
**MINUTES OF THE MEETING OF THE FULL GOVERNING BOARD
OF ST OSWALDS CATHOLIC PRIMARY SCHOOL
HELD AT 5:00^{PM} ON THURSDAY 18th MARCH 2021 VIA ZOOM**

Present:

Anthony Hegarty	-	Foundation Governor & Chair
Ruth Hill	-	Foundation Governor & Vice-Chair
Joanne Jones	-	Foundation Governor
Albert Joseph	-	Foundation Governor
Graham Manley	-	Foundation Governor
Colin Flood	-	Parent Governor
Liz Williams	-	Parent Governor
Tracy Gentle	-	Staff Governor

Also, Present:

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

Items	Discussion	Action
21/01	WELCOME AND OPENING PRAYER	
	The Chair welcomed everyone to the meeting. The meeting opened with a prayer.	
21/02	APOLOGIES FOR ABSENCE	
	Apologies received and accepted for Mary Walsh and June Simm.	
21/03	DECLARATION OF INTERESTS	
	There were no new declarations to record.	
21/04	NOTIFICATION OF ADDITIONAL BUSINESS	
	There were no items of additional business.	
21/05	MINUTES OF THE PREVIOUS MEETINGS	
	<p>i) Accuracy The minutes of the Full Governing Board Meeting dated 10th December 2020 were AGREED as a true record and signed by the Chair electronically.</p> <p>ii) Matters Arising There were no matters arising.</p>	
21/06	COMMITTEE REPORTS	
	<p>Minutes of the previous meeting on 11th February 2021 had been circulated to governors prior to the meeting. The key points were as follows:</p> <p>i) Resources Committee</p> <ul style="list-style-type: none"> - Pressures on spending due to covid were noted. - The new telephone system was being installed. School was waiting for BT to implement a new broadband line and then it should be up and running soon after. - The catering tendering process would start after Easter and governors would be updated further at the next meeting. School was also arranging to meet with Food for Thought. - Staffing updates were highlighted to governors. 	

21/07	FINANCE UPDATE	
	<p>I Strom provided an update for governors. The Key points were as follows:</p> <ul style="list-style-type: none"> i) The Budget Report had been uploaded to GovernorHub. ii) The 3-Year Plan was shared with governors. iii) The staffing currently on roll had been included in the report. It was noted agency costs were quite high, although this expenditure allowed for an element of flexibility. iv) Positive balances were predicted in Year 2. v) A discussion ensued around pupil numbers. It was noted pupil numbers had reduced city wide. Nursery was currently full and additional funding was expected with the increase in numbers. Reception places would be offered early April and preliminary numbers were looking positive. The negative impact to St Oswald's of St Edwards' recruitment to extended classes was also noted. vi) Photocopying contract would be reviewed at the next meeting. vii) Staffing costs in future years was highlighted. It was noted that as staff left, they were not always replaced or were replaced at a lower grade. viii) The Schools Financial Value Standard and the Best Value Statement had been shared with governors prior to the meeting. Governors were asked to review both documents and raise any questions. <p>Governors thanked Ian for his report.</p>	<p>IS</p> <p>All</p>
21/08	HEADTEACHER REPORT	
	<p>The Headteacher report had been shared with governors prior to the meeting. D Hay provided a summary as follows:</p> <ul style="list-style-type: none"> i) No's on role 624. At the time of the January census numbers on roll were 614. Reception had 72 children. ii) 28 children had joined since September with the majority being EAL. There was now a total of 97 EAL children on roll. EAL strategies and interventions were being implemented together with a strategy document. iii) 11 children had left since September and the reasons were explained. iv) There were 9 children with an EHCP. It was noted this brought additional demands on staff. v) SEND children totalled 19%. vi) PP children totalled 238 which was 38.1%. This was a large increase on previous data and was a direct result of families being forced to apply for FSM vouchers due to lockdown. vii) Secondary School allocations were highlighted. All children had applied. viii) Reception children application totalled 93 with 66 being 1st choice. ix) Staffing and welfare highlighted there had been many challenges during covid and the hard work and commitment of staff had been very much appreciated. Remote learning had been very successful, and children had been provided with a broad and balanced remote education. School was extremely grateful and proud of every single member of the school community. 	

	<ul style="list-style-type: none"> x) The Resources Committee had approved staff changes in line with shielding guidance and appointed a new staff member to the Safeguarding and Mental Health Support Team. xi) The school's key focus following the children's return to school on 8th March had been to prioritise mental health and wellbeing. xii) PE & Sports had played a key role during lockdown to keep children active and positive. Each year group had incorporated at least 2 PE sessions per week within the remote learning provision. xiii) Each year group had also taken part in mindful sessions and yoga had supported this. xiv) Performance management had not had any 1:1 meetings. Staff targets were being actioned every day and it was felt important not to put extra pressures on staff. Once school resumed after Easter individual meetings staff would give the opportunity to discuss their performance. xv) The 175 Audit was in the process of being completed and would be shared with governors, together with any actions. xvi) The Termly Safeguarding Report was shared with governors. xvii) A governor complemented staff on the good levels of communication with parents and the school's approach to teaching and learning. xviii) A governor commented that school had given so much to support the parents and wished to thank staff for all they had done. <p>Governors thanked Mary and all the staff for the work they were doing, they had done exceptionally well in such challenging times and it was very much appreciated.</p>	MW
21/09	RE & CATHOLIC LIFE REPORT	
	<p>The RE & Catholic Life Report had been shared with governors prior to the meeting. The key points were as follows:</p> <ul style="list-style-type: none"> i) Teaching in class bubbles and remote learning had continued throughout lockdown. ii) Pre-recorded sessions had been available on Google Classroom and uploaded to the website. Paper packs were also made available by the Archdiocese. iii) Sacramental preparation had proved quite challenging, and school were liaising with Father Liam, families had raised concerns with Father about the late notice for Holy Communion and the decisions Father had taken around the ceremony. Father Liam was meeting with families via Zoom to come to a compromise. iv) Each class would be doing their own reflective worship for Easter and they would be put together as a whole school worship and uploaded to the website as a whole school Stations of the Cross reflection v) School had also planned a covid-19 prayer and reflection day. 	
21/10	BUILDING PROJECT	
	<p>Plans and information had been shared with governors prior to the meeting I Strom provided an update for governors as follows:</p> <ul style="list-style-type: none"> i) Skyline Builders had been on site this week to set up. 	

	<ul style="list-style-type: none"> ii) The quiet room and office had been merged into one classroom. iii) Portable toilets had been set up. iv) The whole school corridor would be out of action and plans were being drawn up to ensure evacuation procedures were in place. 	
21/11	COMMUNICATIONS	
	<ul style="list-style-type: none"> i) Staff Request for Leave of Absence - 2 days in September 2021 Governors AGREED to the leave of absence. ii) Staff Request for Leave of Absence - original request for 1 day in March 2021 to be moved to 13th September 2021 Governors AGREED to the request 	
21/12	ANY OTHER BUSINESS	
	There were no items of any other business.	
21/13	DATE AND TIME OF THE NEXT MEETING	
	Full Governing Board Meeting - Thursday 24 th June 2021 at 2:30pm	
	There being no other business the meeting closed at 6:00pm	