

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

**MINUTES OF UPDATE MEETING
Held virtually by Zoom.
Date/Time: 12/05/20 10:30am**

Present: T Hegarty, R Hill, M. Walsh, G Manley, J. Jones

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.	
2.	Apologies for Absence All invited members were present.	
3.	Declarations of Interests The members of staff noted their interests.	
4.	Minutes of Meeting 21st April 2020 Agreed as accurate by those present on 21/04/20	
5.	Notification of Additional Business 2 Staff requests were added to the agenda	
6.	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 continuing to operate as a 7-7 hub on a 2 shift basis. There has been an increase in the number of vulnerable families being referred by social services. More people are trying to access the hub and challenges to the need for access	

Signed.....Committee Chair

	<p>are being made. There is a concern that people wanting to go back to work are going to request access.</p> <p>Home learning continues through Weduc, Twitter and the website. The way of working has been adapted to provide a weekly programme of work for each year group. This means that the work is clustered together on the platforms and more easily accessed. Uptake has been low so far, particularly with vulnerable families.</p> <p>Two governors with children at school commented that there were families they knew were doing the work but didn't post. MW agreed as in contact calls with families they had commented on work they were doing.</p> <p>Teachers have been making calls to families of pupils in their class. They been reinforcing the message that the children will catch up when they return. The phone calls have been welcomed by parents and carers and some of the children have had the chance to speak to their teachers.</p> <p>Parent governors gave feedback on how the home schooling had gone for them. They felt that the motivation of the children was a key factor and it had been more successful for some than others. They felt that the new timetable had been a good idea and the work set had been appropriate in volume and complexity. It was understood that access to IT was different for different families with some sharing one device amongst a number of children.</p> <p>A governor asked if there had been any complaints from parents. Mrs Walsh replied that there hadn't been any regarding home schooling but there had been some requests for support on a pastoral level. Particularly with regards to Free School Meal vouchers. There was still a strong sense of community.</p>	
7.	<p>Reopening Arrangements</p> <p>The announcement by the PM on Sunday came as a surprise. After consultations, Liverpool CC had expected the opening to be done in a different way with Secondary schools being the focus, there was to be smaller groups and the reopening to be slower than suggested. LCC will provide support including model Risk Assessment and curriculum support. We are still waiting for official government documents.</p>	

	<p>There are many concerns including: -</p> <ul style="list-style-type: none"> • The date for opening. The 1st June falls in the St Oswald's 2 week half term. Staff and pupils have not had a break during the last few weeks including during the Easter holidays. • The status of the Hub. Will it close to become a school again? Equipment needs to be repaired or replaced that has been damaged during the hub period. • How many pupils will be allowed at a time? Smaller schools have less to worry about. Year 6 have 87 pupils and Reception is a free flow environment. • Provision of curriculum – should we concentrate on transition and pastoral elements in school? Same work as would be set for home learning so no detrimental educational effect for pupils who don't return. • Daily timings and logistics. Pick up and drop off routines. Junior building on a one-way system as it's corridors not conducive to social distancing. • Larger classrooms could cope with 12 – 15 pupils, smaller classrooms only capacity for 6 – 8 pupils. • Managing expectations of parents and pupils. Not returning to school in the traditional sense. <p>Governors gave the following opinions and suggestions to some of the points.</p> <ul style="list-style-type: none"> • Term dates are statutory and need consultation to change, govs felt staff wellbeing was an important element to take into consideration too. • Close as a Hub to prepare for 1st June to take a week to organise reopening for 8th June. (Deep clean etc. • Just use one building while other is deep cleaned. This could be problematical as resources for EYFS/KS1 are not easily transferable to KS2 setting. • It was muted in some local conversations that Year 6 could return to larger secondary schools as part of transition. – Could be welcomed by secondaries as well. • Possibly just open to half Y6 pupils at a time. In rotation. • Congregation outside before and after drop off and pick up by parents a big concern. Local councillors had noticed a problem with social 	
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	<p>distancing in the Old Swan area. There was a concern that parents might start to become complacent.</p> <ul style="list-style-type: none"> • There was also a concern that there may be an expectation that leavers' events would take place. • Governors agreed that the work set for home would be the same as in school to save double planning and that in school pupils would be outside learning as much as possible. • Governors would be less challenging on curriculum provision in the current situation. • There needed to be increased support for staff well being <p>Governors discussed the issue of different areas having different levels of infection and reinfection rates so it might be that schools look at starting at different times across the country.</p> <p>Governors agreed to meet again in 7 days time to look at what advice had been sent by DfE, LCC and the Archdiocese.</p>	
<p>8.</p>	<p>Budget</p> <p>School resources are currently being used for the Hub. There has been wear and tear on some objects and these will be added to the claim that we are making for expenses for the Hub.</p> <p>The Base Budget has been prepared, and this year's excess of expenditure over income has significantly reduced, however is it is still an excess of expenditure so will negatively impact on the schools outturn.</p> <p>The outturn for 2019/20 is reported as being just over £17k. This is in line with the figure reported to governors at the most recent Finance meeting.</p> <p>Mr Strom highlighted that the school made an additional expenditure of around £2k as the Free School Meal vouchers ordered were delayed in arriving. This is intended to be reclaimed; however, we are not yet sure that this will be allowed and if so how to reclaim the expenditure.</p> <p>Governors asked when the budget had to be agreed. They were informed that the deadline had been extended until June 30th 2020.</p>	

