



**Minutes of Full Governing Board meeting of St Elizabeth's R.C. Primary School.
Wednesday 8th July 2020 via Google Meet.**

The meeting was opened with a prayer led by the Chair.

1. Apologies and Attendance

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

In attendance: Mrs S Colloff (Associate member), Mrs T Vigus (Clerk to the Governors) Mr C Snee (Observer)

Apologies: Apologies were received and accepted from Fr M White and Mrs S Farnworth

2. Declarations of Interest

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

3. Confidentiality

Governors were reminded that all discussions that take place at this meeting should remain confidential to the meeting, including social media.

4. Governing Board Matters

a) Membership

Resignation: Mrs E Nunes-Chrysostali has resigned from the Governing Board.

Vacancies: 1 X Parent Governor
2 X Foundation Governors

Resolved: Governors approved the deferment of new governors until Autumn 2020.

ACTION:

- Entrust to be informed of resignation
- New governors to be appointed.

b) Confidentiality

Governors are reminded that all discussions that take place during a Governing Board meeting remain confidential to that meeting.

c) Register of Business Interests

Resolved: The Governors register of Business Interest is up to date.

ACTION: Update register in September 2020.

d) Declaration of Interest Business and Pecuniary

Resolved: No declarations were made with reference to meeting agenda.

e) Code of Conduct

Resolved: The Code of Conduct has been signed by all governors.

ACTION: Update Code of Conduct in September 2020.

5. Minutes of the Previous Meeting

Resolved: The minutes of the previous meeting on 30.3.2020 were approved and accepted as an accurate record.

Resolved: Minutes of the previous meeting on 20.5.2020 were approved and accepted as an accurate record.

ACTION: Minutes to be signed by Chair and made available for display later.

6. Matters arising from previous meetings

Resolved: There were no actions outstanding from previous meetings.

7. Reports

a) Coronavirus COVID-19 update

See Headteacher's report

b) Chair's and Vice Chair's actions

The Chair confirmed that since the previous meeting he has

- Had final call with GovernorSpace Mentor , Mary Gale.
- Accepted Headteacher's Update report May 2020 (available in GovernorHub)
- Approved draft Risk assessments and procedures to enable wider reopening of school (Consultation with MW and SC)
- Attended virtual meeting with Chairs of Governors from Lichfield and Tamworth Catholic Primary Partnership Schools to share good practice.
- Supported school leaders in recruitment processes
- Approved a request for holiday leave from a member of staff
- Signed joint communications from Headteacher to parents regarding CoVid management and re-opening of school.

Resolved: Governors thanked AM for the above actions.

The Vice Chair confirmed that

- Budget has been submitted – virtual meeting with Jenny Atkins
- Entrust training courses booked on had been postponed.

Resolved: Governors thanked IH for the above actions.

c) Committees

i) **Joint Committee meeting** (Finance, Buildings, health and safety, Leadership and Management) had taken place on 20.5.2020.

- Minutes have been made available on Governor Hub
- Governors thanked JA for detailed minutes which reflected the depth of discussions and decisions made regarding risk assessments and wider reopening of school.
- Risk Assessments have provided the foundation for revision for September reopening of school to all pupils.

Resolved: The minutes of the meeting held on 20.5.2020 have been accepted and approved.

d) Nominated/Link Governors

AM had presented a PE Link report for governors (March 2020). He had met with the PE leader and confirmed that the quality and provision of PE should be applauded.

7. Headteacher's Report

The Headteacher's report had been made available on Governor Hub.

a) Catholic life of school.

MW reported that although the CoVid period had presented many challenges, school had maintained the Catholic Life of school through

- Live Streaming links for parish Masses
- Links to online Alpha
- RE taught through Google Classroom
- Sacramental reparation continued through Google classroom
- The ethos and community life of school had been maintained.
- S. Colloff will be RE Leader in 2020/21.

b) Staffing

2 members of staff are retiring at the end of term.

2 NQT appointments have been made for September 2020

1 member of staff is leaving due to relocation.

MW thanked all staff for their dedication and diligence, especially in the last few months.

c) Attendance

24 pupils are due to join Reception in September 2020. Virtual induction programmes have been used and welcomed by parents.

Additional pupils are due to join other year groups in September.

d) Teaching and Learning Analysis

MW explained although SAT's have not taken place, she had presented predicted grades and teacher assessment information. This has been evaluated by SLT and used to inform organisational plans for September 2020.

MW informed governors about changes to Ofsted for Autumn term 2020.

e) Self evaluation

Judgments have remained the same – GOOD overall.

f) School development

MW reported that two virtual meetings have taken place with Mike Prescott (School Improvement partner – Entrust). MW reported that these meetings had involved SC and LK and had looked at writing development in depth.

MW noted that these had been particularly useful meetings and valued the support received.

MW confirmed that the programme of skills/ knowledge for each curriculum area had been completed and is ready to be implemented from September 2020.

g) SEND

MW confirmed that the majority of SEND pupils have been using Google classroom.

1 EHCP child is leaving to move to a special school in September.

1 EHCP review is due to be completed in August.

h) Safeguarding update

MW confirmed that staff have maintained contact with families regularly.

