

St Joseph's Catholic Primary School, Newton Abbot Governing Body

Meeting – Part I (Part II) Minutes

Date/Time	12 th May 2020	Location		Virtual Meeting Via Zoom			
Attendees	Initials			Attendees	Initials		
Name		Type of governor/ associate/ chair etc	Time they joined/left if not present for full meeting	Name		Type of governor/ associate/ chair etc	Time they joined/left if not present for full meeting
Tim van Kroonenburg	TVK	Chair		Sophie Scagell	SS	Foundation	
Emma Wilson	EW	Staff		Stephen Mariadas	SM	Foundation	
Michael Quainoo	MQ	Foundation	Joined at 6.08pm	Andrew Kennedy	AK	Foundation	
Lee Avery	LA	Parent	Unfortunately LA had problems with his internet connection so was unable to participate in the meeting.				

Absent	Initials	Reason (Category of Governor)

Absent without Apology	Initials

In Attendance	Initials	(anyone who is not a governor/associate)
Kelly Dunne	KD	Headteacher
Caroline Fullalove	CF	Clerk

Minutes to
Attendees
Apologies
Helen Laird - CAST

	Agenda	Led by
1	Welcome, Prayer & Apologies	TvK
2	Declaration of Interest & Rules about using Zoom	CF
3	Minutes of previous meeting	TvK
4	Safeguarding in Lockdown –monitoring of vulnerable pupils, number of pupils attending etc.	EW
5	Home Learning during Lockdown	KD
6	Staffing during Lockdown	KD
7	Planning for the term	KD
8	Budget Monitor / Budget 2020-2021	KD
9	Business Brought Forward by the Chair	TvK
10	Date of next meeting Tuesday July 7 th 6pm	TvK

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Agenda Number	Details of discussion	Decision or action
1	Welcome Prayer & Apologies TvK opened the meeting with a prayer.	TvK
2	Declaration of Interests & Rules About Using Zoom <ol style="list-style-type: none"> None declared. Tvk explained that it will help if participants physically raise their arm if they wish to ask questions and make comments during the meeting. 	
3	Minutes of the Previous Meeting 27th January 2020 <ol style="list-style-type: none"> These were accepted as a true record and signed by TvK who will pass them on to CF. There were no matters arising. 	
4	Safeguarding in Lockdown –monitoring of vulnerable pupils, number of pupils attending etc. EW informed the committee that at the beginning of lockdown the school had received a risk assessment from the Local Authority which they completed. The assessment identified vulnerable children eg children in need, on a child protection plan, children with education healthcare plans etc. The school also identified extra children who they felt were vulnerable eg parents with mental health issues or SEND pupils. Each child was RAG rated according to the DCC guidelines (Red, Amber, Green). CPOMS was then updated to reflect the contact that the school is making with these children and their parents. KD & EW also update a spreadsheet so they are aware of the ongoing contact that has been made. Free School Meals – EW and KD decided from 20 th April that they would shop for and deliver the meals. EW and Sarah Hoare deliver the food to 23 children (18 families) every Monday morning, they also utilise this opportunity for face to face conversations with parents. CPOMS is updated with any contact. Some children have been identified as needing extra help as some parents may not be coping.	

