

# Our Lady of Lourdes Catholic Primary School

## Minutes of a meeting of the Full Governing Body held remotely on Monday 11 May 2020, 10am

### The three core strategic functions of the Governing Body:

- a. Ensuring clarity of vision, ethos and strategic direction
- b. Holding the Headteacher to account for the educational performance of the school and its pupils, and the performance management of staff
- c. Overseeing the financial performance of the school and making sure its money is well spent

### In this meeting governors will be mindful of equalities issues in all agenda items

**Present:** Pier Anscombe, Paul Barber (Headteacher), Mel Fane (Co-Chair), Sandra Hogan, Blanaid McCauley, Giulia de Rosa (Co-Chair), Dee Simson, Helen Snow, Ian Watson, Jessica Winter

**Apologies:** Emma Briggs

**Quorum:** Six governors. 10 governors were present. The meeting was quorate.

**Clerk:** Ruth Ali

Minutes signed by: \_\_\_\_\_ Agreed on: \_\_\_\_\_

Action points: **bold** Questions to the school: **highlighted** Decisions: **bold italics**

1.	<p><b>Welcome</b></p> <p><b>The meeting was chaired by Mel Fane.</b></p> <p><i>1.1 Prayers</i></p> <p>The Headteacher opened the meeting with prayer.</p> <p><i>1.2 To consider Apologies for Absence</i></p> <p>Apologies were received and accepted from Emma Briggs.</p> <p><i>1.3 Declaration of business interests or interests of loyalty in agenda items</i></p> <p>None.</p> <p><i>1.4 To agree protocol for remote participation in meetings</i></p> <p><b>Agreed:</b></p> <p><b><i>The Virtual Attendance of Meetings Procedure was unanimously agreed.</i></b></p> <p>Governors were advised that they should endeavour to join some minutes prior to the starting time of the meeting so that any joining issues are sorted out and the meeting can start promptly.</p>	Actions
2.	<p><b>Minutes of last meeting – 24 April 2020</b></p> <p><i>2.1 To agree accuracy</i></p> <p>The minutes were <b><i>agreed as a true record</i></b> and will be signed when face to face meetings are possible again.</p> <p><i>2.2 To discuss any matters arising, if not on this agenda</i></p> <p>None.</p>	
3.	<p><b>Headteacher’s Executive Summary</b></p>	

In light of the Prime Minister's announcement on the evening before the meeting, that schools should re-open again from 1 June, it was agreed that this should be discussed immediately following on from item 3.1.

**3.1 Providing updates on:**

The Headteacher's Executive Summary was circulated prior to the meeting, following these points:

- ***How the school is continuing to provide care for children of key workers and vulnerable children***

No change since the last update, except that the number of children has increased from around six to 13. Just before the meeting some parents had communicated with the school requesting childcare as, following the Prime Minister's address, they consider themselves to be key workers. The Headteacher will follow this up further.

- ***How the school is continuing to provide education for children/supporting parents in providing some education for children at home***

Education continues to be provided primarily through the website. Some governors participated in webinar run by the National Education Union (NEU), which made it clear that the school's approach is broadly in line with what was advocated there. Although work is provided, the key priority is maintaining the mental and emotional wellbeing of the children, by encouraging parents to have the freedom to decide how they work with their children, being mindful that we are now in the seventh week of lockdown. Resource packs are still going home to children without the facilities to access the work on the website, but these are in the minority.

The work that pupils are doing has been allowing parents to be flexible, as some parents wish to replicate school and some do not.

For the children who come into school, there is a balance of learning activities, with English/Maths in the morning and sport in the afternoon.

- ***Safeguarding and wellbeing of pupils (to include transition arrangements for Y6 to Secondary School)***

Advice continues to be offered to parents and children. Any issues arising from phone calls are logged on the school's Safeguarding software.

- ***Wellbeing of Staff and Headteacher***

Staff are showing some signs of 'lockdown fatigue' and wish to return to normal. The Headteacher checks in via e-mail with staff once per week and SLT see a variety of staff through being on a 2 week rota.

