- 6.22 FGB asked how staff and stakeholder will view this decision to move towards virtual meetings?
- 6.23 **RESOLUTION:** SLT suggested that as the school moves towards a blended engagement model, FGB decision around virtual committee meetings will be seen as the 'new normal'.
- 6.24 **ACTION 4(10/20):** K. Choudhary to arrange committee meetings via online platform.

#### **Item 7          New LA Governor Service (Edsential)**

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- 7.1 Circulated as part of the papers.
- 7.2 FGB reminded (as per email circulated 13 July 2020) that Wirral LA have commissioned Edsential to organise and deliver a range of opportunities for Wirral governors including updates via regular newsletters, network meetings and targeted training. This service is **free** to **all** Wirral schools.
- 7.3 This service will evolve as the year progresses and with feedback and engagement, Wirral LA will aim to provide relevant support and signposting for governors which will help keep governors up to date with current national and local initiatives.
- 7.4 FGB are encouraged to register with Edsential via the link sent 13 July 2020.

#### **Item 8          COVID-19 Safety Plan Update**

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- 8.1 Circulated as part of the papers.
- 8.2 SLT provided an update to FGB on COVID-19 Safety Plan and current challenges.
- 8.3 FGB informed that this is version 3 on the document and this version is similar to the version discussed at the previous meeting.
- 8.4 SLT stated that they receive changes in advice and guidance **daily** and keeping abreast of such fluid information is very challenging and only when there is a significant shift, then the school updated the version.
- 8.5 SLT suggested that while it is a lengthy document, it is a working document and a good point of reference for staff.
- 8.6 FGB asked has the school seen any pupil with COVID-19?
- 8.7 **RESOLUTION:** SLT stated that the school has seen a limited number of cases from pupils already in self-isolation and, with the support of parents following the right guidance, the school has managed this correctly. Track and trace data across Wirral suggest that pupils are not catching COVID-19 from their learning environments but rather pupils are bringing it into schools from the outside community.
- 8.8 FGB asked has the school seen any staff with COVID-19?

- 8.9 **RESOLUTION:** The school has had a number of staff that have had to go for a test (and follow the associated guide line around self-isolation) but there have been no positive tests as of 01/10/2020.
- 8.10 SLT showcased the school's attendance register which demonstrated how issues around COVID-19 are being recorded.
- 8.11 FGB asked had the school had sight of test results?
- 8.12 SLT stated that the school cannot insist on sight of test results and are relying on school stakeholders doing the right thing. The school is monitoring the situation daily and and SLT stated that school staff have been amazing in their endeavours.
- 8.13 SLT stated that the proactive stance taken by Wirral LA regarding the need to wear face masks when dropping off pupils off has helped.
- 8.14 FGB asked if there has been any issue around the Wirral LA guidance that staff are **required** to wear face masks whilst parents are **requested**?
- 8.15 **RESOLUTION:** SLT suggested that it does not help the situation but SLT stated that staff have been asked to enquire why a parent may not be wearing a mask but told not to enter into conflict.
- 8.16 FGB queried if there are potential issues around safeguarding around wearing masks, anonymity and letting kids go without verification – especially given there are new parents and pupils.
- 8.17 **RESOLUTION:** SLT stated that they do not see this as an issue given the close proximity and ability to see and engage with people. It was suggested that home time is much calmer than in previous year due to more space and staggered times helping.
- 8.18 **ACTION 5(10/20):** SLT will raise this with staff and reinforce the need for strict safeguarding practices.

## **Item 9 National Benchmarking Report for COVID-19**

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- 9.1 Circulated as part of the papers.
- 9.2 SLT stated that this Edurio Report is a really useful benchmarking tool and allow the school see how we compare nationally with management of Covid-19.

## **Item 10 Staff Questionnaire**

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- 10.1 Circulated as part of the papers.
- 10.2 FGB informed that SLT conducted a staff questionnaire in August 2020 which saw 65 respondents complete it – roughly 50% of staff so a good benchmark.
- 10.3 SLT highlighted that the report findings are non-editable and as such, an accurate reflection of staff feedback. The findings were discussed and welcomed by FGB.

- 10.4 SLT going to do another review again in October 2020 and H. Rice (in her role as Staff Governor) has been tasked with ensuring that the upcoming questionnaire has a strong Health and Wellbeing focus.

#### **Item 11 Current Attendance**

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- 11.1 Circulated as part of the papers.
- 11.2 SLT stated that the new ScholarPack system is up and running.
- 11.3 The whole school attendance is 96.7%. The national attendance rate is circa 87% so the school is very performing well.
- 11.4 SLT highlighted that staff attendance is included in the report.
- 11.5 FGB asked where does the school stand on staff not following the local lockdown restriction rules outside of work environment and as such, contract COVID-19 and are discovered via the track and trace system?
- 11.6 **RESOLUTION:** SLT stated that this would merit disciplinary action.
- 11.7 FGB asked what would be the school's remit to investigate how they contracted COVID-19 if the track and trace data suggests poor adherence to the lockdown rules?
- 11.8 **RESOLUTION:** FGB informed that SLT has issued guidance on their expectations (in line with national guidance) and as such, the school has been very clear on their expectations for staff to be COVID-19 secure and safe.

