



St. Joseph's Catholic Primary School, Christchurch

Minutes of Full Governing Body Meeting

Wednesday 27th January, 6.15pm

Location: Virtual Meeting via Zoom

Governor Monitoring: not applicable at this meeting

Present:

Brigid Hincks (BH) - Chair
Liz Rippon (LR) - Headteacher
Margaret Bond (MB)
Mike Board (MBoard)
Mary Hurl (MH)
Sinead Cheeseborough (SC)
Peter Hartley (PH)
Sam James (SJ)
Vicki Merifield (VM)
Nikki Dennison (ND)
Pete Barry (PB)
Deacon Hugh Parry (DHP)
Andy McLaughlin (AL)

Attending:

Gerry Curran (GC) - Deputy Head
Mandy Flack (MF) - Finance Officer
Sonia Lomax (SL) - Clerk

Item		Action
1	Opening prayer	
	DHP opened the meeting with prayers	
2	Welcome & Apologies	
	Brian Cassidy had sent apologies for this meeting, which were accepted. DHP & AL were welcomed to the meeting as new Foundation Governors. Nick Mills and Rachel McMillan were absent from the meeting.	
3	Declaration of Business Interests	
	No business interests were declared.	
4	Minutes of previous meeting (25/11/2020) & Matters Arising	
	Prior to the meeting, Governors received a copy of the minutes & the confidential minutes from the same date. Both sets of minutes were agreed as an accurate record of the meeting and will be signed by BH when restrictions are lifted.	

	Governors agreed that all Matters Arising were covered in the agenda.	
5	Headteacher's Report	
	LR started her report with a verbal COVID update: • We have had 1 case of COVID in the school – associated self-isolation ends this week. • Staff testing started this week with testing twice per week. Testing is voluntary – over 30 staff have opted in. Checking with BCP Council whether a spare test kit can be provided to the cleaner who works for a third party. • Many more children in school than the last lockdown – numbers in school have stabilised now at around 91 over the week. • Remote learning has rolled out using Google Classroom & Tapestry for Early Years. Due to meet next week to review what is going well / could be improved. • Teachers are stretched with teaching in class, providing remote learning & checking the children not in school. • Governors discussed the difficulty with getting the younger children to do the required amount of work each day. • 17 laptops have been provided for children remote learning – have loaded additional security & will be distributed this week. • The Diocese have asked for feedback to pass on to the DfE. LR had already sent out her report to Governors for the last term. Areas covered included: • Attendance • Staffing, including staff development • Catholic life of the School • Quality of Education • Performance & Standards – Governors asked if all the areas identified for improvement at the last OFSTED and Section 48 inspection had been addressed – Yes, even with remote learning these have been focused on. SLT is constantly reviewing the action plan. • SEND • Future proofing – BH reported that it is too late in this academic year to secure funding for the bike shelter. To get quotes, so ready for next year.	
6	Safeguarding	
	GC reported that this area had been very busy but was all up to date. Meeting with BCP Council next month to review the safeguarding audit. Governors asked if the school is still responsible if the children are not attending – Yes, but social services are involved & it is a team effort. Governors also asked about the updated list from BCP Council – sent every week.	
7	Committee Reports	

7.1 7.2 7.3 7.4 7.5	All committee reports had been previously circulated to Governors. Each Chair summarised & updated Governors: <u>Admissions</u> Admissions policy for 2022/23 has now been agreed by both BCP Council & the Diocese and will need to be put on the school website when ratified. DECISION – Governors agreed unanimously to Determine this policy We have a new child in Y1 so this year is now full. Have offered a place to a child for Yr3 but not until they return to school. Currently 211 on roll, 1 waiting to join, 6 places. September applications – still waiting for a full list from BCP Council, currently have around 48 so expect the year to be full. BH will do the initial categorisation, then the Admissions Panel will meet to review the applications. BH informed Governors that this will need to be a face-to-face meeting & updated on the H&S arrangements for this. DHP reported that he is shielding so will not be able to attend in person. <u>Curriculum</u> LR updated on the curriculum meeting minutes – discussed Governor monitoring. AM will need to be allocated to a class. DHP will cover the whole school & staff wellbeing. <u>Finance</u> PH updated on the finance committee minutes. The Glen Cleaning issue has now been sorted out. MF talked through the 7 virements that will need to take place from the Grant Income Catch up fund & the Grant Income exceptional costs fund. DECISION – Governors agreed unanimously to these virements GC reported that Funtastic are struggling financially & will close after half term until further notice. This will mean there is no wrap around care provision. Discussed BCP Council’s SEND funding which covers funds to schools, special schools & residential care – historically has always been overspent but have found money from other budgets. This year expect to be £10.8m overspent & are looking at schools to assist with this, particularly from reserves. PH reported that the finance committee are working hard to ensure that all carry forwards are correct & within allowed tolerances. <u>HR & Pay</u> MB updated on the HR meeting minutes & reported that there has been very positive feedback from parents on remote learning. The school is printing for collection where children cannot print at home. Governors asked that their thanks & congratulations be passed on to all staff for the work they’ve done since the start of the pandemic. The number of books available to take home has been increased. MB updated Governors on a new safeguarding initiative with the police – “Operation Encompass”. <u>Premises</u> MB updated on the premises meeting minutes – the extension has been completed apart from the usual snagging. Have requested quotes for CCTV, keypads, reception furniture, upgrade to the telephone system, replacement of the window in LR’s new office – SC to chase outstanding quotes. Will review when received to prioritise. Quotes have also been sought for rendering the wall beside the kitchen.	LR SC
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	Good progress on the roof works. We have received the H & S requirements from the Diocese – most is already being done. Premises committee will meet to discuss.	
7.6	<u>Performance Management</u> To be discussed at the end of the meeting.	
8	Policies	
	The HR committee had reviewed & recommended 7 policies: • 2020/21 Pay Policy (Teachers) & Equality Impact Assessment • 2020/21 Pay Policy (Support Staff) & Equality Impact Assessment • 2020/21 Appraisal Policy (Teachers) & Equality Impact Assessment • 2020/21 Appraisal Policy (Support Staff) & Equality Impact Assessment • 2020/21 Capability Policy & Equality Impact Assessment • 2020/21 Disciplinary Policy & Equality Impact Assessment • 2020/21 Grievance Policy & Equality Impact Assessment DECISION – Governors agreed unanimously to Ratify all policies	
9	School Improvement Plan & SSE cycle	
	Covered under item 5 above.	
10	School Financial Standards Report	
	Item carried forward to next meeting	
11	Governors – training & monitoring	
	Discussed PREVENT training – not mandatory as long as the safeguarding governor has completed it. BH, DHP & MH have also completed this. BH reminded Governors that they should make contact with their class teacher.	
12	Correspondence	
	Bishop Marcus (Chair of the Catholic Education Service) had written to thank Governors for the work that they are doing.	
13	AOB	
	ND asked if children have the opportunity of group working / prayers? Yes – on Google Classroom.	
14	Date of next meeting – 17/03/2021.	
	Meeting closed at 7.40pm	

ACTIONS

- LR Pass Governors thanks to staff
- SC Chase outstanding quotes for new reception area