



St George's Primary School

Full Governor Body Meeting

Thursday 14 March 2024

Lower Site Main Hall 5:30pm

Present

Community Governors

M. Wiggins

J. Marshall

B. Clark

P. Dunning

C. Scott

Vice Chair of FGB

Chair of FGB

Parent Governors

J. Pollard

W. Alderton

T. Freeman

Staff Governors

B. Cassidy

J. Thomas

Head Teacher

Also Present

K. Choudhary

M. Chambers

S. Jones

L. Binks

T. Skarratts-Jackson

Clerk

Apologies

J. King

C. Lucking

S. Robertson

Item 1 Welcome, Apologies and declarations of AoB

- 1.1 Apologies noted and received as above.
- 1.2 Welcomed J. Pollard to FGB.

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.
- 3.2 Outstanding actions:
 - **ACTION 4(11/23):** K. Choudhary to reengage governor with the view of identifying additional link governors for SEND and Safeguarding.
- 3.3 FGB informed that, despite best attempts, ACTION 4(11/23) from previous meeting is still outstanding. While an additional link governor has identified for SEND (J. Marshall), FGB is yet to nominate an additional Safeguarding Link Governor.
- 3.3.1 FGB discussed additional Safeguarding Link Governor.
- 3.3.2 **DECISION TAKEN:** T. Freeman nominated to act additional Safeguarding Link Governor.
- 3.3.3 **ACTION 1(03/24):** T. Skarratts-Jackson to arrange meeting with T. Freeman and B. Clark to discuss next steps.

Item 4 Clerking Matters

- 4.1 Papers circulated as part of the papers.
- 4.2 FGB reminded that upcoming Wirral Governor Forum is 20/03/24.
- 4.3 K. Choudhary signposted FGB to the Skills Audit paperwork, stating that, according to self-assessment, FGB in is a 'really good place'. That said, training is always available on request.
- 4.3.1 SLT reminded FGB of the training schedule for governors on The National College.
- 4.3.2 **ACTION 2(03/24):** FGB encouraged to engage with The National College.
- 4.4 K. Choudhary highlighted FGB to which Pecuniary Interest Forms submitted to date.
- 4.4.1 **ACTION 3(03/24):** Those governors that have not yet submitted their Pecuniary Interest Forms, to do so as a matter of urgency.

- 4.5 FGB reminded that minutes from previous committee meeting were circulated and are contained in FGB papers. To be discussed later in meeting.

Item 5 DfE Updates and Requirements for Governing Body

- 5.1 Circulated as part of the papers.
- 5.2 SLT highlighted the following:
- **DfE publishes new non-statutory mobile phone guidance:** The government has stated that this guidance is part of a plan to “minimise disruption and improve behaviour in classrooms”. Read more [here](#).
 - **Home Office announces new legal duty on reporting child sexual abuse (CSA):** Home Secretary James Cleverly announced that there will be a legal requirement for anyone in regulated activity with children to report CSA where they know it is happening; those who fail to do so will face being barred from working with children. Read more [here](#).
 - **DfE Childcare commitment to start on 01/04/2024:** Universal offer for 2-3 year olds and challenges in sector. Read more on sector challenges [here](#).
 - **New national attendance campaign launched:** Read more by clicking [here](#). Build on strategy launched post Covid.
 - **Meeting digital and technology standards in schools and colleges:** Read more by clicking [here](#).
 - **Updated DfE Wraparound Care Guidance:** Read more by clicking [here](#).

Item 6 Budget Update

- 6.1 Circulated as part of the papers.
- 6.2 SLT provided an update on funding for 2024/25, stating that the school is facing increasing budget pressures, which has had a 3% reduction on budget capacity.
- 6.3 FGB informed that there are additional considerations:
- [DfE funding formula error](#) (0.6%) and LA delegated costs.
 - End of 0.4 Kingsbridge Secondment (£28,000)
 - Pay awards, increase in minimum wage, and pension contributions.
- 6.4 FGB reminded that the school recently campaigning for budget increase relating to DfE Split Site consultation and change to national formula. The school won the ‘split site’ argument which resulted in a c.£65k uplift.
- 6.5 SLT stated that there is ‘good news’ to offset 3% budget reduction is a 2.5% positive readjustment.
- Rates reduction of approximately £24,000

- Pension rebate annually of circa £45,000 for 2024- 2026 (included in this year's budget reconciliation).
- 6.6 SLT stated that 60% of maintained primary schools national are recording a financial deficit – so, 'relatively speaking', the school in a good place.
- <https://schoolsweek.co.uk/council-primary-schools-in-deficit-rocket-62/>
- 6.7 FGB asked what risk and pressure will not replace L. Horton role and has L. Binks secondment put on SLT and the school?
- 6.8 **RESOLUTION:** SLT highlighted that this will be discussed later, but suggested that the strategic decision **has been taken** to invest in middle management to improve leadership capacity (TLR roles).
- 6.9 FGB asked if there is anything that can be done to further highlight the financial pressures that the school face, perhaps FGB writing to Wirral LA to express concern?
- 6.10 **RESOLUTION:** SLT stated that the school has been working in collaboration to address challenges but recognises that the LA are facing incredibly difficult circumstances.

