



Minutes of Full Governing Board meeting of St Elizabeth's R.C. Primary School.

Held on Monday 30th March 2020 at 2.00pm via Conference Call

1. Apologies and Attendance

Mr A Mason (Chair - Foundation), Mrs M Walsh (Headteacher), Mrs L Fahy (Foundation), Mrs S Farnworth (Parent), 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), Mrs E Nunes-Chrysostali (Parent).

In attendance: Mrs S Colloff (Associate member), Ms P Tortoisshell (Clerk to the Governors)

Apologies: Apologies were received and accepted from Fr M White

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. Headteacher's Report

MW had made her report available prior to the meeting and noted that at this point in the term, it contained a lot of information to inform governors on

- Catholic Life of School
- Staffing
- Attendance Report
- Teaching and Learning
- School Development
- SEN Report
- Behaviour, Safety and Welfare
- Sport Report
- School Activities

There were no questions from the uploaded report but the Headteacher updated Governors on:

- Future training for staff will be postponed or cancelled, therefore there will be little staff training during the summer term
- The high incidents of bullying reported is due to reporting on the whole year with 3 incidents being against one pupil – pupil now referred to Corner Post
- One child has been referred to First Response and the child protection virtual conference is due to take place over the Easter break
- The school need to appoint two new members of staff for September 2020 and consideration is being given on how this can be achieved (in conversation with Insight – the school’s HR provider)
- Congratulations are given to three members of staff for completing their National Professional qualifications – 2 x NPQSL and 1 x NPWML

Governors Challenge:

Is there any Entrust or Government guidance on recruitment during the coronavirus crisis?

- A. The advice is to delay if possible, but decisions will be made in conversations with Insight.

Resolved: that the report is accepted by the Governing Board (proposed by IH, seconded by JM and agreed by the full Board)

5. Oral Update on Coronavirus

MW updated Governors on the first week of the school closure due to coronavirus:

- On the first day there were 20 pupils in attendance – some vulnerable pupils and some children of key workers
- The average attendance is now 4/5 pupils each day
- It has been difficult to plan appropriate staffing but as a general rule the following staff are in school each day:
 - 1 x teacher
 - 1 x member of SLT
 - 1 x TA
 - 1 x lunchtime supervisor
 - The sports coaching team, but this has now been cancelled due to low numbers
- The school are following the Government guidance by keeping two metres apart, ensuring there is lots of handwashing and wiping all equipment following use
- One family requested Easter support for their two children, but have found alternative care for them
- School will now close over the planned Easter break
- A telephone number will be provided for all vulnerable and key worker families in order for them to contact the school if they need support over the Easter break
- In-house or alternative provision will be sought if necessary
- Parental feedback is very positive, and pupils are taking to google classroom really well
- A few pupils who are not accessing google classroom will be contacted to ensure there are no technical issues
- Those pupils without internet access were issued with a learning pack on Friday 20th March 2020

MW wishes to thank staff for their commitment to the pupils and the school, despite their own anxiousness about themselves and their own families

Governors Challenges:

What is happening about providing our FSM pupils with a meal?

- A. To begin will they were offered a sandwich or jacket potato, which they had to collect. They are now being provided with a weekly food parcel and this will continue over the Easter break.

What's happening with our vulnerable pupils?

- A. We have one pupil with a social worker and that pupil attends school twice per week. The pupil has a sibling due to start pre-school on 31st March 2020. This is planned to go ahead with a one-to-one worker.

Other vulnerable pupils are being contacted regularly and if there are any safeguarding concerns they will be reported.

It is noted that one pupil is on an EHCP and not attending school. The SENCO prepared a work pack for the pupil and is in regular contact with parents.

Contact is also being maintained with the two pupils attending Corner Post alternative provision:

One pupil is currently self-isolating

One pupil is living away from home due to parental illness

There may be a number of families that have difficulty in providing a meal. Is there anything being done at a Parish level to support vulnerable families?

- A. The Headteacher has spoken to Father M and the school will direct any vulnerable families to the Parish who will direct them to the local food bank for support.

Governors praised the staff for complying with the regulations.

6. Approval of the School Budget 2020/2021

The following reports had been circulated to Governors via GovernorHub:

- Finance Report March 2020
- Budget monitoring Report as at 19th March 2020
 - Carried forward expected to be £17,590.00
- Draft Budget 2020/2021
- Finance, Buildings and Health and Safety Committee minutes of 11th March 2020

It is noted that the Finance and Building Committee have already had sight of a 2020/2021 balanced budget, but the loss of Out of School Club income due to the coronavirus crisis has now been accounted for in the updated Draft Budget 2020/2021 uploaded to GovernorHub.

Governors Challenges:

Is there likely to be any other loss of income due to coronavirus, except any deep clean costs?

- A. None are expected and other costs will remain the same – e.g. heating and lighting, due to the school remaining open for vulnerable pupils. The school are setting a balanced budget with approximately £10,000.00 from reserves to cover the Out of School expected income.

What period of time are we assuming the loss of income for the Out of School Club?

A. For the period of the summer term.

Governors suggested that a note is included on the budget on the assumptions made due to coronavirus, as evidence for any future Government support.

Resolved: that the updated draft budget 2020/2021 is approved by the full Governing Board (proposed by IH, seconded by LF and agreed by the full Board)

16. Dates arranged

FGB meeting:

WEDNESDAY 8th JULY 2020 at 6.00pm

Finance and Buildings Committee:

Planned for WEDNESDAY 24th JUNE 2020 at 4.00pm – to be confirmed

The Chair added that future meetings may need to be virtual meetings and will be arranged as required.

Any Other Business

Safeguarding:

The Safeguarding Link Governor offered her support to the Headteacher/SLT if they wish to discuss/talk through any safeguarding concerns.

Communication with Parents:

The Headteacher asked for any feedback on the amount of communication with parents – too much/not enough?

Parent Governors responded that they thought it was just right. Communications have kept parents informed and pupils focussed on their learning.

School Re-opening before the summer break:

Governors asked if the school plans to re-open before the summer break should Governors meet to discuss options.

The Chair informed Governors that if an informal meeting is required then one would be arranged.

The meeting closed at 2.40pm

Chair _____ Date _____