



**Minutes of Full Governing Board meeting of St Elizabeth's R.C. Primary School.  
Wednesday 14<sup>th</sup> October 2020 via Google Meet.**

The meeting was opened with a prayer led by Lisa Fahy.

**1. Apologies and Attendance**

Mr A Mason (Chair - Foundation)	Mr J Hutton (LA)
Mrs M Walsh (Headteacher)	Mrs L Kessler (Staff)
Mrs L Fahy (Foundation)	Mrs J McSweeney (Co-opted)
Mr I Hamilton (Vice-Chair)	Fr M White (Foundation)
Mrs D Heath (Foundation)	Mrs S Farnworth (Parent)
Mrs M Hopper (Foundation)	

**In attendance:** Mrs S Colloff (Associate member), Mrs T Vigus (Clerk to the Governors)

**Apologies:** There were no apologies – full attendance.

**Declarations of Interest**

No declarations of interest were made by Governors in respect of any items appearing on the agenda.

**2. Election of Chair**

**Resolved:** Mr Anthony Mason was re- elected as Chair to serve for one year.

**3. Election of Vice Chair**

**Resolved:** Mrs Debbie Heath was elected to be Vice Chair for one year.

AM thanked Ian Hamilton for his service as Vice Chair. IH said he had enjoyed serving in this role, but it was now time to step down. He will continue as a Foundation Governor on the Board.

**ACTION:** TV to inform Entrust and BDES of changes.

**a) Governing Board Meetings.**

**Full Governing Board Meetings 2021. (Time and Venue to be confirmed)**

Wednesday 27<sup>th</sup> January 2021

Wednesday 31<sup>st</sup> March 2021 (Budget)

Wednesday 7<sup>th</sup> July 2021**Committee meetings and Committee Structure**

<b>Finance and Buildings Committee</b>	<b>Catholic Life and Curriculum</b>
Thursday 21 <sup>st</sup> Jan @ 1.30pm Wednesday 10 <sup>th</sup> March @1.30pm Monday 28 <sup>th</sup> June @ 1.30 pm	Tuesday 19 <sup>th</sup> January @10.00am Tuesday 22 <sup>nd</sup> June @ 10.00am
J Mc Sweeney A Mason J Hutton M Walsh S Colloff I Hamilton.	L Fahy S Farnworth A Mason D Heath L Kesseler M Walsh S Colloff M Hopper
<b>Leadership and Management</b>	<b>HR/ Pay Panel</b>
Tuesday 19 <sup>th</sup> January @4.15 pm Tuesday 22 <sup>nd</sup> June @ 4.15 pm	Date to be confirmed
A Mason I Hamilton M Hopper D Heath M Walsh S Colloff	I Hamilton A Mason M Hopper M Walsh
<b>HTPM</b>	<b>Complaints/ Discipline</b>
Date has been arranged	As required
A Mason M Hopper I Hamilton	Ideally 3 governors M Hooper A Mason Additional governor as available
<b>Appeals</b>	
As required	
3 governors (non-staff) who have not been involved at previous stage.	

Commented [tv1]:

**Governor Link Role**

<b>Governor</b>	<b>Nominated Governor Role</b>	<b>Subject Link Governor</b>
A Mason	Sports Premium Governor Training	PE
I Hamilton	Finance Website Compliance	History / Geography MFL
M Hopper	SEND Catholic Life	Music
L Fahy	Safeguarding / PREVENT	RE/ Collective Worship NQT
J Hutton	Health and Safety Online safety	Maths/ Science (Cover) Art/ Technology
D Heath	Pupil Premium	English PSHE
S Farnworth	Early Years	Nursery/ Reception Out of hours care
J McSweeney		IT

**b) Membership.**

Currently there are 2 Foundation Governor Vacancies. Potential governors have been identified.

**ACTION** TV to contact BDES for application forms to be submitted to Fr Michael and BDES upon completion.

**Parent Governor Vacancy.**

One parent responded to school request for nominations and will be appointed.

**ACTION:** MW to contact parent and offer them the role of Parent Governor for 4-year term of office.

AM to meet parent to discuss role and start induction.

JA to let TV have details to inform Entrust and BDES.

AM reminded governors that many colleagues have served for numerous years and may not wish to extend their terms of office. The need to recruit potential new governors to enable good succession planning requires attention.

