

Our Lady of Lourdes Catholic Primary School

Minutes of a meeting of the Full Governing Body to be held remotely on Thursday 15 July 2020, 12pm

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

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: _____

1.	Welcome	Actions
	<p>The meeting was chaired by Giulia de Rosa</p> <p><i>1.1 Prayers</i> The Headteacher opened the meeting with prayer.</p> <p><i>1.2 To consider Apologies for Absence</i> Apologies were received and accepted from Emma Briggs.</p> <p><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.</p> <p><i>1.4 Declaration of business interests or interests of loyalty in agenda items</i> Ian declared that he had done some IT work for the school and had supplied an invoice. An update on this work is intended to be given as AOB.</p>	
2.	<p>Minutes of last meeting – 2 July 2020</p> <p><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.</p> <p><i>2.2 To discuss any matters arising, if not on this agenda</i> None.</p>	
3.	<p>Headteacher’s Verbal update</p> <ul style="list-style-type: none"> • <i>How the school is continuing to provide care and education for children of key workers and vulnerable children and YR, Y1 and Y6</i> Numbers have increased, especially in the key worker group, to a maximum of 30 children in school at one time. This has stretched staffing, but rotas have not been changed, in an effort to minimise risk to staff, as a high number uses public transport. • <i>How the school is continuing to provide education for children/supporting parents in providing some education for children at home</i> This continues to be provided through directing parents to Oak Academy; work is set on the website and provided in packs to those without internet access. Families appear to have slowed down on home learning. • <i>Transition arrangements for Y6</i> 	

CNCS have sent a representative into school to speak to Y6. Online sessions have taken place for children going to other secondary schools. Collection arrangements of reports have allowed the Y6 teacher to meet all parents. A virtual thanksgiving mass was celebrated on 14 July, and the Headteacher expressed his thanks to all who attended.

Governors asked whether children were not taken to church because there had been concerns around parental permission due to the current circumstances.

The Headteacher explained that only some staff members were present in church, as it was the first time back after lockdown; another reason was that the service was streamed, and not all children would have had parental permission for that.

- Safeguarding and wellbeing of pupils

Zoom sessions with pupils continue, keeping an eye on vulnerable children.

Distributing the end of year reports in person has also been beneficial, enabling parents to share their concerns, and for this to be recorded on CPOMS. Similar arrangements have been set up by the Inclusion leader for parents of children with SEND or eligible for FSM to meet her. The Inclusion leader was commended for her work in redistributing FSM vouchers from Edenred; she has also made use of an offer of support from the Diocese for families in need.

- Wellbeing of Staff and Headteacher

The term is concluding at just the right time. A "Leaving Zoom" meeting was held to say good bye to the Y5 teacher, and it was good to see the majority of colleagues present for that.

Governors expressed their appreciation for the tremendous work staff have done, in particular SLT.

Helen reported that she had a Safeguarding Link governor call with the Inclusion leader and confirmed that the funds from the Diocese had been appreciated and actioned promptly. These were to be made available to families in the school community where a need is known, not necessarily restricted to FSM. It was confirmed that families newly in need had come forward, and the Inclusion leader's insight into the needs of the community was commended.

Concerns were raised by the Headteacher and supported by Helen that the Inclusion leader may be allowing herself to be too involved in the needs of the school community to ensure that she has a needed and well deserved break over the holidays. Whilst her willingness and genuine commitment were recognised, governors all agreed that steps must be taken to ensure that families seek support elsewhere over the holidays. **The Headteacher will outline support available over the holidays in his next communication to parents.**

This is also relevant as an increased number of safeguarding concerns are expected when school opens fully in September, presenting increased challenges in the new academic year. The need for supervision for the Inclusion leader was therefore highlighted. Helen confirmed that support and training for the Inclusion leader had also been part of their conversation, and that she had encouraged her to look into what is available, to ensure she is equipped for the pressure and expectations on her and to enable her to train and support others.

