

Pope Paul Catholic Primary School

"Learning in the Light of Christ"



Minutes

Full Governing Board meeting

Wednesday 17th March 2021 at 6.30pm

Held remotely via Zoom

Attendees: Tricia Alder (Chair), Michael Kelly, Lesley Bills, Adam Bogusz, Liz Heymoz (Head), Margaret Joyce, Antoni Poyiadzis, Rachel Ryan and Carole Strange (Vice Chair), Fr Shaun Lennard

In attendance: Nicola Lines – to item 6 of meeting

Clerk: Rebecca Harvey

No	Item	Action
1.	Welcome & Prayer <ul style="list-style-type: none">A prayer read by Tricia Alder and all governors were welcomed to the meeting.	
2.	To receive apologies and consider approval of absences <ul style="list-style-type: none">Apologies were received and accepted from Andrew Lyons. Antoni Poyiadzis advised he would be late.Catherine McNamara did not attend due to illness.	
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 was none.	
5.	To receive an update on behaviour - Nicola Lines <ul style="list-style-type: none">STEPS was introduced last year.NL and Donna took part in annual refresher training in January which provided the opportunity to reflect on the current practice in school and for the future. There are also clear links to the SDP and to mental health and children's wellbeing.The impact of STEPS in the school is that children can now recognise how their actions affect others, which is a positive improvement. A further 3 hours of training will be delivered to staff by the step tutors NL and Donna.A supervision meeting will be taking place next week to ensure all the paperwork is in order for a KS2 pupilStaff training covers anxiety mapping, prevention, conscious behaviour and looking at how can improve outcomes. There is more conscious behaviour than sub-conscious.The training was very useful. Planning is now centralised into one excel programme to provide each child with their own excel folder which can track their behaviour as they move up through the school.Governors considered since children returned to school they have already benefitted from this programme in school. Yes, it has enabled staff to focus on pupils' circumstances. The Head said there was now a consistency of approach throughout the school, despite the 2 lockdowns, and a sharing of workload	

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Signed – Chair of Governors

Date

	<p>amongst staff to support pupils.</p> <ul style="list-style-type: none"> • Q – can you explain anxiety maps? A – These are based on needs; it could be that at different times of day a child’s anxiety can be heightened, for example coming into school or at break times. The map enables staff to predict situations and then prevent. Anxiety mapping will become a bigger feature over time. • Q – Can you explain who will attend the supervision meetings? A – NL as steps tutor, class teachers and the trainer. Files have been sent to the trainer in preparation for the meeting. These have not taken place in the school before, but they will also enable discussions on further strategies. Q – Do parents need to give permission? No. • Thanks to NL for her presentation. NL left the meeting at 6.50pm • Fr Shaun and Antoni Poyiadzis joined the meeting at 6.50pm 	
6.	<p>To agree minutes of the last FGB meeting on 9th February 2021 and consider any matters arising</p> <ul style="list-style-type: none"> • The minutes were AGREED as a true record. • Matters arising were reviewed. <ul style="list-style-type: none"> ○ Governors Mass for Colin to be arranged - Date agreed Weds 21st April at 6.30pm. LH to extend invitations to staff and CS to invite Colin’s family. MK to liaise with Fr Shaun re order of service. Recorded music from the school will be used. ○ Review GDPR policy – ACTION AP C/f to be completed by end of March ○ Investigate costs of subscription to the Key – ACTION c/f LH ○ <i>Hold Zoom meeting with Helen Harding HfL finance and governors – this is taking place tomorrow. All invited to attend.</i> ○ <i>Diocesan academisation document - distributed by MK</i> ○ Consider holding a separate FGB meeting to discuss academisation options. – Monday 26th April at 6.30pm. All to read documents prior to the meeting. LH to ask view of other local Heads prior to the meeting. ○ Governors Allowances policy –MK. ACTION C/f 	<p>LH/CS/ MK</p> <p>AP LH</p> <p>ALL/LH</p> <p>MK</p>
7.	<p>To receive an update on any Safeguarding/ GDPR issues</p> <ul style="list-style-type: none"> • Safeguarding report for spring term – <i>previously added to the Hub</i> • Governors noted the report still had Steve’s name as safeguarding governor. ACTION Head to amend • ACTION RR to arrange safeguarding visit with Head for early next term and also review the SCR and staff files. • GDPR policy – C/f to next meeting see action above. 	<p>LH</p> <p>RR</p>
8.	<p>To receive the Head’s report – previously circulated via the Hub – including SDP</p> <ul style="list-style-type: none"> • Governors were pleased to note so many Y6 pupils were going onto Catholic secondary schools. • Q – Since pupils have returned to school, have teachers noticed any specific gaps and is there a need to change any plans? A – Children have now been in school for 8 days and staff have noted children are quite lethargic, lacking resilience and teachers have had to recap further than anticipated. Children are taking longer to complete work and are very chatty in the afternoons. Writing is also an issue in terms of writing at length. However, nothing really unexpected. • World Book Day and Red Nose Day celebrations incorporated wellbeing elements for pupils. Last week teachers focussed on the importance of sleep. The daily mile is very useful in breaking up afternoon sessions. Staff are having to spend a lot of time on working with pupils on socialising and collaborative working and have had to reintroduce school routines as well. 	