**c) Membership Website and GIAS.****d) Business and Pecuniary Interests.****e) Code of Conduct.**

TV reminded governors that their interest declarations will be included on GIAS (<https://get-information-schools.service.gov.uk>). GIAS is a live document and governors were asked to let school know of any changes.

**Resolved:** all governors have completed declarations on Governor Hub. No declarations were made in respect of this meeting.

**f) Confidentiality.**

The Chair reminded everyone that matters relating to this meeting were confidential.

#### 5. Minutes of the Previous Meeting

**Resolved:** The minutes of the previous meeting held on 8.7.2020 were approved as an accurate record.

**ACTION:** Minutes to be signed via GovHub by AM.

#### 6. Matters Arising from the Previous Meeting

**Resolved:** All actions from the previous meeting have been completed.

#### 7. Review of Committee Structure

See item 1a

AM noted that Governors will need to work in a different way for the foreseeable future.

- Link governor monitoring should be done via Google meet / telephone call with Subject Leaders.
- Nominated Governor Roles may necessitate visiting school – this should be via an appointment approved by Headteacher eg: Checking confidential information.
- All Governor visits/ monitoring meetings and discussions should be recorded on Governor Monitoring reports and made available for the FGB with meeting papers via Governor Hub.
- Subject Leaders will contact governors to arrange dates/ times to meet virtually.
- Governors should be conscious of not adding to the workload of staff.
- Staff should inform Headteacher if Governor requests etc. are creating additional workload.

**ACTION:** Governor monitoring should take place and be recorded / reported at least once a year.

#### 8. Reports

##### a) Chair's and Vice-Chair's Actions.

AM reported that since the previous meeting he had:

- Continued to support MW/ SC with approval of Risk Assessments and preparations for re-opening of school.
- Confirmed minor staffing changes
- Agreed amended to Behaviour practice related to a H+S issue
- Continued to liaise with LTCPP schools.

AM reported that there had been no developments on Academisation agenda from the Diocese. Currently 2 Headteachers within the partnership are on sick leave and a decision has been made to defer the meeting of Heads/ Chairs with the Diocese until they return.

St Modwen's School ,Burton has a new Chair of Governors and an acting Headteacher. They are keen to discuss becoming a member of LTCPP.

IH reported that he had:

- Supported MW regarding a specific child's placement
  - Continued to monitor website.
- MW noted that some curriculum updates are required. She had investigated the cost of increasing website functionality with Phoenix to accommodate required changes.

**b) Committees. (Minutes available on Gov Hub)**

**i) 23.9.2020 Catholic Life and Curriculum Committee (minutes available on Gov Hub)**

- LF confirmed that the minutes were a clear reflection of the meeting
- LF acknowledged the hard work of staff who had ensured Catch up Curriculum was effective for the start of term.
- Sacramental celebrations have taken place.
- Sacramental programme for 2020/21 has started.

**ii) 23.9.2020 Leadership and Management Committee ( minutes available on Gov Hub)**

- DH confirmed that the minutes were a true reflection of the meeting.

**iii) 17.9.2020 Finance, Buildings and H+S Committee (minutes available on Gov Hub)**

- JMcS confirmed that the minutes were a true reflection of the meetings and have been referenced in the HT report.

**iv) 14.10.2020 Pay/ HR Committee ( Minutes will be available on Gov Hub later)**

- AM reported that HTPM has been booked
- MW confirmed that PM cycle for staff is in progress and will be completed by 31.10.2020 for teaching staff.

*Governors asked that thanks be expressed to Jenny Atkins for the quality of committee minutes. They noted that her skills in supporting committees, ensuring minutes were accurate and maintaining Gov Hub were outstanding.*

**Resolved:** The committee meeting reports and minutes were accepted by the Board with thanks.

**c) Nominated/Link Governors.**

**Early Years/ Out of School Care (SF)**

SF reported that she has maintained informal support with Early Years, Nursery and Reception. She will be arranging a governor monitoring session with staff during Autumn 2. SF reported that parents were delighted and appreciative of the outstanding practice and care at St Elizabeth's. Support for Homework has been helpful. She had received many positive comments from parents and within the local community.

**Governor Development / Training (DH)**

DH has taken on some training from Governor Space to support the further development of Governance. AM said that it might be suitable for offline discussions to share good practice and inform Governor Self-evaluation.

