



St Vincent de Paul Catholic Primary School

Tuesday 9th March 2021 (46)

6:30pm

FULL GOVERNING BODY MINUTES

Present: John Sloan (JS) (Chair) **Foundation**, Jon White (JW) **Headteacher**, Bernie Bullock (BB) **Parent**, Geraldine Cartwright (GC) **Foundation**, Theresa Taylor-Brooks (TT) **Foundation**, Rosemary Sherry (RS) **Co-opted**, Nathan Barry (NB) **Co-opted**, Mary Hewitson (MH) **Foundation**, Sajan Sebastien (SS) **Foundation**, Paul Volske (PV) **Foundation**, Michelle Ambrose (MA) **Staff**, James Keogh (JK) **Local Authority**, Damon Carr (DC) **Parent**

In attendance: Lisa Chambers (LC) (Clerk), Robert Neve, Rakhee Shah,

Apologies: Siobhan Morgan (SM) **Parent**

Absent: -

| | Agenda Item | Summary | Who/Actions |
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| 1. | Welcome from Chair | The Chair welcomed all governors to the meeting and presented the new Clerk to Governors, Lisa Chambers. <i>Teh meeting opened at 6:30pm</i> | - |
| 2. | Governor's prayer | The Chair lead the reading of the Governor's prayer. | - |
| 3. | Apologies and Absences | Apologies were received from Siobhan Morgan. Governors consented to her absence. It was noted that the meeting was again being held via Microsoft Teams and that the meeting was being recorded for the purposes of clerking. No objections to the recording were raised. | - |
| 4. | Declarations of conflict of interest | Governors were reminded of the need to declare any conflict of interest in any agenda item, pecuniary or other, and to withdraw from the meeting and take no part in discussions or decisions relating to that item should a conflict of interest arise. No declarations were made. | - |
| 5. | Minutes of the meeting held on 8 December 2020 | <i>To be read in conjunction with 'FGB 45 minutes 8 December 2020' and 'FGB 45 Part 2 minutes 8 December 2020'</i> The minutes of the meeting of 8 December 2020 were agreed as a true and accurate reflection of the meeting. The chair confirmed that signed minutes would be handed to the school for inclusion in the minute book once governors | - |

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| | | were again permitted on site. | |
| 6. | Matters arising from the meeting held on 8 December 2020 | <p><i>To be read in conjunction with 'Term dates 21/22' and 'Term dates 21/22 calendar view'</i></p> <ol style="list-style-type: none"> 1. Sub-Committee Reports – included in item 11 on this agenda 2. Policies - included in item 13 on this agenda 3. It was reported that the 2021/22 term dates were ready and almost align with John Henry and also with County. Inset dates will be spread out across the year. <p>DECISION: The 2021/22 term dates were agreed.</p> <ol style="list-style-type: none"> 4. It was decided that the item on Saturday morning training session should again be deferred. 5. Reviewing the schedule of business - included in item 12 on this agenda | - |
| 7. | Any other business | No items of Additional Business were submitted. | - |
| 8. | Headteacher's Report | <p>a) Headteacher's Report to Governors <i>To be read in conjunction with '8a HT Report March 2021 updated'</i> JW drew attention to section 2.1 on page 2.</p> <p>b) Re-opening Risk Assessment <i>To be read in conjunction with '8b Risk_Assess_Covid_full_school_hs_rev7 UPDATED_010321'</i> JW noted that staff remained anxious about the full return to school. It was also noted that a number of staff had received notification of their vaccines. The need to make everyone feel safe and secure was highlighted. JW reported that the first day back had felt busy and the school had reinforced advice to use the full 30-minute drop off window. Support from parents was good, the second day had felt less busy.</p> <p>c) HIP Report on remote visit 29 January 2021 <i>To be read in conjunction with '8c HIP Remote Autumn Visit Report'</i></p> <p>d) Remote Learning Plan <i>To be read in conjunction with '8d Evaluating remote offer Jan 2021'</i> JW noted his thanks to governors for enabling a critical closure day. Inconsistencies had been noted in the remote provision. The focus was to ensure a parity between the curriculum for children in school and those at home. The numbers of children in school meant all staff had been in school. Staff had been keen to produce more video and share good practice. The school had met the government expectations without the use of Google classrooms. JW noted that Google Classrooms was now available and that the remote offering could change.</p> <p>e) Remote Education Information for parents <i>To be read in conjunction with '8e Remote Education Information for Parents'</i> Remote provision had received good engagement. 11 devices (from the government) and 12 devices (from school budget) had been provided to pupils. When returned, devices will be checked and wiped and made ready for a bubble closure.</p> | - |

