



St. Joseph's Catholic Primary School Christchurch

Minutes of Governing Body Meeting

Wednesday 29th April 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), Nikki Dennison (ND), Peter Hartley (PH), Mary Hurl (MH), Sam James (SJ), Rachel McMillan (RMc), Vicky Merifield (VM), Mandy Flack (MF), Gerry Curran (GC), Liz Wise (Clerk)

Apologies: Mike Board, Father John Chadwick, Nick Mills

All governors were in a private room and not overheard.

3. Declaration of Business Interests

No business interests were declared

4. Minutes of meeting held on 18th March 2020

The minutes of the meeting held 18th March 2020 were agreed as accurate. The confidential minutes were addressed at the end of the meeting once staff members left.

Matters arising:

LR provided an update regarding key workers' children and vulnerable children in school, along with those who are home schooling. LR advised that between 10-15 children are attending school each day. Staffing at school is on a rota system and teachers plan and issue work for remote learning. LR advised that the balance of work being sent out is good. An update was provided about Y6 remote teaching. The SeeSaw remote learning platform is working well – work is posted onto the system for children to complete. Children can re-post completed work for the teacher to assess and comment on. **Governor question:** how many of the class involved, LR replied that only four had not engaged with the platform last week.

Due to the school closure unfortunately Parents' Evenings were missed. However a summary for each pupil has been produced and sent to parents.

Safeguarding Module – BH advised that governors need to do this in case of an Ofsted inspection. **MF will look for the link and re-send.**

5. Head Teacher's Report (Spring Term)

LR advised:-

- Data and predictions gathered as best as could be expected considering the school closure and disruption.

- Phonics (on SIP) very successful and on track
- Tapestry – being used by YR teacher for posting Phonics lessons. Two governors have seen this in action and commented that it is very good. There has been good feedback from parents.
- Website – a meeting has been held with the website designer. It is hoped that the website will be ready to go live in a few weeks' time.
- Staff Rota & Home Working - staff are involved in report writing, planning and data analysis in addition to setting work, being part of the in-school rota system, and in some cases providing childcare for their own children. It is important to ensure that there is balance.

BH thanked all staff for all they are doing in this difficult situation.

6. Coronavirus (COVID-19)

- LR has met (via Zoom) with local headteachers and Julia Coleman from BCP to discuss a likely timescale for re-opening. There will be meetings held in due course to plan for how this could practically be done in relation to adhering to safety measures (social distancing, staggered breaktimes etc).
- **Governor question:** what is the safeguarding aspect in relation to vulnerable children and the school being closed? LR advised that the school is in contact with these families via phone-calls regularly each week. BCP suggested having sight of vulnerable children at least twice a week which would mean home visits. However, LR is concerned that staff should not be put at unnecessary health risk so this is not being done. GC advised that families are regularly seen in person when they are collecting food hampers/parcels from the school site. With regards to those children attending school, a weekly Attendance Summary is completed and submitted as is a list of vulnerable children whether in school or at home.
- **Governor challenge:** there are possible insurance implications if members of staff are offsite which may need to be checked.

7. Safeguarding

- Addendum to Child Protection Policy – discussed at item 9 (Policies)

8. Committee Reports:

8.1 Finance - Approval of Budget 2020-2021

The minutes of the Finance meeting and Budget had been circulated prior to the meeting.

- The Budget was discussed, the coming financial year predictions have been difficult due to current situation. There is an increase in budget funding due to more pupils. A contingency has been set aside in case of unforeseen circumstances.
- Residential trips – these will not go ahead, the school will have to refund payments prior to claiming money back.

The Budget was unanimously approved.

9. Policies

- Child Protection Policy – Addendum re Coronavirus Pandemic

There were no questions regarding the Addendum, however it was pointed out that Miss Buxton was still showing on the main policy – **will need to be amended**

10. Correspondence

- Governor Services, mainly in relation to operating virtual meetings
- NSPCC offering training
- Ofsted – inspections on hold
- Grants for Families (in the Finance minutes)
- Thanks from the Diocese

11. AOB

- The governors thanked all staff, pupils and families for coping so well during this difficult time
- Thanks to PB for setting up the virtual meetings. **Governor question:** would the school consider purchasing a Zoom licence for future use? **To be considered**
- Building Works – the works were due to commence in April however due to the pandemic and transportation issues that the building contractor has in respect of social distancing whilst travelling to site, the works will be delayed. In addition, the contract needs firstly to be signed by the Diocese.
- The Health and Safety Audit visit has been postponed until school reopens.

The Staff governors left the meeting at this point.

- Confidential minutes from the previous meeting were discussed and approved – LR updated the governors regarding the staffing situation.
- The governors expressed gratitude to all the staff, especially those who were also having to home school their own children.

12. Dates for future meetings

- Next meeting – Wednesday 24th June, 6.15pm

Meeting closed at 6.50pm