

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

## Meeting – Part I (Part II) Minutes

Date/Time	26 <sup>th</sup> January 2021 6pm	Location		Virtual Meeting Via Zoom			
<b>Attendees</b>	<b>Initials</b>			<b>Attendees</b>	<b>Initials</b>		
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		Stephen Riedlinger	SR	Foundation Governor	
Amanda Gibbs	EG	Parent		Andrew Kennedy	AK	Foundation Governor	

<b>Resignations</b>	<b>Initials</b>	<b>Reason (Category of Governor)</b>

<b>Absent</b>	<b>Initials</b>

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

<b>Minutes to</b>
Attendees
Apologies
Helen Laird - CAST

	Agenda Item
1	Welcome Prayer and Introduction
2	Declaration of Interests
3	Minutes of Previous Meeting
4	Matters Arising
5	Safeguarding in Lockdown –monitoring of vulnerable pupils, number of pupils attending etc.
6	Home Learning during Lockdown
7	Staffing during Lockdown
8	Policies for Information Purposes Coronavirus Policy - attached
9	Budget Monitor / Budget 2020-2021
10	Business brought forward by the Chair
11	Date of Next Meeting: Tuesday 23 <sup>rd</sup> March 2021

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Agenda Number	Details of discussion	Decision or action
1	<b>Welcome Prayer &amp; Apologies</b> TvK opened the meeting with a prayer. TvK welcomed SR who was attending his first official meeting as a Foundation Governor.	
2	<b>Declaration of Interests</b> None.	
3	<b>Minutes of the Previous Meeting</b> Agreed and signed as a correct record.	
4	<b>Matters Arising</b> None.	
5	<b>Safeguarding in Lockdown – monitoring of vulnerable pupils, number of pupils attending</b> 18% (24 pupils) on roll have been identified as vulnerable and invited in to school. 15 have taken up the invitation. There are ongoing attendance issues with 4 of the children who are expected in school every day from this category. For comparison - in lockdown number 1 when we had 7 key workers - 5% of pupils on roll and one vulnerable pupil. So a significant difference. <b>The percentage of pupils invited into school from each category:-</b> <ol style="list-style-type: none"> <li>1. 50% are those identified by the school. These could be children 'missing in education', mental health issues with parent/s or knowledge of previous lockdown experience. Three of the twelve families that we invited in have declined the invitation.</li> <li>2. 8% are special guardianship or adopted and none of this group are attending as their parents were happy for them to remain at home.</li> <li>3. 4% are young carers and were happy for their child/children to remain at home.</li> <li>4. 21% have education and health care plans and we currently have three out of five children who are expected to attend. Two of the parents didn't want their children to come into school. Of the three who should be attending, two attend regularly but there are ongoing attendance issues with one child.</li> <li>5. 4% have an assigned social worker, not including child protection or child in need but they are not expected in school as the parents decided to keep them at home.</li> <li>6. 8% are child in need or child protection. These children are expected into school every day but their attendance is poor so this is being chased up.</li> </ol> <p>EW and KD review the RAG rating of every child in school on a weekly basis and complete a Vulnerable Pupil Contact Form in order to provide an overview of every vulnerable child in school. This work is essential but very time consuming.</p> <p><b>a) Question from SR</b>  <i>How is the current lockdown and ways of working within the school impacting on identifying and monitoring any safeguarding concerns?</i>            EW - Very time consuming. Much easier when there was day to day contact with parents. We have adopted a layered approach and are monitoring via class teachers who report about levels of engagement, contact with parents through class Dojo ie sending messages to parents or other ways to contact them if Dojo is proving ineffective. Also phoning parents and remaining in contact with social workers and other agencies.</p> <p><b>b) Question from SR</b>  <i>How is this current situation impacting on the ability to have conversations with children and/or parents/guardians of a sensitive nature?</i>            EW – more difficult currently but is continuing despite the challenges. We are persistent about ensuring we get in touch. In extreme circumstances contact will be made with the relevant social worker or with MASH. Safeguarding conversations over Zoom are challenging</p>	

