

# Pope Paul Catholic Primary School

"Learning in the Light of Christ"



## Minutes

### Full Governing Board meeting

Wednesday 21<sup>st</sup> October 2020 at 6.30pm

*Held remotely via Zoom*

Attendees: Tricia Alder (Chair), Lesley Bills, Adam Bogusz, Liz Heymoz (Head), Margaret Joyce, Michael Kelly, Andrew Lyons, Catherine McNamara, Stephen O'Keeffe, Antoni Poyiadzis, Carole Strange (Vice Chair).

Clerk: Rebecca harvey

No	Item	Action
1.	<b>Welcome &amp; Prayer</b> <ul style="list-style-type: none"> <li>The meeting opened with a prayer read by Catherine McNamara.</li> </ul>	
2.	<b>To receive apologies and consider approval of absences</b> <ul style="list-style-type: none"> <li>Apologies were received and accepted from Fr Shaun Lennard to work commitments and Colin McArdle due to a hospital appointment.</li> </ul>	
3.	<b>To receive any declaration of conflict of interest</b> <ul style="list-style-type: none"> <li>There were none.</li> </ul>	
4.	<b>To agree adoption of the NGA Governor Code of Conduct</b> <ul style="list-style-type: none"> <li><b>AGREED. ACTION ALL to confirm under declarations the Hub.</b></li> </ul>	ALL
5.	<b>To consider any notification of any urgent items of AOB</b> <ul style="list-style-type: none"> <li>There were none.</li> </ul>	
6.	<b>To agree minutes of the last FGB meeting on 3<sup>rd</sup> September 2020 and consider any matters arising</b> <ul style="list-style-type: none"> <li>The actions were reviewed:</li> <li><b>ACTION c/f - Fair trade link to be added to RE policy.</b></li> <li>LH to call Barkers for an update – this was completed and discussed at resources committee</li> <li>Make enquiries about Covid-19 clause to be in any hirer's insurance – an email was sent but still awaiting a response. <b>ACTION LH to follow up</b></li> <li>Other actions completed or covered elsewhere in these minutes.</li> </ul>	MJ  LH
7.	<b>To receive an update on any Safeguarding/ GDPR issues</b> <ul style="list-style-type: none"> <li><b>Receive Annual Safeguarding report – please refer to Part II minutes</b></li> <li>The Head completed the Annual Safeguarding report but going forward will continue with termly reports for governors. Reports are also submitted to County.</li> <li>Governors to book on the Safeguarding Children course if carried out more than 4 years ago or not yet completed.</li> <li><b>Receive Safeguarding Statement</b> – created by the Head from the Child protection policy, as there was not one in place for the school. <b>APPROVED</b> to be put on the school website.</li> </ul>	
8.	<b>To receive the Head's report – verbal</b>	

