

Pope Paul Catholic Primary Full Governing Body Meeting
Wednesday, 20th May, 2020
held remotely using Zoom

Present: Liz Heymoz (LH) Headteacher; Michael Kelly (MK), Tricia AlderChair (TA), Carole Strange (CS), Father Shaun Lennard (FrSL), Margaret Joyce (MJ), Lesley Bills (LB), Adam Bogusz (AB), Colin McArdle (CM) and Andrew Lyons (AL) and Catherine McNamara (CM).

Minutes: Catherine McNamara

Apologies: - Antoni Poyiadas (AP), Steve O'Keeffe (SOK)

No	Item	Action
1.	Opening Prayer(Fr Shaun Lennard)	
2	Apologies and approval of absences. Apologies were received and accepted from Antoni Poyiadas (AP), Steve O'Keeffe (SOK).	
3.	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. There were none.	
4	Approval of Minutes of: FGB meeting of 11th February 2020 The minutes were agreed as a true and accurate account of the meeting and duly signed by the chair. FGB Virtual Meeting of 1st April 2020 The minutes were agreed as a true and accurate account of the meeting and duly signed by the chair. Resources Committee Meeting of 27th January 2020 The minutes were agreed and ratified. School Improvement Committee Meeting of 27th January 2020 The minutes were agreed and ratified. Admissions Committee of 25th February 2020 AB mentioned that draft versions of the Admissions Committee had been posted on the Governors Hub with no comments yet. Minutes seconded by Mk. Minutes approved and ratified.	

5	<p>Matters Arising</p> <p>Creation of WhatsApp Group for governors</p> <p>AB expressed his preference to using email to communicate but is happy to continue with WhatsApp</p> <p>FrSL said that he finds the WhatsApp group useful as it is an instant and efficient way to communicate.</p> <p>Action:What's App group to continue to be used for such a quick response and to facilitate and enhance communication. Governors agreed.</p>	AP to add CM to the group.
6	<p>School Budget update and Budget Discussion Points</p> <p>LCVAP + Insurance Claim</p> <p>LH – No updated information on LCVAP at present</p> <p>AB noted that this was to be given by 7th May, but nothing yet received</p> <p>Update on the Insurance Claim – Barkers made a preliminary visit to the site. The school is still awaiting their report.</p> <p>.</p> <p>Re Item 7: Ratification of the School Budget.</p> <p>AB thanked LH for her replies to the questions regarding the school budget.</p> <p>AB also wanted to note that county may need to be informed due to the income of the Breakfast Club and After School Club being lower than anticipated.</p> <p>No Sports Funding allocated as yet.</p> <p>LH mentioned discussions on ideas on Sports Funding:</p> <p>To be able to release Miss Pringle to develop the teaching and learning of PE LH had planned to create an extra one day a week contract for Ms Rita Varga which would increase Miss Varga's teaching time from 3 to 4 days. This would mean that Mrs McNamara would be covering in Year 3 and 4 for one day a week each but would not have overall responsibility for either class.</p> <p>Coach Duggan (Dame Alice Owen) would cease to continue in the Autumn Term, 2020. Currently, we have not been charged for Coach Duggan and we are awaiting to hear from DAOS regarding this. Ideally, if no payment is requested, this money can be used for other future focus on Sport.</p> <p>LH explained that the Breakfast Club and After School Club estimation given was a conservative amount. LH explained that two members of staff have been furloughed and she did not know yet if their salaries could be repaid to school funds. LH explained that the school is waiting verification of that.</p> <p>LH explained that the school is currently offering ASC and BC for two children and using one adult. The school is not sure what can be offered from 1st June.</p> <p>There were no other comments from governors.</p> <p>Ratification of the school's budget.</p>	
7.	<p>Delegation of power to the Absence Reviewer/Final Absence Reviewer in accordance with the school's Sickness Absence Policy and Procedure</p> <p>Absence Reviewer is Antonio Poyiadas (AP)</p> <p>Final Absence Reviewer and Appeal Manager can be any non staff governor or the chair</p>	CHECK

	This was agreed by the governors .	
8.	<p>Verbal Update from Headteacher on the management of the school during Covid 19 pandemic including Health and Safety Update</p> <p>LH explained how she has completed changes and organisation of Pope Paul to this 'new school' for this phased progression since lockdown. The SLT and office manager (CL) met with her to discuss the Risk Assessment and Health and Safety procedures that needed to be put in place explaining that this is a 'live' document which will be constantly updated. A staff meeting took place for all staff (Wednesday 20th May) and it was explained to them how the school will re-open on Monday 1st June. Main areas of the Risk Assessment were explained to them and systems and procedures that they would need to follow.</p> <p>The letter to be given to parents and carers was also shared with all members of staff. Bubbles will have one fulltime teacher and one part-time member of staff. Key Worker/Vulnerable children will be in everyday and as a result of space necessary, Reception, Year 1 and Year 6 have been offered two days a week.</p> <p>LH stressed the importance of the mental health and well-being of the children returning to school with a class teacher and learning support that they know. To continue with the online learning offered, the Class teacher can be released during the day to answer emails and plan accordingly.</p> <p>LH explained that week beginning 1st June, there would be a staggered introduction of Year 6 bubbles alongside the usual fulltime Key Worker/Vulnerable children.</p> <p>AB enquired about the two members of staff self-isolating.</p> <p>LH explained that both members of staff (CTs) would be having an individual risk assessment completed by her.</p> <p>One LSA is also returning (sudden change) – so a risk assessment would also need to be carried out for him.</p> <p>Cleaning regime was also explained to the governors and the set up of bubbles for Key Worker children who are in Year 6/Year 6 Bubble as there can be no overlap.</p> <p>AB enquired whether the Risk Assessment should be uploaded onto the school website.</p> <p>LH explained that this is a changing document and how she had would ensure that each bubble would be getting a letter with information to explain how things would run etc...</p> <p>MK confirmed the correspondence to follow.</p> <p>Q: Are staff happy to go forward?</p> <p>A: staff were part of the meeting in which the proposed procedures to follow were explained alongside the risk assessment documents. Copies of documents were handed out to them. After much thought and trial it was decided that ten children could be safely accommodated, adhering to the social distancing criteria. No concerns were raised by members of staff.</p>	

	<p>MK stated that the rota option does not conform to the latest guidance but meets with governors approval.</p> <p>Q: What about PPE? A: It has been ordered and each bubble is to have it allocated to them.</p> <p>AB added that this is dependent on Governments announcement on Thursday 28th May and as such, the timetabling may slip. LH added that if the Government's announcement changes, the school will need to adjust accordingly, she will then email/contact parents nearer June 1st to ensure that the proposed procedures come into play.</p> <p>MK praised the work of the staff at the school.</p>	
9	<p>Discussion on the proposed reopening of Pope Paul Catholic Primary School. (Refer to the questions from Governors arising from the Management reopening).</p> <p>Following the discussion above considering the procedures that have been put in place, the governors approved the re-opening of the school.</p>	
10	<p>Matters Arising: SEND children were discussed by MJ and the SEND needs of a Y1 student. The school is examining a risk assessment for this child and the health and safety of the other children. CS added her understanding of the concern following her observation within the classroom setting.</p> <p>LH explained what procedures need to be carried out with this parent. MK reiterated the school's Duty of Care in dealing within these not normal circumstances to meet the needs of the children and staff.</p>	
11.	<p>Matters of AOB CS mentioned that she would be updating governors about a Grievance issue at the next meeting</p>	
12.	<p>Closing Prayer (Fr Shaun Lennard)</p> <p>Close: - 15:00</p>	