



St. Joseph's Catholic Primary School Christchurch

Minutes of Governing Body Meeting **Wednesday 24th June 6.15pm**

Location: Virtual Meeting via Zoom

Governor Monitoring: not applicable at this meeting

1. Opening Prayer

The meeting was opened with prayers

2. Welcome and apologies

Present: Brigid Hincks - Chair (BH), Liz Rippon - Head (LR), Pete Barry (PB), Margaret Bond (MB), Brian Cassidy (BC), Sinead Cheeseborough (SC), Mike Board (MBd), Peter Hartley (PH), Mary Hurll (MH), Sam James (SJ), Rachel McMillan (RMc), Vicky Merifield (VM).

Attending: Mandy Flack (MF) (Finance Officer), Gerry Curran (GC) (Deputy Head) and Liz Wise (Clerk)

Apologies: Nikki Dennison, Father John Chadwick, Nick Mills

There is one vacancy for a Foundation Governor.

All governors confirmed they were in a private room and not overheard.

3. Declaration of Business Interests

No business interests were declared

4. Minutes of meeting held and matters arising

The minutes of the FGB meeting held on 29th April 2020 were agreed as accurate. In addition, the minutes from the Extraordinary meetings on 29th May, 4th, 11th & 18th June 2020 were also agreed.

Matters arising:

There were no matters arising from either the FGB minutes or those from the Extraordinary meetings.

5. Head Teacher's Update re Covid-19

LR advised:-

- Weekly updates have been held
- There have been two Key Worker groups and will likely be a third
- Everything has been going very well and the environment feels safe
- At present the only year groups attending are YR, Y1 & Y6. No other year groups will be returning until September. It is expected that there will be a full school return in September and bubbles will contain 30 children. However, guidance is awaited in this respect.

- Social distancing is a challenge even though latest DfE guidance is that children do not need to socially distance within their bubble. Staff at the school have carried on doing what they feel is safe within the guidance. LR is very proud of how the staff have handled the challenges.
- The new September intake children are visiting the school on Fridays and the visits are going smoothly. Parents did question what the school's plans for September are. However, LR is not in a position to share that information at this present time.
- Lines of communication with BCP are kept open.
- **Governor question:** "Is BCP aware that the school is looking at a mobile classroom?" LR advised - yes - it is.
- **Governor point raised:** a child in another school tested positive for the virus but presented no symptoms. LR advised that 3 children at St Joseph's had shown potential symptoms and were tested but proved negative.

6. Safeguarding

- LR advised that safeguarding procedures have been followed throughout. Social workers have visited the school but meetings were held outside the building. Vulnerable children have been attending school and social workers will continue to monitor during the summer break.
- Teaching staff regularly phone to check children working from home, especially if no online learning has been logged.
- **Governor comment:** the school is going over and above safeguarding requirements during this time.
- GC advised that forms are being filled out on a weekly basis for the vulnerable children and families are telephoned twice weekly. BH thanked all staff for all they are doing in this difficult situation.
- **Governor question:** "Are any parents not responding to calls?" LR advised there is one case however GC will try to contact again. **Governor question:** "Is the child doing homework?" **GC/LR will confirm.**

7. Committee Reports:

All Terms of Reference 2020-21 were circulated prior to the meeting

Governor question: the HR & Curriculum ToR documents do not describe how membership is determined and are therefore inconsistent compared to the others. **BH advised that they will be reviewed. BH requested that all ToR be signed by committee convenors in the Autumn Term.**

- 7.1 **Admissions** - the minutes of the Admissions meeting held on 4th June had been circulated prior to the meeting. Those on the waiting list for Y3 September have been contacted and the two available places have been offered and accepted. The place for Y5 September has been offered and accepted. YR has 27 accepted for September leaving 3 vacant spaces, along with 1 vacant space for Y1. There is the possibility of another space for Y3 however but this is not yet finalised.
- 7.2 **Curriculum** – update from GC regarding home learning. Staff have been surveyed to gauge their feelings on how remote learning is going. GC went through the questions to staff and their responses. The general feeling is very positive. There is a structured learning schedule covering all subjects with most children engaging. The Seesaw program is very well liked by staff. Parental feedback has also been positive. The only issues identified are limitations of viewing who is able to login and access. Parents have raised the point that some older children do not want work

they have posted visible to other children however this is not an issue with Seesaw. If on-going remote learning is required, then the school may look at adding to Seesaw or investigating other tools. The two parent governors agreed that the remote learning is working well.