DSL referrals have continued and Virtual meetings have taken place with other agencies.

Vulnerable pupils have been in school and school has accommodated additional pupils as needed.

CoVid Report

- Key Worker/ Vulnerable pupils – 2 bubbles have been maintained and are currently full.
- Google Classroom has been used by most pupils and staff have supported learning with paper packs.
- Live teaching has been shared with children working at home at least twice a week. This has been enjoyed by staff and children, although parental feedback has not been surveyed yet.

MW confirmed that Google Classroom will be used in the event of a full or partial close down from September 2020.

MW reported that school attendance was exceeding national levels

% of pupils returning to school post 1.6.2020		
	National	St. Elizabeth's
Y6	41	69
Y1	34	38
Reception	36	52
Pre School	20	73

MW noted that this was a pleasing reflection of parental confidence.

MW noted that some staff are still shielding but individual risks assessments will be negotiated to support their return in September.

MW said that the SLT have evaluated some of the changes made in school practice during the last month. Some of these will be maintained in September including one-way entry/ exit system, allocation of MDS staff to specific bubbles/ classes.

MW thanked governors for their support and for the donations of tea, coffee, biscuits which were appreciated by the staff.

How many staff are/ will be shielding?

MW said that 3 staff are pregnant and are currently working on site part time. 2 staff are shielding and working from home currently but will start to return to school.

Has there been an increase in the number of vulnerable / at risk children during school closure?

MW said that the number of pupils who are entitled to Free School Meals has risen considerably from 10 to 25. Staff have monitored family needs through home calls / virtual classroom etc.

Although the number of vulnerable pupils has not increased, MW said that staff will be very aware of the impact of school closure when the children do return and all safeguarding procedures are in place.

How have SEND children coped?

LK reported that SEND provision has been reviewed and revised. All staff are delivering Special Needs provision through class/ online learning. Staff have reviewed all SEND children with the new teacher for September, so that they are aware of needs and provision.

LK confirmed that a monitoring “Wait and See” list will be maintained during the first few weeks of term to record and difficulties children may experience when they return to school. This will be monitored closely and appropriate support will be arranged.

How has home learning and communication from school been for parents?

DH said that provision and support for home learning has been very positive. Regular online learning has helped to keep children focussed on their learning alongside family time and play. Staff have been incredibly supportive – their engagement with all aspects of care and provision has been fantastic. DH said her children are enjoying Google Classroom and being able to interact with peers.

Resolved: The Headteacher was thanked for her informative report and for all she has achieved in leading St. Elizabeth’s at this challenging time.

b) School Development Plan Priorities

MW said that she will be focussing upon the continuation of school priorities during the Autumn term as outline in SDP overview paper.

She noted that it would be important to continue working towards improving standards of progress and attainment in core subjects. RE, Catholic life and Collective worship remained an important priority alongside Leadership and Management.

MW also noted the return to school could bring new priorities related to pupil/ staff wellbeing, emotional needs and changes in finance.

MW asked governors if they wanted to set their own Development priorities.

The Chair said that at some point during the next year, he thought governors should invest time/ training on clarity of the school vision, values and key principles and how these are driving the school development plan.

LF asked that governors send time reflecting on how they will monitor SDP progress and effectiveness next year.

Resolved: Governors approved the priorities outlined by MW, whilst noting that these may change as school returns to normal.

c) RE, Collective worship

SC confirmed that school has maintained the catholicity and practice of faith through online teaching.

Next term Gospel assemblies will be delivered via Google Classroom to avoid whole school assemblies in the hall. Daily collective worship will continue in class bubbles.

Senior leaders from St. Elizabeth's and St. Gabriel's are meeting with Fr Michael next week to discuss school liturgy celebrations. The use of You Tube live streaming of parish masses was a possibility.

LK explained difficulties regarding music and singing related to current DfE guidance.

d) Risk Assessments and School safety

AM reminded governors that they had invested a lot of time in reviewing the initial Risk Assessments for children returning to school

MW said she had amended these (see green text)

- Bubbles will be classes not maximum of 15
- MW/SC will not be covering every break as they will have teaching commitments. Staff will be on a rota .
- Risk assessments for Out of Hours Club will be specific – not just following school versions and these will be evaluated by SLT to ensure consistency and compatibility with school processes and procedures.
- Staff movement between bubbles is now allowed, although this may present additional risks.
- MW said that the safety and reaction of risks to all school users was paramount.
- She was confident that school had the resources and expertise to deal with any localised incident or concerns.
- Risk assessments are flexible and must reflect the changing needs of the school community.
- Sport coach will be responsible for risk assessments and management of social distance during activities in accordance with school procedures.
- TA movement between bubbles has been minimised and staff may need to work in different classes/ year groups as required.
- Social distancing will not be possible to implement strictly in Early Years/ Reception, once all classes are back in school.
- BAME individual risk assessments are in place for all BAME staff / pupils.

Has school managed to get sufficient PPE supplies?

MW said that school had purchased their own supplies to supplement the supplies given by SCC. Staff may decide to use PPE. Parents are aware that PPE may be worn by staff.