Item 7 Charging Changes

- 7.1 Circulated as part of the papers.
- 7.2 SLT stated that the school needs to make considered changes to Dragon Club:
- Breakfast Club no changes
 - After school club increase by 50p – but with enhanced meal offer
- 7.3 SLT suggesting that meal charges and nurse charges have no changes, but this may have to be reviewed if there are further pay challenges.
- 7.4 FGB asked when this will be implemented?
- 7.5 **RESOLUTION:** 15th April 2024. **Parents and carers will be informed next week.**

Item 8 SFVS Report and Benchmarking

- 8.1 Circulated as part of the papers.
- 8.2 SLT highlighted the schools' financial controls audit as per DFE requirements. FGB informed that this has been reviewed by members of R&PC.
- 8.3 FGB informed that J. King and S. Jones met to discuss SFVS Report in detail.
- 8.4 FGB informed that this must be ratified by FGB.

- 8.5 **ACTION 4(03/24):** S. Jones to change signatory from C. Scott to J. King on all documentation.
- 8.6 **DECISION TAKEN:** SFVS Report **ratified** (subject to signatory change).
- 8.7 FGB signposted to the schools [DfE Benchmarking Report](#) which captures highlights of the school's spending compared with a small number of schools that share similar characteristics.

Item 9 Academy Developments

- 9.1 Circulated as part of the papers.
- 9.2 FGB reminded that, as discussed in previous meetings, the school has been talking to different partners, Academy chains and DfE.
- 9.3 SLT stated that the schools focus is on securing a thriving schools' system and the SLT have continued to work closely with Liscard Primary School and have started three strong collaboration projects with them (STEM leadership, meta-cognition and business management).
- 9.4 FGB informed that the school has evaluated proposals from:
- Kingsbridge/CAT Trust
 - NWAT
 - Peninsula (3 schools is the initial model).
- 9.5 SLT stated that they are also talking to other schools and have been approached by several other bodies.
- 9.6 FGB informed that it is SLTs intention will be to make a single commitment to work with Weatherhead (Peninsula Trust) with caveats on agreement of values, structure and building an Academy infrastructure.
- 9.7 SLT suggested that this is the most common-sense journey (local community) but also the hardest, as there is no infrastructure in place.
- 9.8 SLT stated that this will require investment of time and resources to achieve this but will provide the most secure future for the school with greatest benefit for our children, families, and staff.
- 9.9 SLT stated that support and engagement from governors is vital to the process.
- 9.10 FGB informed that FGB Chair and Vice Chair meet regularly with SLT. It was suggested that although there is a lot to do, they welcome opportunity to 'shape and mould the academisation process.
- 9.11 FGB stated that they are keen to explore Weatherhead priorities, aims and objectives are compared to our school.
- 9.12 FGB stated that, in terms of geography and community, Weatherhead 'makes sense'.
- 9.13 SLT asked FGB if they are happy for the school to continue their intent to convert to

an academy and their agreement to direct senior staff to prioritise academy development with the Peninsula Trust.

9.14 **RESOLUTION:** Yes.

9.15 Chair and Vice Chair of FGB encouraged all governors to 'stay curious and stay involved' in the academisation process.

Item 10 - New Leadership Structure from September 2024

10.1 Circulated as part of the papers.

10.2 FGB informed that a Leadership Structure process was completed following L. Horton's appointment as Headteacher at Bedford Drive Primary School.

10.3 SLT highlighted the following key points:

- Current structure is not affordable or required.
- Over the last three years, the school has deliberately invested in middle management to improve leadership capacity (TLR roles). This will continue.
- The school have had to secondar senior staff to maintain the senior team structure. Secondments have brought partnership and investment into the school for teacher training, mathematics and other work but are not sustainable financially or in relation to the challenges that the school faces going forwards (Academisation).
- To strengthen and rationalise the school's structure, the school would reduce the SLT by one post. Move to 2 Deputy Head Teachers, 2 Assistant Heads and our School business manager. It was suggested that this would provide resilience and executive leadership that we need for our new phase of development.

