

St Joseph's Catholic Primary School, Newton Abbot

Governing Body

Meeting – Part I (Part II) Minutes							
Date/Time	15 th September 2020 6pm	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		Stephen Mariadas	SM	Foundation	
Emma Wilson	EW	Staff		Andrew Kennedy	AK	Foundation	
Michael Quainoo	MQ	Foundation					

Resignations	Initials	Reason (Category of Governor)
Lee Avery	LA	Resigned July 2020

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	Tvk
2	Declaration of Interests	CF
3	Minutes of previous meeting 7 th July 2020	CF
4	Matters Arising	TvK
5	Safeguarding Keeping Children Safe in Education	KD
6	COVID-19 Risk Assessments	KD
7	Governor visits & training	Governors
8	Admission Arrangements	KD
9	Business brought forward by the Chair - Set a date for additional meeting	TvK
10	Date of Next Meeting: 13 th October 2020 at 6pm via Zoom	TvK

St Joseph's Catholic Primary School, Newton Abbot

Governing Body

Agenda Number	Details of discussion	Decision or action
1	Welcome Prayer & Apologies TvK opened the meeting with a prayer.	TvK
2	Declaration of Interests None declared.	
3	Minutes of the Previous Meeting 7th July 2020 a. These were accepted as a true record and signed by TvK who will pass them on to CF in due course.	
4	Matters Arising TvK asked whether there had been any resolution with the 'After School Club'. KD said that as a result of the Governors' concern reference the cut in hours she looked at three possible schedules:- a) Increase charges for breakfast club by 33% and increase charges to ASC by 50% if we remain open until 6pm b) Close at 5.30pm on four evenings per week (Monday to Friday). If fees across the board went up by 35% this would be viable. c) Reduce opening times further to 5pm finish but we would still have to increase charges to £2.60 per half hour which works out more than 35%. KD has spoken at length with Helen Newman, Business Manager and it has been decided to enter into a consultation period under schedule (b) as this is the fairest option for all those concerned. KD will send out the formal proposal in due course.	KD
5	Safeguarding / Keeping Children Safe in Education KD said there are two changes that have been made recently:- a) Inclusion of mental health b) Child sexual exploitation and child criminal exploitation The Safeguarding Policy has adopted those changes and they are now reflected in the policy which was email to Governors. There is now a new online format for training which has been introduced. The software package is called SSS Learning. There are some members of staff who will find it difficult to complete this training as they don't have access to the computer, have an email address or are not confident on line so it is providing difficult to ensure that the leaning is completed before the deadline, not least because one member of staff is currently not in school. This package includes refresher training and more specific training for individual roles eg admin, teacher etc KD sends out an email to individuals who log on and complete the training. We need to have two Governors who will undertake the Safeguarding training. TvK will be appointed as one (as he is currently our Safeguarding Governor). KD suggested we await the appointment of a new Governor who could take on this role. SM offered to undertake the training if the new Governor did not wish to do so. The Governors have acknowledged the changes made to the Safeguarding Policy. A handout reference KCSiE was also forwarded and Governors have acknowledge it.	TvK

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6	<p>COVID-19 Risk Assessments</p> <p>This document is constantly being updated. Example of some issues are in relation to pupils items that should (in an ideal world) be placed on the desks but are being put on the floor as there is no room on the desks. This in itself creates a H&S Risk as they then pose a trip hazard. The Assessment will therefore need to be tweaked to encompass any extra risks posed such as this.</p> <p>The school have ten Covid test kits supplied by DfE but we have been advised to use these only in the case of an emergency. We await details regarding how these are replenished if we use them. Having any staff at home awaiting a Covid Test would seriously impact on our ability to function. With this in mind the Governors agreed to back KD if she decides that there is no option but to use a kit for a member of staff if the need arises.</p> <p>MQ asked what is the plan in relation to home learning if a child has to self-isolate. KD said that this term the school is concentrating all its efforts onto teaching pupils how to use Google Classroom and IXL Learning so that in the event of home learning, they are as familiar as possible in order for it to be more of a two-way process. We need to try and get to the point where working from home is as seamless as possible. We currently have 9 children home learning, none of whom have tested positive. One child has already returned to school as the Covid test was negative.</p> <p>SM suggested video conferencing of lessons for those children who are isolating in order to reduce the impact on teaching staff. SM offered to talk through how it might be possible to set this up.</p> <p>AK asked how children are able to access learning on line. KD said that many children access it via a parent's phone which is not ideal. The Trust are looking into this issue, particularly for vulnerable children. KD has money available in the budget to purchase Chrome Books and there are some that will be available via The Trust. We would need to think about a system for borrowing and taking the home.</p> <p>TvK asked KD how are staff during this period? KD said that it is difficult to teach in the way that we have to now with the current restrictions ie teachers can't walk around the classroom and engage with children in the same way. Staff are glad to be back at work. The children have been amazing even with all the protective measures. We do need to ensure that we all adhere to the new restrictions if we are to remain undisrupted.</p> <p>MQ congratulated KD for having coped incredibly well under these circumstances. KD mentioned that all those in the school community have been respectful of the new restrictions and the social distancing measures that have been put into place. The Governors congratulated staff and the wider school community for their efforts</p>	
7	<p>Governors Visits and Training</p> <p>No Governor visits or training have taken place apart from TvK who was able to make a socially distant visit to the year 6 children in their final days at the school. We all wish them well for the future.</p> <p>KD confirmed that visits are possible at the moment but there is a fair amount of paperwork that would need to be undertaken prior to any visit. Governors should contact KD in the first instance.</p> <p>MQ offered his expertise in relation to H&S. KD mentioned that Lee Avery had a regular system of visits to the school. KD felt it would be good if this regime continued. MQ offered to become the named Governor for H&S.</p>	
8	<p>Admission Arrangements</p> <p>We have been sent the new Admissions Policy. We note that we have received it.</p>	

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9	<p>Business brought forward by the Chair</p> <p>Set a date for additional meeting</p> <p>TvK talked about a replacement Foundation Governor. We will look into the possibility of advertising in the Parish Bulletin. As regards a Parent Governor we will advertise in the school bulletin. CF will forward the paperwork for Parent Governor election.</p> <p>An additional meeting has been set in order to talk about SIP, Pupil Premium etc as these documents are key in setting the year. Date is 13th October 2020 at 6pm via Zoom. KD will send the documents prior to the meeting.</p> <p>TvK talked about the Schedule of Accountability. KD confirmed that the ESM had signed off the Risk Assessment.</p> <p>KD talked about Catch Up Funding which is £80 per child and will be built into the school improvement plan. We will look at these documents prior to the next meeting.</p> <p>TvK asked KD whether OFSTED could conduct an inspection to look at how pupils are returning to school. KD confirmed that yes this is a possibility.</p> <p>MQ spoke about SIMS regarding difficulty logging in. KD confirmed this has now been resolved.</p> <p>TvK advised KD to ask for help from the Governors if needed.</p>	CF KD
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The meeting closed at:6.55pm

pmetail of next meeting			
Date/Time	13 th October 2020 at 6pm via Zoom	Location	Via Zoom