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5	<p>Home Learning During Lockdown</p> <p>The school acted quickly once lockdown was announced (18th March 2020), as the school needed to be up and running by 23rd March, so very little time to plan for this unique situation.</p> <p>Home learning is planned by class teachers via Power Point which is converted to PDF then sent via DOJO. This is also posted on the school website.</p> <p>There is between 2 and 3 hours of learning planned every day which includes Maths and English. Other subjects are alternated. Plus there are various other activities on the website which is changed weekly to keep it fresh and interesting. Some children have a log in to google docs or other software which can be accessed at home.</p> <p>Interaction is obviously very limited. In the earlier weeks of lockdown there was more interaction, this has now decreased to a certain extent (approx. 50% less are engaging). The draw backs are there is no differentiation between SEND pupils etc. Difficult for teachers to plan as no interaction, feedback or progress reports.</p> <p>The school have made a point about being compassionate during this time as some parents are working from home but also trying to home school their children so it's difficult to find a routine around school work. As a school we are conscious that we do not want to increase anxiety within the home. Children are asked only to do what they can. There are inevitably difficulties with larger families where individual children may not have their own devices or computers or perhaps don't have a printer etc so the school has been able to print some of the paperwork off for them but only for small numbers. (Currently doing this for 6 to 8 children). The admin time is significant and the school admin staff are self-isolating. Also visitors have to be properly managed from a social distance point of view whilst visiting the school which also needs to be carefully managed.</p> <p>Questions Raised by TvK</p> <ol style="list-style-type: none"> 1. What level of engagement and support have you been getting from parents, how is this communicated? <i>KD said there has been overwhelmingly positive feedback. Most communicate through DOJO. Teachers work very hard to keep channels of communication open during this time. Some families do need chasing and this has been happening. Some are more engaged but parents are doing all they can in difficult circumstances.</i> 2. What are your impressions of how the children are reacting to their prolonged absence from the school environment? <i>KD said engagement has declined somewhat over the weeks. They are missing their friends and the social aspect of school life. Some children are coping well others are struggling so it's a mixture. For those who are in school, it's difficult to motivate them with their home learning. We have between 1 and 9 children in childcare and have been open since 23rd March. In the Easter break we shared the childcare with St Mary's Buckfastleigh (one week each). We will also be open for emergency childcare during next half term.</i> 	
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	<p><u>LA ATTEMPTED TO REJOIN THE MEETING AT 6.16PM BUT WAS UNABLE TO DO SO.</u></p> <p>Every day KD reports to the local authority, DFE and The Trust, the number of children attending and within that data will be those identified as vulnerable.</p> <p>Questions raised by TvK</p> <ol style="list-style-type: none"> 1. Have there been any particular types of safeguarding concerns that have emerged during lockdown and how have these been dealt with? <i>KD no real safeguarding concerns apart from those children with parents who appear not to be coping well so those children have been invited in to the school.</i> 2. Are the Safeguarding mechanisms with CAST and Devon working effectively to support you? <i>KD yes the guidelines are very clear. There are systems in place. The support from the Trust is good as they have produced a safeguarding addendum for our current policy which is specifically geared toward COVID-19</i> <p>Questions raised by AK</p> <ol style="list-style-type: none"> 3. AK asked if the parents are appreciating what has been undertaken by the school. <i>EW There have been lots of messages of support via the DOJO system.</i> 	
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6	<p>Staffing During Lockdown</p> <p>KD said they have been guided by the social distancing rules and all relevant health and safety restrictions have been put in place. We have an online booking form for parents to use for emergency childcare which they book in every two weeks. The staffing is arranged based on this booking system which is helpful to ensure that we are not over or under staffed. Two members of staff are shielding, two on furlough and one member of staff who has a 'not fit for work' note.</p> <p>Rachel Hunter has confirmed that she will return from maternity leave on 1st June.</p> <p>We have also had to make sure there is a Level 3 safeguarding rep on site at all times plus (for any child in school under the age of 6) we must have a paediatric first aider on site. This hasn't been a problem as we have several trained in each capacity. Staff are currently working on a week on week off basis in school and working from home.</p> <p>Question Raised by TvK</p> <p>1. What have been the main challenges of staffing in this period of lockdown and what positives, if any, have you found from the experience. <i>KD said initially the logistics of organising staffing was challenging but now that parents are more used to using the booking form it has been much easier. We have made sure that we have implemented all safety measures so as to reassure staff that we are doing all we are asked of in terms of risk. KD confirmed that all staff, without exception, have been amazing during this period.</i></p> <p>Question Raised by MQ</p> <p>1. What measures are in place to protect the staff during the outbreak of Coronavirus? <i>KD We keep 2mtr distance, children are asked to wash their hands immediately on arrival and at regular intervals throughout the day as do staff, we don't use the staff room, we don't eat together, every child and adult has hand sanitiser and all items used are disinfected every day.</i></p> <p><i>One child who was in school due to emergency childcare, we became aware that the family were not practicing social distancing so this child was not allowed to come in to the school. The family were then reminded ref the rules of social distancing. After a period of 7 days the child was allowed back.</i></p> <p>2. Do we have a thermometer to check the temperature of all those in the school as a high temperature is a symptom of COVID-19. <i>KD confirmed that the local authority and CAST have stated that they do not feel it is appropriate for the staff to take temperatures. However, if any person is showing any signs or symptoms, we do have an isolation room which can be used in these circumstances. They would then have to go home and not come back until their period of isolation comes to an end. MQ suggested checking the guidelines as the practice of checking temperatures on entry has been put into place at many other establishments. KD will find the guidance and circulate it to all governors.</i></p>	KD
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Commented [KD1]: in school and working from home.