- ***Health and Safety***

Due to the Caretaker's absence, assistance with cleaning has been accessed through the LA, and school continues to look into this further, as the cleaning of the school becomes an even greater priority in light of the announcement of the re-opening of schools.

Governors asked:

- ***If there are parents now unsure if they are key workers, in terms of your ability of accommodating key worker and vulnerable children, what is the top number you can accommodate? – Without changing the rota, we have 4-5 staff in school, plus kitchen/cleaning staff. The problem lies with the age of the children. When 13 children attended school in the previous week, we felt we were approaching the limit.***

Staff come in to make their phone calls from school, and many would struggle, without altering the rota again.

- In your summary you refer to lockdown fatigue. Is this general being “fed up” or because staff have to work in different ways and are struggling with it? - There is a mixture; people carry on and want to do the best they can. They are struggling because the lockdown is going on for longer than anticipated, and there is no fixed end point. The fatigue is around not knowing when the end is coming. Some staff also have elderly relatives they are concerned about.

The discussion then moved on to what a phased opening would be like, and the Headteacher fed back from an SLT meeting which took place in the morning. The Prime Minister’s announcement that schools may re-open for Reception, Year 1 and Year 6 from 1 June gives schools less than three weeks to prepare, one of these weeks being half term. SLT were concerned that they would struggle to practice social distancing with 90 children in school; there were also concerns that the five tests stipulated by the NEU are not being met. These concerns are reflected in the remarks made by all big unions about the proposals. However, SLT discussed how it could be made to work, and the Headteacher outlined the detail of the proposals. A full opening for all children in the specified year groups is not possible, as it would necessitate all teaching and support staff to be in school to enable supervision of all children. This is not possible as there is still a number of children not in school, and staff must be available to check on their welfare. The favoured proposal was to have only half a class from the three year groups in at any one time, as well as the children of key workers and vulnerable children. This would mean having 55-60 children in school at any one time. These are just initial thoughts, and it has not yet been possible to model how this would work practically. Start, end, lunch and play times would also need to be staggered, and time for cleaning of classrooms needs to be factored in. Current cleaning staff would need to be supplemented by the LA.

Governors’ discussed:

- Adequate cleaning of the school, classrooms, and resources
- Parental concerns, and whether they would be permitted to keep children at home if they feel that their safety is compromised.
- Concerns of the medical profession in connection with a rise in children with an inflammatory response to the virus
- On what basis the government may have chosen these particular year groups
- What is expected of parents with children in other year groups
- The possibility of a second spike of infections, as seen in other countries where rules were relaxed
- A review date of the phased return and continuing communication with parents – 15/16 June
- The number of children that can be accommodated safely in a classroom – 7 or 8 plus a member of staff, ie each half class would be split again.
- The education of the year groups that are returning – this would be mainly about closing emotional gaps