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| | | <p>Where the school had been advised that there were access issues in relation to sharing a device amongst siblings, the school was able to provide a further device. The survey proved useful in indicating where issues might be.</p> <p>JW reported that Google Meet had been launched after half term with no clash points. Google Meet were consciously not live lessons. This had enabled the children to have connection with each other and proved to be a positive experience. Google Classrooms was in the digital strategy document but had been moved forward rapidly.</p> <p>JW reinforced how fantastic the school team had been continually throughout the pandemic. The rapid change of the remote offer whilst supporting their own families at home had been remarkable.</p> <p>JW drew attention to the long-term impact this period would have on staff and that changes were expected over time. Governors supported the commitment to wellbeing, re-connection and a feeling of security for pupils before focussing on progress in learning.</p> <p>Questions and comments on the reports were invited.</p> <p>Question: How successful has virtual learning been compared to classroom learning? Answer: We are still unpacking the response. We were surprised by the difference in engagement between this lockdown and the first. Routines were clear and there was a structure for the day which we believe helped with engagement. Each class having a teacher and a TA was successful. The teachers were able to feedback and engage with homes. The response from families was good. The school noted a disparity in terms of support for some children. This time children were linking in different ways and were working very hard.</p> <p>The school noted that parents were handling (the children being at home) alongside their other commitments. Stamina for sustained writing had been noted the last time children returned to school, impact over the next few weeks should be seen.</p> <p>Pupil voice found a number of positives; the children enjoyed being able to finish things. That is a point to reflect upon, giving them time to complete the right things. The children found the slower pace helpful. There is a lot we can learn from this.</p> <p>Question: You suggested some staff may be considering their futures? Answer: That is based on conversations with staff. The pressures upon them and the fact that something big has happened makes people reflect. This is also true in other schools.</p> <p>Question: Do you have a plan for assessing progress in general?</p> | |
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| | | <p>Answer: That has started in phonics, the assessments are continual. We have bought in to HfL Back on Track which will help with assessment. The plan will come to fruition after Easter.</p> <p>Question: What is Steps training? Answer: It looks at roots and fruits of behaviour, unpicking therapeutically what a child needs; it is well embedded in the school now.</p> <p>Governors endorsed the school's curriculum priorities and commended the academic recovery plans. Governors also offered their support to reduce the stress upon the staff.</p> <p>JW reported that governor communications had been well received and noted that staff are isolated in school. He advised that time for incidental conversations, to give people a chance to talk so they don't hold on to things, was being made.</p> <p>Governors noted JW's exceptional leadership. JW reported that the leadership team were well supported by governors and the parents.</p> <p>Question: How are you supporting staff with long covid? Answer: The staff who have long covid are part of a project and are being supported. We can refer them to Occupational Health. We understand this can spiral over time and are keeping a close eye on them.</p> <p>Thanks were noted to GC who had sent the most recent letter of appreciation to staff. ACTION: NB to send the next governor communication to staff.</p> <p>JW reported that Diocesan inspections were due to resume in September and that the school was ready to share all that it had been prioritising with Diocesan inspectors and noted that the possibility of an extra term would enable further advancements.</p> <p>MH reminded governors that Diocesan training had been postponed. MH will be briefed of developments by the RE leads.</p> <p>The new building will be named St Joseph's workshop, a multi-purpose place of nurture and learning.</p> | NB |
| 9. | Staff/Governor Summer Term get-together | <p>DECISION: Hold the event in the Autumn term if it is not possible to hold it during the Summer term. ACTION: BB to work with Sally Lorimer to organise the get together.</p> | BB/SL |