6	<p><b>Home Learning During Lockdown</b></p> <p>There are between 65% and 72% of children currently at home so we have between 38 and 45 children in school. During lockdown number 1 we had approximately 95% of children home learning. Home learning has been very different during this lockdown. During lockdown one the level of engagement with individuals was a concern in terms of learning. There has been more preparation with regard to Google Classroom prior to lockdown number 3 and staff have quickly come to grips with it. We have published what parents are to expect in terms of remote learning (the document was forwarded to Governors). We have tried to strike a balance with what is right for our school reference how much work to expect of our pupils and also to remain supportive of parents and a recognition of how difficult it is for parents at this time and enable them to feel confident in their child's learning. Communication from parents regarding home learning has increased during this lockdown. We are recording lessons as we decided live lessons would not be our preferred option but we do have live meetings with the children in order to further our engagement with them and each other. Due to an incident with Google Meets there has been a delay in introducing this element back into the teaching regime and all parents/teachers have now been asked to sign an agreement ref live streaming. We currently have 93 agreements received back from parents in order to enable their children to take part in live streaming. Further training has also taken place and all of this has meant that live streaming has been delayed. These sessions have now restarted.</p> <p>We have to complete a Quality of Engagement sheet for the Trust. This is a live document including areas such as pupil premium and is rated from 1 to 4 on the level of engagement. KD shared RAG Rating for Quality of Engagement document with the Governors. This document is updated weekly. This provides a useful overview.</p> <p>We have loaned 11 Chrome Books to families to enable home learning to take place. If a device is an issue with home learning we have spare Chrome Books available. We can also help with data via Wi-Fi but currently this is not of concern for any children. We were lucky to have been the benefactors of some free keyboard for use with Xboxes/Playstations which has further enhanced home learning.</p> <p><b>a) Question from AG</b>  <i>How can we support those working parents with the amount of online learning that is requested of their children?</i>          KD – we pass on a message of compassion and understanding for parents trying to work from home and support children at the same time. We ensure that parents are aware that there will be good and bad days. Parents are relieved to be supported by the school and many have messaged their gratitude. We decided not to introduce a timetable as for many families this would not prove beneficial. Also work that hasn't been completed by the end of week, is deleted so as to ensure that children don't feel under pressure that work is mounting up due to difficulty via access or other issues. We are always looking at ways that we can support parents as we recognise the difficulties faced.</p> <p><b>b) Question from AG</b>  <i>How can we offer support to all parents with regards to mental health?</i>          AG suggested a signpost on our website for parents who may be struggling and the agencies who are available for them to contact. EW has started to build this up on the website. KD pointed out the challenges faced with trying to support parents and children with their mental health, particularly when they are not seeing the parents. KD said that they can point out coping strategies to parents and what might motivate a particular child. Childrens' Mental Health week is approaching which will provide a good context for discussing mental health issues with children without it feeling specific. If there are specific areas of concern with regard to parents with mental health issues, we try to get the child into school and if there are attendance issues these are followed up.</p> <p><b>c) Question for AK</b>  <i>How many vulnerable pupils not attending school managing with online learning? What about pupils with no internet access?</i>          We currently have only one child who has not taken part in any online learning despite trying to contact them. Therefore to varying degrees every child is engaging in online learning. Some are not engaging with Google Classroom but are using</p>	
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	<p>various other learning platforms. 48% percent of parents responded to a remote learning survey and no parent said that internet access was a problem. The remaining parents were contacted and there were still found to be no issues with internet access.</p> <p>AG recognised the lengths that KD and EW and all the staff have gone to in order to ensure that as many pupils as possible are engaging in home learning.</p>	
7	<p><b>Staffing During Lockdown</b></p> <p>TvK expressed his sincere thanks to EW, KD and all the staff at St Joseph's for their hard work in keeping on top of the ongoing challenges they are facing and the extraordinary lengths they have gone to, that go far beyond the scope of what is expected of them and in very difficult circumstances.</p> <p>We have one member of staff who is clinically extremely vulnerable who is not attending work at the moment. This member of staff works with a child who has an EHCP who is in school four days a week. There have been Zoom sessions between the child and member of staff in order to continue with the crucial contact that is required.</p> <p>Two members of staff are not in work due to ill health related to Covid Anxiety. This has caused difficulty in managing the lunchtimes as the members of staff are both meal time assistants. KD has been helping during lunchtimes.</p> <p>We have a teacher who is expected to be away from work for four weeks following surgery. KD has cover in hand.</p> <p>KD reported that this lockdown for staff has been more challenging due to higher numbers within the school plus having to engage with all the other children at home so it is challenging for all staff to strike a balance.</p> <p>We are still concentrating on moving forward with the SIP as a priority, whilst concentrating on teaching the children during lockdown so there is a lot of pressure.</p> <p>Inevitably there is the worry regarding Covid both for staff and their families so we have to manage this added anxiety as well.</p> <p>This week we started the lateral flow testing for all staff. Nobody has opted out and all are tested twice a week. This is reported to NHS England.</p> <p>TvK wanted to especially mention our newest member of staff who has taken over a year 6 class. This is a difficult time to start a new role and on behalf of the Governors we want to relay our moral support in her new role and hope that she is coping well.</p>	
8	<p><b>Policies for Information Purposes <i>Coronavirus Policy</i></b></p> <p>All noted by the Governors.</p> <p>SM asked what CAST have in place for those families who are not adhering to lockdown rules. There doesn't appear to be any reference to this from CAST in the policy. KD confirmed that there is no reference to it in the policy. KD confirmed that conversations regarding the expectations from families in relation to the lockdown rules have taken place with three families in particular. The situation appears to have improved. If KD has any issues regarding matters such as this, she would contact the Trust. It is disappointing that there was no reference to situations such as this in the policy.</p>	
9	<p><b>Budget Monitor / Budget 2020-2021</b></p> <p>KD received the draft budget today (26/1/2021) and will follow it up with Helen Newman before having a conversation with SM.</p>	KD/SM

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10	<b>Business brought forward by the Chair</b> <ol style="list-style-type: none"> <li>1. TvK confirmed that AG has taken on the specialism of Health and Safety and SR has taken on Safeguarding. We thank them for their valued contributions going forward.</li> <li>2. TvK mentioned the forthcoming Governor Briefings and would ask that if possible Governors attend.</li> <li>3. TvK asked Governors to take the time to read through the Schedule of Accountability which was recently emailed</li> <li>4. Finally TvK on behalf of all the Governors, thanked KD, EW and all the staff at St Joseph's for the tremendous effort that they have given to every aspect of their work during lockdown. We are in awe of all that they do.</li> </ol>	KD  All Governors  All Governors
11	<b>Date of Next Meeting:</b> Tuesday 23 <sup>rd</sup> March 2021	

THANK YOU TO ALL ATTENDEES