

Pope Paul Catholic Primary Full Governing Body Meeting Minutes
Monday 6th July 2020 11.00am
held remotely via Zoom

Present: Liz Heymoz (LH) Head teacher; Tricia Alder (TA) Chair; Carole Strange (CS); Lesley Bills (LB); Andrew Lyons (AL); Catherine McNamara (CM); Father Shaun Lennard (FrSL); Adam Bogusz (AB)

Minutes: Lesley Bills

Apologies: Michael Kelly (MK); Margaret Joyce (MJ); Colin McArdle (CM); Antoni Poyiadzis (AP); Steve O’Keeffe (SOK)

No	Item	Action
1.	Welcome and Opening Prayer (FrSL)	
2	<p>Apologies and approval of absences Apologies were received and accepted from Michael Kelly, Margaret Joyce, Colin McArdle, Antoni Poyiadzis, Steve O’Keeffe</p>	
3.	<p>Conflict of interest that may arise during the meeting. Governors were reminded of the need to declare a conflict of interest, pecuniary or other, relating to items on the agenda.</p> <p>There were none.</p>	
4	<p>Approval of Minutes of:</p> <p>FGB Virtual Meeting of Friday 12th June 2020 Actions from previous FGB:</p> <ul style="list-style-type: none"> • Letter of thanks have been sent out to all teaching staff. These have been warmly received. • LCVAP – TA is waiting for a reply from Nigel Spears • Signage – this has been updated at the front of the school and creates a good first impression to all visitors <p>The minutes were agreed as a true and accurate account of the meeting and duly signed by the chair.</p>	
5	<p>Matters Arising – notification of AOB Summer food vouchers. AB asked about the provision of food vouchers during the summer holidays. LH said that the school have applied for 10 families who are eligible and have had written notification from Edenred that they will be receive the vouchers.</p> <p>School Server – LH said that the school server needs to be updated. Money from the Governor’s fund will be used and this will take place over the summer holidays.</p>	

6	<p>Update on admissions/appeals</p> <p>CS reported that there are three appeals for places in Reception for September 2020. The paperwork needed to have been sent in by today. The date for the appeal meetings is 22nd July 2020. One appeal is from the sibling of a vulnerable family.</p>	
7.	<p>Update on School Procedures during Covid 19</p> <p>As of today pupils are now in bubbles of 15. There are 4 bubbles for keyworkers; 2 for Reception; 2 for Year 1 and 2 for Year 6. There are now 110 children in school daily – about half of the total number of pupils. Few vulnerable children have chosen to return to school – only 2. LB asked if there were any concerns about any of those children who have not returned. LH said that parents and children had been contacted and there are no concerns; CM concurred.</p> <p>Transition meetings are being held this week in either the morning or afternoon where classes will spend 45 minutes with their new teacher. In the final week of term Years 2, 3 and 4 who have not yet been back to school will be invited in. On the next two Wednesdays, Year 5 will come in to meet initially with their existing teacher and then with their new form teacher. Parents are grateful for this provision.</p> <p>The final day of term will be the Thursday 16th July. Friday 17th July will be an INSET preparation day for staff.</p>	
8.	<p>Update on arrangements for September 2020 including curriculum recovery</p> <p>The DfE have sent out guidelines for September. This was emailed to all governors by LH. The plan is for the school to return in September following the guidelines. Pupils will be in bubbles of 30. Breakfast and afterschool clubs will be running. Outside staff will be allowed in – eg visiting music teachers; specialist staff. No large gatherings will be possible. Teachers will need to keep their distance in the classroom as much as is feasible. If a teacher or pupil tests positive for Covid the whole bubble will need to be sent home and tested. The turnaround for testing is getting quicker and the school will review and amend as incidents occur. FrSL spoke of the importance of maintaining the confidentiality of those infected and to act sooner rather than later. Attendance rules will be in place as normal.</p> <p>School trips will be allowed but not any overnight excursions.</p> <p>School uniform will be worn as normal.</p> <p>Hot meals will be provided with seating being staggered.</p> <p>Playtime timetables are being worked on noting the importance of children having time outside in the fresh air.</p> <p>Pupils will be encouraged to use soap and water to wash their hands regularly; gel will not be used as this has found to be problematic for young skin.</p> <p>Arrival at school will be staggered with families arriving by alphabetical grouping.</p> <p>LH felt that the school has the facilities to cope with keeping pupils safe.</p> <p>It was noted that social distancing for Reception and Year 1 is not realistically possible. The main aim will be to ensure safety as far as is possible and that equally important is that children are happy, settled and ready to learn. Parents will be regularly updated about the wellbeing of their child.</p> <p>New Reception Pupils: pupils will attend in groups of 6 one day a week for the first week. In the second week, beginning 15th September, pupils will be in school full time in two bubbles.</p>	

