

**Pope Paul Catholic Primary Full Governing Body Meeting Minutes**  
**Friday 12<sup>th</sup> June 11.00am 2020**  
**held remotely viaZoom**

### PART ONE

**Present:** Liz Heymoz (LH) Headteacher; Michael Kelly (MK), Tricia AlderChair (TA), Carole Strange (CS), Margaret Joyce (MJ), Lesley Bills (LB), Colin McArdle (CM) and Andrew Lyons (AL) and Catherine McNamara (CM) Antoni Poyiadas (AP), Steve O’Keeffe (SOK)

**Minutes:** Lesley Bills

**Apologies:** Father Shaun Lennard (FrSL), Adam Bogusz (AB),

No	Item	Action
1.	Welcome and Opening Prayer(MK)	
2	<b>Apologies and approval of absences</b> Apologies were received and accepted from Father Shaun Lennard (FrSL), Adam Bogusz (AB),	
3.	<b>Conflict of interest that may arise during the meeting.</b> Governors were reminded of the need to declare a conflict of interest, pecuniary or other, relating to items on the agenda.  There were none.	
4	<b>Approval of Minutes of:</b>  <b>FGB Virtual Meeting of 20<sup>th</sup> May 2020</b> The minutes were agreed as a true and accurate account of the meeting and duly signed by the chair.	
5	<b>Matters Arising – notification of AOB</b> LH -yellow lines outside the school entrance – health and safety concern	
6	<b>Update on partial opening arrangement for Pope Paul</b> LH updated Governors on the partial opening arrangements for the school. Preparations for the return to school have been thorough. Pupils have been placed in ‘bubbles’ based on a parental survey of pupils ‘definitely’ and ‘maybe’ returning to school. The Year 6 class has been split into two bubbles with an extra bubble created to accommodate the Year 6 keyworker pupils. There is provision for 40 keyworker pupils with 36 places being taken up at present. These pupils are able to attend 5 days a week. Year 6 keyworker pupils are able to attend their own bubble for 4 days . LH is not intending on changing the arrangements at present as they seem to working well. Reception and Year 1 returned to school this week in their bubbles. There are two members of staff with each bubble – a teacher and an LSA. All staff have said that they are happy with the existing arrangements. The workload is considerable but	

	<p>staff are being given time out of the classroom to attend to other duties. MK thanked all staff on behalf of the governors for the incredible work being done in these difficult times.</p> <p><b>Q</b> Will other year groups be returning to school? LH said that the school doesn't have the capacity at present. There is the possibility of a 'transition picnic' for each year group to come together before the end of the academic year. If other year groups returned to school it would mean reducing the time that Reception, Year 1 and Year 6 pupils are able to attend.</p> <p><b>Q</b> Will the 1 metre rule have any impact if introduced? LH – possibly 20 pupils would be able to be in each bubble. LH is in discussion with other Head Teachers as how best to proceed in September. There is the possibility that all children will attend school but for only half a day. Ideally schools will know how best to plan for September by the end of this academic year.</p> <p><b>Q</b> What planning is being made for the new Reception intake in September 2020? All families are being contacted for email addresses and being sent a questionnaire. A welcome video/or photos will be sent out to families. The present thinking is that from September there will be a slow and thorough transition with the aim that all pupils will be in school by the end of the month.</p> <p><b>MK</b> – we understand that there will be a full staff from September with no resignations; LH confirmed. All staff will remain in the same year groups for continuity. It was acknowledged that the current Reception will need further support as they return to school in September. Congratulations conveyed once more to all staff for their dedication and continued hard work. SO'K asked that we, as a governing body, convey our thanks to all staff via a personal letter – TA and MK to organise.</p> <p>LH felt that having worked hard on the <i>Return to School</i> risk assessment prior to the arrival of staff and pupils had meant that everyone felt safe to return. All teachers are in school bar two LSAs who have been working from home on a Lunch Time Policy, including how MSA roles are performed. There will be a Zoom meeting on Monday 15<sup>th</sup> June with all MSAs. It was felt that this was a positive move as MSAs have direct input into the policy.</p> <p>Time is also being dedicated to transition meetings for September. These meetings are in depth and valuable. Staff are also looking at 'curriculum recovery' which will address gaps in learning due to the current Covid situation.</p>	TA/MK
7.	<p><b><u>Update on home learning/communication</u></b></p> <p>CS asked, did we know the number of children who engaged with home learning and what provision was made for children who didn't have access to IT at home?</p> <p>LH said that on average 28 out of each class of 30 had engaged positively with home learning during the Covid crisis. Hard copies of work had been sent home where necessary. In the morning pupils focus on Maths, English and RE. The afternoons are topic based where children can choose from suggested activities. Whenever possible, much of this learning is based outdoors. Parents have responded positively about the creativity and choice available in the curriculum which ensures that children both at school and at home are given equal opportunities. Outdoor learning areas at school have been improved and enlarged.</p>	
8.	<p><b>Year 6 PGL refund arrangements</b></p> <p>LH and Carol Lennox have spent some considerable time looking at the options available since Year 6 were unable to attend their PGL residential trip from 18<sup>th</sup> May</p>	

