



St Vincent de Paul Catholic Primary School

Governing Body Meeting Minutes

Tuesday 9th July 2020 (43) 6.30 pm

This meeting was held virtually

	Present: John Sloan (JS), Jon White (JW), Bernie Bullock (BB), Elizabeth Marshall (EM), Geraldine Cartwright (GC), Theresa Taylor-Brooks (TT), Rosemary Sherry (RS), Siobhan Morgan (SM), Nathan Barry (NB), Rob Neave (RN), Mary Hewitson (MH), Sajan Sebastien (SS), Paul Volske (PV), Rakhee Shah (RS), Fr Nigel Woollen (NW). Also Present: Melanie Farr (MF)		
	Agenda Item	Summary	Who/Actions
1.	Governors' Prayer	Was said	
2.	To receive apologies and approve absences	Apologies were received and accepted from Michelle Ambrose.	
3.	Welcome and reference to continued disruption to schools as a result of Covid-19.	JS referred to the use of the guidance prepared regarding use of Microsoft Teams and to the fact that microphones should be muted. JS announced that Liz Marshall had resigned from the governing body and that this was her last meeting. JS said that he would say a few words about that at the end of the meeting.	
4.	To declare any conflict of interest that may arise during the meeting. <i>Govs are reminded of the need to declare any conflict of interest, pecuniary or other, relating to items on the agenda.</i>	None declared	
5.	To approve minutes of previous meeting (19 th May 2020). Minutes to be signed by Chair	The minutes of the meeting of 19 th May 2020 were agreed as to accuracy. Minutes will be signed once governors can attend at school.	
6.	Matters arising from minutes of previous meeting. 1. (5.2) Governor Self-Evaluation	MH said that she and GC had completed work on an induction pack for brand new governors. The pack included information from other schools. MH said that she had sent a copy of the pack to JW and had also discussed the contents with JS. JW said that there was	MH/GC

		a good section on the history of the school and that the pack was an interesting read. PV asked where he could locate a copy of the pack and MH said that it was with JW. JS said that he hoped the Governing board could look at it in more detail next term. JS thanked MH and GC.	T & L
	2. (12) Teaching and Learning Policy (Doc) (1) (2015), Marking Policy (3) (2015), Presentation Policy (2) (2015).	To be deferred until next meeting.	T & L
	3. (3) Accessibility and Inclusion policy	Policy was to go to T & L prior to final approval. This was to be deferred until the next meeting.	T & L
	4. (8) Curriculum directory from bishops	JW said that this was to be expected in the Autumn term.	JW
	5. (18) Sub-committee dates for 20/21.	See business admin section	
7.	To receive notification of any other business for item 19 to be agreed by the Chair	None received	
8.	Headteacher's report – Update on previous report. To include fixed-term exclusion report - verbal	JW said that the report had been split into two sections. The first section dealt with the wider opening on 1 st June which lead on from the last meeting. It had been decided at the last meeting that the nursery would not be brought back as a whole, due to the age of the children and the various challenges that would bring for staff. The school was operating 16 bubbles, 8 bubbles were for children of key workers and 8 bubbles were for specific groups. The school was accommodating 177 children which was about 40% of the total school population. The greater number of children attending were from Y6. There was now no space left in any of the bubbles and there were one or two children on the waiting list. If more children were to attend, then more staff would be required. Section 3 of the report dealt with the composition of the bubbles and how they were	JW

