



Holy Family Catholic Primary School And Nursery

Governing Body

Full Governing Body Meeting

Wednesday 24th June 2020

Present

Foundation Governors

Dave Dawson (DD) Chair
Andrew Szeliga (AS)
Elaine O'Connell (EO)
Mark Donovan (MD)
3 vacancies

Parent

Adelle O'Dwyer (AO)

Guests

Vanessa Edwards (VE) item 7-10
Roy Stephen (RS)
Karen Bathe (KB)
Nadia Mossop (NM).

Staff - Louise Brown (LB) Head, Mandie Thoburn (MT) Kelly Kordula (KK), Linda Ostaszewska, (LO) (Clerk).

Hand in hand in God's loving family we will dream and learn, growing into the best we can be.

DD opened the meeting with a prayer.

1 Apologies and welcome guests

- 1.1 Apologies from Francis Mwangi-work commitments. Nadia Mossop the new Co-Head from September was welcomed.

2 Declaration of Pecuniary & Related Party interests discussed at the meeting

- 2.1 There were none. AS, KB and KK have relatives working at the school.

3 Minutes and Matters Arising of Previous Meetings before and during lockdown.

- 3.1 The minutes of the meeting on the 22 Jan 2020 were approved. The Governors asked if the School Development Plan would be reviewed to cover the pandemic. LB confirmed that the SDP will be extended and embedded to include Covid19.
- 3.2 The minutes of the meeting on the 26th Feb 2020 were approved.
- 3.3 The minutes of the meeting on the 7th May to ratify the new Co-Head were approved.
- 3.4 The minutes to discuss the risk assessment for June 1st opening were approved.

4 Chairs Strategy during lockdown

- 4.1 DD said that his strategy during lockdown was to follow DFE guidelines which was urgent business only. The aim was to protect the welfare/safety of staff, governors, and pupils.

- 4.2 DD said that he had weekly telephone conversations with Louise and these discussions had been circulated by LO.
- 4.3 One priority had been to appoint a new shared Head and interviews took place via MS Teams. The first FGB on the 7th May ratified the decision. The second FGB on the 18th May approved the risk assessment for the school opening on 1st June.

5 Decision Making in Lock Down

- 5.1 LO reminded the meeting that the Scheme of Delegation was updated to record how decisions would be made in lockdown. Where it was difficult to schedule a FGB meeting in the required timescales, decisions would rest with DD, who would always try to discuss any matters through emails. Where a decision needs to be made that would be seriously detrimental to parents, pupils and teachers, the Chair always has the right to make the decision.
- 5.2 The update to the Scheme of Delegation was ratified.

6 Head Teacher Report

- 6.1 LB said that there were between 60-65 children in school depending on parent shift patterns. There is still no year 6 cohort in school.
- 6.2 Three teachers remain shielding so there are no returning teachers before September. LB said that if the 2m distance advice were relaxed to 1m then a few more children could be invited back to school. This would mean that children in separate bubbles could merge freeing up 1-2 members of staff. The school could then offer places to 8 key worker children in the last two weeks of term.
- 6.3 One key worker group could contain year 6 and this would enable some work to take place on transition. A year 6 teacher would be available. The Governors agreed that the school should invite children in school if it was safe and practical to do so.
- 6.4 The Governors asked how year 6 parents have reacted to not having their children in school. LB said a couple of parents were vocal, but KK has called all parents and they have been supportive and appreciative. Work is taking place with St Josephs and other secondary schools to manage transition and St Joseph's hope to make a day available for a year 6 visit
- 6.5 Prior to the meeting, the Governors had posed several questions relating to pupil welfare, including mental health and safeguarding. There were questions about pupil learning at school/ home and particularly support available for disadvantaged, vulnerable and SEND children. Information on transition from Yr 6 to Yr 7 was covered. The answers had been distributed before the meeting.
- 6.6 LB said that there were also several families asking for financial support. These were new families not on the radar. The Society of St Vincent de Paul has been very supportive but has limited funds and LB/KB suggested crowd funding or an approach to the parish.
- 6.7 There was a short discussion about this. The Governors were not comfortable to start a crowd funding scheme and were aware that parish funds were low. KB said that the school was able to offer vouchers to support with clothing, but many families were living hand to mouth and had rent arrears. Sarah Morland, the parent support advisor was also able to signpost families in need, to the right agencies.

