



# St George's Primary School

## Full Governor Body Meeting

Thursday 26<sup>th</sup> November 2020

Virtual Meeting (via Google Meet) 5:30pm

### Present

#### Community Governors

P. Walters  
B. Clark  
A. Lee  
J. Marshall  
M. Wiggins

#### Parent Governors

C. Scott  
C. Lucking

FGB Chair

#### Staff Governors

B. Cassidy  
H. Rice

Head Teacher

#### Also Present

K. Choudhary  
M. Chambers  
C. Coleman

Clerk

#### Apologies

A. Vickers  
A. Ward  
P. Dunning

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

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1.1 Apologies noted and received as above.

1.2 AOB;

- Head Teacher Performance Review
- Governor Mental Health Training
- Xmas Hamper Appeal
- Committee meeting settings

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

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

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

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3.1 Minutes accepted as a true and accurate record.

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

## **Item 4 Clerk Updates**

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4.1 Circulated as part of the papers.

4.2 **Parent Governor Elections:** FGB reminded that there is currently one Parent Governor vacancy. The school has received 3 nominations and opened a google poll for voting. Closing date for election process is Monday 30<sup>th</sup> November 9:00am. P. Walters is nominated governor to check final count and proceedings.

4.3 **Wirral Governors Networking Session 19 November 2020:** B. Clark represented governors at this session and it was suggested that;

- the session was not as strong as it could have been with very limited opportunity to feedback and engage; and
- FGB stated that while this is disappointing, it is useful to have representation at the meeting and suggested having one school governor attend the meeting to feedback rather than a number of governors attend, and thus decrease the demand on governor time.

4.4 **DECISION TAKEN:** FGB to send one governor to each meeting for feedback to FGB.

4.5 **Wirral Governors Autumn Term Newsletter:** FGB reminded that all newsletters and bulletins are circulated via email weekly and stored on the governor shared drive. Governors were sent Wirral Autumn Term newsletter by K. Choudhary.

4.6 **COVID-19 Catch Up Premium:** FGB informed that as the school will be receiving the COVID-19 catch-up premium grant in academic year 2020 to 2021, there is a need to publish details of;

- how it is intended that the grant will be spent; and
- how the effect of this expenditure on the educational attainment of those pupils at the school will be assessed

4.7 FGB signposted to further information on the [coronavirus \(COVID-19\) catch-up premium](#)

## **Item 5 COVID-19 Safety Plans Update**

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- 5.1 Circulated as part of the papers.
- 5.2 FGB informed that the school is now working off Version 4 of the COVID-19 Safety Plan.
- 5.3 SLT stated that;
- That there are 3 children shielding at home and they are being supported with remote learning;
  - There are 2 staff ECV and working from home. Both are teaching and interacting with school improvement processes.
  - T. Skarratts-Jackson is leading the school's Y3-4 team.
  - The school has renewed all relevant staff's Individual Risk Assessments.

## **Item 6 COVID-19 Key Indicator Update**

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- 6.1 Circulated as part of the papers.
- 6.2 FGB informed that the numbers have not changed since the papers were circulated;
- 2 bubbles isolated. One for 4 days (Y3). One for 9 days (F2).
  - Attendance for school including remote learning is 97.1%. (95% without remote learning). National average is 88%.
  - 3 staff with positive tests (2.1% of staff) 3 additional staff had positive antibody tests (pre systemic testing cases).
  - 0 cases of further infection within the school community.
  - 27 staff isolating for symptoms, tests, family circumstances.
  - Staff COVID-19 related days absence is 117 days (1.5% absence rate due to COVID-19).
  - Other staff absence is 23 staff for 216 days (2.7%). 186 days is 3 long term absences (since 1<sup>st</sup> September 2020 due to serious illness). One other member of staff for 6 weeks due to new illness. Leave's 30 days absence for small illness.
  - 1 fixed term exclusion

## **Item 7 Staff MHWB Questionnaire**

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- 7.1 Circulated as part of the papers.
- 7.2 FGB welcomed C. Coleman to the meeting.
- 7.3 C. Coleman presented feedback from the staff Mental Health and Well Being questionnaire. There were 14 questions and 49 respondents. The questions are as follows;
- How would you rate your mental health and wellbeing before the COVID-19 pandemic;
  - How would you rate your mental health and wellbeing since the COVID-19 pandemic;