#### **Item 12 Resources Update ahead of R&PC**

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- 12.1 Circulated as part of the papers.
- 12.2 FGB reminded that the school is face very challenging fiscal landscape and that at the last meeting SLT suggested that the overall loss to the budget looking at lost income and revenue against costs is going to be c.£160k.
- 12.3 **Dragon Club:** SLT are feeling more positive in Dragon Club finances and the school has moved to a new system with I-pal booking system which has eliminated debt (as discussed in previous meeting) due to the need for users to have credit in their user account before being able to book sessions. This has greatly reduced an administrative burden.
- 12.4 Dragon Club numbers are going up slowly however it was suggested that the need for the service may be reducing due to the current landscape and people not being in work.
- 12.5 SLT suggested that if the school could recover 70% of income then this service could be sustainable. This is made possible by reduced staffing costs due non COVID-19 related staff turnover.

- 12.6 FGB asked will there be a need to replace the staff that have moved on if numbers continue to increase?
- 12.7 **RESOLUTION:** SLT suggest that there are already a number of casual staff members that could plug in ant areas of need. As such, there will be no need to formally advertise any potential roles.
- 12.8 SLT suggested that the sustainability of Dragon Club over school holiday's will be very difficult with numbers as low as 6. FGB suggested that this could be due to the need to block book a full week rather than individual days.
- 12.9 **RESOLUTION:** FGB informed that the need to book full weeks has been removed. FGB stated that they were not aware of the change in policy and as such, are not confident that this is known to all school stakeholders.
- 12.10 **ACTION 6(10/20):** SLT to ensure appropriate messaging around Dragon Club services are articulated to all school stakeholders.
- 12.11 FGB asked what is the Dragon Club capacity?
- 12.12 **RESOLUTION:** FGB informed that there are 4 pods of 16 children so **64 children**.
- 12.13 **Catering:** FGB informed that the catering service is forecasted to make a loss of £36k the financial year.
- 12.14 SLT stated that staff are currently receiving free meal due to environmental COVID-19 safety considerations.
- 12.15 The catering service is fully staffed but the school is reviewing the service.
- 12.16 FGB suggested it may be worth conducting a e-poll with school stakeholders to investigate why Y3 – Y6 pupils are not engaging with the catering service.
- 12.17 **RESOLUTION:** SLT welcomed the suggestion
- 12.18 **ACTION 7(10/20):** SLT to explore reason for lack of Y3 – Y6 engagement.
- 12.19 SLT reiterated (as discussed in previous R&PC meetings) that any change in government policy around FSM will result in the need for an urgent review of the service the catering services the school offers.
- 12.19 **Nursery:** FGB informed that the nursery service is under constant review and forecasted increases in numbers from January 2021 could be a considerable revenue earner – up to an extra £14k.
- 12.20 **ACTION 8(10/20):** September and October report to be submitted at upcoming R&PC meeting.
- 12.21 **iPad order:** FGB informed that the school has looked at it's digital and blended learning offer and decided that this needs to be enhanced to a ratio of 1:3 - 1 device per 3 learners. As such, the school has recently purchased 50 iPads with the staffing cost saving (c.£35k) in Dragon Club discussed above.
- 12.22 FGB asked in the current school network can handle the additional devices?
- 12.23 **RESOLUTION:** SLT stated that current school network can handle a ratio of 2:1.

### **Item 13      School Development Plan**

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- 13.1 Circulated as part of the papers
- 13.2 FGB reminded that this document is normally looked at in SC but this committee not meeting until January 2021.
- 13.3 FGB highlighted the six priorities as below;
- **Priority One:** Ensure a restoration of school's curriculum to address impact of Covid19 crisis.
  - **Priority Two:** Promote outstanding learning and teaching practice through implementation of our Professional Learning Community training model and application of key research models from Cambridge Great Teaching Toolkit Evidence Review and EEF.
  - **Priority Three:** Enable children to thrive as learners by maximizing use of tuition funding, disadvantaged funding and school intervention.
  - **Priority Four:** Establish high quality blended learning offer to enhance learning and ensure that we have a contingency plan for Covid-19 pandemic.
  - **Priority Five:** Promote outstanding learning and teaching practice as a result of an effective implementation of new assessment processes using Scholar Pack.
  - **Priority Six:** Restore long term and sustainable financial and resource plan after impact of Covid-19
- 13.3 SLT stated that DfE have committed 51 devices to the school should another national lockdown be announced. This is in addition to the 17 already received devices from the lockdown earlier in the year.
- 13.4 Whilst the additional resource will support Priority Four and is welcomed by the school, there is a challenge of having to build the devices which could see a two-week delaying in being able to circulate them.
- 13.5 FGB asked in if the school will keep these devices post lockdown?
- 13.6 **RESOLUTION:** Yes