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| 10. | Sub-Committee Minutes | <p>Admissions <i>The Admissions folder on Governor hub contains the February and December minutes.</i></p> <p>The meeting considered nursery ranking. Reception ranking and policy amendments were reviewed. These had been submitted on Governor Hub in order to meet the deadline from County.</p> <p>ACTION: Governors were invited to contact TTB if they were interested in joining the Admissions committee.</p> <p>ACTION: DC volunteered to join the Admissions committee.</p> <p>Health & Safety <i>To be read in conjunction with 'H&S annual report (Feb 2021)</i> PV drew attention to asbestos training. JW and Michael (site manager) have completed refresher courses. SL (SBM) will also undertake training. There is a plan to sort the fire fixed wire during the Easter break which will make us compliant. Thanks were noted to Michael for his work on the snow day.</p> <p>Resources <i>To be read in conjunction with 'Resource Minutes 26/01/2021'</i> It was noted that the school was trying to obtain funding from the Diocese towards the fixed wiring costs.</p> <p>Safeguarding <i>To be read in conjunction with 'Safeguarding minutes Jan 18th 21'</i> Question: There are safeguarding issues with pupils being at home, is there anything governors need to be aware of? Answer: No general concerns were reported to governors. JW confirmed that he had kept GC, safeguarding governor, informed of any confidential issues that require further attention.</p> <p>Teaching & Learning <i>To be read in conjunction with 'T&L Meeting 19th January 2021'</i> Thanks were noted to RS for her detailed minutes. Governors noted that the staff meeting video had enabled them to witness the school's strength and leadership. Thanks were noted to the staff and JW for allowing governors to see this and to JW for nurturing the staff and giving insight into staff stress, anxiety and commitment. The video had helped governors to understand the offer of learning given to children at home and in school. ACTION: Reschedule the postponed policy meeting.</p> | <p>All</p> <p>DC</p> <p>MH</p> |
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| | | <p>Pupil Parliament BB reported that this hadn't happened during lockdown as the children could not meet together and all staff were teaching. A parliament task is being considered. It is hoped the group will meet after Easter.</p> | BB to follow up with CB |
| 11. | Sub-Committee Reports and documents | <p>Annual report on Sports Premium expenditure <i>To be read in conjunction with 'Sport-Premium statement 19/20'</i></p> <p>Review of School Prospectus Item deferred.</p> <p>Health & Safety Annual Report <i>To be read in conjunction with 'H&S annual report (Feb 2021'</i> PV reported that the annual inspection had been undertaken.</p> <p>PV noted that the item in red was the remedial works which are due to be carried out on the fire alarm fixed wiring. An extended period of access will be required so the work will take place over the summer. The school hopes to receive some funding to carry out the works.</p> <p>Medication – as part of the policy the school planned to purchase a spare EpiPen and inhaler. These have not yet been purchased and paperwork needs to be completed to gain consent from parents.</p> <p>Safeguarding termly report <i>To be read in conjunction with 'Safeguarding termly report autumn 2020'</i> GC noted that the report is completed termly and reviewed in the safeguarding meeting. It was also noted that HCC require an annual report but we choose to do complete their termly option which enables us to meet their requirements whilst monitoring current needs. Thanks were noted to RS for the detail of the report. The Spring term report will be reviewed in April.</p> <p>SFVS matrix for submission to County in April Schools had been informed that the SFVS did not need to be submitted due to Covid-19 adaptations. The school took the decision to submit it as usual as it had already been completed. We have stated where we are against standards and what we need to do to move forward. The red highlighted areas have explanations from SL.</p> <p>DECISION: Governors approved the submission of the SFVS.</p> | - |
| 12. | Review of Schedule of Business | <p>It was noted that an approach for summer term and a long-term approach for the schedule of business was needed.</p> <p>ACTION: LC to review and update the schedule of business.</p> | LC/Committee Chairs/SL |