- Health and Safety – including an update on Site Management

During the holidays, the site will be managed by an external site manager supplied through the LA. The SBM has collated a schedule of work, and the Headteacher and SBM will be in regular contact and also present in school.

- Any issues arising from how the building is currently being used and remote working for staff

No changes.

- 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

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	<p>SLT is planning to meet on 20 July to discuss how to approach benchmarking when children return in September, to assess where the gaps are in their key skills. It is expected that some children will also have made accelerated progress. A plan of action how to move forward will be drawn up as part of the School Development Plan (SDP), thinking holistically.</p> <p>Governors asked what will happen to the foodbank collection point over the holidays, as they would not want to lose the place in the community as that hub. The Headteacher will discuss with the SBM whether specific dates could be advertised when drop offs can happen.</p>	
4.	<p>Sports report</p> <p>Governors asked the Headteacher to pass on their thanks to the Sports leader for the comprehensive report.</p> <p>Governors were satisfied that the report indicates the school is in a good position to move forward.</p> <p>There were no questions or comments.</p>	
5.	<p>To receive any governor visit reports</p> <p>Sandra in her role as SEND link governor has had a conversation with the Inclusion leader. A report will be circulated.</p> <p>SEND numbers are likely to reduce with Y6 leaving, as this was a SEND heavy cohort. However, following the extended period of school closure, it is likely that an increased number of children will need extra support.</p> <p>The number of vulnerable and disadvantaged children is also likely to increase, so poverty proofing will continue to be a focus.</p> <p>The Inclusion leader is confident that the school is ready to move into the next academic year.</p>	RA
6.	<p>To receive training reports either verbal or written</p> <ul style="list-style-type: none"> • <u>HT Appraisal</u> <p>HT Appraisal training had been attended by both Giulia and Mel, and a report was circulated prior to the meeting. Questions were invited, but HT Appraisal will also be covered later in the meeting.</p> <p>Governors discussed the composition of the HT Appraisal panel versus the composition of the Pay Committee, as some conflicting thoughts had been shared at the training. It was agreed that the majority of governors on the Pay Committee should not also be on the HT Appraisal panel, although one member of the HT Appraisal panel should be present at Pay Committee meetings, either as a member or in an advisory capacity, to advise and answer questions about the panel's pay recommendations.</p> <ul style="list-style-type: none"> • <u>Preparing your Primary School for September's Return</u> <p>The focus of this webinar was on the link between parents and school and the importance of communication as well as how technology can be used going forward. There were no further recommendations from the training.</p> <ul style="list-style-type: none"> • <u>Promoting anti-racism in schools</u> <p>Helen had intended to take part in the webinar, but had been unable to. The link to the recording was circulated to all governors, and it was recommended that governors should watch it.</p> <p>Mel had also watched it and recommended it to all governors. There are lots of actions school could take, which can be linked to aims already in the Governors' School Development Plan. It was noted that anti-racism is already covered through British Values, so no additional actions would need to be taken, but any actions should be tied back into the Mission statement.</p> <p>The Headteacher explained that this also relates to the developments he intends to make to Reading as a cornerstone of all learning, in that he would like to ensure that</p>	