### **Item 14      Request for topics to be covered by other committee meetings**

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- 14.1 FGB discussed potential topics for discussion in more depth by other committees;
- 14.2 **SC:**
- Where is the lost ground in learners' educational journey?
  - What are the existing benchmarks are where do they need to be reset?
- 14.3 **R&PC:**
- Issues discussed above.
- 14.4 **C&PC:**



- How does the school safeguard the aspirations of learners who have (through no fault of pupils or staff) fallen behind in their learner journey?
- Focus on Mental Health of pupils – and staff

#### **Item 15      OFSTED Update**

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- 15.1 FGB informed that B. Cassidy attended a webinar with Johnathan Smart HMI on 28 October 2020 and the video of the meeting will be circulate to FGB in due course.
- 15.2 SLT suggested that the messaging from OFSTED is that they are on a factfinding in initiative to make sure that, whilst they champion the rights of pupils to a high-quality educational experience, they need to a deeper understanding the landscape. As such, inspections will be resuming from January 2021 – although this is under constant review.
- 15.3 FGB asked if OFSTED are changing their inspection methodology from the newly implemented Education Inspection Framework (EIF)?
- 15.4 **RESOLUTION:** OFSTED will be doing school visits from October 2020 to December 2020 with the view of resuming visits under the new EIF – but with the lessons learnt from the discussed visits.

#### **Item 16      SAS Schools**

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- 16.1 SLT signposted FGB to the Schools Advisory Service to the recently launched School Mental Health Award & Wellbeing Lean Governor e-Module.
- 16.2 The framework is available for governors to work with staff and SLT suggested that while there is an award/ accreditation at the end of it module, the real benefit to the school would be the learning journey undertaken by governors and asked if this is something that FGB would wish to pursue?
- 16.2 **RESOLUTION:** FGB express an interest but would need to have sight of the opportunity in more detail before committing.
- 16.3 **ACTION 9(10/20):** K. Choudhary to forward further information and gauge interest moving forward.

#### **Item 17      Data Policy**

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- 17.1 Circulated as part of the papers
- 17.2 FGB reminded that the school has transferred system to new ScholarPack. As such, the policy has had to be amended as the new system has enabled the school to get rid of need the need for paperwork.
- 17.3 **ACTION 10(10/1):** SLT to showcase the new system at upcoming R&PC.
- 17.4 **DECISION TAKEN:** FGB approved new Data Policy. **RATIFIED.**

**Item 18      Data Risk Assessment**

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- 18.1    Circulated as part of the papers
- 18.2    **DECISION TAKEN:** FGB approved new Data Risk Assessment paperwork.  
**RATIFIED.**

**Item 19      Head Teachers Report to Governors**

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- 19.1    B. Cassidy stated the Head Teachers Report to Governors will look very different from previous years given the current climate it is not practical to report in the same way, and as such, will be shortened version.
- 19.2    B. Cassidy will share the report in time for next FGB and if there is any additional information required by governors, it will be provided.

**Item 20      AOB**

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- 20.1    FGB asked that their thanks are pasted onto all staff for their endeavours in these challenging times.

**Item 21      Date of next meeting**

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- 21.1    Meeting finished at 7:15pm
- 21.2    **Next meeting:** Thursday 26<sup>th</sup> November. 5:30pm

Item	Summary of actions from meeting	Whom	Date to be completed
5.2	<b><u>ACTION 01(10/20)</u></b> : K. Choudhary to circulate DfE Governance Handbook when made available.	K. Choudhary	Ongoing
6.8	<b><u>ACTION 02(10/20)</u></b> : SLT to contact the 3 nominees from the previous Parent Governor process directly and invite them to reapply.	SLT	November '20
6.17	<b><u>ACTION 03(10/20)</u></b> : K. Choudhary to liaise with the school to arrange for log in reminders to be sent.	K. Choudhary SLT	October '20
6.24	<b><u>ACTION 4(10/20)</u></b> : K. Choudhary to arrange committee meetings via online platform.	K. Choudhary	Ongoing
8.18	<b><u>ACTION 5(10/20)</u></b> : SLT will raise this with staff and reinforce the need for strict safeguarding practices.	SLT	October '20
12.10	<b><u>ACTION 6(10/20)</u></b> : SLT to ensure appropriate messaging around Dragon Club services are articulated to all school stakeholders.	SLT	October '20
12.20	<b><u>ACTION 8(10/20)</u></b> : September and October report to be submitted at upcoming R&PC meeting.	SLT	October '20
16.3	<b><u>ACTION 9(10/20)</u></b> : K. Choudhary to forward further information and gauge interest moving forward.	K. Choudhary	October '20
17.3	<b><u>ACTION 10(10/1)</u></b> : SLT to showcase the new system at upcoming R&PC.	SLT	November '20