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| 13. | Policies | <p>Question: Do all the policies need an annual review or could they be spaced out with different review periods?</p> <p>Answer: Some are required by HCC to be reviewed annually. The DfE publish a list which need to be reviewed annually.</p> <p>It was noted that the policy review meeting worked well but hadn't happened for T&L recently due to other priorities.</p> <p>It was noted that the school had more safeguarding policies than is statutorily required.</p> <p>ACTION: MH & GC to check policy list is compliant.</p> <p>Teaching & Learning Policy It was noted that some Teaching & Learning policies may need to be merged. Item deferred to next meeting.</p> <p>Marking Policy Item deferred to next meeting.</p> <p>Presentation Policy Item deferred to next meeting.</p> <p>Curriculum statement Item deferred to next meeting.</p> <p>Accessibility and Inclusion policy <i>To be read in conjunction with 'Accessibility Plan 2019-20'</i> It was noted that this policy would sit with Teaching and Learning in the future. The Teaching and Learning committee can direct questions to other committees. DECISION: The Accessibility and Inclusion Policy was agreed.</p> <p>Home School Agreement Item deferred to next meeting.</p> <p>Intimate and Personal Care policy <i>To be read in conjunction with 'Intimate and Personal Care Covid Policy 2020'</i> The Intimate and Personal Care policy had been updated in respect of covid measures, the updated items were highlighted in yellow. DECISION: The Intimate and Personal Care Policy was agreed.</p> | MH/GC |
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| | | <p>Main admission and nursery policies. <i>To be read in conjunction with 'Admission Policy Main 2022/23' and "Admission Policy (nursery) 22/23</i> The Diocesan had not made any comments. No wider consultation was required as there had been no substantial changes. DECISION: The Main Admissions Policy 2022/23 was agreed. DECISION: The Admissions Policy (nursery) 2022/23 was agreed.</p> <p>Administration of Medicine policy <i>To be read in conjunction with 'Administration of Medicine and First Aid Policy 2021'</i> DECISION: The Administration of Medicine policy was agreed.</p> <p>Attendance policy <i>To be read in conjunction with 'Attendance Policy 2021'</i> DECISION: The Attendance policy was agreed.</p> <p>Supporting Children with medical conditions <i>To be read in conjunction with 'Supporting Pupils with medical Conditions Policy 2021'</i> DECISION: The Attendance Supporting Pupils with medical Conditions Policy was agreed.</p> <p>Health & Safety Policy <i>To be read in conjunction with 'Health and Safety Policy 2021'</i> DECISION: The Health and Safety Policy was agreed.</p> | |
| 14. | Safeguarding | <p>It was reported that any matters of safeguarding concern had been resolved.</p> <p>A single central record check had not been completed but would be completed next term.</p> <p>It was reported that CPOMS had been a great resource and was embedded across the school.</p> | - |
| 15. | Training | <p>ACTION: GS and MH to book HfL Safeguarding training.</p> <p>Governors were reminded to access Governor hub and training as necessary.</p> | GS/MH |
| 16. | Governor visits since last meeting | <p>Health and Safety Governor visit PV reported that he had completed an on-site Health and Safety visit with SL and JW. PV reported that he had been presented with a full set of logs and that all were up to date. PV also carried out a walk-through of the site and looked at any areas noted. PV had focussed on asbestos and was shown an area of tiles that contained asbestos, these were deemed to be low risk. JW highlighted that asbestos in the tiles was not deemed to be a concern by James Ottery (HCC H&S) as confirmed in his</p> | |

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| | | most recent training and that visual inspections were carried out regularly. PV noted that the asbestos report was up to date but that there was a new format for the Asbestos Management Plan that the school would implement. PV reported that he had viewed the St Joseph's workshop. PV noted that Governors will need to consider in the mid to long term, having the playground surfaces re-done. This would be monitored from a Health and Safety point of view. | PV/SL |
| 17. | Any Other Business | No items of business were submitted. | - |
| 18. | Close of meeting – Mission Statement | Governors noted their thanks to JW and the school staff. RS closed the meeting with the school mission statement. <i>The meeting closed at 8:05pm</i> | - |

Part I minutes signed as a true and correct record of the meeting on the 9th March 2021.

Signed **Date**

(Chair of the Governing Body)

| Action | To be completed by |
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| Send the next governor communication to staff. | NB |
| BB to work with Sally Lorimer to organise the get together. | BB/SL |
| Contact TT/JW/JS to join the Admissions committee. | all |
| DC volunteered to join the Admissions committee. | DC/JS/JW/TT |
| Reschedule the postponed Teaching and Learning Committee meeting. | MH |
| LC to review and update the schedule of business. | LC/Committee Chairs/SL |
| MH & GC to check policy list is compliant | MH/GC |
| GS and MH to book HfL Safeguarding training. | GS/MH |

| Future Agenda Items |
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| Saturday Morning training session |
| Review of School Prospectus |
| Teaching & Learning Policy |

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| Marking Policy |
| Presentation Policy |
| Curriculum statement |
| Home School Agreement |

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| Notable Dates |
| Resource Committee meeting 23 March 2021 Safeguarding Committee meeting 26 April 2021 Resource Committee meeting 4 May 2021 Full Governing Body meeting 11 May 2021 Admissions Committee meeting 14 June 2021 Resource Committee meeting 29 June 2021 (provisional) Full Governing Body meeting 6 July 2021 Teaching & Learning Committee 13 th July 2021 |

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| <p><u>Governor’s Prayer</u></p> <p>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.</p> | <p><u>Mission Statement</u></p> <p>We are called to be the hands and face of Jesus as we learn, love and grow together.</p> |
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FINAL