

**ST OSWALDS CATHOLIC PRIMARY SCHOOL
MINUTES OF THE BUSINESS MEETING
HELD AT 4:00^{PM} ON THURSDAY 17th SEPTEMBER 2020 VIA ZOOM
DUE TO THE CORONAVIRUS PANDEMIC**

Present:

Mr A Hegarty	-	Chair
Mrs R Hill	-	Vice-Chair
Mrs M Walsh	-	Headteacher
Mrs T Gentle	-	Staff Governor
Mr G Manley	-	Foundation Governor
Mrs L Williams	-	Parent Governor

Also, Present:

Mr I Strom	-	School Business Manager
Mrs D Hay	-	Deputy Headteacher
Mrs J Richardson	-	Clerk

Items	Discussion	Action
20/28	WELCOME AND OPENING PRAYER	
	<ul style="list-style-type: none"> i) The Chair welcomed everyone to the meeting. The meeting opened with a prayer. ii) Jo Richardson (Clerk) was welcomed to the meeting and governors introduced themselves. 	
20/29	MEMBERS PRESENT AND APOLOGIES	
	<p>It was noted Mrs J Jones' term of office had expired (Foundation Governor). Mrs Jones would re-apply in writing.</p> <p>Apologies for absence were accepted for Mr A Joseph, Mrs J Jones and Mrs J Simm.</p>	
20/30	ELECTION OF CHAIR AND VICE CHAIR	
	<ul style="list-style-type: none"> i) Chair: Tony Hegarty was proposed and seconded. There being no other nominations, Tony Hegarty was elected as Chair for the ensuing year. ii) Vice-Chair: Ruth Hill was proposed and seconded. There being no other nominations, Ruth Hill was elected as Vice-Chair for the ensuing year. 	
20/31	DECLARATION OF PECUNIARY INTERESTS & GOVERNOR CONTRACT	
	<p>The annual documentation was shared via GovernorHUB. There were no declaration of interests for this meeting.</p> <p>The PP document with COVID recovery was highlighted to governors.</p>	
20/32	NOTIFICATION OF ADDITIONAL BUSINESS	
	<ul style="list-style-type: none"> i) Staffing request (Headteacher) ii) Risk assessments for staff (Chair) iii) Staff self-isolating and childcare issues (Chair) iv) Minimising risk for admin staff to be absent at same time (Chair) 	

20/33	DATES OF GOVERNOR MEETINGS 2020-2021	
	Governor meeting dates had been circulated prior to the meeting. Governors agreed the dates.	
20/34	AGREEMENT ON COMMITTEES, TOR & LINK GOVERNORS	
	<p>Terms of Reference had been previously shared on GovernorHUB. Following a discussion, governors agreed to continue with their roles on the following committees:</p> <ul style="list-style-type: none"> • Resources Committee • Pay Review Committee • Standards and Curriculum Committee • Discipline, Grievance and Hearings Panel – as required. • Headteacher Performance Management <p>Governors agreed for the Link Governor roles to remain the same.</p>	
20/35	MINUTES OF THE PREVIOUS MEETINGS	
	<p>i) Accuracy The minutes of the Full Governing Board Meeting dated 7th July 2020 were AGREED as a true record and signed by the Chair.</p> <p>ii) Matters Arising: There were no matters arising.</p>	
20/36	HEADTEACHER UPDATE ON NEW TERM	
	<p>Mary Walsh gave a verbal report to governors. The key points were as follows:</p> <ul style="list-style-type: none"> i) Following much reorganisation and planning school had re-opened safely. Staff had been fabulous. It had been a massive joint effort with a lot of goodwill from the staff. ii) Attendance on the first day was 97% with everyone delighted to be back. iii) Risk assessments had been agreed and were reviewed at least fortnightly with changes made as necessary, ie entrance and exit times amended to ensure social distancing and reduce disruption with local residents. iv) Year groups remained in bubbles. Lunchtimes, playtimes, starting and finishing times were staggered. v) The LA were encouraging schools to run smaller bubbles. After a review it was clear this would not be feasible due to the length of time required for lunch and cleaning which would impact the curriculum. Splitting bubbles would also restrict play thereby impacting on children’s mental health and wellbeing. School would continue to review bubbles. vi) Staff were following social distancing where practically possible. vii) The staff room had a max no of adults. viii) Staff were wearing face coverings and visors when talking to visitors and at the start and end of the day. ix) Public Health Liverpool had sent an update to parents. It was noted not all parents had been wearing face coverings and it had been very challenging for school staff. Advice from Public Health had been received so that anyone exempt should visit the site at quiet times and remain 2m apart. All staff had been given a visor. x) The visitor policy had been updated to include covid rules. 	