	<p>2020. The first option was to make a claim which might contribute in some part to PGL becoming bankrupt and ceasing to exist. The second option was to use the money paid by parents in Year 6 towards making a booking for Year 5 pupils for next Summer. Out of a questionnaire sent to 30 parents, 25 have responded saying that they would like their child to go on the trip next Summer and would be prepared to pay a non-refundable deposit of £50 in September. Two pupils who did not respond are believed to be Pupil Premium children who would be supported through the school. SO'K said that a letter would need to include a paragraph making it clear and transparent as to what might occur should there be a second wave of Covid 19. A couple of emails have been received from current Year 6 parents demanding to know straight away when they would be receiving a full refund. LH felt that parents are upset and disappointed at the lack of closure for the pupils in this year group. There are plans for a Leavers' Mass and party when possible to celebrate these children as they move on to secondary education. LH expressed her sadness at the loss of the sense of community throughout the school day as children keep in their bubbles with allocated staff and acknowledged how important and precious it is. LH continues to be a visible presence at the beginning and end of each day. Staff continue to meet at lunchtimes and on Friday after school.</p>	
9	<p><b>Safeguarding arrangements for the use of mobile phones by staff</b></p> <p>Teachers are allowed to have their mobile phones on silent with them in class. This is to be able to contact parents, SLT or the office with reduced movement through the school premises. CS asked SO'K opinion on this action, as he is our safe guarding governor. He said There has to be a balance between safeguarding and welfare and acknowledging that we are in exceptional times. The policy will exist for three months with a monthly review by SO'K and LH. Staff are aware that they could be subject to spot checks at any time in the event of any, highly unlikely, inappropriate content. Governors all agreed with this action as reasonable under the current situation.</p>	LH/SO'K
10	<p><b>LCVAP</b></p> <p>LH attended a school business manager zoom meeting with Carol Lennox. Nigel Spears spoke at the meeting and explained the new STATLOG system. This a new online system whereby the physical aspects of schools will be managed on one single system. LH will need to register to able to login. If the school is to make any further bids for LCVAP funds then we must register with STATLOG. No actual cost has yet been given to register with STATLOG. Governors expressed their disappointment at not being allocated any LCVAP funds. TA to contact Nigel directly about the allocation of LCVAP funds.</p>	TA
11	<p><b>AOB</b></p> <p>LH has updated signage at the entrance to school highlighting parking and safety. The yellow road markings outside the school are very faint. The response from the council on inspection is that this is non- essential work and the Highways agency has said that the signage is currently in an acceptable condition. LH is concerned for the safety of pupils and families. SO'K to draft a letter to the Head of Highways expressing concern. LH would like to arrange for the outside of the school to be painted. She feels that the building is looking rather tired and doesn't give a good first impression on entrance to the school. MK agreed.</p>	SO'K LH
12	See Part 2 Confidential Minutes	

13	<b>Date and time of next meeting</b> Monday 6 <sup>th</sup> July 11.00am	
14.	<b>Closing Prayer (MK)</b>  <b>Close: - 12.20pm</b>	