		<p>staffed. There was a column dealing with vulnerable children based on a definition from DfE. That definition was: that a child may be vulnerable because of additional needs (including an EHCP) or due to family circumstances of the involvement of a range of other agencies. The school has widened its own definition of 'vulnerable' to include any child or family who may need additional support in one form or another. JW said that the school had to show how it had encouraged those children to be in school. Section 4 of the report dealt with staffing. At the beginning of the crisis there had been issues with staff availability but it was much better now and 90% of teaching staff were available and 70% of TAs. Anyone not in currently, was either shielding or ill. After August the school should have a full complement of staff. JW said that it was difficult when sickness impacted upon a bubble because the leadership team were unable to go into classrooms, albeit the school had been able to use a supply teacher who was only working at St Vincent's.</p> <p>JW moved on to discuss Section 5 of the report which concerned curriculum challenges. 60% of the children were at home and the school was trying to provide parity where it could, which was very time consuming. Teachers had to respond to the work which children had completed at home and as a result, teachers were appreciative of having a free Friday when the school was closed. The staff were working very hard and were trying to keep the online work exciting. Powerpoint presentations used in school were being used at home. The feedback from staff in terms of delivering teaching in school was that it was necessary to reduce the cognitive load and, as such, the pace of learning was lessened. JW asked if his thanks to the staff at the school could be recorded.</p> <p>JW moved on to discuss Section 6 of his report, which dealt with pupil welfare and child protection. Staff continued to remain in contact with those pupils through phone calls, where they spoke to the parent and the child. CPOMS had come into its own and the school had been able to report easily and operate a remote DSP scenario, whereby DSPs at home could pick up on alerts. Assessment of new cases had continued as usual with schools liaising directly with the CPSLO duty team rather than MASH. The Domestic Abuse Investigation and Safeguarding Unit referrals continued to be reported in the usual timely fashion. JW said that domestic abuse had increased nationally but the school had the same number of referrals. In responding to these cases, rather than monitoring discretely, the school has followed up with telephone calls where DSPs have been able to talk directly to parents and to children.</p> <p>JW moved on to discuss financial support for families. The delivery of food parcels had stopped as this was not possible to sustain once staff were planning for a wider return of pupils. The school has ensured that e food vouchers have been provided for families in need and that families were directed to locally available support (e.g. a Food bank referral).</p>	
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		<p>which was currently being promoted and that teachers would ensure that children were where they needed to be, adapting learning as they always would according to individual needs. Home learning would be reviewed as plans would have to be made for a possible second wave. JW planned to send out a survey as regards distance learning.</p> <p>JW said that the Section 48 inspection was due to take place in May 2021 but could occur any time after January. JW was working closely with Tony Gorton (RCDO RE Adviser), although Tony was being moved to cover London schools and would be replaced by Patrick Murphy. The RE leadership team were engaged with many relevant training opportunities. Other curriculum priorities included relationships and health education. RHE becomes compulsory from September 2020, however as a result of Covid, schools are able to delay the start of teaching until the Summer Term 2021. Many of the relationship aspects were already covered by the PSHE programme and are already taught. The school had bought into the online resource provided by TenTen to ensure that more controversial elements are taught in line with the teachings of the Catholic Church.</p> <p>JW thanked the staff again and the governors for all their help and support. JW also thanked Liz Marshall for all her support over the years.</p> <p>JS asked if there were any questions arising from the report. BB asked about shielding. JW responded that a risk assessment would be completed and concerns would be addressed. There was a further question regarding distancing in school. JW said that maintaining 2 meter distancing would be difficult but the school would try to adhere to that. Staff should ensure that children were not in close contact with adults.</p> <p>JS asked about technology and whether JW could envisage it being used differently. JW said that staff had appreciated that Purple Mash was very useful and that in terms of efficiency it would be useful if staff could attend meetings remotely instead of travelling. JS asked about Google Classrooms. JW referred to use of chrome books and said that technology enabled children to have access to work they had already started as well as facilitating working live with documents. Other schools were using the technology which should make things easier.</p> <p>BB asked about coming into school in her capacity as a governor. JW said that he had not yet considered that but that current guidance still emphasised the reduction in visits to the school, particularly during the school day. JS added that practicalities had to be accepted but that he hoped governors would be able to attend school soon. JW added that the Health and Safety Committee meeting on Monday would be considering the risk assessment for opening in September.</p>	
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9.	Term dates	JS said that the term dates had been altered to add an INSET day at the end of the term. That was agreed.	
10.	GovernorHub – Any issues arising	No issues. JS said that this should be removed as a standing item.	
11.	Sub-Committee Minutes Teaching and Learning – 16 th June 2020 Resources – 29 th June 2020 Safeguarding Health and Safety – 21 st May Pupil Parliament	The meeting was cancelled. Js said that the resources committee had met. Minutes were available. The meeting via ‘teams’ was a success. The committee had talked about projects for the following year including the chatterbox. The LCVAP project was ahead of schedule and the staff room toilet and canteen area refurbishment would go ahead once the mains water project was complete. In terms of the financial position, Sally Lorimer had produced best and worst case scenarios regarding possible 3-year financial projects. Staffing options and implications had also been discussed. SL had presented the latest GDPR audit and a staffing structure had been considered as from April 2020. JW added that the school was about to appoint a new NQT. Extra coaching had been built in for him as COVID-19 will have impacted upon the completion of usual training. Sue Harris was retiring at the end of the term. There were no questions arising. No meeting had been scheduled. The meeting was cancelled. No meeting was held. Confidential – What was discussed next is recorded in Part 2 minutes	T & L Resources Safeguarding H & S PP
12.	Sub-Committee Reports and Documents – <i>Those items in italics are taken from Schedule of Business</i> <i>Annual SEND Report</i>	This would be available next term.	

