

St Joseph's Catholic Primary School, Newton Abbot

Governing Body

Meeting – Part I (Part II) Minutes

Date/Time	7 th July 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					
Lee Avery	LA	Parent					

Resignations	Initials	Reason (Category of Governor)
Sophie Scagell	SS	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 & Introduction/Apologies	TvK
2	Minutes & Matters Arising	TvK
3	Safeguarding	KD
4	Election of Chair	CF
5	Election of Vice Chair	CF
6	Confirmation of Areas of Responsibility 2020-2021	TvK
7	Meeting Schedule for 2020-2021	KD/TvK
8	Governor Evaluation of LGB 2019-2020	TvK
9	Headteacher Update	KD
10	Budget 2020-2021	KD

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11	School Improvement Plan	KD
12	Governor Areas of Focus	All
13	Governor Training	TvK
14	Business brought forward by Chair – Election of Parent Governor Appointment of Foundation Governors	TvK

Agenda Number	Details of discussion	Decision or action
1	<p>Welcome Prayer & Apologies TvK opened the meeting with a prayer. SS was not present at the meeting as she resigned in July 2020. TvK explained that SS had resigned with immediate effect due to other commitments.</p> <p>Declaration of Interests None declared.</p>	TvK
2	<p>Minutes of the Previous Meeting 12th May 2020</p> <ul style="list-style-type: none"> a. These were accepted as a true record and signed by TvK who will pass them on to CF in due course. b. There were no matters arising. 	
3	<p>Safeguarding (EW) TvK noted where it stated 'safeguarding concerns recorded' on SG4; there were 12 in the autumn term, 3 in spring term and 7 so far this term. He asked whether these were all concerns/issues with pupils at home? EW informed the Governors that these were concerns where they haven't been able to make contact with some of the vulnerable families or there might be missed reports as the school was unable to make contact. Also a MASH report is included in these figures. EW reported that some families are finding the contact excessive.</p> <p>MQ asked why the autumn term is 12 in comparison to the lower figures in spring and summer? EW and KD advised that the Autumn term is a much longer reporting period. Plus the ones picked up in the Autumn term were impacted upon and concerns were dealt with before the latter terms.</p> <p>KD and EW meet once a week to complete the safeguarding risk assessment which is all the children classed as vulnerable both in school and via the Local Authority. They update the contacts and raise any actions necessary and assign a RAG rate.</p> <p>There is concern now that SS resigned we do not have a named Governor for Safeguarding. Any issues will now be forwarded to TvK who will fill this role in the interim.</p>	
4	<p>Election of Chair MQ nominated TvK to remain as Chair – all Governors in agreement.</p>	
5	<p>Election of Vice Chair TvK nominated SM to remain as Vice Chair – all Governors in agreement.</p>	

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6	Confirmation of Areas of Responsibility 20/21 TvK-Catholic Ethos SS-TvK (following resignation of SS) AK-SEN LA-Vacancy (Health and Safety) SM-Statutory Grants MQ-Marketing (MQ also offered assistance for H&S issues in the short term) Grateful thanks to MQ 6 Meeting Schedule 20/21	
7	Meeting Schedule 2020/2021 15th September 24th November 26th January 23rd March 18th May 6th July	
8	Governor Evaluation of LGB 2019-2020 TvK is very happy with our team of Governors. Unfortunately we are losing two, both of whom offered significant strengths. (LA and SS – possibly MQ) TvK has felt very supported. TvK thanked all Governors for taking their areas of responsibility so seriously. We have been greatly assisted by the schedule of accountability and guidance on governor visits. Cast have provided the support needed. They have given us greater clarification about our roles and responsibility. Governor training is invaluable and will hopefully will be repeated at some point. Thank you to KD for all the reports given to TvK during lockdown to keep us up to date. LA said thanks for having him and also for all the help and support he has really enjoyed it. TvK wished him all the best.	

