

Pope Paul Catholic Primary School



"Learning in the Light of Christ"

Minutes of the

Full Governing Board meeting Wednesday 19th May 2021 at 7pm held in the Church Hall

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

Clerk: Rebecca Harvey

No	Item	Action
1.	Welcome & Prayer <ul style="list-style-type: none"> A prayer was read by Fr Shaun Lennard 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 Margaret Joyce, Catherine McNamara, Michael Kelly 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 was none. 	
5.	To agree minutes of the last FGB meeting on 17th March 2021 and consider any matters arising <ul style="list-style-type: none"> The minutes were AGREED as a true record. Matters arising were reviewed. <ul style="list-style-type: none"> <i>The Mass for Colin was very well received by the family and those who attended.</i> <i>Staff meeting vacancy - carried forward to the next meeting.</i> <i>Admissions – 20 children have accepted with a number on the continuing interest at County and therefore more are expected.</i> 	
6.	To receive an update on any Safeguarding/ GDPR issues <ul style="list-style-type: none"> Termly safeguarding training took place. Staff are getting more experienced at completing cause for concern forms which are key, even if small, as they build a picture over time. One call was made to the Consultation Hub regarding a child with low attendance whose parents had given many excuses for absence. The Hub advised to get the school nurse and the child's GP involved. There have been a number of Y5 and Y6 safety issues, with reports of sexualised language taking place amongst the pupils. This will be supported with the Ten Ten units of learning. These classes have had no RSE since Y3 due to the pandemic and have been spending more time on line, which may have impacted this. <i>Q - Is there any training available for parents? A - Yes, the school sent out links to parental portals that include; training, homework for parents and what is being covered in lessons. Parents asked to be advised when the</i> 	

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Signed – Chair of Governors

Date

	<p>lessons were starting so that they could be prepared and have discussions with their children. It is a very comprehensive programme.</p> <ul style="list-style-type: none"> The child that was excluded for 5 days has now applied to move to another school. The clerk advised no further discussions should take place at the meeting as the child is at risk of permanent exclusion. 	
7.	<p>To receive the Head's report – verbal update including a review of the SDP and HCC commissioned visit report (CSV)</p> <ul style="list-style-type: none"> A CSV visit took place on Pupil Premium during which vulnerable groups and barriers to learning were discussed. As an example, a comparison was made between a PE lesson and an English lesson; feedback during a PE lesson is instant allowing children to revisit and practise something straight away, whereas a writing lesson could be marked and returned a few days later, by which time the child could have forgotten the purpose of the feedback. Also discussed were children who may have not had any breakfast before coming into school or who had not had a very positive start to their day for whatever reason compared to other children, and how staff could identify this. Consideration also of the PP learning environment, which should be aimed at encouraging independent learning. Teachers should look at their class and what is being offered through the lens of a vulnerable or disadvantaged child. Q – How do you monitor if a child hasn't had breakfast? A - Some will tell us others are noticed, particularly if they are very hungry by break time. The Head advised that from a survey of young adolescents, when asked what they would like, the key message was they wanted parents to show an interest in them and what they are doing at home rather than attending school assemblies or trips. 	
8.	<p>To sign off end of year 2020-21 and approve the 2021-22 budget and approve the SFVS – SFVS to be submitted by 28th May</p> <ul style="list-style-type: none"> 2020-21 end of year discussed at resources committee and agreed SIGN OFF. A budget meeting on Monday discussed the 2021-22 budget in full. Some changes following the meeting have been actioned by Liz Young, and the finalised budget is now on the Hub. The CFR report shows an in year deficit of £25,189 covered by a carry forward from 2020-21 of £50,917, leaving a projected carry forward of £25,729. The Year 2 carry forward reduces to £2,406. The budget is conservative in terms of the income from breakfast club and hiring's, but it is hoped this will improve over the remainder of the year. Budget for 2021-22 APPROVED. SFVS – The school has been selected for audit and has an extended deadline to June 11th to submit documents. However, the Head is considering requesting a further two weeks due to the amount of work involved and half term being included within that period. The SFVS dashboard figures were queried by governors as to their accuracy and source, for example, under D School Characteristics, the pupil teacher ratio shows as 3442.6%. Advice will be sought via the audit team. 	
9.	<p>Receive an update on RSE (Relationships and Sex Education)</p> <ul style="list-style-type: none"> The parent consultation on the new RSE curriculum received 15 replies. Overall responses were very positive, with parents very confident the school would deliver appropriate messages. Some parents requested more information, which was supplied. There is lots of staff training available within the Ten Ten scheme and staff 	