	<i>GDPR – Annual Audit.</i>	This was available on GovernorHub. JS asked if there were any questions arising from that.	
13.	<p><i>Policies – Those items in italics are taken from Schedule of Business</i></p> <p><i>Teaching and Learning Policy (Doc) (1) (2015)</i></p> <p><i>Marking Policy (3) (2015)</i></p> <p><i>Presentation Policy (2) (2015)</i></p> <p><i>Home School Agreement (2) (2017)</i></p> <p><i>Staff Code of Conduct (2020) (1)</i></p>	<p>Deferred from last meeting. Defer to next meeting</p> <p>Deferred from last meeting. Defer to next meeting</p> <p>Deferred from last meeting. Defer to next meeting</p> <p>Deferred from last meeting. Defer to next meeting.</p> <p>Deferred from last meeting. This was discussed at the resources meeting. The changes had been highlighted and consisted of changes which the LA had suggested. JS asked if there were any questions. There were none.</p>	<p>T & L</p> <p>T & L</p> <p>T & L</p> <p>T & L</p> <p>Resources</p>
14.	<p>Safeguarding</p> <p>Update from GC</p>	<p>JW said that there had been much said in his report regarding looking out for vulnerable children and that he had met virtually with GC recently to explore any pertinent safeguarding issues. RS said she would reiterate the use of CPOMS and how helpful it was. RS explained that as the school were not seeing all the children and it might be the case that children had difficult experiences during lockdown and that we would need to be aware of this as the children returned in September.</p> <p>JS said that governors were due to undertake safeguarding renewal training. Those who had not had training recently should seek to repeat it.</p>	<p>RS</p> <p>Govs</p>
15.	Governor Visits since last meeting	Not applicable	

16.	Training	Governors were reminded that training could be undertaken online.	
17.	Business Admin Section	<p>JS asked the new governors present if they would give some thought to which committees they might be interested in joining and whether other governors wanted to join any additional committees. JS also asked if sub-committee dates for the next academic year could be finalised. JS asked MF to put all the dates on the GovernorHub calendar.</p> <p>JS also asked that committees made sure their terms of reference were up to date. JS said that the code of conduct and standing orders should be reviewed.</p> <p>JS referred to the fact that with Liz Marshall resigning from the governing body, there would be no chair for that committee. PV had volunteered. TTB said that the admissions committee required additional members.</p>	
18.	Close of meeting – School Prayer	<p>JS thanked Liz Marshall for her support and commitment and wished her well for the future.</p> <p>The meeting closed at 19.45pm with the school prayer.</p> <p>JS reiterated the governor’s gratitude to the school staff and SLT.</p>	

Meeting dates for the next academic year:

- 6th October 2020
- 8th December 2020
- 9th March 2021
- 11th May 2021
- 6th July 2021

Governor's Prayer

Spirit of God, who was with Jesus at the Jordan before his Ministry, at Mount Tabor before his passion and death and who was sent by Him at Pentecost, be with us now in our special ministry. Guide us with your wisdom as we seek to take responsibility for the education of our young people. May each of us give generously of our talents, growing to know one another. Show us how to build a community, sharing a deep concern and common purpose. May we find together the inspiration which is, and always will be Jesus Christ, Our Lord. Amen.

Mission Statement

We are called to be the hands and face of Jesus as we learn, love and grow together.