10.4 SLT that the process moving forward is:

- 1) Consultation and advice from Worknest HR with B. Cassidy and S. Jones before we began the process. Advice on using **impact risk assessment** and restructuring process. That is ongoing. Part of that was that the school had to bring stability to SLT leadership level.
- 2) Consultations with SLT. Initial meeting with post half term feedback for all SLT.
- 3) Meet with affected senior middle leaders.
- 4) Had 14 one-one feedback meetings.
- 5) Clear aim that nobody has a dilution of role, pay etc. No new layers of supervision for AHTs.
- 6) Will consult on changes to role and responsibilities for middle leaders.
- 7) Will create a revised delegation for SLT. Aim is for more interdependence at the heart of this.

10.6 SLT stated that they would like governors to be involved in establishment of new delegation.

10.7 FGB asked when will this new structure start?

- 10.8 **RESOLUTION:** September 2024. Middle Leaders will 'step up' during the summer term to take L. Horton's duties.
- 10.9 FGB asked are there any provisions for staff stepping up/ talent development?
- 10.10 **RESOLUTION:** The school proactively encourages talent development. The biggest concern is staff reaching a glass ceiling and exploring options elsewhere.

Item 11 DPO Update

- 11.1 Circulated as part of the papers.
- 11.2 FGB reminded that the school continues to commission Judicum as DPO for UK GDPR expectations, suggesting that they are very happy with the level of service provided.
- 11.3 FGB informed that the school has had one reported data breach. E-mail for one parent was shared with another. The school sent to DPO with no further action.
- 11.4 FGB asked was it an admin error?
- 11.5 **RESOLUTION:** No. It was a technical error. Scholar Pack could not explain how this occurred.
- 11.6 FGB asked was the email sent to the right parent?
- 11.7 **RESOLUTION:** Yes. But to another parent as well.
- 11.8 The school has had 2 subject access requests from one parent.
- 11.9 S. Jones to complete full audit for next Governing Body meeting. Delayed to ensure that audit risk assesses Compass processes.
- 11.10 FGB informed that updated privacy notices and policies on are on the school drive. SLT suggested that these will need to be updated for move to Compass MiS and new website provider.

Item 12 Hi Impact Audit and Report

- 12.1 Circulated as part of the papers.
- 12.2 FGB informed that the purpose of this *hi-impact* audit is to:
- provide guidance on the current status of the school IT equipment.
 - identify any IT equipment in need of upgrade or replacement.
 - advise on recommended actions and priorities for action.
- 12.3 SLT stated that they anticipate significant investment moving forwards. Need to replace staff and children's w-fi points as soon as possible.
- 12.4 FGB informed that a Digital Copy of the Audit in drive, which highlights the following:
- Added compliance with the current DfE and KCSIE guidelines to the

Internet section.

- Backup internet line is an action in relation to current guidance. Hi-Impact arrange a quote for a backup line to Lower Site.
- Need 5 replacement WiFi points for Y3/4
- Foldable Chromebooks for SLT. SLT has asked for a quote for 6 foldable Chromebooks for SLT with styluses and stylus loops.
- As Cloudwise is pulling out of the UK market in 2025, SLT will look at alternatives to swap it out so we can maintain the QR logins on the pupil Chromebooks.

Item 13 **Move to Compass MIS**

- 13.1 Circulated as part of the papers.
- 13.2 SLT provided an update on transition plan with Compass MIS with initial launch for April 2024.
- 13.3 FGB informed that the school has agreed an implementation plan. This includes:
- Detailed training plan in place.
 - Extensive testing taking place.
- 13.4 SLT stated that there are significant challenges in migration due to scale of data and support from our existing provider.
- 13.5 FGB informed that the school has established a parent/carers feedback group.

Item 14 **Mezzanine Project**

- 14.1 Circulated as part of the papers.
- 14.2 SLT shared project planning for mezzanine project and suggested that the anticipated costs to LA now at £250k.
- 14.3 SLT stated that the school is having to make some resource contributions:
- Requested some adaptation to design (plumbing, divider screens, recessed bookcases etc).
 - Furnishing for mezzanine area.
 - Re-design of staffroom area (meeting, storage and safe welfare space)
 - Adjustments for building work (staff lunches, water boilers, removal firms etc).
 - Moving costs between sites for work and classrooms.
- 14.4 FGB Have any parents asked for any further information?
- 14.5 **RESOLUTION:** No – but a meeting for parents has been arranged for 25th March.
- 14.6 FGB asked if Dragon Club will be Upper or Lower Site?
- 14.7 **RESOLUTION:** Upper
- 14.8 FGB asked will learners have access to Snack Shack?