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9	<p>Headteacher Update</p> <p><u>Year 6</u> Of the 22 children in Year 6, 15 children returned on 1st June, this has now increased to 18. Pupils are put into two bubbles with staggered entry (1st group 8.45am to 3.15pm, 2nd group 9am to 3.30pm).</p> <p><u>Reception</u> Of the 15 children in Reception 10 returned on 1st June.</p> <p>The reasons for those pupils who didn't return are vulnerability issues regarding health or that of siblings or who have siblings who were not returning at the same time.</p> <p>Demand for childcare has risen significantly since the end of May (rising from an average of 7 to current figure of 20). We have two bubbles but figures are close to capacity. We also accommodate pupils who we feel are a safeguarding concern and have increased their attendance from 2 days to full 5 days.</p> <p>Cannot invite Year 1's back as we don't have enough staff, taking into account the current risk assessment guidelines.</p> <p>Staffing 13 of 19 staff members on 1st June available for work. The Trust released an in depth Coronavirus policy with risk assessment. KD undertook a risk assessment with two members of staff who were then able to return to work on 2nd June. One staff member is extremely vulnerable and shielding (which has been extended into August). This member of staff subsequently returned to work and there is an individual risk assessment in place specifically for this member of staff. One staff member is pregnant so clinically vulnerable (individual risk assessment in place) and three declared unfit for work by their GPs.</p> <p>MQ – What is the liability for the school if any member of staff with a risk assessment in place contracts the virus? KD we have followed the Trust HR Coronavirus Policy, risk assessment and planning and all these documents were signed off by the Trust. We imagine that the liability is with The Trust. The individual members of staff sign their own risk assessment to acknowledge that they are happy with the measures that have been put into place.</p> <p>TvK are we okay for staffing in September? KD no concerns at the present time.</p> <p>Following the Government statement on full opening of schools last week the Trust have issued numerous documents concerning this so KD will be reviewing current risk assessments in light of new expectations. We will build on what we already have in place and tweak where necessary. The Trust have made a point of asking schools not to underestimate the significance and implications of the curriculum. Due to the home working arrangements from 20th March all children will be at different levels when they return in September as it has been harder for some to engage in home learning. Planning has been difficult due to the lack of feedback making it harder for teachers to plan going forward without the usual response within a classroom setting. Google classroom has been sufficient but far from ideal. Trust has recently signed up to IXL which is focussed on Maths and English which we will use for home learning from September so if we do once again have to work from home. It is envisaged that this time it would be a seamless transition so we are more prepared for another lockdown as contingency plans are in place.</p> <p>The risk assessment that has to be rewritten is about the physical changes in school, curriculum, behaviour, school improvement etc all this has to be done by 24th July and signed off.</p>	
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	<p>Tvk asked KD if there was an update with reference to the possible funding for extra tuition. KD yes its mentioned in the risk assessment around curriculum planning but no details have been forthcoming about when and how much. KD will keep asking.</p> <p>School reports have just gone out via email which reflect the most recent assessment back in March.</p> <p>There are 5 new classrooms all named after Saints. We have been working hard to look at transition when pupils return. It will be difficult for those who left in March and haven't been back since this time.</p> <p>We have been looking at a 'recovery curriculum' for the children's return in September. It will be much more about mental health and well being initially. Then we will look at gaps in learning and how to go forward</p> <p>KD is asking the Trust whether they will approve payment for the painting of Rowan, from their capital budget.</p> <p>The library has moved. All space will be put to good use.</p> <p>The school will not open over Summer holidays.</p> <p>This week was the last week of free school meals. From Monday 13th they will have vouchers throughout the summer holiday until we return in September.</p> <p>Recently had four new families for pupil premium and anticipate more in September.</p> <p>A great deal of work has been focussed on year 6 transition.</p> <p>ISS is no longer our food provider. MQ queried whether all parents have been informed of this decision, as some will have credit on their account. KD will find out.</p>	
10.	<p>Budget The budget has been worked on by the School Business Manager with input from KD. KD will forward a copy shortly.</p> <p>Breakfast and After School Club This year the BASC will run at a predicted loss of circa £5k. This is because not enough children are enrolled. We furloughed two members of staff in March but had to reinstate them as they're also teaching assistants. Need to think about whether a 6pm finish is more attractive to potential new families who are looking at St Joseph's as opposed to other schools who don't offer this. Would putting prices up mean we lose children from the club? MQ – are parents aware that the club is running at a loss? KD said a form was sent out regarding numbers who require the service in September so we have an idea of numbers. KD will look again at the feasibility of a price increase. Information will be forward to parents asap to enable feedback before the end of the term in preparation of a possible price increase in September.</p>	<p>KD</p> <p>KD</p>

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11.	<p>SIP</p> <p>Will be completed during summer holiday.</p> <p>This document is heavily directed by Trust about what needs to be contained within it.</p> <p>Via the school we will look at having regard for messages received from OFSTED and these will be reflected in SIP.</p> <p>Via The Trust we will look at; mental health and wellbeing; identifying and addressing gaps in prior learning (this year's curriculum); identifying and addressing learning priorities for next year's curriculum; curriculum entitlement breadth and balance in 2021, reading and writing; maths skills, contingencies for remote learning at home; SEN and disadvantaged pupils; contingency for further lockdown, preparation for external examinations in summer 2021.</p> <p>We have been accepted on to a trial – Powermaths which is a resource that supports the White Rose maths curriculum that we use. We are one of only ten schools in the Trust to have been chosen for this opportunity.</p> <p>Life to the Full was originally scheduled to be in place by September 2020 but due to lockdown has been put back to Summer 2021. However, we had already sent out consultation papers to parents so we await their reply. We are therefore ready for it to be part of our induction in September.</p> <p>The Trust has signed up for 'No More Marking' which is assessing primary marking and starts in September.</p> <p>All the above will be reflected in the SIP.</p> <p>MQ – what is happening with disadvantaged children whilst pupils are home learning. KD – there is Government funding for chrome books but unfortunately none of our pupils fit the criteria. We are continuing to print off sheets for those unable to access home learning via computers etc. The Trust is aware but don't have an answer at the present time.</p>	
12.	<p>Governor Area of Focus</p> <p>No visits have taken place due to lockdown.</p> <p>MQ will arrange a meeting with KD shortly.</p> <p>TvK noted that all Governors were pleased with the new uniform arrangements.</p> <p>No Governor training has taken place.</p>	
13.	<p>Business Brought Forward by the Chair</p> <p>TvK is pleased that MQ may reconsider his resignation.</p> <p>SS has resigned.</p> <p>TvK is writing cards for all Governors to thank them for their input and hard work during the year.</p> <p>LA is leaving. Thank you to LA for all his contributions, he has been a great asset.</p> <p>We need a foundation and parent Governor so this will be noted in the school bulletin, hopefully before the end of term to be picked up in September.</p> <p>Thank you to all the Governors and thank you to KD for all her hard work especially during the last few months in these extraordinary times. Thanks for EW and all the staff who have all been amazing.</p>	

The meeting closed at: 7.04pm

Detail of next meeting – Tuesday 7 th July 2020 6pm			
Date/Time	Tuesday 15 th September 2020 6pm (possibly via Zoom)	Location	St Joseph's / Via Zoom