	<p>xi) The main emphasis was on good hygiene and this had been embedded into the school routine.</p> <p>xii) The cleaning rota had been amended to 4 times per day and the two caretaker's hours had been adjusted to support with cleaning and any other issues that may arise.</p> <p>xiii) School were following the attendance guidance provided by the LA. There had been some mixed messages from the media, GPs etc. Attendance was challenging, time consuming and required a lot of organisation.</p> <p>xiv) Governor challenge: the issues around the lack of testing had been reported at a recent headteacher and governor meeting. Advice had been that school were not clinicians and should direct people for advice the best way they can.</p> <p>xv) It was important that risk assessments were followed in order to protect everyone.</p> <p>xvi) Attendance codes highlighted those children who were isolating / getting tested etc.</p> <p>xvii) Breakfast Club had started this week using a booking in system only to ensure year group bubbles. The two buildings were used as Breakfast club areas to avoid unnecessary travelling through school. Each year group bubble had their own equipment.</p> <p>xviii) Extra-curricular clubs - due to the additional workload this was not a priority and would not start this half term, however, it would be kept under review.</p> <p>xix) Overall, the transition back into school had been very positive.</p> <p>xx) There had been an influx in admissions (approx. 30 excluding Reception class), 75% of which had EAL. Majority of these children had started at the end of lockdown, June/July. All children were settling in well.</p> <p>xxi) The recovery curriculum included transition/catch up work including physical activity and PSHE which enabled children to get to know each other again and for staff to assess gaps.</p> <p>xxii) Governor challenge: A question was asked about the mental health needs of the children after school returned?</p> <p>xxiii) HT said the children appeared amazingly resilient, those children who were struggling had been referred to Mrs Hyland and she was supporting them either in school or through the local mental health offer.</p> <p>xxiv) Weekly lessons to continue curriculum during lockdown had included digital links and paper copies of activities. Each year group had been sent a detailed weekly plan of activities and lessons.</p> <p>xxv) A questionnaire had been sent to parents to help organise any additional home learning and access to IT at home.</p> <p>xxvi) Subject leaders had identified key skills and objectives in core subjects that had been missed throughout lockdown. The recovery curriculum was based around essential key skills and learning missed as well as new learning. School is to concentrate on the core subjects and wellbeing with foundation subjects introduced at a later date. Current priorities were PSHE, RE, Maths, English and Phonics.</p> <p>xxvii) It had been important to assess using formative teacher assessment for the children before any tests if applicable.</p> <p>xxviii) SEND within the City remained a challenge. 8 x EHCPs had been awarded over of the Summer which affected staffing and resources.</p>	
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	<p>xxix) 1 x Reception child with high needs had been allocated a place, however, school were struggling to meet the child's needs. It was noted that top up funding applications had significantly increased SENDCo workloads.</p> <p>xxx) The SDP had been pushed back to October to give further time to evaluate.</p> <p>xxxii) Staff wellbeing was a priority.</p> <p>xxxiii) Admin staff had been doing an excellent job during such stressful times and school were looking to provide further admin support. An advertisement for replacement admin for the junior office is currently open.</p> <p>xxxiv) Staff absence due to self-isolating / childcare issues was an ongoing situation. School were following the staff absence policy and seeking HR advice.</p> <p>xxxv) Staff taking previously booked holidays over the October half term could potentially cause staffing challenges. A discussion ensued around whether staff should be allowed to travel abroad at this time.</p> <p>xxxvi) Governor challenge: it was suggested each case should be reviewed separately.</p> <p>xxxvii) It was noted that assemblies and the overall catholic life of the school continued to take place in class and year group bubbles.</p> <p>xxxviii) Governor challenge: A governor asked if school had received any catch-up funding. Response: allocated funding was expected to be paid at the end of October. Funding was also due from the catch-up curriculum and schools could register for this via a portal. 7 computers had been given out to disadvantaged pupils. It was noted the computers remained the property of the school.</p> <p>Governors expressed their gratitude and thanks to all the staff for the hard work they had put in over the Summer. Governors offered to support the school wherever possible.</p>	
20/37	BUDGET REPORT	
	<p>Ian Strom presented the 3-year projected budget to governors. The key points were as follows:</p> <ul style="list-style-type: none"> i) Catch-up funding had been included based on £80 per pupil, totalling £45,440. £26,509 would be allocated in the current financial year and £18,931 in 2021-2022. ii) The pay award had been budgeted at 3%, however it had been awarded at 2.75% providing school with a saving. iii) There was a positive carry forward balance of £37,643. However, savings would have to be made over the next 2 years. iv) The Colomendy insurance claim would reimburse Y6. v) There had been a claim for additional expenditure whilst operating as a Hub. The total claim was £16,053. vi) School kept a detailed log for covid related expenses. vii) Governor challenge: a governor noted school would need to work with the LA regarding a deficit reduction plan. <p>Governors thanked Ian for his report.</p>	
20/38	ANY OTHER BUSINESS	

	<p>i) Staffing request (Headteacher) - A member of staff had been working additional hours and had requested to revert back to the original contracted hours. A discussion ensued and governors agreed a decision could not be made at the current time however, they would review the request again after October half term.</p> <p>The following AOB items were discussed within the HT Report:</p> <p>ii) Risk assessments for staff (Chair).</p> <p>iii) Staff self-isolating and childcare issues (Chair)</p> <p>iv) Minimising risk for admin staff to be absent at same time (Chair)</p>	
20/39	DATES AND TIMES OF MEETINGS	
	<p>Autumn Term Pay Review Committee – Tuesday 20th October 2020 at 4:30pm Resources Committee – Thursday 8th October 2020 at 4:30pm Standards & Curriculum Committee – Thursday 19th November 2020 at 4:30pm Full Governing Board – Thursday 10th December 2020 at 4:30pm</p> <p>Spring Term Resources Committee – Thursday 11th February 2021 at 4:30pm Full Governing Board – Thursday 18th March 2021 at 5:00pm</p> <p>Summer Term Resources Committee & Budget – Thursday 20th May 2021 at 4:30pm Full Governing Board – Thursday 24th June 2021 at 2:30pm</p>	
	There being no other business the meeting closed at 5:15pm	