

Our Lady of Lourdes Catholic Primary School

Minutes of a meeting of the Full Governing Body held remotely on Thursday 2 July 2020, 1pm

Outstanding Governance reminder:

Governing bodies should have a strong focus on the core strategic functions:

1. Ensuring clarity of vision, ethos and strategic direction;
2. Holding the Headteacher to account for the educational performance of the school and its pupils; and
3. Overseeing the financial performance of the school and making sure its money is well spent
4. To maintain and develop the Catholic nature of the school

Present: Pier Anscombe, Paul Barber (Headteacher), Emma Briggs, Mel Fane (Co-Chair), Sandra Hogan, Blanaid McCauley, Giulia de Rosa (Co-Chair), Dee Simson, Helen Snow

Apologies: Ian Watson, Jessica Winter

Quorum: Six governors. Nine governors were present. The meeting was quorate throughout.

Clerk: Ruth Ali

Minutes signed by: _____ Agreed on: _____

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

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| 1. | Welcome The meeting was chaired by Mel Fane. <i>1.1 Prayers</i> The Headteacher opened the meeting with prayer. <i>1.2 To consider Apologies for Absence</i> Apologies were received and accepted from Ian Watson and Jess Winter. <i>1.3 Declaration that all participants are maintaining confidentiality</i> All declared that they are not in a situation where conversations can be overheard. <i>1.4 Declaration of business interests or interests of loyalty in agenda items</i> None . | Actions |
| 2. | Minutes of last meeting – 19 July 2020 <i>2.1 To agree accuracy</i> The minutes were agreed as a true record and will be signed when face to face meetings are possible again. <i>2.2 To discuss any matters arising, if not on this agenda</i> None. | |
| 3. | To receive reports from: <i>3.1 Resources Committee</i> Minutes were circulated prior to the meeting. Mel explained that the focus of the meeting was to review previous plans for prioritization of projects and to ensure there is sufficient time for the planning of projects for the summer holidays. There were no further questions. <i>3.2 Marketing Group</i> The Headteacher explained that a small group consisting of HT, SBM, Co-chairs and clerk had met to discuss how to market the school ready for September. Plans for marketing activities were made subject to review in response to any further Covid- | |

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| | <p>related government guidance. FGB was updated on the actions already taken and plans made for the Autumn Term, ie open events etc.</p> <p>A parent governor asked whether it would be possible to involve more parents in the marketing discussions. The Headteacher confirmed that parental views will be central in the prospectus and that parents would be welcome to be present at open events to answer questions from prospective parents.</p> <p>The views of all governors would be welcomed in all marketing related discussions. School is taking part in the Rottingdean Scarecrow competition; two scarecrows will be made, to look like a boy and a girl from the school. A governor suggested that they should also be made to represent the diversity of the school community.</p> <p>A welcome video has been prepared by the Headteacher. Another one to be made by the Reception class teacher.</p> | |
| 4. | <p>Headteacher's Verbal update</p> <ul style="list-style-type: none"> <u>How the school is continuing to provide care and education for children of key workers and vulnerable children and YR, Y1 and Y6</u> <p>Numbers in the key worker group continue to grow as more parents want to go back to work. Provision has now been split into KS1 and KS2, and groups experience quality teaching and learning and continue to make progress.</p> <p>In addition to Y6, Reception have now also been welcomed back. The take up of this provision has been low. Bubbles will therefore be amalgamated into one, to come in twice a week. Altogether seven children are expected. Governors asked how this compares with other schools and were advised that it is low. However, seven Reception children are in the key worker bubble, so overall 50% of the class are in school, as also suggested by the parent survey.</p> <p>Y1 will start on 6 July; under half of the class have signed up. School will have conversations with individual parents explaining that bubbles cannot mix.</p> <ul style="list-style-type: none"> <u>How the school is continuing to provide education for children/supporting parents in providing some education for children at home</u> <p>Work continues to be available on the website. Phonics packs have also been prepared, but a large proportion remains uncollected. There have been reports from other Headteachers too that engagement is slowing down, most likely to be due to the end of term approaching, and the easing of lockdown restrictions meaning that parents are going out more. This will not be challenged as parents have done the best they can, and welfare continues to be considered.</p> <p>A governor who is parent confirmed that this approach has been really helpful, and especially the new Zoom meetings have been appreciated. The efforts of the school to continue to maintain links and keep in touch have been valued.</p> <ul style="list-style-type: none"> <u>Transition arrangements for Y6</u> <p>The children in the Y6 bubble were visited by CNCS staff. Parents of children going to other schools reported that they had also received correspondence from their respective schools. There may be a city wide approach with all Y6 children returning to their primary schools for a leaving event on 28 September, however, this still needs to be confirmed.</p> <p>Governors asked/commented:</p> <ul style="list-style-type: none"> A leavers mass is a poignant event for parents and children. Can we ensure that this is made possible this year. Children have not been asked which friends they would like to be with in secondary school. This used to happen in previous years, but not this year. Do you know why? – The Headteacher suggested this could be so as not to raise false expectations, or due to lack of staff available to handle this. However, a governor suggested from experience that children start a new life in secondary school and will quickly make new friends. <u>Safeguarding and wellbeing of pupils</u> | |

