



ST JOSEPH'S CATHOLIC PRIMARY SCHOOL, CHRISTCHURCH

Minutes of Governing Body Meeting **18th March 2020, 6:15pm**

Location: ICT Suite

1. The meeting was opened with prayers.

2. Welcome and Apologies

Present: Brigid Hincks (Chair) (BH); Liz Rippon (Headteacher) (LR); Samantha James (SJ); Rachel McMillan (RMc); Mike Board (MBd); Sinead Cheeseborough (SC); Pete Barry (PB); Mary Hurl (MH)

Attending: Gerry Curran (Deputy Head) (GC); Mandy Flack (MF) (Support Services Manager/Acting Clerk)

Apologies: Nick Mills (NM); Vicki Merifield (VM); Peter Hartley (PH); Brian Cassidy (BC); Father John Chadwick (JC); Margaret Bond (MB); Nikki Dennison (ND); Liz Wise (Clerk) (LW)

Apologies were accepted from NM, VM, PH, BC, JC, MB, ND and LW.

3. Declaration of Business Interests

No business interests were declared.

4. Minutes of the meeting held 22nd January 2020 and matters arising

The minutes of the meeting held 22/01/20 were agreed as accurate and signed off by BH.

Matters arising:

- No matters arising.

5. Headteachers Report (Verbal update)

LR provided an update:

- Coronavirus – Following the government's latest advice regarding self-isolation, LR reported that 25% of children were absent from school that day.
- It was reported that one child with an EHCP had transferred to a new setting earlier in the month.
- LR briefed the FGB on the successful start to the term. The governors went on to discuss the provisions in place for the most challenging of the year groups.
- LR explained that a fair amount of time had been spent on dealing with staffing matters including the impact on staffing as a result of the EHCP child leaving.

6. Pandemic Emergency Planning

- LR reported on the impact the latest government advice had had on staff absence and how it was being covered.
- The local Heads were keeping in touch and sharing information.
- Parents were being kept up to date with latest government advice and the teachers had prepared packs for children to work on at home.
- From the end of the week schools will be closed to all pupils apart from key workers' children and vulnerable children. Clarification was being sought of a definition of a key worker and whether pupil premium children were classed as vulnerable.
- Home schooling – in addition to the packs, consideration was being given to teaching the year 6 children remotely.
- The impact on the before/after school club and Chartwells was not yet known.

7. Safeguarding

- GC, Deputy DSL, had attended County Lines training.
- Governor safeguarding training – under the new inspection framework all governors are required to have completed the CES Governor Induction module. Failure to do so would mean that that an outstanding grading would not be achieved. **MF to resend the login details for the CES training portal.**
- Safeguarding Update – during the autumn the governors had received the DSL's update power-point.

8. Committee Reports:

• Admissions

The minutes of the meeting held on 26th February had been circulated prior to the meeting:

- The Committee had categorised the September 2020 reception applications. There were fewer applications than in recent years. The primary school offer date would be 16th April.
- In year applications – an offer had been accepted for a year 5 place, due to start after Easter. Only 2 places were now available, one in each of Reception and Year 5.
- St Thomas Garnet's - its Headteacher had written to the school notifying of the decision to close at the end of the year. BH had responded to say that we would work with the local authority in supporting the children if we were able.
- Admissions Policy 2021/22 - the governors were informed that the policy would need to go out to consultation in the autumn.

• Curriculum

The minutes of the meeting held on 2nd March had been circulated prior to the meeting:

- The Committee had conducted a deep dive into Art. **Governor challenge:** the FGB discussed the quality of teaching art throughout the school. It was discussed whether the subject leader could teach a lesson in each year group. It was agreed that this could be considered for subjects like French.
- Behaviour Policy – the Committee had considered the effectiveness of the new behaviour policy.
- Phonics – The Committee had been updated on the progress in the delivery of phonics and was satisfied that progress was evident.

• Finance

The minutes of the meeting held on 6th March had been circulated prior to the meeting:

- Current Financial Position – The Committee had scrutinised the year to date position and predictions to the year end. Plans for carry forward balances were discussed and included furniture for the new build, IT improvements and redesign of the new website.
- Schools Financial Value Standard 2020 – The Committee had scrutinised the SFVS submission which had been circulated to the FGB prior to the meeting and recommended it for approval before sending it to BCP. Unanimously approved.
- 2020/21 Service Level Agreements – the Committee had agreed that the school would continue to buy into Dorset Council's SLAs where possible.

• Human Resources and Pay

The minutes of the meeting held on 4th March had been circulated prior to the meeting:

- CONFIDENTIAL MINUTES – dealt with at the end of the meeting after staff governors had left.

• Premises

The minutes of the meeting held on 4th March had been circulated prior to the meeting:

- Health and Safety policy – the policy had been re-written following the move to BCP. The final version is ready apart from needing a few points of clarification.
- Extension Project – the building works were scheduled to start 6th April, however, confirmation from the Diocese was needed that the works could still go ahead given the school closure.
- Construction Design and Management Regulations training – **MBd is to investigate doing the training online.**

MBd left at 7.10pm

• Performance Management

- A meeting had been held with Lyn Gaudreau the School Improvement Partner and LR's targets had been set.

9. Policies

- The FGB unanimously approved the following policies:

Behaviour Policy
Financial Procedures Policy
Charging & Remissions Policy

10. Governors – Training and monitoring

- Governors had attended training on Changes to the SFVS, Development Planning and Integrated Curriculum and Finance Planning.
- Governor Monitoring – the Year 1 monitoring visit report would go to the next Curriculum Committee meeting. **Action: LR/LW**

11. Correspondence

- Invitations to various governor training courses run by Teaching & Learning Forum, Moderngov.com, NSPCC
- Sigma Governance Newsletter
- Schools and Academies Show at Excel 29th to 30th April
- Vitality Play offering a free survey
- CASO Flyer on pilgrimage to Medjugorje.
- Catholic Schools Leaders pilgrimage St Bede's October 2020.

12. AOB

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Staff members SJ, SC and GC left the meeting

SEE CONFIDENTIAL MINUTES

13. Confirmation of date for next meeting – Wednesday 29th April 2020 at 6:15pm (Budget)

Meeting closed at 7.30pm.