

**St Oswald's Primary School
Governing Body**

**MINUTES OF UPDATE MEETING
Held virtually by Zoom.
Date/Time: 21/04/20 2:30pm**

Present: T Hegarty, R Hill, M. Walsh

Also present I Strom (Clerking)

No.	Item	Action by: (insert initials)
1.	Welcome The chair welcomed the attendees to the meeting and tested the technology and explained the purpose of the meeting was to update governors with the latest information following the closure due to the Coronavirus Pandemic and ensure all statutory requirements were being met.	
2.	Apologies for Absence All invited members were present.	
3.	Declarations of Interests The members of staff noted their interests.	
4.	Notification of Additional Business None requested	
5.	Hub Update Mrs Walsh gave a verbal update on the running of the hub for key workers and vulnerable families. She reported that The Hub has been operating as a 7-7 hub for about 3 weeks, the provision has been accessed by 80 pupils so far but not all at the same time. It has generally been between 10 and 20 per day. Today the attendance is 15. The peak was on the first day when	

Signed.....Committee Chair

	<p>36 attended, but parents seem to have found alternative safer arrangements were possible. The Hub is available to pupils from 3 to 11 and is not an educational establishment. The purpose is to create a safe and supportive environment for all children, with a focus on promoting positive relationships, active engagement, and well-being for all pupils and not to educate. The need for 7-7 provision is being evaluated. Most usage is between 8.30 and 4.30. There are a couple of outliers starting at 7.30 or finishing at 5.30. The website is being updated to reflect the requirement to contact school for provision before 8am at least by 3pm the previous working day.</p> <p>The children have been amazing and shown great resilience. They have come from a number of schools and the numbers from St Oswald's are relatively low. There have been times when families have been challenged about whether they should bring the family into the hub. Only one parent has been abusive but most are very appreciative.</p> <p>There are 2 staff shifts per day. One from 6.45 until 1pm and another from 12.45 until 7pm. There are 8 teams and the teams are also made up of two sub-teams, one working the beginning of the week and the other the end of the week. At the start of each shift is a briefing including reiterating guidelines on safety and any updates received since the last shift. Each team has at least one member of SLT, 4 teachers, TAs and Admin staff. The staff come from Broadgreen Primary and some from Northway as well as St Oswald's. The schools have worked very well together and staff from Broadgreen and Northway have commented on how welcome they have been made to feel at St Oswald's This hasn't happened at some of the other hubs. Most staff are enjoying being in school and look forward to their work cycle.</p> <p>There are currently 2 teachers, 4 TAs and other members of staff who have been advised to isolate for 12 weeks. There are other members of staff who are self isolating at the moment who are due back soon. Mrs Walsh and Miss Hay keep in touch with all staff to check on their wellbeing.</p> <p>Governors asked about how the children's well-being and safety were being monitored. Mrs Walsh reported that every child who attended the hub was being risk assessed. There are some children who are attending</p>	
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	<p>the hub because they fall into the vulnerability category and not the key worker category. The safeguarding procedures are known to all staff and are working well.</p> <p>With regards to pupils at home, the family support officers are maintaining contact with the families on the at risk register and the SENCOs are keeping contact with families with pupils on the SEND register. School has ranked the children as either red, amber or green according to their categories. Similarly, safeguarding the welfare of the staff is important and they are working from home as much as possible. They are able to produce on line learning content for pupils. Parents feedback has been that they are very appreciative of the efforts. A few families have contacted us with regards to hardship and we have been able to help them out and where necessary signposting them to foodbanks and other support. Governors commented that families still saw school as a safe place and somewhere they could approach for additional support.</p> <p>Governors asked about the behaviour of pupils at the hub. Mrs Walsh reported that there had been one minor incident of poor behaviour and the one child that was could distance themselves from the group if they felt it was necessary. In general though the behaviour has been exemplary. It was recognised that the hub had a different ethos to a school which in turn facilitated a different dynamic.</p>	
6.	<p>Budget</p> <p>Still a work in progress, harder to complete at home but getting there. We have received our budget allocation £2,450,277 and the EYFS redetermination. This saw us being hit because of low numbers we lost approx. £27,000. The new budget is based on the numbers for this year so hopefully if we can maintain the nursery numbers similar to this year there won't be as big a redetermination next year.</p> <p>There are some staff decisions that may need to be taken sooner rather than later. For example, Mrs Reading, one of the SENDCOs has tendered her resignation and governors will need to make a decision about whether Miss Jones, the other SENDCO, should be given additional time to complete the work, saving the additional TLR costs but taking away an excellent class practitioner from the classroom and meaning that the class may have to have a split teaching allocation.</p>	