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| | <p>The recent Zoom assemblies and class teacher meeting with pupils have been valuable as it was possible to see the children. If children do not attend, this information is passed on to the Inclusion leader, who continues to maintain contact with families with a history of Child Protection issues. This contact has contributed to the increase in the key worker/vulnerable bubble as at times school has insisted on children coming back to school. Conversations have been frank, warm and supportive. Helen, as Safeguarding Link governor, plans to speak with the Inclusion leader about the new Keeping Children Safe in Education. The Headteacher recommended this should be done at the beginning of September and to attend the Inset day which is used for Safeguarding training.</p> <p><i>Blanaid left the meeting intermittently due to internet connection issues.</i></p> <ul style="list-style-type: none"> • <u>Wellbeing of Staff and Headteacher</u> Staff appear to be happy; anxieties have been addressed, thanks to Pier's input. The Headteacher shared his observation that the prolonged period of school closure, the associated unusual working pattern and the strain of a lack of normality in and out of school may have affected some staff in their feelings about their work, and governors explored when this dip in morale started to emerge, what steps are being taken to address it and how this impacts on SLT. SLT have not had a break since the beginning of lockdown and are tired. Doors are always open to enable staff to approach SLT with any concern. Governors stressed that the Headteacher must ensure he has some dedicated time away from school over the summer to refresh. Governors asked whether individual risk assessments need to be updated due to the new guidance and were advised that guidance stipulates that the overall risk assessment must be re-done, but not the individual ones. School will wait for an LA model to be issued in order to avoid unnecessary duplication of work. • <u>Health and Safety – including an update on Site Management</u> The SBM has secured a site manager for the summer. This will be helpful to ensure compliance with statutory testing etc. • <u>Any issues arising from how the building is currently being used and remote working for staff</u> No changes. • <u>What actions the school is taking to mitigate against concerns that the partial closure of schools will impact on the outcomes achieved by disadvantaged pupils and widen the attainment gap</u> This is covered in agenda item 5. | |
| 5. | <p>To receive information on the School's plans for September</p> <p>The government guidance for September was issued hours before the meeting. All children are expected back full time; parents are expected to support attendance; there is no reference to shielding in the guidance; this will lead to bubbles of 30 children in each class. Consideration must now be given to how this can be worked out logistically with staffing, PPA time etc, though peripatetic teachers are permitted in the guidance. Assessments must also be carried out to ascertain how to close gaps, whilst restricting the number of staff working with that bubble. Gaps may have increased in both directions, ie some parents are reporting that children have been very responsive to home learning and gone beyond where they are expected to be, whereas others have not shown much engagement. The Headteacher explained that this necessitates a consistent approach to assessment, based on research and findings in other countries. Based on this, a recovery plan will be drawn up, which will be a branch of the School Development Plan.</p> <p>Guidance also stipulates steps to be taken if there is a case of Covid in school, which is where the provision of blended learning would become more important. It has been</p> | |