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7	<p>Planning for the Term</p> <p>Four documents have now been released ref school recommencing on 1st June. KD has started to work on an action plan that has been forwarded by the Trust and we await a Risk Assessment which will then be adapted for our specific needs. KD praised the Trust for quickly circulating pro-forma's, which have been very helpful. A pro-forma for staffing has been circulated today which will give an overview of what staff will be available to work from 1st June. The Trust are organising purchasing hand sanitiser and disinfectant. Potentially from 1st June we will have year 6, reception and year 1 plus the childcare carrying on which is already in place. So we are starting to plan how many classrooms, staff, spacing of desks, removal of items from classrooms that do not need to be used so as to limit the amount of disinfecting that needs to take place every day, break and lunch times will also need to be staggered as well as drop off and pick up times. Once groups are worked out (no more than 15 children per group), these groups cannot change. Also provision of childcare may rise as some parents will have to go back to work but this does not deem them to be a critical worker and therefore eligible for childcare. Parents need to complete a form with details of their employer to state why they feel they are a keyworker. So logistically there is a lot to think about. Masks are not encouraged but some staff may find this an issue</p> <p>Questions Raised by TvK</p> <ol style="list-style-type: none"> 1. Support from CAST - What have been the strengths of the support you have received from CAST. Are there any areas where you would appreciate more support? <i>Kevin Butlin has sent daily updates which have been enormously helpful as they gave summaries of the mass of information that initially was being given. KD has a weekly meeting with ESM and other heads in the cluster which is helpful in finding out how other schools are approaching challenges as they go along. Also the Trustwide templates and pro-formas that have been sent have been very useful. KD has felt very supported by the Trust.</i> 2. Key Stage II Assessment Data <i>KD confirmed that no school will be submitting any data to Devon or the Local Authority. Any assessments will be internal to the school. Assessments are only accurate to the end of the spring term. We are not required to give any assessment data for any year.</i> 	
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8	<p>Budget Monitor KD confirmed that Helen Newman, Business Manager compiled the Budget Monitor. KD asked questions and replies are on the sheet from HN (on the right hand side of the sheet). This has been updated. KD did not have any further comments to make. All Governors have received a copy.</p> <p>Question Raised by SM How are CAST feeling about deficits?</p> <ol style="list-style-type: none"> 1. KD - The Trust has been compiling a piece of work which details all the deficits in the schools across the Trust which will be amalgamated into one deficit (Devolved Budget) so any deficit will not be attached to our school. KD has put a lot of work into budget planning during the last few weeks. Our current low pupil numbers won't impact until next year. KD has been in contact with Kevin Butlin to discuss the feasibility of running a school on such a low budget so KD has raised it slightly. SM asked about the wraparound. KD confirmed that previous to the lockdown we were looking to be making a loss of circa £5k on wraparound care. We cannot subsidise this within our budget so it has to pay for itself. Sarah Hobart is currently looking at those children who are currently using it or likely to be using it in the future (ie new admissions) and how we are going to provide this in September 2020. <p>Question Raised by MQ</p> <ol style="list-style-type: none"> 1. MQ asked where the money is coming from to pay for the extra precautions that have been put into place during COVID19? KD confirmed this revenue is coming direct from the Government, who will pay for any extra provision that has to be put in place eg school hampers. 	KD, TvK & CF
9.	<p>Business brought forward by Chair</p> <p>Resignations – LA and MQ</p> <ol style="list-style-type: none"> 1. TvK confirmed that LA is resigning as a Governor as he moving out of the area. We are very sad that he is leaving as he has been a great asset to us during his term. 2. TvK also confirmed that MQ is coming to the end of his term and will not be carrying on due to work and family commitments. Once again we are very sad to see MQ go as he has been a great asset also to the Governing body. MQ has agreed to carry on with his work for the school if he is able to do so. <p>We are so very appreciative of the work that both LA and MQ have undertaken during their terms as Governors. KD, TvK & CF will action replacement Governors.</p> <p>Governor Visits</p> <ol style="list-style-type: none"> 1. Thank you to AK who conducted a Governor visit in March 2020. All Governors have received a paper copy. 	

The meeting closed at: 7.02pm

Detail of next meeting – Tuesday 7th July 2020 6pm

Date/Time	Tuesday 7 th July 2020 6pm	Location	St Joseph's / Via Zoom
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**St Joseph's Catholic Primary School, Newton Abbot
Governing Body**

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