	<p>Alternatively the TLR could be offered as a CPD opportunity for current members of staff. The salary costs of Mrs Reading would still be saved. Governors briefly discussed the options and felt that offering a CPD opportunity would be beneficial but this would have to be ratified as part of the budget setting process</p> <p>The old financial year is nearly closed down but again there are some reports that can't be done except in the school office due to technology issues.</p> <p>The old year finishing early means that the outturn is a little skewed. We couldn't do the creditor provisions that we would normally do so we are a down some expenditure like a months worth of utility bills and catering bills. (We may be asking LCC to cover these costs) There are also payments that we have received after the closedown that would have made it into the old financial year but will now go into the new one. This includes a VAT reimbursement of around £5,000 and the grant for the breakfast club from Kellogs. We also have some ongoing claims for staff insurance which required us to be in the office to upload documentation so that has slowed the process down and won't show in the outturn.</p> <p>We have received advice from LCC about maintaining average pay. We have done this where we have been able to. We have honoured commitments made to temporary staff.</p>	
<p>7.</p>	<p>Kitchen</p> <p>Mrs Walsh reported that we have one kitchen closed and one open in the Hub. The two cooks of ours are both on 12 week isolation letters and getting SSP. We have 3 staff in the hub, one is a cook from another school. Communications with Absolutely say that currently LCC pay for the 2 members in the hub, however the 1 remaining team member is furloughed and receiving 80% of their pay. We are waiting to hear if LCC will pay all of the team in the hub regardless of working or furlough. If LCC agree to pay for the 3rd member of the team we would adjust their rotas accordingly to reflect this.</p> <p>Mrs Walsh has emailed them for clarification.</p>	

8.	<p>Return of Pupils</p> <p>A meeting was held by LCC. Schools were asked to identify concerns and issues and what was needed to get schools open. Mrs Walsh highlighted the following issues that would need to be resolved to plan for a reopening of school.</p> <ul style="list-style-type: none"> • Safety of staff. Adult safety from proximity in small buildings around 100s of children. Impossibility of social distancing. • Management of staff cover due to absence. • The effects of bereavement on staff and children. • Management of anxiety and wellbeing of staff and pupils • Concerns around managing expectations of parents carers of vulnerable and/or SEND children. There will have to be guidance on managing this as there will be a massive increase in need. • Pick up time with lots of adults gathering together, impossible to manage with current systems. • Curriculum lessons should be allowed to concentrate on positive mental health strategies, these could be provided by providers who are currently off or working from home. CAHMS, Ed Psy service YPAS, Seedlings. This should be a cross city strategy. • Need city wide guidance on how curriculum can be reopened possibly in September. Do we concentrate on basics, repeat previous year etc? • Real concerns around transition for Y6, Reception children • Opening of any schools should be staggered and measured and evaluated for outcome and issues. This process cannot be rushed because of pressure around economic benefits for community. <p>Mrs Walsh expressed that there was a real fear and uncertainty around schools reopening. Primary schools have been in the forefront of the city-wide strategy of keeping key children safe, and the effect that this has had on the wellbeing of school leaders in particular and the wider school community must be recognised and</p>	

	supported. A measured, collaborative agreement was needed instead of a quick fire solution being foisted upon schools.	
9.	<p>Free School Meals Vouchers</p> <p>Mr Strom explained the process that had been put into place for the school to be able to distribute Free School Meals Vouchers via the national scheme. The scheme had shown to have many problems locally and nationally, but St Oswald's had managed to provide the vouchers to the vast majority of those who were in need of them. There were a few issues with some individuals but short term measures had been put in place and hopefully rectified for the next week.</p>	
10.	<p>Next Meeting</p> <p>It was agreed that a Finance Meeting should be held in the near future, Mr Hegarty was in contact with Mrs Walsh and the date and time will be clarified at a later date.</p>	