MINUTES OF ST PETER'S RC PRIMARY SCHOOL

FULL GOVERNING BODY MEETING HELD ON

Wednesday 14th October 2020 via Microsoft Teams

Present:

Foundation Governors, Paul McManus (PMcM), Stuart Lyon (SL) and Sian Lia.
LEA Governors: Michael Howells (Chair of Governors), Julia Houlston Clark (JHC) and Mary Samothrakis (MS)
Parent Governor: Luigi DeLuca (LDeL), Emma McCallum
Staff Governors: Helen Oyston, Lisa Patterson
Headteacher: Gareth Rein
Consortium: Kate Rowlands (KR)
Governor Services: Ruth Lock (RL)
Clerk: Catherine Chambers.

2.20.1 Opening Prayer. The opening prayer was led by Michael Howells.

2.20.2 Welcome.

All were welcomed and the Teams protocol explained.

2.20.3 Apologies: Paul Moriarty, Shikala Mansfield, Kathryn Burke, Tony Bishop & Anne Robertson

2.20.4 Declaration of Business Interests in term of the agenda - None

2.20.5 Minutes of FGB last meeting on 16.9.20

The minutes of the FGB meeting held on 16.09.20 were discussed. PMcM proposed that they were a true record of the meeting. This was seconded by JHC and approved by all.

2.20.6 Matters Arising/Action Points:

Completed

a) Health and Safety and Complaints Policies (point 2.20.10)
b) MS to contact the Highways Department on the schools behalf regarding the barrier on the Newport Road gate.
c) Solution for Letting Policy – linked to OSC (point 2.20.8)

Ongoing

d) JHC to forward the last Governor's Report to Parents to the Chair.
e) Pictures of school improvements to be shared with the GB and wider community.
f) SLyon would contact Neil Hardee regarding the school's footprint and the OSC.
g) KR to find out and share the date of audit revisit.
h) Section 50 PIAP.
i) Ensure Rights Respect and Equality Policy is presented in the autumn term 2020 for approval and implementation.

2.20.7 Draft Minutes and report from Curriculum Committee held on September 23rd 2020, including any actions in respect of response to PIAP Recommendations 5 and 7

The minutes of the meeting had previously been shared for information to the FGB.

JHC highlighted that the restart document shared with parents with information regarding Covid-19 pupils and parents document was being shared with the County as best practice.

The new more personal model for Reporting to Parents had been well received.

Good progress had been made with T&L and the committee had challenged the need for impact that had been made. Discussions had revolved around Teach Like a Champion, Complete Maths and IT and the school's preparations for a possible second lock down. Governors raised how we evidenced the impact of the assessment. It had been confirmed following questioning that the PIAP is currently being updated to ensure it is fit for scrutiny going forward.

The meeting had been positive, the staff were congratulated on progress made however impact would now be required to be evidenced.

2.20.8 Draft minutes and report from Resources Committee held on October 7th 2020, including

The minutes of the meeting had been shared in advance for information.

PMcM highlighted the physical improvements to the school addressing PIAP 1. The internal improvements were also shared. The impact of all is currently being measured and evidenced which will be presented at a later date.

Finances of the budget were shared which included expected outstanding income from the Out of School Club.

Approval from the Full Governing Body for the following was requested and details of all were shared

a. to spend up to £61,600 on resources which would leave £50k in unallocated to carry forward towards the expected deficit budget.
b. to lease coffee machines for the staff rooms to improve staff well-being. The reasons were explained and costs were shared.
c. the current providers of the Out of School Club to continue to the end of the academic year. The process of finding a permanent provider had collapsed during lock down and due to the current Covid situation had been impossible to re-start. It was proposed at a meeting between PMcM, the HT and Mike Flynn, that Mike would relinquish his position as Responsible Person and Joshua Flynn would hold this position before the end of the calendar year. An SLA has been approved by the committee and has been signed by both parties, however approval by the FGB is required today.

Questions were raised regarding the timescale of transferring the Responsible Person role and if the new post holder held the relevant qualifications. Governors were assured that approval of the post had been granted from the CSIW. In a Teams meeting with the HT, Audit had also approved of these procedures for consistency and continuity. Further questions were raised regarding communication with the 3 companies which were previously being considered.

PMcM proposed all of the above which was seconded by JHC and approved by all.

Governors also approved the SLA for the OSC which confirmed that the responsibility of the OSC is not with the Governing Body but is a lease arrangement which is covered within the Letting Policy.

Governors were informed that the Resource Committee had approved an additional 4 Midday Supervisors costing £5k this financial year for safeguarding reasons.

Governors were updated on stakeholder communications and updating of the website.

