

Pope Paul Catholic Primary School



"Learning in the Light of Christ"

Minutes

Full Governing Board meeting

Wednesday 9th December 2020 at 6.30pm

Held remotely via Zoom

Attendees: Tricia Alder (Chair), Lesley Bills, Adam Bogusz, Donna Carey, Liz Heymoz (Head), Margaret Joyce, Catherine McNamara, Stephen O'Keeffe, Antoni Poyiadzis, Rachel Ryan and Carole Strange (Vice Chair)

Clerk: Rebecca Harvey

No	Item	Action
1.	Welcome & Prayer <ul style="list-style-type: none"> The meeting opened with a prayer read by Catherine McNamara. 	
2.	To receive apologies and consider approval of absences <ul style="list-style-type: none"> Apologies were received and accepted from Michael Kelly, Colin McArdle and Andrew Lyons. 	
3.	To receive any declaration of conflict of interest <ul style="list-style-type: none"> There were none. 	
4.	To consider any notification of any urgent items of AOB <ul style="list-style-type: none"> There were none. 	
5.	To agree minutes of the last FGB meeting on 21st October 2020 and consider any matters arising <ul style="list-style-type: none"> The minutes were AGREED as a true record. There were no matters arising. 	
6.	To receive an update on Sports Premium and PE - PowerPoint previously circulated via the Hub – Donna Pringle <ul style="list-style-type: none"> DP is out of class 2 afternoons a week funded by sports premium, to team teach, plan and guide PE with the aim of developing PE subject knowledge and confidence in teachers. This half term DP has been supporting KS2 with KS1 after Christmas. <i>Q - Have the restrictions limited what you can do? A - Yes for example, we wanted to develop Y5 as sports leaders, but this is on hold. Yrs 3,4,5 and 6 play tag rugby and hockey this term, but there are no inter school matches. The leagues have been extended into March in the hope they will be able to play matches next term.</i> As a result, the school is offering different sports in school, and when able, different sports providers will be brought in. Tennis is booked for the summer and Saracens rugby for the spring term for cheerleading and rugby. <i>Q - What do you think of children wearing PE kit for the day? A - Its great as it means staff can talk to pupils about the PE they have done and it has also raised the profile of PE. It also allows more time for sport, as children don't have to get changed. More staff also wearing PE kits in school.</i> In some classes pupils have progressed but there are a lot of children who became very unfit during lockdown. The school is now doing the daily mile. 	

7.	<p>To receive an update on Science Plan and PQSM - Donna Carey – presentation previously circulated via the Hub</p> <ul style="list-style-type: none"> • Healthy living week was linked to the whole school plan and mental wellbeing. • Feedback from pupils was very positive and lots of children said they had been inspired to learn more about science and be scientists. • It was also National Tree week and pupils have been doing activities through cross-curricular links. • The vision for science at the school has been reviewed to feed into the PQSM (Primary Science Quality Mark). • Governors offered congratulations that even in these difficult times, staff were still finding new things for the children to do. • Q - Have you included discussions with pupils about vaccines and all the checks that have to be carried out to ensure they are safe for example? A - Yes, it is part of topical science when pupils go and look at/read the news and then talk about the key role of scientists in the process. Children research and then become ‘pupil experts’ to talk to their class about what they have learnt. • Governors offered thanks to Donna and Emily for their great to start the year in science and developing pupil’s confidence through science. • Outdoor learning areas are being developed and staff used pupil voice to find out what they wanted to do. Pupils also planted and harvested crops. Each teacher has a class garden; sunflowers were grown which were linked to several other subjects including maths and English as well as RE. Next week pupils will be digging up potatoes and will then use them to create food for other pupils. • Governors said it was really inspiring learning and linked very well into the school development plan. • Thanks to DP and DC who left the meeting at 7.06pm 	
8.	<p>To receive an update on any Safeguarding/ GDPR issues <u>Receive Termly Safeguarding report - previously circulated via the Hub</u></p> <ul style="list-style-type: none"> • This term has been quiet to date in terms of safeguarding. • Refresher DSP training has taken place. • Q – Page 3 states that updated new policies were shared with staff, as the Covid-19 risk assessment is constantly being updated, should this be included as well? A – Yes, the risk assessment has changed again today, and now allows 30 children to sing so long as there is ventilation in the room. • Q – What is operation Encompass? A – It is a new system for reporting of domestic violence, which means the school gets notified of any issue in the home the police are called to the previous day/night. In both incidents children did not witness any violence. <p><u>Safeguarding Review Visit – SO’K – previously circulated via the Hub</u></p> <ul style="list-style-type: none"> • Safeguarding annual review was carried out as discussed at the last FGB. SO’K visited the school to meet with the Head to discuss any issues review the matrix questions. SO’K also met with some pupils, an LSA and a teacher. The outcome of the meeting was a qualitative report. • An action from last year regarding concerns around supervision in the playground has been closed as this has now been superseded by Covid rules. • The RAG rating is all green. • The Herts Safeguarding Children’s Partnership (HSCP) carried out a School Safeguarding Audit (circulated via Governor Hub). This correlated exactly with the school’s own assessment. • There is no requirement for an action plan, but a recommendation to reassure 	