- My work has a positive impact on my mental health and wellbeing (units);
  - My work has a positive impact on my mental health and wellbeing (roles);
  - Within my team, we support one another and promote a positive working environment (1-5 scale low to high) (units);
  - Within my team, we support one another and promote a positive working environment (1-5 scale low to high) (roles);
  - Staff mental health and wellbeing is a key priority for the schools governing body;
  - If I approached a leader with concerns about my mental health and wellbeing, I am confident that I would be well supported;
  - Would you feel it beneficial if we had a forum to discuss staff mental health and wellbeing concerns;
  - Have you accessed any of the services provided by school to support your mental health and wellbeing;
  - Which of the following areas do you feel it would be beneficial for school to offer support in for staff wellbeing; and,
  - If there anything you would like to expand on from your responses or that you would like us to know.
- 7.4 FGB asked if the questions related to their professional experiences or 'life in general?'.
- 7.5 **RESOLUTION:** C. Coleman stated that the earlier part of the questionnaire is about 'life in general' however as the questionnaire progresses it delves deeper into a school focus.
- 7.6 It was suggested that there are three key takeaway points from the questionnaire;
- Unsurprisingly people's mental health and wellbeing has taken a hit during the pandemic;
  - A large majority of staff feel the school has had a positive impact on their mental health and wellbeing; and,
  - Staff feel well supported and that work life balance and positive mindset for two key areas of development.
- 7.7 The school's mental health and wellbeing team are meeting on 7 December 2020 to discuss setting up a forum with representation across the school to further explore workload and work life balance.
- 7.8 FGB suggested that the school is in a 'good place' and the issues raised by staff are similar to concerns raised in other organisations which suggests that the school is not in a disadvantaged position nor facing a unique set of challenges.
- 7.9 FGB ask is there a list provided of all the Mental Health First Aiders and staff can basically choose who they want to go to or are they allocated to somebody?
- 7.10 **RESOLUTION:** C. Coleman stated that there is a long list of Mental Health First Aiders and while there is flexibility around whom staff may choose, they are limited to the list in their building.

## **Item 8 Professional Learning Community Model**

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- 8.1 Circulated as part of the papers.
- 8.2 SLT stated that this is being brought to FGB due to the scale of this project, suggesting that the school is looking towards a process of change which will involve staff being proactive in the process. The professional learning community model is based on educational research and is due to roll out in April 2021.
- 8.3 The school has worked with Education Endowment Foundation (**EEF**) to assess options and they have suggested the Specialist Schools Training Programme.
- 8.4 School looked at the training programme to buy it and it was suggested that this would cost in the region £70k to £80k for the 3-year training programme.
- 8.5 When the school looked at the programme, SLT suggested that the programme needed updating, modernising and personalising for the school. As such, the school has taken on the challenge to work with EEF to rewrite the programme.  
Budget costs for resources
- 8.5 The school may need circa £3k resources and materials.
- 8.6 So far, feedback from staff so far has been very positive.

## **Item 9 New Head Teacher Standards**

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- 9.1 Circulated as part of the papers.
- 9.2 B. Cassidy shared the report on the new national expectations for Head Teachers and asked FGB to note the emphasis on the standards is on being a leader of learning.

## **Item 10 Update on National Tuition Programme**

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- 10.1 Circulated as part of the papers.
- 10.2 M. Chambers delivered a presentation outlining the school position. Highlighted focus on ensuring a high impact of the spending on pupil outcomes.
  - Tuition funding of £64,000 and combining that with £22,000 for SEND and disadvantaged. The school have a total of £86,000 to make a difference and show impact;
  - Priority is for high quality tuition that makes a difference and is right for our school;
  - The school has linked their catch-up strategy to their long-term strategy and disadvantaged strategy;
  - Emphasis on universal offer but also how the school can maximise the use of;
    - Recovery Curriculum
    - Blended Learning
    - SEND support
    - External support
    - Staff expertise

- There are ‘four pillars’ to the schools approach.

National Tutoring Programme	Blended Learning Tuition	St George’s Staff Delivering Tuition	Employing Additional Staff
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- The next steps for the school are as follows;
  - Develop and deliver google form to gauge staff interest – currently have 17 staff who are interested - £27 per hour, £21 after tax. 18 hours as a block. Must have degree, be teachers or HLTAs;
  - Design and provide 2 TLR roles for one year. Job specification has just gone out and had a briefing tonight for those staff who are interested.
  - Awaiting staff allocation to begin staff training – Maths Whizz and Manga High;
  - Meet with SENDCO to ensure link between interventions and tuition is there and both complement the other;
  - Starting to design a 4 part tutor session – 18 sessions (1X planning, 1X assessment). How will we assess? Allocate targets? Record tuition and impact?;
  - Need to develop ideas with appointed TLR;
  - What resource have we got for EYFS? Writing? Handwriting? SPAG?; and,
  - How will we make sure that we target a range of pupils? Where will sessions take place? How will this affect our bubbles?

10.3 Has the impact of COVID-19 broaden the number of potential students the school might need to bring into this programme?