<ul style="list-style-type: none"> <li>• The Head provided an overview as most of the content had already been covered at committee meetings.</li> <li>• A lot of time was dedicated in the summer term planning for a full reopening in September and ensuring risk assessments were in place.</li> <li>• There are no new staff.</li> <li>• 6 new pupils have joined since September - 2 x Y1, 1 x Y2, 1 x Y3 a1 x Y4 with 30 starting in reception, so the school is full.</li> <li>• Reception pupils had the opportunity to visit the school for lunch and to explore their new learning environment in groups of six during the first week of term and then started full time in the second week in two groups of 15. These worked very well, better than having an induction day in July as there is a long holiday between A July induction and starting school in September. Therefore this may be continued post Covid.</li> <li>• SLT have met with all staff for pupil progress meetings. Catch up plans have been formed with the focus on Y5, Y6 and Y2 particularly phonics for Y2, where gaps have been identified from Y1.</li> <li>• Y4 was closed for 8 days, due to a pupil receiving a positive Covid test result. 3 teachers and 3 LSA self isolated but no staff or other children were infected.</li> <li>• Staff meetings have covered child protection and safeguarding updates, including annual training and all procedures.</li> <li>• Attendance is currently at 94% which is in line with Herts.</li> <li>• Over the half term, 1 member of staff self isolated due to a family member and 3 were awaiting results but all were negative.</li> <li>• Training carried out includes: RSE Diocesan, PQSM science, Epipen, DSP mental health and wellbeing. Reception staff attended an Early years cluster group.</li> <li>• <b><i>Q - Are there any children who have not returned who require home schooling? A - Not at present. How staff can manage both in school and home learning is currently being discussed.</i></b></li> <li>• <b><i>Q - What if pupils don't have access to a computer at home? A - The school has been allocated 8 Google Chrome books from the DfE. The idea is that they are loaned to children who do not have access to equipment at home.</i></b></li> <li>• <b><i>Q - As the school has been given additional funds, can we recruit additional staff? A - The Catch up funding can be used to support pupils learning and most schools are using it to provide extra support, including after school sessions etc. Some schools have used the fund for supply but we have managed to cover classes using our own staff at present. This has also included the Head covering a class, but this is not sustainable.</i></b></li> <li>• <b><i>Q - What is volume of guidance coming in now from the DfE and other sources? A - The school receives daily emails but the Primary Head's Forum summarise the key points which is very helpful.</i></b></li> <li>• <b><i>Q - How are staff, including the Head, coping? A - Performance management was carried out last week; everyone is tired but generally in good spirits. CM agreed and said that staff are supporting each other.</i></b></li> <li>• <b><i>Q - With regard to children's learning, are other schools reporting a dip in writing standards? A - Yes, it has been noticed pupils need to do lots of writing which they may not have done at home. Therefore planning has been re-thought to include this, and provide plenty of opportunities for longer writing.</i></b></li> <li>• <b><i>Q - How are parents coping with the new drop off and collection procedures and with online parent consultations? A - The first day back at school saw a queue down the road, but following further communications with parents this has now settled down. The school only received positive feedback from the parent consultations. Parent governors agreed with this comment; the consultations ran to time and were focussed and meaningful. Governors suggested this could be continued. Teachers also approved. Teachers</i></b></li> </ul>	
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	contacted no-shows and are also following up those who did not make an appointment with telephone consultations.	
9.	<p><b>To receive an update on the SDP – previously circulated via the Hub</b></p> <ul style="list-style-type: none"> <li>This is a working document that will be reviewed and updated termly. Governors liked the one page per target layout, which was very succinct.</li> <li><b>Q - Was the SDP shared with the HIP? A - Yes, who also subsequently shared it with another school. Headlines only will be shared with parents.</b></li> <li><b>Q - There are too many Class blogs to look at, would it be an idea for each governor to be assigned to a class as before? A - This should be considered under governor responsibilities.</b></li> </ul>	
10.	<p><b>To receive summer HIP report – previously circulated via the Hub</b></p> <ul style="list-style-type: none"> <li>The HIP liked the SDP and the thinking behind plans and the recovery curriculum. Overall it was a very useful discussion, although the report is very brief report considering it was a 3-hour meeting.</li> </ul>	
11.	<p><b>To consider staff wellbeing</b></p> <ul style="list-style-type: none"> <li>CS meeting with the Head will take place after half term. Also to be discussed at SIP meetings as governors have a responsibility to ensure staff wellbeing is being considered.</li> <li><b>Q - Do you have any immediate concerns? A - The main concern is everyone staying well. There will not be any formal lessons observations this term, which has taken a huge weight off teachers but pupil voice will still take place. There are also other ways of monitoring staff via book scrutinies and to date the Head was pleased with what had been seen. The letter to staff from the Chair of governors was also very well received.</b></li> <li><b>Q - Has the new marking policy had a positive impact? A - Staff know they are not to be taking books home, and that the expectations are peer marking and in lesson marking. However, the books show that some marking in books is still taking place. All homework is also online therefore there are no homework books to mark.</b></li> </ul>	
12.	<p><b>To approve policies</b></p> <ul style="list-style-type: none"> <li>Marking and Feedback – <b>Q – There are 20 marking codes for KS2, do children and parents understand these? A – Teachers are not using most of them at the moment, perhaps only 3-4, but children do have the information on codes stuck in their books and displayed in class.</b> <b>APPROVED</b></li> <li>Intimate Care – discussed at SIP - <b>APPROVED</b></li> <li>Physical Intervention – discussed at SIP - <b>APPROVED</b></li> </ul>	
13.	<p><b>Governor items</b></p> <p><u>Membership</u></p> <ul style="list-style-type: none"> <li>Colin McArdle’s term of office has expired. He is considered a valuable asset to the board but may not be able to continue. <b>ACTION Chair to contact.</b></li> <li>Steve O’Keefe, advised he had a new role at work and would not be in a position to continue after the end of this term. His term of office will expire at the end of January 2021. He advised he would complete the Safeguarding matrix prior to the end of term.</li> <li>A safeguarding governor will be required to replace Steve, ideally now to allow a handover. <b>ACTION ALL to consider</b></li> <li>A parent election will take place after half term.</li> </ul> <p><u>Training</u></p> <ul style="list-style-type: none"> <li>Governors to add any Diocesan courses carried out to their individual profile on</li> </ul>	<p>TA</p> <p>ALL</p>



	<p>E19 (£16,331) regarding the teaching of PE. The principal has been agreed in the past, and is the equivalent of 1 day of PE each week. This was delayed as the issue was the school didn't know if sports funding was going to be continued, but now needs to be allocated to staff payment. <b>APPROVED</b></p> <ul style="list-style-type: none"> <li>• <u>LCVAP bid</u> – there is a need to meet with Barkers to raise the profile of the work required to attract funding. Barkers have written to the Head to arrange a conditions survey in late November. They are coming on 2<sup>nd</sup> November for an on-site meeting (inset day) to which governors are welcome. The visit will also be to monitor cracks. The visit can be used to discuss all the different areas that need attention. Governors raised concerns that Barkers are paid a lot of money but don't appear to be providing good value at present.</li> <li>• <b>ACTION Head to write to Michael Merrill at Barkers suggesting an extended meeting from ten am to discuss all issues.</b></li> <li>• Servers – <i>Q - Can the school recover the VAT? A - ACTION Head to check.</i></li> <li>• <u>Governors bank account</u> - some statements are missing which are required for audit. 14 June 2019 to March 2020. <b>ACTION Head to check and send to AB.</b></li> </ul>	<p>LH</p> <p>LH</p> <p>LH</p>
15.	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• There was none.</li> </ul>	
16.	<p><b>Date of next FGB</b></p> <ul style="list-style-type: none"> <li>• Wednesday - 9<sup>th</sup> December at 6.30pm</li> <li>• Resources - 24<sup>th</sup> November 6.30pm</li> <li>• SIC – 24<sup>th</sup> November 7.30pm</li> </ul>	

End of meeting 8.25pm