Governor question: referring back to safeguarding, “are all parents getting telephone calls or just vulnerable children?” LR advised that all children not currently attending school are contacted every 1-2 weeks.

Governor question: have the disadvantaged children been issued with laptops and if so, how many? LR advised that laptops were initially ordered and only very recently became available, however those children that would have qualified are attending school so the laptops are not required. It was also pointed out that should any laptops given out to children get broken the school would be liable for costs.

7.3 **Finance** – the minutes of the meeting held 17th June had been circulated prior to the meeting. PH thanked AF for her work on the Financial tasks. The committee had scrutinised the 2019-20 figures and paperwork. Monies in respect of the Summer trips have been returned. The figures going forward, including voluntary funds were discussed and noted. BH advised that she is on the BCP Schools’ Forum and will update governors on any on-going developments. AF has been keeping a separate list of the Covid related extra expenditure. It was advised that Atorro Sports are attending 50% of their usual time, currently with Y1 groups with outdoor sports. **The delegation of financial powers to the Headteacher within the committee Terms of Reference was agreed.**

7.4 **Human Resources** – the minutes of the meeting had been circulated prior to the meeting. MB updated the governors about staffing levels, a member of teaching staff resignation, changes to a member of teaching staff hours and a new appointment. **Confidential minutes** – dealt with at the end of the meeting once staff governors had left, included further updates on staff members.

7.5 **Premises** – a committee meeting has not been held this term. LR updated the governors regarding the building project. A site meeting will be held on Thursday 2nd July and work is due to commence on Monday 6th July.

Governor question: “Has the contract been signed?” LR advised that it has.

Governor point raised: the Headteacher’s Performance Management meeting will be held in the week commencing 6th July, likely to be either 9th or 10th. **Date to be confirmed.** The final meeting will be in November/December.

8. School Improvement Plan (verbal update)

- LR advised that not all targets have been met as the school has not been operating as normal. Curriculum and subject leadership are still being worked on. LR would like these to be carried forward on the SIP to the Autumn Term.

9. Governors

- **Training** – BH has logged on and registered for the governor training. There are three modules. All governors are to complete all modules. **Governor comment:** all need to read “Keeping Children Safe in Education”. This is in the public domain. Let AF know if any problems accessing it.
- **Meeting dates for 2020-21** – the dates have not yet been set for the committees. The FGB has been set for Wednesday 14th October. Other committee dates will be advised.

10. Correspondence

- Details of a course on “Safer Recruitment” (on-line) from Babcock LDP – a partnership with Devon CC. This is a 3 hour and 4 modules course costing £29 plus VAT.

- Details of a podcast from the Schools and Academies Show on leading excellent schools.
- Invitation to the 2020 Schools and Academies Show in Excel London on 29th and 30th September.
- From Moderngov – details of a virtual course on “Speaking with impact”.
- From IG Schools – a free webinar on “Going back to school”.
- Details about a recruitment guide for Tas.
- From Versa – details about new school dining tables.
- From Kompan Playgrounds – an offer of free equipment if we spend between £10K and £20K.

11. AOB

- LR advised that Dorset are not offering behaviour support or SEN services to Christchurch schools. Behaviour support can be arranged through Linwood. SEN services may be available privately – **BH asked LR to contact Southampton or Hampshire to see what they can offer.**
- **Governor question:** as best practice is not to currently accept gifts from parents due to potential transmission of infection is it acceptable for monetary vouchers to be given as gifts instead? A general discussion was had regarding the subject of receiving gifts and it will need to be discussed further.

12. Dates for future meetings

- Next FGB meeting – Wednesday 14th October, 6.15pm

Meeting closed at 7.30pm