	<p>texts promote racial equality. This would enhance literacy, and children would meet texts not of our heritage.</p> <p>School is not currently in the Ofsted window; a visit is not expected before Spring 2022. However, moving forward, any Ofsted visits between September and Christmas will have an advisory focus on ensuring that opportunities for blended learning are taking effect. School will therefore think effectively about how to ensure that children’s learning is not adversely affected by the lockdown – this needs to be part of the School Development Plan, which will therefore encompass all these elements.</p> <p>Mel reported further from the webinar that there had been suggestions about what children can actively do to campaign against racism, one of which was that they should be encouraged to write to the governors. This highlights the active role governors should be taking in this.</p>	
7.	<p>School Development Planning</p> <ul style="list-style-type: none"> <i><u>To review the governors’ long term plan and consider the updated School Development Plan</u></i> <p>The Headteacher reminded governors that, in the case of another lockdown, school must be able to switch immediately to remote learning, and home/school interaction will be different from the previous experience.</p> <p>School is planning to open to all pupils on 7 September, but will have to have a Plan B for a lockdown scenario, or for isolating a bubble. How this is going to work is currently being considered.</p> <p>Governors expressed concern that some children may not have access to the technology that is required and asked whether there is anything they can do to help.</p> <p>Governors considered this question within the wider scope of IT - for pupils in connection with remote learning, in school and for teachers working from home. The Headteacher explained that the Resources Committee had already discussed and agreed to replacing the Wi-Fi in school and to install a screen in the arches in order to make it into a usable learning space. Since then, Ian has visited the school and rectified the Wi-Fi issue, so that there is now no need for replacing it. The cost of rectifying this was considerably lower than the replacement, so that funds set aside for that are now freed up and could be used for an “Emergency IT fund” to buy iPads for children who need them. As the repair had only just taken place, the Headteacher has not yet been able to present governors with a detailed plan.</p> <p>Putting up a screen in the arches may also allow some identified children to come into school. A previous audit had shown that the vast majority of families have access to the necessary technology, but it is not known how many households have enough devices for all family members who need them. This will be further explored in correspondence between the Headteacher and parents over the summer, so that resources can be directed appropriately.</p> <p>Governors asked whether there are any local companies who are disposing of usable equipment, as such an approach had been taken by Cardinal Newman school (CNCS). Putting an appeal out to parents was discussed, but there was some concern that this could lead to the donation of unusable equipment which may need a license to be disposed of.</p> <p>It was reported that the LA is also currently looking into approaching companies to donate equipment.</p> <p>If school uses the surplus of funds to buy equipment, this equipment would be given to families on loan and could possibly be used for different projects and different families.</p> <p>Governors discussed the need of teachers to have equipment which will allow them to work from home in a lockdown situation. Laptops would therefore be purchased not only for loan to children, but also to distribute to staff to enable them to work from home within certain parameters.</p>	

	<p>In regard to loaning equipment to families, it was highlighted that there should be a tight agreement between the family and school, outlining who is responsible for ongoing maintenance, insurance, and who would cover the cost if lost or stolen.</p> <p>It was agreed that Mel would ask CNCS for details about their scheme.</p> <p>The Headteacher explained that, as the cost of buying the required quantity of IT equipment is above his spending powers as outlined in the Scheme of Delegation, he is asking governors to agree in principle to the proposal and to allow him to purchase equipment as required. £2,800 had been allocated to Wi-Fi, and this would be the amount he would seek to spend on IT.</p> <p>Governors asked/commented:</p> <ul style="list-style-type: none"> • Is the need for IT equipment not lockdown dependent? – This is true; whatever the situation is in September dictates the technology needs. • It may be better, due to the current economic situation, to defer purchase to get better value for money. • Have you audited staff requirement, without reference to Covid? - Covid has exacerbated an existing situation in that a number of staff had to come into the building during lockdown to do work. Having no equipment at home was a barrier to them working from home. <p>Agreed: Governors agreed that the Headteacher should decide what equipment is needed without any further reference to the Governing Body, using the funds originally set aside for Wi-Fi replacement (£2,800).</p>	MF
8.	<p>Governing Body Business</p> <p>Giulia explained that this section should be given careful consideration as governors' success criteria and objectives are likely to be impacted by the consequences of the extended lockdown period, and some decisions as to link responsibilities may need to wait until September. Discussions should also bear in mind governors' workload. Governors agreed that a lot of responsibility is placed on Governing Boards, and time can be an issue. Concerns were also raised around the expectation to complete written reports of visits, suggesting that this expectation may put people off visiting. Governors were advised that Ian has just submitted his resignation; governors were grateful for his contribution in many areas. Dee's term of office expires in Autumn 2021, and she does not intend to apply for re-appointment.</p> <ul style="list-style-type: none"> • <u>To review Committee structure</u> <p>Not discussed.</p> <ul style="list-style-type: none"> • <u>To review Committee membership</u> • <u>To appoint Committee chairs</u> <p>Q&S: Membership to remain the same. Helen was re-appointed as committee chair and Giulia as vice chair. The vice chair position is welcomed for informal advice, and to stand in when Helen is unavailable.</p> <p>Resources: Membership to remain the same. There is one vacancy on the committee (Terms of Reference state membership should consist of five governors). Mel was re-appointed as committee chair and Dee as vice chair.</p> <p>Admissions: Ian's resignation leaves one vacancy on the committee, to which Jess was appointed. The position of committee chair remains vacant at the moment, Helen continues as vice chair.</p> <p>HT Appraisal Panel: Prior to appointing the HT Appraisal Panel, governors elected the chair and vice chair (see 6th bullet point under this agenda item). Governors discussed feedback from training and agreed that the chair should be on the panel, and the other two positions should be subject to an annual rolling system. Giulia therefore resigned from the panel, and Blanaid and Sandra were appointed.</p> <p>HT Appraisal Panel review officer: Jess Winter</p> <p>Pay Committee: Membership to remain the same (Helen, Dee and Giulia), with a member of the HT Appraisal Panel in attendance.</p>	