Letter to parents about reopening school will be sent by MW. Following governor advice, she has split this into a Question and Answer format.

Should a review of action be required during the school holidays, AM, IH, JH and DH said they would be available to liaise with senior leaders. MW confirmed that if circumstances change, parents will be notified by text, mobile, emails and website.

ACTION: AM and JH to revisit Risk Assessments with the senior leaders before the end of term. AM and JH were authorised to have the power to approved these on behalf the FGB.

Resolved: Governors were confident that school leaders had done everything they could to plan and prepare for the re-opening of school in September. Governors acknowledged that there are still risks of CoVid and that senior leaders and staff had done all they could to minimise risks to all school users.

8. Safeguarding Updates

Resolved: Governors were confident that all aspects of Safeguarding policy and provision are in place and used effectively.

9. Finance and staffing aspects

MW confirmed that

- SVFS had been completed and submitted
- Budget had been approved by governors and had been submitted to SCC
- Known reductions in income had been amended on the budget prior to sending to SCC. Loss of income from Out of School Club is currently in region of £14k.
- Lettings – a request had been made by a new provider of swimming services to hire school premises over the summer holidays. Despite the potential income, MW had decided not to proceed with this due to CoVid.
- Lettings – an establish summer holiday letting has been requested by a dance group. MW said that this group has previously hired school for 3 days in July. MW said that this could be accommodated and school would include deep clean after use.
- MW informed governors that revised cleaning specifications were available on Governor Hub and include additional hours for CoVid management of premises.
- School has had emergency electrical work done following identification of a D1 concern. This involved emergency lighting. At the same time, school had LED lighting installed to the front of school using capital funding.
- Out of Hours staff are currently furloughed – return due in September.
- School is retaining records of additional expenditure for CoVid.

Resolved: Governors were assured that the financial reports would be made available by JA at a later meeting.

10 Policies

The following policies were approved with immediate effect.

- Bereavement policy
- First Aid policy
- Marking and feedback policy
- RE policy
- Sacramental policy
- Data protection policy
- Complaints policy
- Asthma policy
- Calculation policy.

11. Entrust Governor Information Pack

(LF left meeting at 6.45pm)

P13 Reception Baseline Assessment

MW informed governors that although statutory assessment had been deferred due to Co Vid, School would be working with cluster schools to develop and use baseline assessment material during 2020/21.

P16 Funding formula

MW noted that increased pupil formula had been used to set income for 2020/21 budget. She was also pleased that Sports Premium has just been announced for 2020/21. School will plan use and report back to Finance Committee.

Increase in PP funding

MW noted that the number of PP pupils had increased to 24 during CoVid closure and this will bring additional income into budget.

P24 SEND monitoring

MH asked how she could ensure compliance when monitoring visits cannot take place.

MH and LK agreed to have a virtual meeting before the end of term to support the good practice of emails, reports and calls during school closure period.

Mental health and wellbeing.

MW reminded governors that she and SC had completed Mental First Aid training and had recently completed an online course on Psychological first aid (crisis training).

MW said that all aspects of Safeguarding, wellbeing and SEND were very time intensive adding to the workload of senior leaders at a time when they are taking on additional teaching duties.

Governors asked MW to monitor the demands and let the Chair know of any difficulties.

P34 Period Products for school

MW confirmed that products are available for pupils and they know how to access them in confidence.

P37 School Uniforms

Governors noted that the school uniform is easily obtained by parents and exclusive suppliers are not used.

P38 Governor self-evaluation

AM confirmed that this has been started but considering the demands on the Governing Board currently he recommended that it is deferred until later in the year.

Music

LK highlighted the impact of advice regarding singing and performance of music could have on school. Some instrument teaching may be possible. There will be an impact on school assemblies, liturgies and celebrations.

AOB**Thanks**

AM asked that the minutes record the genuine gratitude and appreciation of the Governing Board to Michelle Walsh and Sarah Colloff. They have ensured outstanding leadership during particularly challenging times.

He did not want to miss anyone out and extended thanks and praise to all staff who have responded so well to unprecedented demands and circumstances .

MW thanked governors for their continued support, guidance and commitment to St. Elizabeth's.

8. Confidentiality (Part 2 of minutes) None**9. Date and time of future meetings including committee meetings where known****Autumn 1 meetings will be virtual meetings:**

Finance, Building and Premises Committee
Leadership and Management Committee
Catholic Life and Curriculum Committee
Full Governing Board

Thursday 17th September at 5.00pm
Wednesday 23rd September at 1.30 pm
Wednesday 23rd September at 4.30pm
Wednesday 16th October at 6.00m

Actions from this meeting.

Item	Action	Who?	When?	Outcome	RAG
4	Inform Entrust of membership changes	TV		Completed	
4c,d,e	Update register of interest. Code of conduct, KCSiE	School	Sept 2020	Agenda	
5	Minutes to be signed	AM	ASAP		
7	Sign off risk assessments for Sept reopening	MW,SC AM,JH	ASAP		
	Be available if required to support MW if circumstances change over holiday.	AM,JH DH,IH	If req.		

Chair _____ Date _____