- 14.9 **RESOLUTION:** No
- 14.10 FGB asked has an end date been set?
- 14.11 **RESOLUTION:** 15th June 2024.
- 14.12 FGB asked if it is not finished by 15th June 2024, who absorbs any additional costs?
- 14.13 **RESOLUTION:** All liabilities lay with the contractor.

Item 15 Website Development

- 15.1 Circulated as part of the papers.
- 15.2 SLT shared progress to date working with Greenhouse website development team on a new school website.
- 15.3 SLT asked if the school could have a link governor?
- 15.4 **DECISION TAKEN:** J. Pollard nominated as Web Development link governor.
- 15.5 **ACTION 5(03/24):** G. Nathan to contact J. Pollard to discuss next steps with regards Website Development.

Item 16 Policy Updates

- 16.1 Circulated as part of the papers.
- 16.2 FGB reminded that Policy Audit is on the school drive.
- 16.3 SLT highlighted the following:
- Governor Visits' protocol (updated for new recording form)
 - Governors Expenses policy (updated for amounts)
 - Governing Body Code of Conduct (updated with highlights)
 - Display Screen Equipment Policy (updated for online forms)
 - Lone Working (updated for log and role-based risk assessments)
 - Maternity Schemes (renewal)
 - Restructuring Policy (renewal)
 - Sickness absence and leave of Absence (renewal)
- 16.4 FGB discussed but way of recording engagement with the Governor Body Code of Conduct.
- 16.5 **RESOLUTION:** SLT suggested that The National College could be a mechanism for recording 'digital signature'.
- 16.6 **ACTION 6(03/24):** B. Cassidy and K. Choudhary explore options with The National College for recording 'digital signature'.
- 16.7 **DECISION TAKEN:** Policies list above **ratified**.

Item 17 Minutes from Committee Meetings

- 17.1 Circulated as part of the papers.
- 17.2 K. Choudhary invited comments from FGB on C&PC and R&PC minutes.
- 17.3 **DECISION TAKEN:** C&PC minutes ratified.
- 17.4 **DECISION TAKEN:** R&PC minutes ratified.

Item 18 Good News Items

- 18.1 FGB informed that the school has hosted over 50 schools for:
- Maths Development with Maths Hub
 - ECT training with Inspire Hub
 - ITT training for teacher development
 - Oracy Open Days and Centre of Excellence Work
 - Trailblazer Status for Great Teaching Toolkit (6 heads visiting on 19.03)
 - Other leadership initiatives and training events.
- 18.2 FGB highlighted:
- Big Vote Election campaign. SLT will send invitation.
 - PTA Success
- 18.3 **ACTION 7(03/24):** SLT to express FGB thanks for all PTA endeavours in upcoming Newsletter.

Item 19 AOB

- 19.1 FGB reminded of L. Horton's upcoming leaving do.
- 19.2 **ACTION 8(03/24):** K. Choudhary to resend link to invitation.

Item 20 Date of next meeting

- 20.1 Meeting finished at 7:20pm
- 20.2 **Next meeting:** Thursday 13 June 2024 at 5:30pm.

Item	Summary of actions from meeting	Whom	Date to be completed
3.3.3	<u>ACTION 1(03/24):</u> T. Skarratts-Jackson to arrange meeting with T. Freeman and B. Clark to discuss next steps.	T. Skarratts-Jackson T. Freeman B. Clark	April '24
4.3.2	<u>ACTION 2(03/24):</u> FGB encouraged to engage with The National College.	FGB	Ongoing
4.4.1	<u>ACTION 3(03/24):</u> Those governors that have not yet submitted their Pecuniary Interest Forms, to do so as a matter of urgency.	FGB	March '24
8.5	<u>ACTION 4(03/24):</u> S. Jones to change signatory from C. Scott to J. King on all documentation.	S. Jones	March '24
15.5	<u>ACTION 5(03/24):</u> G. Nathan to contact J. Pollard to discuss next steps with regards Website Development.	G. Nathan	March '24
16.6	<u>ACTION 6(03/24):</u> B. Cassidy and K. Choudhary explore options with The National College for recording 'digital signature'.	K. Choudhary B. Cassidy	April '24
18.3	<u>ACTION 7(03/24):</u> SLT to express FGB thanks for all PTA endeavours in upcoming Newsletter.	SLT	March '24
19.2	<u>ACTION 8(03/24):</u> K. Choudhary to resend link to invitation.	K. Choudhary	March '24