- 6.8 It was agreed that staff and Governors would be approached to generate some funds anonymously if they felt able to do so. RS said that he would also investigate a means of sourcing funds.
- 6.9 The Governors expressed their gratitude to LB and staff for their hard work in opening the school and working through Easter and half term.

7 Agree the Budget

- 7.1 The five-year budget was issued to all Governors prior to the meeting, with a report on assumptions made, Key Performance indicators were also included.
- 7.2 VE said that the income was based on 296 pupils using the October 2019 Census. From September there will be 42 in reception and 3 vacancies. However, in future years the budget assumed 45 in Reception.
- 7.3 The Governors said that earlier in the year there had been deficit recovery meetings, but the budget now looked healthy for the next 3 years.
- 7.4 VE advised that the school was waiting for a Government refund for Free Schools Meals, (FSM) and health and safety purchases. Extra funding was also expected for FSM vouchers via Tesco.
- 7.5 The budget, Cash Flow Forecast, Profit and Loss, Balance Sheet and Profit and Loss accounts had been circulated to all Governors for March. VE said that she was working on the accounts for April and May and these would be distributed shortly.
- 7.6 The Governors thanked VE for her work on the budget and diligent eye on spending.

8 Staffing Structure

- 8.1 KB said that the school had a full complement of teaching staff for September. The SENCO role was 0.5FTE and for the remainder of the week became an Assistant Head role supporting Nadia Mossop as Head.
- 8.2 The EYFS lead is Lisa Smith working 3 days per week. Mandie Thoburn is the KS1 lead.
- 8.3 KS2 has been split into two phases to ease staff management of seven classes and issues with any pupil behaviour. Miss Kayleigh McKee will lead yr 3/4 and Mr Robin Smith an experienced new teacher will lead Yr5 /6.
- 8.4 VE and the Office Manager are on the SLT to offer a different perspective to process and procedures.
- 8.5 There are new appointments in KS1 and KS2, both NQTs. Another Teach First student will join the school and will be in Foundation Stage with Lisa Smith. The school has worked with the Teach First organisation for 8 years and this will be the 4th student training.
- 8.6 The Governors asked how this was funded. KB said that an unqualified teacher is paid less but the school also pays the salary and support and mentoring. This appointment is a two-year contract, after which the student becomes an NQT.
- 8.7 Interviews took place for Teaching Assistants and three were appointed.

9 Internal Audit controls

- 9.1 DD said that during lockdown discussions had taken place to determine an area of internal scrutiny by the Audit Committee. This would need to take place remotely by the Auditors and there had been concern on the additional workload this would place on the Bursar.
- 9.2 After a discussion which included VEs workload it was agreed that Monahan's should review Payroll and HR. A brief would be given to them shortly. Following a skills audit, it had been recognised that HR was a relatively weak area on the Governing body
- 9.3 VE also said that the rules governing the Audit and Risk committee would be tightened. The committee needed to assess the work of the auditors, write an Annual Report, and plan and set the work for internal scrutiny. The committee also needed to tender the Audit. The Academies handbook had to be read and fully understood.

10 Health and Safety (H&S)

- 10.1 The Site Manager has updated the Governors on health and safety during lockdown.
- 10.2 The Governors asked how H&S was being managed in the lockdown. NM said that pupils stay in their own classes (bubbles) and have their own outside space. Start and end times are staggered by 10 mins. There is also a one-way system in place. Staff have their own areas and there is a First Aid station.
- 10.3 The Governors asked about the Legionella testing. VE said that this was overdue but could be reinstated. The complication was she was waiting on a capital bid which could change the pipework mitigating the benefit of any testing work done. VE said that the best option was to complete the testing over the summer holidays and hopefully the results of the bid would be known. VE confirmed that the Site Manager is still testing for Legionnaires
- 10.4 Fire inspections have been booked in.
- 10.5 VE was thanked for her update and left the meeting

11 Policies approved in lockdown to be ratified

- 11.1 The following policies were ratified, Safeguarding, and Behaviour.
- 11.2 LO said that the Admissions policy had a minor change and a new "In year" application form which the Diocese were discussing with the LA. This variation to the policy was approved.

