
**MINUTES OF THE MEETING OF THE FULL GOVERNING BOARD
OF ST OSWALDS CATHOLIC PRIMARY SCHOOL
HELD AT 5:00^{PM} ON THURSDAY 10TH DECEMBER 2020 VIA ZOOM
DUE TO THE CORONAVIRUS PANDEMIC**

Present:

Mary Walsh	-	Headteacher
Anthony Hegarty	-	Foundation Governor & Chair
Ruth Hill	-	Foundation Governor & Vice-Chair
Joanne Jones	-	Foundation Governor
June Simm	-	LA Governor

Also, Present:

Donna Hay	-	Deputy Headteacher
Ian Strom	-	School Business Manager
Jo Richardson	-	Clerk

Items	Discussion	Action
20/40	WELCOME AND OPENING PRAYER	
	The Chair welcomed everyone to the meeting. The meeting opened with a prayer.	
20/41	APOLOGIES FOR ABSENCE	
	Apologies received and accepted for Liz Williams, Albert Joseph and Graham Manley. Colin Flood was also absent from the meeting.	
20/42	DECLARATION OF INTERESTS	
	There were no declarations for this meeting.	
20/43	NOTIFICATION OF ADDITIONAL BUSINESS	
	<ul style="list-style-type: none"> i) Face coverings ii) Governor Code of Conduct 	
20/44	MINUTES OF THE PREVIOUS MEETINGS	
	<ul style="list-style-type: none"> i) Accuracy The minutes of the Full Governing Board Meeting dated 17th September 2020 were AGREED as a true record and signed by the Chair electronically. ii) Matters Arising <ul style="list-style-type: none"> - <u>Item 20/36 xxvii) Reception child with high needs.</u> Governor challenge: was there any progress on placing the child in a special school? Response: the EHCP was in place and school were working closely with Millstead Special Needs Primary School. iii) <u>Item 20/38 i) Staffing Request</u> – this had now been resolved. 	
20/45	COMMITTEE REPORTS	
	Minutes of the previous meetings had been circulated to governors prior to the meeting. <ul style="list-style-type: none"> i) Resources Committee dated 8th October 2020 	

	<p><u>Item 6 – Governor vacancies.</u> A discussion ensued around the difficulties in recruiting governors at the current time. Further enquiries would be made with Church.</p> <p><u>Item 7 – Finance update.</u> A COVID payment of £7,000 had been received. Staff absence had impacted the budget. Staffing was currently running at 106% of the budget.</p> <p><u>Item 8 – Premises Update.</u> There were no updates to report on the building works.</p> <p><u>Item 8 – Health & Safety.</u> Another governor H&S walk to be arranged.</p> <p>ii) Standards & Curriculum Committee dated 19th November 2020</p> <p><u>Item 12 – Attendance Report.</u> D Hay updated governors on the attendance codes X and C. Attendance was reported weekly. Attendance currently 93%, National 83%. Data was broadly in line with Liverpool LA school. EWO working closely with the school.</p> <p>iii) Pay Committee</p> <ul style="list-style-type: none"> - All staff pay reviews had been completed. It was noted Governors accepted and AGREED the pay reviews. 	
20/46	HEADTEACHER REPORT	
	<p>The Headteacher report had been shared with governors prior to the meeting. The key points were as follows:</p> <ul style="list-style-type: none"> i) No's on role 613. Reception had 70 children, Y6 were full with 90 children. 22 children had joined the school since September, with the majority having EAL. 8 children had left since September 2020. Four families had moved house, two children were transferred to another school for parental choice, and two children were being home educated due to covid anxiety and had requested to be taken off role. ii) SEND Data – 18% of school. iii) 9 x children with EHCP had a significant impact on staffing. Some children had very complex needs that required 1:1 support. Top up funding had been applied for. The additional workload was highlighted. iv) Staffing and welfare – it had been a long and challenging term and staff had all worked very hard to keep the school running effectively. Staff absence, mainly due to covid had been very difficult to manage and had been a considerable strain on continuity and consistency of standards. v) An Absence Overview Report from September to 4th December was shared with governors and this further highlighted the impact of absence. vi) School had tried to cover staff absence internally, however, supply cover costs since September were at £22,828. vii) A discussion ensued around having a staff well-being day and/or flexi days, however, it was noted at the current time staff absence did not allow for this. viii) Staff changes were reported to governors including 3 resignations and governors wished to thank these staff and wished them well in their future roles. 	

	<p>ix) The caretaker had begun a phased return to school although this had been delayed due to him contracting covid. Mr Morris would continue to support in this role.</p> <p>x) Performance Management – all teachers had started their performance management appraisals and targets were closely linked to the SDP. All staff had passed their appraisals.</p> <p>xi) Catholic life in school – daily prayer and liturgy remained at the heart of the school.</p> <p>xii) The termly safeguarding report was shared with governors.</p> <ul style="list-style-type: none"> - 2 x bullying incidents – these had taken place outside school on tiktok. - 28 operation encompass calls. <p>Safeguarding remained of the highest priority for all children, staff and visitors. Covid risk assessments were updated regularly to reflect the changes in government guidance.</p> <p>xiii) Governor challenge: how did you deal with the bullying incidents? Response: by following the behaviour policy, through meetings with the children involved and parents contacted. Followed ups in class around digital footprint and educating children to use social media appropriately. School continued to be relentless around e-safety.</p> <p>xiv) Staff had attended annual safeguarding training. All staff had read Keeping Children Safe in Education Part 1.</p> <p>xv) The 175 Audit was current and up to date. The safeguarding governor to sign off once safe to do so.</p> <p>xvi) School had received a complaint from a local resident. Parents and carers were being reminded to be more respectful when waiting for their children.</p> <p>xvii) DfE Update – changes to the exam agenda were shared with governors.</p> <p>xviii) A Behaviour Analysis Report Dec 2020 was shared with governors. The report had been compiled using the new CPOMS system. Further training was planned in the use and reporting of behaviour using the CPOMS system. The report highlighted there were currently no behaviour issues.</p> <p>Governors expressed their thanks and appreciation for all the hard work of the Headteacher and staff during such challenging times.</p>	MW
20/47	TERM DATES 2020-2024	
	Governors AGREED the Term Dates 2020-2024	
20/48	ADMISSION ARRANGEMENTS CONSULTATION	
	<p>The following document was shared with governors:</p> <p>Liverpool Archdiocese School Admissions - Common Policy Proposed Amendments for September 2022 (subject to consultation)</p> <p>Governors AGREED to the proposed amendments.</p>	
20/49	POLICIES	
	i) Data Protection Policy	

	<ul style="list-style-type: none"> ii) Privacy Policy for Covid iii) Child Protection Policy and Procedures iv) Interventions Policy v) RSE Policy vi) SEND Policy vii) SEND Information Report <p style="text-align: center;">Governors AGREED the above policies.</p>	
20/50	ANY OTHER BUSINESS	
	<ul style="list-style-type: none"> i) Face coverings A discussion ensued around parents not being compliant in the wearing of face coverings. It was noted school had a duty to keep reminding parents. iii) Governor Code of Conduct <ul style="list-style-type: none"> - Governors were reminded to sign the Governor Code of Conduct electronically within GovernorHub. 	All
20/51	DATE AND TIME OF THE NEXT MEETING	
	<p>Resources Committee – 11th February 2021 at 4:30pm Full Governing Board Meeting – 18th March 2021 at 5:00pm Safeguarding Meeting – date to be agreed Governor Health & Safety walk – date to be agreed</p>	MW Chair
	There being no other business the meeting closed at 6:15pm	