**History / Geography (IH)**

IH reported that he had spoken to staff and was pleased that

- Return to school had been so successful for staff and pupils
- Curriculum topics were started quickly
- Planned teaching schedules have commenced and to date Gaps in Learning are less than expected.
- Subject action and monitoring plans are in place.

Overall, he was pleased with the positive curriculum this term.

### Safeguarding (LF)

LF confirmed that on her visits to school prior to Lockdown, she had been impressed with the diligent and effective management of Single Central Records including Safe recruitment procedures.

### Parish / Sacramental Partnership (Fr M)

Fr Michael reported that

- The introduction of class Masses, although different, had gone well.
- Class Masses do not have singing ( Co Vid Restrictions)
- Confirmation had been a very joyful occasion.
- The Sacramental Programme 2019/20 will celebrate First Communion this weekend. He thanked all the staff and acknowledged what a joy it was to work with such a dedicated and committed team.
- He was delighted that opportunities to work more closely with the school had resumed and noted that the Parish/ School partnership remains very strong.
- The mutual support of school, families, children, community and parish was clear.

#### *Governors asked how the Sacramental Programme for 2020/21 will progress.*

Fr Michael said that it will be a blended programme . Enrolment Masses have taken place. Online sessions will provide support for parents with some face to face meetings. He noted the importance of supporting parents and the opportunities that exist to nurture parental growth in Faith with the support of the parish. LF has been developing content for parent support for which the school and parish are grateful.

#### *Governors asked if they would be able to join Sacramental celebrations in church.*

MW said that governors would be very welcome and asked them to let SC know if they wanted places to be booked (CoVid regulations).

**Resolved:** Governors were thanked for their reports and continued support.

## 9. Headteacher's Report (Available on Gov Hub)

The headteachers report covered:

- Catholic Life of the School
- Staffing
- Attendance Report
- CoVid update
- Teaching and Learning
- School Development
- SEND report
- Behaviour, Safety and Welfare
- Sport report
- School activities

MW updated governors

- **The Catholic Life of the school** remains a great blessing. Whilst it was difficult to maintain Celebrations and the Catholicity during Lockdown/ school closure, it was great that Liturgical and Sacramental programmes had been re-established so well in school.
- The St. Elizabeth's family has welcomes 3 staff babies since the summer meeting.
- **CPD/ Training** opportunities are mainly via remote learning but are continuing.
- **Safeguarding training** is up to date for all staff
- **Paediatric First Aid** training is up to date
- **Performance Management** for teachers will be completed by 31.10.2020

- **Absence report**

MW explained that any absence related to CoVid ( Self isolating/ awaiting tests etc) is recorded using separate codes and are reported directly to DfE. They should not impact on school attendance data, however it would be necessary to look carefully at attendance data this year.

Last year attendance was strong, but due to closure did not include the usual seasonal holiday absence.

She confirmed that attendance is monitored rigorously in school and school systems and partnership with parents is effectively supporting attendance.

- **CoVid**

MW reported that school has successfully introduce remote learning and will meet DfE requirements for remote/ blended learning to be in place by 22.20.2020.

She explained that individual children/ bubble ( if required) / classes will be able to access live learning and online activities as planned by teaching staff.

MW reported that a concern had been addressed regarding how parents can notify school of suspected CoVid/ Testing results over a weekend.

A mobile number has been made available for parents to report positive tests/ suspected symptoms to Senior Leaders.

Arrangements can be made to stop pupils and staff coming into school on Monday morning, if closure is required.

- **SEND**

MW reported that a small number of pupils have found the return to school harder than peers. Issues like separation from families, changes in routines , anxiety etc are being supported sensitively and effectively by the staff team.

MW noted that the SEND hub currently does not have the native speaking personnel to support a child with EAL needs.

- **Personal Development**

CPOMS is being used well and is an effective system for monitoring Safeguarding, wellbeing and pastoral issues.

- **Sports/ Extra Curriculum**

MW said that the quality of activities had been curtailed due to the hall being used by Out of Hours Clubs. This was due to CoVid requirements and ensuring cleaning and bubble management was rigorous.

MW confirmed that the Sports Coach is working with staff and pupils to support Mental Health. Mindfulness and Physical Health.

*Governors noted that the HT report was extremely comprehensive, informative and helpful.*

*They also appreciated the report MW had sent out at the start of term.*

***How far is the school in the development and revision of the curriculum content?***

MW said that it was almost complete with all content for Progress and skills are in place for Reception to Y6 pupils. Medium term plans have been developed for all subjects. The final curriculum content will be added to school website.