<p>9.</p>	<p>Staffing</p> <p>Mrs Walsh reported that she had reviewed teaching requirements for the academic year 2020/21. Mr Heron’s contract ends at the end of May and Mr Loughran’s contract runs until August 2020. Mrs Reading has resigned with effect from August 31st and Mrs Rose has reduced her hours from a full time commitment to 0.6 fte. Taking all of the requirements for PPA into consideration this would leave the school understaffed by about one teacher. She therefore requested that Mr Loughran was retained. This would allow the school to have one full time teacher per class and the part time teachers would be able to cover the PPA requirements although it may leave difficulty for all of the current management and curriculum release time to be maintained. This is likely to be exacerbated by the continued long-term absence of the HLTA who has been providing release time and covering for PPA. Governors agreed that Mr Loughran should be retained.</p> <p>Governors asked whether there was enough TA support. Mrs Walsh mentioned that there was expected to be a rise in the number of children funded through EHCPs and this would have an impact on the TA support. Miss Langton’s contract would be extended for the next academic year, following the funding for SEND children.</p> <p>Governors also commented that the sickness absence of staff could be increased due to Covid 19 and this could have an impact on supply requirements. It was agreed that the quality of the relationships between staff and pupils was the key factor when children started to return. So staffing levels should reflect this.</p> <p>Mrs Walsh asked for opinions regarding staff distribution for the 2020/21 academic year. There was a case for the staff all remaining in the year groups they currently teach to retain some continuity. But it could also be beneficial for a teacher in significant transition year groups to move with the cohort to provide a link between the old curriculum to the new. This was particularly relevant in transfers from EYFS and KS1 and between KS1 and KS2. Governors suggested that stability was important and that the status quo was probably a good idea but Mrs Walsh should consult with SLT and possibly the wider staff to gather their opinions. Mrs Walsh explained that phase leaders</p>	

	<p>communicated regularly with staff in their phases and would have an understanding of their feelings.</p>	
10.	<p>Noitfied Business</p> <p>Mrs Walsh had two requests from staff.</p> <p>Mrs Hammond has requested a reduction in hours from September by 1 day. Governors agreed this request.</p> <p>Mrs Black has asked to attend a wedding on 23rd October 2020 that has been rearranged due to the current situation in which she is due to be a bridesmaid. Governors agreed that this was appropriate. They noted that there ay be other similar requests in the future and each would be looked at on its individual circumstances.</p> <p>Mr Hegarty noted that he was in a virtual meeting with the Archdiocese and will ask if there is any plans for the resumption of the building work.</p> <p>Governors asked how Miss Hay had settled, particularly as she had been thrown in at the deep end. Mrs Walsh reported that she had been very calm and focussed. They worked well together and each had their own areas of work to complete.</p>	
11.	<p>Next Meeting</p> <p>Governors agreed to meet on 19th May 2020 at 10.30 via Zoom.</p>	