12 Policies Approval prior to lockdown

- 12.1 The Charging and Remissions, Pupil Premium (PP), Young Carers, and Unreasonable Complaints were approved.
- 12.2 The governors asked when the PP report to parents would be produced. NM said that the impact of the PP spending for 19/20 would be put on the website by the end of term.
- 12.3 There was also a question relating to the workload involving PP termly reviews. NM said that she reviewed interventions and strategies and the impact on pupils. NM acknowledged that it took time, but it justified the positive outcomes. It was also clarified that this work was completed 3 times a year and not every 6 weeks.

- 12.4 The Governors queried the complaints policy and said that parent/general complaints should not automatically go to the office if a teacher is involved as it could breach confidentiality. LO said that she would review the policy. LO
- 12.5 The Code of Conduct policy will be reviewed to ensure a common pronoun which changes from “staff” to “you” section 15.

13 Relationships and Sex Education Status (RSE)

- 13.1 KK said that updated Government guidelines meant that the teaching of RSE could be delayed to summer 2021 which was the term when “Journey in Love” was taught. Parent consultation was required but could now be delayed and would take place in Autumn . KK said that parents tended not to engage if a consultation was on-line.
- 13.2 KK said that she and Nuala Larcombe had worked through all the new Catholic Education Service (CES) training modules and the old RSE policy had been updated to reflect CES recommendations. Consultation has also taken place with the Diocese and the Samuel partnership, so everyone was moving together.

14 Governor recruitment

- 14.1 LO said that there will be 4 vacancies for Foundation Governors in September and asked all Governors to “advertise” that the school needed support. Three of these positions require the Governors to have a child/children of school age. LO confirmed that the Diocese had still not changed the Articles of Association.
- 14.2 LO said that she had issued the skills audit which indicated that the area of “accountability” had the lowest scores – with Property/ Estate Management and HR Policy/ processes scoring the lowest.
- 14.3 LO said that Governor support had also suggested that the school should talk to Holy Rood as they normally fill all their vacancies for Foundation Governors, and they may be able to help. KB was asked to talk to Holy Rood. KB

15 Correspondence

- 15.1 LO reminded the meeting that the impact of the Sports premium funding (plus Pupil Premium) needed to go on the website by July 30th.
- 15.2 LO said that there are changes to the Keeping Children Safe in Education guidance. LO said she would circulate and will ask governors to sign to say they had read the guidance in September.
- 15.3 Matters relating to pupils on part time timetables were clarified. KK said that the school had to consult with parents and the LA when any child was on a part time curriculum. An Action plan with outcomes would be expected with an end date. KB said that Ofsted would look at any plan and the Governors needed to be updated termly.
- 15.4 DD said that he had a note from the Diocese thanking him for his service to the school over the past 12 years.

16 AOB

- 16.1 DD asked each member of the meeting to recount their experiences of being a Governor during lock down.

- 16.2 The non-staff Governors were “in awe” of the amazing work undertaken by the staff to keep the school open and thanked everyone for their dedication. AO as parent Governor said that the lessons had been provided on the web site and were a “godsend”. The Governors were also appreciative of the work of the Clerk and the continuous information to keep everyone in the loop.
- 16.3 AS confirmed that he had visited the school and recently and talked to KB, LB and NM, he said staff were doing a great job.
- 16.4 LB said that as Head she had huge responsibility to many people and was only able to do this due to the support of the staff. The staff Governors said it was hard to appreciate the work being done but everyone worked as a team. It was also good to get regular communications from the Clerk and Chair.
- 16.5 KB was sorry not to be able to support the school on her adoption leave but was planning for the September term with NM. KB was aware that staff had been through a trauma and next term everyone would need time to reconnect and re-group, she was immensely proud of everyone.
- 16.6 DD in his penultimate meeting said that he had close connections with the school for over 30 years and was proud to be Chair of Governors. DD thanked everyone for making the transition to MS Teams.
- 16.7 KB thanked the Governors for taking the risk in allowing her to work 3 days per week.
- 16.8 The next meeting on the 8th July will discuss how the school will operate in September given current Government directives.

17 Action Plan

- 17.1 LO to look at the Complaints policy LO
- 17.2 LB to review Code of Conduct policy LB
- 17.3 KB to talk to Holy Rood LB

Carry over from March/Feb for September

Update school contingency plans	VE
Governor Safeguarding training	LO
Reinstate Vision meetings	ALL

The meeting closed at 6.45pm

Next FGB Meeting – 8th July.