***Governors thanked staff for their work and look forward to hearing about the curriculum in action.***

***Can you explain what "Writing for a real purpose is?"***

MW explained that the children are using writing in real life situations eg: Writing a letter to the Headteacher to request something. This involves the children having an awareness of the audience ( a real person) and purpose ( a real situation). This has been more effective than writing a letter to an imaginary person/ character.

MW said that children are being encouraged and supported to use writing in different ways, for different purposes and settings.

***How will the curriculum be monitored?***

MW said that medium term plans and their delivery will be monitored by the SLT – learning walks, looking at books, professional discussions etc. Subject Leaders will also be monitoring the effectiveness of provision and quality of the curriculum.

***Have there been any indications of Mental Health issues amongst the pupils since the re-opening of school.***

MW said that most children have coped very well with new procedures and practice. Some children with the most complex needs have found it more difficult. Some children have experienced separation from home difficult which is very understandable.

Overall the children have displayed strong resilience and confidence and seem incredibly happy to be back in school.

During the initial weeks of term, MW reported that the school day provided lots of opportunities for physical and outdoor activities and for pupils to share their concerns and anxieties. Staff also provided daily reading/ story sharing sessions which were carefully structured to support the children and provide emotional support.

***How are the staff coping?***

MW said that the staff have been fantastic, however she and SC were very aware and alert to the health and safety needs of staff. She confirmed that counselling and Occupational Health support is available to all staff. Additional support is available through the school Insurance Scheme.

MW said that staff are tired and always anxious to do their absolute best. Staff work with constant attention and are alert to any potential breaches in practice.

She could not commend her staff highly enough for all they do.

Teamwork and peer to peer support is strong and the staff support each other, the children, their families and school leaders fully.

***How is school prepared for possible closure/ bubble closure/ circuit breaks?***

MW confirmed that school is ready to put remote/ blended learning in place if needed. She is aware of the need to support parents and this will be in place. Systems are in place if staff who may need to work from home. MW has made staff aware of the need to ensure security / safety if they are teaching live lessons from home.

*How are Monster Phonics going?*

MW said that all the classes using this resource were enjoying their learning. Assessment will take place during the year to monitor progress.

*What impact has the reduction in Out of hours provision had?*

MW said that the most serious impact was the loss of income. The number of families using Out of School clubs had reduced significantly. She anticipated that numbers could fall further if more parents are working from home, as the need for childcare may decline. The loss of income is being closely monitored.

*How is the Sports Coach being used as out of school clubs and extra curriculum activities have reduced?*

MW said that school was receiving virtual training and support. Classes are also receiving support for lessons and for related learning – mental health, mindfulness, physical activities.

**9b. Finance update MW**

MW gave a verbal report on finance. She noted that the Finance Committee would receive more detailed report including JFU reports.

**i) Catch Up Funding**

£80 per pupil has been given by the DfE to every school. MW is planning to use this funding when received for additional support in Spring/ summer term.

Furlough Funding has been received for Out of Hours staff who were unable to work during school closure.

**ii) School Fund**

A letter is ready to go out to all parents this week. Last year £330 was raised for the Building Fund. This year, MW proposed that contributions be available to support the school as required.

**iii) Reserves** – currently stand at £41,800

**iv) School Fund Audit**

MW confirmed that School Fund has been externally audited and £2406 balance is available for school use.

**v) Lettings**

Due to Out of Hours Clubs, using the hall, lettings for Brownies etc. have not resumed. This is a loss of income to school budget but has ensured that cleaning routines are not compromised by evening use.

**vi) Out of Hours Income**

Income has fallen by approximately 50%. School has sent publicity materials home to try to drum up greater use of this service.

**vii) CoVid expenses**

Additional expenses for management of CoVid safety/ cleaning are being recorded. MW said that no additional funding was available to cover these costs but school is supply additional cleaning resources, hand sanitiser, PPE, safety signage etc.

**viii) Scheme of delegation** – no changes had been required

**ix) IT Strategic plan**

MW confirmed that she is working with JA to develop a strategic plan for the updating/ upgrading/ replacement of IT resources over the next 3 to 5 years. More information will be shared with Finance Committee when available.