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| | <p>confirmed that Oak Academy will continue to be funded throughout the next academic year.</p> <p>Disadvantaged children will each have an individual plan for closing the gap whilst using outside agencies. The catchup premium will be distributed to schools on 1 September, and Education Endowment Foundation (EEF) research will be considered when plans are made how best to use these funds. This would normally be small group tutoring around specific skills and needs.</p> <p>With so much planning for September, governors again expressed their concern for the Headteacher's wellbeing. He explained his intentions of working through the guidance and planning for September whilst also ensuring having a break at the end of term, ready to focus on planning later in the holidays.</p> <p>Governors asked whether the guidance indicates anything about the use of supply staff if a teacher is off with non-Covid related illness as they were concerned that supply staff would bring in additional risk. The guidance links to a supply list, which indicates that having supply teachers in is acceptable, which is due to the confidence in track and trace. The possibility of using internal supply cover should also be explored.</p> <p>Emma fed back from a webinar on the governors' role in schools opening. A written report was circulated prior to the meeting. However, the government guidance had not yet come out at the time of the webinar. She highlighted:</p> <ul style="list-style-type: none"> • The need for support and pastoral care • Focus on wellbeing of the school as a whole • Consideration of other events that have happened during the time of lockdown and how this adult behaviour has impacted on children • Governors need to be flexible, fluid and supportive and use the current situation as an opportunity to "press the reset button" • Working together with staff, governors, parents and children is important <p>Governors asked/discussed:</p> <ul style="list-style-type: none"> • School is already doing well on working together with the whole school community • Will Recovery be added into the RSE/EPR curriculum, which is taught at the beginning of each term? Yes. • All draft risk assessments seen by governors highlighted mental health, indicating that this is already a main focus for the school • Poverty proofing should continue to be a focus, as more parents will be going through a difficult time. • Recovery would be the responsibility of the Q&S committee, in place of the usual statistics. This will have to be long term, ie recovery/poverty proofing being a regular agenda item • Will our vulnerable children access the government's Summer Food fund? - Yes. The Headteacher will check with the Inclusion leader whether there is also other provision available for vulnerable/disadvantaged families, additional to FSM vouchers. Funding for food hubs and food banks has been extended to the end of August, so all families in need have opportunity to access help, and they should be made aware of this. • This is a good time to reconsider previous practices, including governor workload and frequency of meetings. FGB should adapt in line with how school has to adapt. Fortnightly meetings had been beneficial, but were difficult to manage administratively due to the quick turnaround of minutes and agendas. Governors agreed to consider <ul style="list-style-type: none"> ○ having a meeting every three weeks, ○ 1.5 hours, and ○ if continued remotely, a five minute break after one hour ○ the content of the Headteacher's update | PB |
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| | <p>This will be revisited in September. Pier left at 2.40pm.</p> | |
| 6. | <p>To discuss the Governing Board's plans for September</p> <ul style="list-style-type: none"> To understand members' commitments for next year and then to discuss <ul style="list-style-type: none"> <u>Meeting schedule and committee structure</u> <p>Much of this was discussed under agenda item 5.</p> <ul style="list-style-type: none"> <u>Chairing arrangements</u> <p>Governors were reminded that nominations for the role of chair and vice chair will be sought for the next meeting. Nomination forms will go out with the documents, and Giulia informed governors that she does not intend to stand for either chair or co-chair.</p> | |
| 6. | <p>Meeting Close</p> <ul style="list-style-type: none"> <u>Any other business</u> <p>The Headteacher informed governors that an end of year Mass will be held – to be accessed virtually through the usual church link – to celebrate the academic year and thank God for His continual presence with us. 14 July 10.30am, invitations will be sent to children and parents, and all governors are invited.</p> <p>Sandra informed governors that the LA has started consultation on the SEND strategy, which she will discuss with the Inclusion leader on 3 July.</p> <ul style="list-style-type: none"> <u>Prayers</u> <p>The Headteacher closed the meeting with prayer. The meeting closed at 3pm.</p> | |

Documents circulated prior to the meeting:

Minutes of the last meeting

Resources committee minutes

Planning for September NGA guidance

Webinar Report