	<p>have been encouraged to complete. Lessons have started this term.</p> <ul style="list-style-type: none"> Fr SL carried out a half-day visit on RSE last Friday, and agreed Ten Ten was a very good programme. Fr SL said he was also very impressed with how Catherine had taken on the queries from parents within the questionnaire and also responded to pupils. Fr SL will carry out another visit later in the term and then complete a visit report. 	
10.	<p>To receive an update on Pupil Premium/FSM and Sports Premium</p> <ul style="list-style-type: none"> Not covered at this meeting. 	
11.	<p>To consider staff wellbeing</p> <ul style="list-style-type: none"> It was noted that due two key members of staff leaving at the end of the school year, this would likely have an impact the overall wellbeing of the staff. 	
12.	<p>To receive an update on staffing</p> <ul style="list-style-type: none"> Two key members of staff have handed in their resignations. The Y2 teacher is returning to Ireland. The school has advertised for full time teacher, and there has been lots of interest, with 4 candidates already having visited the school. The SENCO is also leaving whom in addition, has a TLR for RE leadership. The Head is advertising internally for an RE lead (3 days a week) and a SENCO (2 days out of class). The current SENCO is on UP3 and therefore there may be the possibility of finding an additional full time teacher. There are potentially 2 new members of staff, a teacher and an NQT. It is hoped an existing member of staff will apply for the RE lead who can be developed into the leadership role as the school is in a strong position in terms of RE. The office manager is currently doing phased return 11-4, normally (9.30-5.30). Sarah Lopez is staying longer to cover the additional workload. <i>Q – What is staff morale like at the moment? A – Staff are tired but also quite shocked at established members of staff leaving.</i> Meet the teacher sessions via Google classroom were poorly attended by parents, perhaps because it was during the school day. Parent governors said the meetings had put their mind at rest when hearing about the learning plans for Y6 catch up over the remainder of the term. The school is using information from National Centre for Excellence in the Teaching of Maths, following -Ready to Progress, which is a very useful document that focuses on key concepts and to ensure key skills are taught. 	
13.	<p>Governor items</p> <p><u>Receive Governor visit reports</u></p> <ul style="list-style-type: none"> <u>EYFS</u> – CS – March 2021 – the support that staff have been getting from the Head is very good. Parents have also needed support as well as children on their return to school. Also discussed the home visit policy, which has been delayed to include transition. 8th July, Y6 Herts transition day. There is no clarification as yet regarding new pupils and home visits. <i>Q – What is the purpose of home visits, why were they brought in? A – They were started a few years ago when there was a year group that did not have a lot of siblings, which meant many of the families, were new to the school. Also lots of other schools were carrying them out very successfully. It provides an opportunity to get to know the children and their home situation and a chance for parents to ask questions in a 1-1 situation. It also helps children to settle in more easily when they start at the school.</i> <u>SEND</u> – LB – April 2021 – 2 part visit, covered questions that governors may 	

	<p>ask, and then a detailed review of each child, progress and what interventions had worked/not etc. Report on the Hub.</p> <ul style="list-style-type: none"> • <u>Health and Safety visit</u> - to be arranged after 21st June - AB will carry out. • <u>Safeguarding</u> - also after 21st June <p><u>Board Membership</u></p> <ul style="list-style-type: none"> • Staff governor Margaret Joyce term of office ends on 8th May - c/f to next meeting. • Foundation governor vacancy • Adam Bogusz, Fr Shaun Lennard, Lesley Bills all end 31/08/21. Clerk to change AB to 2022 as the Hub is incorrect. <p><u>Training</u></p> <ul style="list-style-type: none"> • Introduction to Effective Use of the Hub – LB 13th April <p><u>Receive Chair’s update</u></p> <ul style="list-style-type: none"> • None for this meeting. <p><u>Dates and meeting format for next year</u></p> <ul style="list-style-type: none"> • Governors discussed their preferences for holding meetings going forward, dependant on any governmental advice at the time. It was agreed that the committees would take place on line, but FGB’s in person. Next year dates to be arranged by the Clerk for Wednesdays as this year. <p><u>Review of school website</u></p> <ul style="list-style-type: none"> • Up to date. <p><u>Clerking</u></p> <ul style="list-style-type: none"> • The Clerk advised she would no longer be clerking for the school after the end of this school year and had advised governance who were in the process of sourcing another clerk. The clerk advised if there were any delay in finding a new clerk, she would be able to carry on until such time a replacement was found. 	
14.	<p>Receive committee minutes</p> <ul style="list-style-type: none"> • <u>Resources</u> – Update on lettings - Karate has restarted twice a week, Irish dancing twice a week and 3 parties are booked for weekends. After school club usage is very reduced at the moment; pre-pandemic it was at 30 whereas now the most has been ten. Hopefully this will improve when more parents are back at their place of work rather than working from home. The school has advertised for an After School Club Supervisor. Our HCL kitchen supervisor has been assisting and is very good, so it is hoped she will apply. Teachers are also running some after school clubs such as gardening. • Alarm - A fire alarm drill will be carried out next week. • Subsidence monitoring taking place this month and results should be coming out soon. • <u>SIC</u> – 21st March – minutes circulated on the Hub. • Fr SL carried out a wellbeing visit. The Transition policy for EY is outstanding and will be ready for June meeting. • <u>Budget meeting</u> – 17th May – minutes to follow. 	
15.	<p>AOB</p> <ul style="list-style-type: none"> • Academy meetings – A number of meetings have taken place this week regarding academisation. There are 3 main academies in Herts, and the school has been allocated DOWAT. Some schools are not happy with their allocation as they thought they would have a choice and be consulted as to which academy they would like to join. Pope Paul has already been working with a number of local schools who have been allocated a different Trust to Pope Paul. • There is a further meeting at DOWAT on 8th June, at 1pm. The chair of governors and headteacher are invited to attend. 	

16.	<p>Date of next FGB</p> <ul style="list-style-type: none"> • Wednesday 7th July at 7pm – in the Church Hall. • Thursday 2nd September between 9 -12 noon OLASV Church Hall - Staff and Governor Morning: Catholic Social Teaching; Building the Kingdom led by Sr Judith Russi followed by lunch • Governor’s financial training for all – 8th June via Zoom. 	

End of meeting at 9pm