	<ul style="list-style-type: none"> • Teaches have noticed that many pupils have put on weight and not spent much time outside and therefore the school has booked a number of after school activities to increase their opportunities for exercise. • Q - Are pupils' attention spans low in the mornings? A - Not in the mornings, in the afternoons and so have used the daily mile to break up afternoon sessions. Staff have already seen improvements in week 2. • Pupils who have been in school during lockdown have found it particularly difficult, as they are no longer receiving such personalised attention. • Q - A parent had said they were worried about children catching up and also asked when the school return to 3.30pm end of day. A - Part of the reason for the current timings is parent's lack of ability to social distance. There are no government guidelines on the length of the school day. Pope Paul actually has the longest day of all schools in the local area and does not intend to go back to a 3.30pm finish and will officially make it a 3.15pm finish from September. The Head advised she had not received any complaints or queries in this regard. Additionally, the 3.30pm finish also caused issues with inter school sports matches. Governors suggested that when the Head notifies parents of this change in finish time, that Covid-19 is not used to justify the revised length of the school day. 	
9.	<p>To receive an update on the budget – including SFVS (revised submission date now 28th May)</p> <ul style="list-style-type: none"> • Liz Young is the schools new HfL finance contact having taken over from Helen Harding. • There is a meeting scheduled for Monday 13th May with Liz Young to create the budget. Contracts are currently being reviewed. • The aim is to ratify the budget at the next FGB on 19th May and the Head therefore proposed a governor meeting at 11am on Monday 17th May for governors to raise any questions. The draft budget will be sent out on 13th May. Questions to be sent to the Head in advance. ACTION ALL 	ALL
10.	<p>To review current/next year's HfL subscriptions</p> <ul style="list-style-type: none"> • Reviewed current contracts at resources committee: <ul style="list-style-type: none"> ○ the FFT subscription is no longer required – cost saving £205. ○ GDPR toolkit is no longer needed as AP is managing this for the school and additionally, all the information is provided on the Key – cost saving £295. ○ Governor training cost of £550 what is this? ACTION Clerk to ascertain. ○ Costs for accessing the Key to be checked. ACTION LH. (NB Clerk subsequently noted that current subscribers to The Key for School Governors are recommended to continue for the remainder of their contract and contact the governance helpdesk when looking to renew. Note HfL doe not sell the Key for School Leaders) 	Clerk
11.	<p>To consider staff wellbeing</p> <ul style="list-style-type: none"> • The office manager is still off school, as a result of contracting Covid. The Head is contacting her tomorrow. She has been into school for a few hours before becoming too tired. (Other staff are also still suffering some after effects of Covid). As a result, the school has now had 3 months with no admin support. Sarah has increased her hours to validate the invoices, but the Head is having to carry out lot of the admin paperwork on top of her own responsibilities. Occupational Health may need to be involved. The Head will also contact other schools to see if they are able to provide short-term support. • Q - What will happen next term if the office manager is still unable to return to work? A - It is hoped she will return. Governors agreed an alternative solution would need to be found if the office manager is unable to return to full duties. 	

	<ul style="list-style-type: none"> The Head highlighted that the biggest issue at the moment is the situation with a child which resulted in an exclusion. See confidential minutes. 	
12.	<p>To approve policies</p> <ul style="list-style-type: none"> <u>Pay Policy</u> – revision – Issue raised regarding phased return to work. Governors noted there is a reality that some individuals may have a very poor attendance record and exploit the generosity of the school. The question is whether to provide full pay or only for hours worked under a phased return. Governors urged caution, noting the need to safeguard the Head. The medical profession sometimes recommends phased returns and governors would have to decide on whether to support the recommendation. If this was to be on a discretionary basis, it could expose the school to being accused of discrimination. RR to review own pay policy and advise. APPROVED pending further review at resources. <u>Written Behaviour Principal Statement</u> - APPROVED <u>Walk to School</u> – some small amendments discussed at SIP. APPROVED <u>Looked After Children</u> – small amendments. APPROVED <u>SEND</u> – agreed at SIP. APPROVED <u>Staff Safer Recruiting</u> - APPROVED <u>Teaching and Learning</u> – discussed whether still required at SIP, agreed by committee. APPROVED <u>Accessibility plan</u> - APPROVED 	
13.	<p>Governor items</p> <p><u>Receive Governor visit reports</u></p> <ul style="list-style-type: none"> <u>RE</u> – LB – Nov 2020 – Met with MJ, noted lots of good work in school advised in in newsletter to parents also. Planning to carry out a work scrutiny this term. <u>EYFS</u> – CS – Nov 2020. Strengths - the team working well together, providing good support for parents, Jane had clear vision of problems that had arisen due to Covid and a plan to progress children to achieve their EYG. Next visit planned for tomorrow. <u>Science</u> – AP – Dec 2020. A useful meeting with Donna and Emily; impressed at how integrated science was on return to school last September and noted it was very topical in terms of Covid and vaccines. <p><u>Board Membership</u></p> <ul style="list-style-type: none"> Staff governor Margaret Joyce term of office ends on 8th May. ACTION LH to ask staff if any are interested in becoming a staff governors otherwise MJ advised she would be happy to stand again. <p><u>Training</u></p> <ul style="list-style-type: none"> None since last meeting. <p><u>Receive Chair’s update</u></p> <ul style="list-style-type: none"> The Diocese leadership conference is via live stream in March, anyone can attend. School mass 26th March. RAC consultation is a legal requirement and in process at the moment. Diocesan governors induction course for new governors is taking place on 18th, 22nd and 25th March. Schools were advised to ensure the RE curriculum is not reduced to add extra catch up for maths and English. The will be no inspections until next year. Nigel Spears can attend an FGB (if invited) to discuss stat logs. There is no change in contribution to the Diocese, but schools can now pay in 4 instalments. No invoice will be sent. 	LH
14.	<p>Receive committee minutes</p> <ul style="list-style-type: none"> <u>Resources</u> – 2nd March 2021– minutes circulated on the Hub. <u>Highlights</u> – benchmarking report, discussed SFVS that now requires 	