**x) Pupil Premium**

*Has there been an increase in the number of PP pupils and funding?*

MW confirmed that the number of Pupil Premium pupils had increased in recent months. She thought that 8 additional pupils will receive funding but this will be confirmed at the

next Finance meeting. She anticipated that this number may continue to increase with the economic impact of CoVid.

**xi) JFU predicted end of year balance**

JFU have predicted that the end of year balance would be a deficit of £1000 overspend.

*Governors said they would be delighted if this was the final figure, but fully appreciated that the current year has many challenges and expenses which have not been planned for.*

**Resolved:** Members thanked MW for her report and for her answers to questions.

#### 10. Safeguarding Updates

**a) Keeping Children Safe in Education 2020 (KCSIE)**

**Resolved:** Staff have received training and Governors have confirmed that they have read and understood Part 2 of KCSiE.(2020)

**b) Guidance for Safer Working Practices**

MW confirmed that staff have received advice and training regarding working remotely.

**c) Safer recruitment**

**Resolved:** Safe Recruitment training is up to date for Senior Leaders and Governors.

**Resolved:** Safeguarding continues to be well led and managed in school.

#### 11. Strategic Leadership

**i) Being Strategic**

**ii) DfE Advice COVID 19 Full Opening of Schools**

**iii) Governor Workload and Efficiency**

*AM asked how will governors continue to work strategically during the current situation?*

MW said that working remotely had not had a negative impact on the school or strategic leadership. She had been pleased with the preparation governors had done for this meeting and the depth of questions they had used to challenge/ hold her to account.

*Governors acknowledged that although they were unable to connect with school physically, they still felt involved and informed.*

*The structure of committee meetings had worked remotely and provided good evidence of the strategic role and responsibilities of the Governing Board.*

LK invited governors to join in virtual assemblies.

The possibility of using remote monitoring was discussed – ideas included Pupil Voice interview. Virtual visits to observe learning etc.

*Governors acknowledge that they must not expect staff to take on additional tasks / increase their workload . Governors also noted that staff must have the confidence to say no if activities for the governors increased their workload and this must be respected.*

*Governors appreciated that governance would be different for the foreseeable future but they were confident that they would fulfil their core roles whilst ensuring that Senior Leaders, staff, parents and children were aware of their support.*

**v) School Development/Improvement Plan**

MW confirmed that this is available on Gov Hub and would be looked at in greater depth by committees.

## 12. Governor Information Pack

Available for all governors on Gov Hub.

AM acknowledged that this was a very lengthy document and that it had been published prior to the re-opening of schools. DfE guidance changes so rapidly that many aspects of the GIP are now historical.

He highlighted:

- Catch up programme – Information about funding and resources available.
- SEND – updated information about local authority provision and procedures
- Governor self-evaluation and audit
- H+S information (JH)
- Online Safety – Tic Tok – (JH and JMcS)

AM noted that other items on the recommended agenda have been reviewed and where appropriate will be addressed in committee meetings.

## 13. Confidentiality

No items were identified as requiring Confidential minutes.

## Date and Time of Future Meetings including committee meetings where known

Full Governing Board Meetings 2021. (Time and Venue to be confirmed)

- Wednesday 27<sup>th</sup> January 2021
- Wednesday 31<sup>st</sup> March 2021 (Budget)
- Wednesday 7<sup>th</sup> July 2021

### Committee meetings and Committee Structure

Finance and Buildings Committee	Catholic Life and Curriculum
Thursday 21 <sup>st</sup> Jan @ 1.30pm	Tuesday 19 <sup>th</sup> January @10.00am
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Monday 28 <sup>th</sup> June @ 1.30 pm	
Leadership and Management	
Tuesday 19 <sup>th</sup> January @4.15 pm	
Tuesday 22 <sup>nd</sup> June @ 4.15 pm	

Commented [tv2]:

## THANKS

AM asked MW to pass on the sincere thanks of the Governing Board to all members of the school community for the outstanding work and dedication shown to all the children.

He thanked MW and SC for their continued strong leadership and asked them to let the Board know if any support was needed.

### Actions from this meeting

Item	Action	Who	When	Outcome
2,3	Inform Entrust/ BDES of CoG/VCoG appointments	TV		Completed
4a	Check dates/ committee membership	AM		
4b	Foundation appointment info from BDES	TV		Completed
	AM to meet potential governors – induction – details to be shared with JA	AM	asap	Confirm appointment at next FGB mtg.
5	Previous minutes to be signed on Gov Hub	AM	asap	