10.4 **RESOLUTION:** Yes. It was suggested that the school has found that the pupils that have lost most ground are middle/ mid-high ability pupils.

10.5 FGB asked is the £86k funding for the remainder of the school year or is that for the life of the programme?

10.6 **RESOLUTION:** SLT stated that that funding is ringfenced through the whole of 2021.

10.7 FGB asked as the school only has the current Y6 cohort for another two term (and not the remainder of 2021) what is the school going to do to try to accelerate this cohort to make sure that they are ready for their progression to secondary school?

10.8 **RESOLUTION:** SLT are working really hard with staff about how the school is going to move the curriculum forward and looked at how the school can streamline the curriculum to give children the best opportunities. Year 6 will also be in the initial wave of tuition allocation.

10.9 FGB asked what measures are being taken to ensure those less engaged households are signposted to extra tuition and extra programmes as these sessions maybe outside of school hours?

10.10 **RESOLUTION:** SLT stated that, as discussed above, the school will be looking to commission existing staff for tuition and Wednesday’s are looking particularly flexible and for those children who are really hard to reach children, this has to

happen during the day. This approach is not something that the school want to adopt for all children, but rather for those children are specific really hard to reach.

#### **Item 11      Committee Updates**

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- 11.1 Circulated as part of the papers.
- 11.2 K. Choudhary reminded FGB that Standards Committee has not met this academic year as agreed in last FGB in 2019/20.
- 11.3 K. Choudhary invited comments from FGB on any on the committee meeting.
- 11.4 **DECISION TAKEN:** FGB accepted the minutes from all committees.

#### **Item 12      Personnel Updates**

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- 12.1 Circulated as part of the papers
- 12.2 FGB informed that the school recently advertised for four TA3 appointments following a reorganisation of staff teams. Seven members of staff applied however no appointments were made.
- 12.3 SLT have arranged for a session next week to talk to application about their career progression and how to prepare for that as the school has some really strong staff members however their level of performance at interview did not warrant appointments being made on the day.
- 12.4 The TA3 appointments will now be deferred until September 2021.
- 12.5 FGB asked if SLT has an open-door policy for candidates to ask questions pre interview to ensure they feel comfortable and confident in getting more information?
- 12.6 **RESOLUTION:** SLT stated that the their always a open door policies and to further encourage the discussion around career progression the school is holding a session for all TAs Tuesday 1 December.
- 12.7 SLT stated that the school has made some changes to internal processes and candidate will now have a briefing by senior members on what to expect and augment to narrative in the job description.
- 12.8 FGB informed that the school is looking to make two TLR3 appointments to lead on blended learning tuition offer. These positions will be fixed term.

#### **Item 13      Head Teachers Report to Governors**

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- 13.1 Circulated as part of the papers.
- 13.2 As discussed in the previous meeting, B. Cassidy highlighted a shortened version of the report and stated that if there is any additional information required by governors, it will be provided.

- 13.3 FGB reminded that the report is a public document and as such, is published on the school's website annually.

**Item 14                      AOB**

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- 14.1 **Head Teacher Performance Review:** FGB reminded that the Head Teacher Performance Review has been conducted and paperwork will be shared with R&PC for transparency.
- 14.2 **Governor Training:** FGB ask if any decision has been taken on the School Mental Health Award & Wellbeing Governor Module as discussed in the previous meeting?
- 14.3 **RESOLUTION:** K. Choudhary informed FGB that there had been mixed responses from governors about this training which 'in a nutshell' was around issues with capacity. FGB discussed the merits of the training further.
- 14.4 **DECISION TAKEN:** FGB decided to enrol the school onto the training programme.
- 14.5 **ACTION 1(11/20):** B. Cassidy to arrange for the school to be enrolled onto the School Mental Health Award & Wellbeing Governor Module.
- 14.6 **Xmas Hamper Appeal:** FGB informed that the school is supporting an initiative to provide foods and activity packs to the free school meal pupils during Christmas holidays and February half term.
- 14.7 **Committee meeting settings:** FGB explore the options from moving away from virtual meeting and return back to school. SLT reassured FGB that all COVID-19 related measures are in place at the school to make sure it is COVID-19 secure.
- 14.8 **DECISION TAKEN:** Committee meetings will be moved back to school if at all possible, in the new year. This will be reviewed regularly to align with the national guidelines.

**Item 15                      Date of next meeting**

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- 15.1 Meeting finished at 7:00pm
- 15.2 **Next meeting:** Thursday 18 March. 5:30pm



Item	Summary of actions from meeting	Whom	Date to be completed
14.5	<b>ACTION 1(11/20):</b> B. Cassidy to arrange for the school to be enrolled onto the School Mental Health Award & Wellbeing Governor Module.	B. Cassidy	November '20