	<ul style="list-style-type: none"> • <u>To review and appoint to other Roles and responsibilities</u> Key roles (Safeguarding, SEND, LAC, Pupil Premium, Poverty Proofing, H&S, Sports Premium) to remain the same. Mel was appointed as Training and Development link governor. Emma had previously expressed a willingness to join the GDPR Working Group and was appointed to this role. Equalities – role to be reviewed, could be linked to cover a wider area. Class link roles have not given any benefit to the monitoring responsibilities of the Governing Board, but were a softer measure of having governors well known in the school community. It was suggested that, even if governors are not specifically linked to classes, such relationships could still be developed. <p>Early Years and Subject link roles to be reviewed and aligned to SDP in September.</p> <ul style="list-style-type: none"> • <u>To appoint HT Appraisal Panel External Adviser</u> Not discussed. • <u>To elect a Chair and vice chair</u> Chair: The clerk advised governors that she had received one nomination, which was for Mel Fane and assigned Mel to the “waiting room” to allow for discussion of the nomination and voting. The clerk reminded governors that the previous year’s co-chairing arrangement had been agreed with a view to preparing Mel for the role of chair for the next academic year. Giulia confirmed that she had enjoyed sharing the chair role with Mel and had witnessed her dynamism and interest. Agreed: Governors unanimously voted to appoint Mel as Chair for the period of one year, for the next academic year beginning in September. <p>Vice Chair: One nomination has been received for Giulia de Rosa, and Giulia was assigned to the “waiting room” to allow for discussion of the nomination and voting. Agreed: Governors unanimously voted to appoint Giulia as Vice Chair for the period of one year, for the next academic year beginning in September.</p> <ul style="list-style-type: none"> • <u>To agree meeting schedule</u> To be confirmed at the first meeting in September. 	
6.	<p>Meeting Close</p> <ul style="list-style-type: none"> • <u>Any other business</u> The Headteacher thanked governors on behalf of staff for all their support. The next meeting will take place on Wednesday 2 September 12pm. Blanaid asked governors to accept her apologies for that meeting as she will be away. Governors thanked Ian for his contribution to the Governing Body. • <u>Prayers</u> The Headteacher closed the meeting with prayer. <p>The meeting closed at 2.10pm.</p>	

Documents circulated prior to the meeting:

Minutes of the last meeting
Training Report HT Appraisal training
Governors’ SDP
School SDP
SEF
Governor Responsibilities
Sports Premium Report