20.20.9 Head teacher's Report including Update report on Covid-19

The HT confirmed that the report was on the shared Google Drive. Numbers on roll were shared and explained. A Covid-19 update was shared, Governors were informed that a pupil in Year 1 had tested positive to Covid, the cohort were now self-isolating with 6 staff. Details were shared of the processes followed. A survey had been sent to the Year 1 parents asking for feedback of the schools procedures, communication and online learning. The response had been positive and the feedback was shared and discussed. Governors questioned if any other cases were reported.

Governors were updated on the professional learning for staff this term which included Safeguarding including Team Teach, teaching of reading and writing, teaching of maths, cognitive science and its application, curriculum design and development, and teaching online. In addition professional learning there have been sessions for Teach Like a Champion, Teaching for Mastery and whole class feedback and marking. All training had been followed up and received continued support from SLT. Staff had been praised for delivering training to other schools.

Monitoring, evaluation and scrutiny was explained and how this would continue. Staff Governors confirmed that the profile of T&L had been raised; staff were clear of expectations and how to move forward. The HT highlighted the changes in assessment and MER and how it had been shared with the Improvement Partner (formerly known as Challenge Advisor).

Governors were informed that Safeguarding referrals had risen both internally and externally. The Headteacher explained how the school was appropriately managing this.
Governors questioned if this was a common feature in other schools due to the current situation with Covid-19 and a detailed discussion followed. Concerns were raised regarding how the front line staff were being supported and suggested that the MASH Hwb were contacted.

Governors questioned if a child appropriate version of the Safeguarding and Child Protection Policy was available, in a format appropriate for children,in particular those with Additional Needs. A discussion followed. Child Protection Policy covers all pupils

Governors challenged the very low figures of bullying (none reported this term). The Headteacher confirmed that the figures were correct and explained possible reasons for this which included the staggered lunch times, play times and management of bubbles. It was agreed that this would be revisited at future meetings.

2.20.10 Policies for Approval:

- Health & Safety
- Complaints
- Attendance and Well being

All policies had been previously shared and were discussed. It was confirmed that all had been updated. PMcM proposed that all were approved which was seconded by LDeL and approved by all.
Ruth Lock (RL) was thanked for her input into the Complaints Procedure.

2.20.11 Update on Governor Training/Evaluation (Ruth Lock, Governor Services)

RL thanked the Governors who had completed the Challenge and Support training and for the feedback received. The remaining Governors were encouraged to complete this training asap. A training audit would be completed after half term along with the Chair and Clerk and further training recommendations would be suggested mapping to the committee areas of the GB. The content of the Local Authority Governor Training Programme is being finalised and will be shared shortly, this will focus on the pupil centred courses.

2.20.12 Safeguarding Training presentation: Headteacher

The Headteacher delivered Level 1 Safeguarding Training highlighting the role of Governors with the aid of a PowerPoint presentation.

Governors noted that these updates confirmed that many of the Governor Responsibilities had been fulfilled including ensuring that the Headteacher, staff and volunteers were appropriately trained and the Designated Senior,Member of staff, Governor and Chair. The Chair, who is also Safeguarding Governor, added that he had experience concerning Safeguarding and has received Level 3 training. It was confirmed that Safeguarding would remain a statutory item on future agendas.

A safeguarding briefing note had been prepared by the Deputy Head which had been loaded to the Google Drive as additional information for Governors. The PowerPoint presentation would also remain in the shared folder to revisit.

2.20.13 Governor Vacancies

The Chair informed the GB that Anne Robertson had confirmed that the Foundation Governors vacancies would be filled within weeks.

In addition RL shared that a new Governor recruitment campaign had been successful and Governor Services are currently in the process of reviewing applications.

2.20.14 Arrange of Personnel Committee to meet to agree Staffing Structure for FGB approval

The Chair proposed that himself, PMcM, JHC, SM and the Headteacher met to come back to the FGB with a proposal for a staffing structure. This was seconded by EMcC and approved by all.

2.20.15 Determination of matters considered to be confidential - None

2.20.16 Correspondence – None

2.20.17 AOB

Kate Rowlands informed the FGB that she had had a positive visit to the school last week.

JHC requested that data was provided to capture and measure progress.

The Headteacher requested that an extra Curriculum meeting was arranged to explain the changes in the teaching of English language skills and maths in greater detail.

The Chair thanked the Headteacher and the Chairs of the sub-committees for their leadership this half term.

2.20.18 Date of next meeting

The next FGB meeting will be held on Wednesday 9th December 2020 at 6pm

Action Points

New

a. Personnel Committee to be called after half term: Head teacher to coordinate.
b. Website to be updated with correct approved statutory policies

Ongoing

c. JHC to forward the last Governor's Report to Parents to the Chair.

d. Health Eating Policy to be presented and approved
e. Pictures of school improvements to be shared with the GB and wider community.
f. PMcM would contact Neil Hardee regarding the school's footprint and the OSC.
g. KR to find out and share date of audit revisit
h. Section 50 PIAP.
i. Ensure Rights Respect and Equality Policy is presented in the autumn term 2020 for approval and implementation.

Michael Harvell