	<ul style="list-style-type: none"> <li>• Requirements for Personal Protective Equipment (PPE), whether staff would not come in if they don't feel adequate PPE is provided, and whether training in the wearing of PPE would be provided – guidance from a medically trained person would be welcomed</li> <li>• If a child shows symptoms, would the whole class have to isolate? - yes</li> </ul> <p><b>It was agreed that the Headteacher would</b></p> <ul style="list-style-type: none"> <li>• Email the LA, stipulating that certain caveats should be agreed and request help from them in the areas where it is needed.</li> <li>• Outline his proposals in detail and consult with governors before submitting them to parents. SLT would be involved in the modeling of the plan. This would be done by 15.05.</li> <li>• Draft a joint letter to parents from himself and governors.</li> </ul> <p>Pier as staff governor was asked whether she is able to provide any further feedback about how staff are feeling, especially thought around wearing PPE when dealing with the youngest children. Pier confirmed that it is a concern, but that she would ensure that any PPE is appropriately explained to the children. She is happy to trial the proposal of half a class, split into two classrooms.</p> <p><u>3.2 To review format of HT Executive Summary</u>  Dee left 11.15  All agreed that current format works well and is very clear.</p>	PB
4.	<p><b>Governance</b></p> <ul style="list-style-type: none"> <li>• <u>To discuss the effectiveness of co-chairing arrangements this year</u>  The co-chairs themselves feel that they are working together effectively and communicate well, but would like to understand whether this is shared by the governing body. All confirmed that they share this view.</li> <li>• <u>To consider the way forward</u>  The question was raised whether both co-chairs are comfortable to continue with the arrangement, or whether at any point Giulia intends to withdraw and Mel would be willing to take on the role as sole chair. Both confirmed that they had discussed this option. The current arrangement arose out of the governing body's succession planning, and it is therefore possible to revert to having just one chair when the election to the role comes up in July. Mel would agree to be nominated to the role, and Giulia may consider taking on the role of vice chair, although another governor wishing to be trained up for this role, with a view to becoming chair at some point, would be welcomed. It was highlighted that there are currently two Foundation Governor vacancies on the governing body, and one co-opted vacancy.</li> </ul>	
4.	<p><b>Policies</b></p> <p><b>These were discussed following agenda item 3.1</b></p> <ul style="list-style-type: none"> <li>• <u>Debt Policy – recommended by Resources, and to agree to delegate review to Resources</u></li> </ul> <p><b>Approved:</b>  <b>The Debt Policy was unanimously approved, and responsibility for the policy was delegated to the Resources Committee.</b></p> <ul style="list-style-type: none"> <li>• <u>NQT Policy – recommended by Resources</u></li> </ul>	

	<p><b>Approved:</b> <b>The NQT Policy was unanimously approved.</b></p> <ul style="list-style-type: none"> <li>• <u>Supporting Pupils with Medical Conditions Policy – recommended by Resources</u></li> </ul> <p>Pier explained that the information about First Aid training was incorporated in anticipation of training being completed. This has now not been possible due to the lockdown and is therefore inaccurate. <b>It will be rectified before the policy is brought again before governors.</b></p> <ul style="list-style-type: none"> <li>• <u>Adverse Weather and Snow Policy– and to agree to delegate review to either Resources Committee or H&amp;S governor and HT</u></li> </ul> <p><b>Approved:</b> <b>The Adverse Weather and Snow Policy was unanimously approved, and review was delegated to the H&amp;S governor and Headteacher.</b></p> <ul style="list-style-type: none"> <li>• <u>SEND Policy – recommended by Q&amp;S</u></li> </ul> <p>The SEND link governor highlighted that there she would like to see confirmation that each SEND child has an Individual Education Plan (IEP), as she had not previously discussed this with the Inclusion Leader. As this is a matter of monitoring, it was agreed that this question should not affect approval of the policy itself, and <b>the SEND link governor was asked to follow this question up with the Inclusion Leader and report back to FGB.</b> Pier confirmed that all SEND children in Reception have an IEP.</p> <p><b>Approved:</b> <b>The SEND Policy was unanimously approved, subject to confirmation that practice around IEPs is in line with policy.</b></p> <ul style="list-style-type: none"> <li>• <u>Designated Teacher for Looked After Children Policy – recommended by Q&amp;S</u></li> </ul> <p><b>Approved:</b> <b>The Designated Teacher for Looked After Children Policy was unanimously approved.</b></p>	<p>PA</p> <p>SH</p>
8.	<p><b>Meeting Close</b></p> <ul style="list-style-type: none"> <li>• <u>Any other business</u></li> </ul> <p>None.</p> <ul style="list-style-type: none"> <li>• <u>Prayers</u></li> </ul> <p>The Headteacher closed the meeting with prayer.</p>	

**Documents circulated prior to and at the meeting:**

- Virtual Attendance at Meetings Procedure
- Minutes of the last meeting
- HT Executive Summary 6.5.2020
- NGA Guidance Co-chairs
- Debt Policy
- NQT Policy
- Supporting Pupils with Medical Conditions Policy
- Snow and Adverse Weather Policy
- SEND Policy
- Designated Teacher for LAC Policy