	<p>Curriculum recovery:</p> <p>Year 1 and 2 curriculum recovery: phonics will need reviewing in September. Focus will be on grammar and spelling. A new handwriting scheme is being introduced. A cross-curricular project on “Rivers” will be introduced in KS1 and KS2 to inspire creative work.</p> <p>In Maths the first half term will be spent reviewing and bridging any gaps in learning. No official testing will be done. Daily formative assessment strategies will be used.</p> <p>SENCO – the learning support assistant’s timetables are being reviewed to provide the best provision for SEN pupils. Enrichment opportunities will also be provided before and after the school day.</p> <p>AB thanked LH and all staff on behalf of the Governors for the hard work and vision to continue to deliver a full and effective curriculum for all pupils.</p>	
9	<p>Budget Monitoring info Period 2</p> <p>LH reported that the decking around the tree has been repaired and the Peace Garden has been developed. The 2020-21 budget of £2550 for Wider Access/Music will be redirected to outdoor learning to develop the peace garden for sensory learning linked to science.</p> <p>LH notified governors that the Sports Premium grant will be used to enable DP (PE responsibility) to spend 2 afternoons a week supporting the development of other staff members in the effective teaching of PE.</p>	
10	<p>Discussion of RSE Policy and Mental Health and Well Being Policy</p> <p>The RSE policy will be in place from September. This was ratified by governors. Parents will be notified about policy and scheme of work ASAP.</p> <p>The Mental Health and Well Being Policy has been written. It will be developed throughout the year by staff and is not a statutory policy. It will be shared with parents at the beginning of the school year and labelled as a development plan.</p>	
11	<p>Update on Insurance Claim re subsidence/cracking</p> <p>A virtual meeting took place last week with Barkers. The outcome is that they will continue to monitor cracks in the drains over the next 12 months – a full seasonal monitoring is required. Only then will they look at the repairs that are required. AB expressed his disappointment that no concrete answer had been given to resolve the issue.</p> <p>We wait to hear what repairs will be allowed to the leaking roof which is an ongoing problem. LH to get a quote on redirecting the flue. It was felt that it is not cost effective to keep partially repairing the roof. LH to email Barkers regarding the cost of a total repair to save money long term.</p> <p>STATLOG: the school has been advised to join at the enhanced level but TA felt that as this will not be ready for at least 6 months this would not be a wise expenditure. CL and LH to research.</p>	LH CL/LH
12	<p>LCVAP bid</p> <p>TA has written to Nigel Spears and is waiting for a response. She will continue to chase.</p>	TA
13	<p>Standing item: Safeguarding</p> <p>LH continues to contact parents over any safeguarding issues. There have not been any referrals this term.</p> <p>A letter has been sent to staff to remind them that mobile phones should not be used for personal use when they are with pupils and that disciplinary steps will be taken if</p>	

	necessary.	
14.	Standing item: GDPR GDPR is in place. All confidential emails are sent password protected.	
15	Part 2: ALL DISCUSSIONS TO REMAIN CONFIDENTIAL Minutes for this part of the meeting were taken by CM	
16	Date of next meeting Thursday 3 rd September, 6.30 pm in the Parish Hall. FrSL to provisionally book the hall.	FrSL
17	Closing Prayer (FrSL) Meeting concluded at 12.20 pm	