	<p>parent's life in school continues as normal.</p> <ul style="list-style-type: none"> Issues identified in the previous report had been addressed. The report detailed 5 recommendations – <i>please refer to report.</i> 	
9.	<p>To receive the Head's report – <i>previously circulated via the Hub</i></p> <ul style="list-style-type: none"> Attendance YTD is at 96.6% but this excludes any class/child who is isolating. Some Y6 pupils have had a lot of time off for entrance exams and for revision for these exams. This is why Y6 attendance is lower than expected. Parents have been cautious, keeping children off if they are at all unsure, but the attendance percentage also shows parents are confident in what the school are doing to keep pupils safe. Teachers will be attending training on moderation and a conference (all via Zoom) next week. Reception's nativity and other performances are on the website for parents to view. Governors were glad to see the emphasis on sport in school and on mental health. 	
10.	<p>To consider staff wellbeing</p> <ul style="list-style-type: none"> Catherine McNamara is working with the LSAs remotely and has run 2 enrichment sessions with Yr6 and a maths assessment piece. All other staff are in school. 3 children are currently self-isolating as their parents either have or have been in contact with someone who has tested positive. Early school closure at the end of term following a DfE proposal – the school will not close early as it will have to make up the inset day later in the year. The issue is due to track and trace as parents can contact the Head up to Christmas Eve if they receive a call and then the Head has to contact Public Health England to discuss close contacts. 	
11.	<p>To approve policies</p> <ul style="list-style-type: none"> Attendance - APPROVED Complaints – APPROVED who is complaints co-ordinator? Tricia as chair. Pay - APPROVED Grievance Resolution - APPROVED Staff Sickness absence - APPROVED E-Safety - APPROVED Staff Code of Conduct - APPROVED Whistleblowing - APPROVED Remote Learning – APPROVED – to be added to the school website ACTION Head Staff Capability - APPROVED Staff Disciplinary - APPROVED 	
12.	<p>Governor items</p> <p><u>Membership</u></p> <ul style="list-style-type: none"> Governors were informed that Colin McArdle was very unwell and all sent their thoughts and best wishes to his family. <p><u>Training</u></p> <ul style="list-style-type: none"> PA, LB, AB, MK, CS, SL have all booked on the Safeguarding Children course in Jan/Feb 2021. All other governors to book onto a course when there is one available, if they have not attended a safeguarding children course in the last 4 years. <p><u>Receive Chair's update</u></p>	

	<ul style="list-style-type: none"> The Chair congratulated senior staff on their outstanding performance this term, carrying on as normal when everything is far from normal. <p><u>Review of statutory items on school website –</u></p> <ul style="list-style-type: none"> Thanks to MK for updating the governor section of the school website which was now all up to date. Liz Hawkins (HIP) carried out a website compliancy check of statutory items. The Head is meeting with her in January and a report will follow. MK sent an overview of policies which is on going. <i>Q – Governors noticed that on the classroom blogs, Y6 were doing videos rather than just photos and as governors are missing visits from the children maybe they could do a video for governors? A – The Head said pupils are also working on house captain's blogs and some will be ready next term.</i> The Head is doing remote assemblies via Teams. The pupils can see the Head but she can't see them. The aim is for house captains to lead an assembly. 	
13.	<p>Receive committee minutes</p> <ul style="list-style-type: none"> <u>Resources</u> – 24th November – thanks to the Head for managing the finances so well, the c/f has increased. <i>Q – Has a reply been received from Helen Harding? A – There is a meeting with her tomorrow.</i> The insurance claim is back on track, it is a fire prevention issue, as Y1 did not hear the fire alarm clearly. Remedies and actions have been agreed. AB left the meeting at 7.45pm. <u>SIC – 24th November</u> – geography will be discussed at next meeting. Please refer to Part II minutes <u>Pay committee</u> - advised they met and all procedures were followed. Thanks to Margaret for her work on RE did a visit and report will follow. 	
14.	<p>AOB</p> <ul style="list-style-type: none"> There was none. 	
15.	<p>Date of next FGB</p> <ul style="list-style-type: none"> Tuesday 9th February at 6.30pm 	
16.	Fr Shaun closed the meeting.	

End of meeting 7.55pm