

LANCASHIRE COUNTY COUNCIL
GOVERNOR SERVICES

ST MARY'S RC PRIMARY SCHOOL SABDEN

SPRING TERM MEETING

MINUTES OF THE MEETING OF THE FULL GOVERNING BODY HELD VIRTUALLY
VIA ZOOM ON WEDNESDAY 3rd MARCH 2021 AT 6.00PM

PART A

PRESENT: Mr M Mulrooney (*Chair*)
Miss A Bishop
Canon P Brindle
Mrs R Bowes
Mr J Doyle
Mr G Latta
Mr J McNulty
Ms C Wilson
Mrs C Wheatcroft
Mr P White
Ms C Wolfenden
Miss C Halstead (*Headteacher*)

IN ATTENDANCE: Mrs S Pinder (*Clerk*)

The Chair opened the meeting with a prayer

21.01 APOLOGIES FOR ABSENCE

All Governors present.

21.02 GOVERNING BODY MATTERS

a) Declaration of interest

There were no declarations of interest in relation to agenda items.

b) DBS Checks for Governors

The Governing Body confirmed that all necessary arrangements were in place, and that all Governors had the required clearances.

c) Membership

ACTIONS

It was noted that Staff Governor Miss A Bishop's term of office had ended. Headteacher confirmed an election had taken place and Miss Bishop had been re-elected for a further term.

It was noted that Foundation Governor Mrs R Bowes term of office would end on 19.03.21. Mrs Bowes had completed her re-application and Canon Brindle had submitted the document to the Diocese.

21.03 MINUTES OF THE PREVIOUS MEETING

It was agreed that the minutes of the meeting held on 25th November 2020, having been circulated, be approved, and signed by the Chair as a correct record, at the next face to face meeting.

21.04 MATTERS ARISING FROM THE MINUTES

Item 20.04 Reports

Q - Has the refund been received from the cleaning contractors?

A – County have withheld the next payment until the matter is resolved, so school will not be out of pocket.

The new cleaning team have started now and are doing an excellent job.

They performed a deep clean during half term and are coming in over the Easter break to ensure that the hall floor is cleaned and maintained.

21.05 REPORTS

a) Committee Reports

The Governors noted and accepted the minutes of the Standards and Curriculum Committee meeting held on 20.01. 2021.

- Headteacher noted that Lateral Flow Tests were now being carried out on Wednesdays and Sundays, not Mondays and Thursdays as recorded in the Standards and Curriculum minutes.
- This change ensures that 'bubbles' do not need to be closed if a teacher has a positive test on a Sunday.

The Governors noted and accepted the minutes of the Resources Committee meeting held on 20.01. 2021.

b) Nominated Governors

There were no reports from Nominated Governors, as they had been unable to visit due to the current lockdown.

c) Chair's Action

Chair and Headteacher noted the following staffing items to Governors.

- Mrs Holland will be taking maternity leave and will be away from school for 12 months.
- Under current Covid guidance the leave would need to commence in the third trimester May 2021.
- The decision has been taken to employ an agency worker to cover the leave.
- Two strong candidates have visited school, both have excellent references.
- Both will be invited into the class for a morning to get a feel for the school and the children.
- Headteacher and Chair will observe the teaching of English and Maths, and then make the appointment.
- Mrs Holland will be able to offer support remotely, to ensure a smooth transition.

Q – Will the change of teacher affect Maths Mastery?

A – The change of teacher will not be detrimental as both have Maths as a specialism, one candidate has done Maths Mastery twice already, so has a real understanding.

Governors were happy to delegate appointment of the new teacher to the Headteacher and Chair.

21.06 SCHOOL IMPROVEMENT AND SELF-EVALUATION IN THE EXTRAORDINARY NATIONAL CONTEXT

- Governors received the updated RAG rated report prior to the meeting.
- Most of the SIP is paused due to the current situation.
- Maths Mastery is moving forward.
- The SIP will carry forward to the next academic year.
- On children's return to school on the 8th March, teachers will identify any gaps in learning that need to be addressed.
- The second lockdown has been covered by the remote learning provision, so there should be less gaps.
- The use of Teams for virtual learning will continue to be useful once school reopens.

a) Children's Safeguarding Assurance Partnership – Safer Remote Learning

The Governing Body noted the Safer Remote Learning guidance, and checklist.

Two staff are always present for live lessons.

Younger children attend with parents.

All elements of the checklist have been applied to the schools remote learning provision.

Q – What are the rules in regard to dress code for virtual

lessons?

A – They do not have to wear uniform, although some children have done. They just need to dress appropriately, and not be in their pyjamas.

b) Plans for Covid-19 Catch-Up Funding / Requirement to publish

Governors received full details of the use of the catch up funding prior to the meeting.

When the next allocation of funds is received, new details of how the money is to be used will be updated.

It is important to use the money where it will have high impact.

High quality interventions have been delivered by the class teachers, with TA's providing cover.

Interventions will continue.

It was confirmed that details of the grant for the academic year 2020/21 had been uploaded to the school's website.

21.07 HEADTEACHER'S REPORT

a) Termly report

The Headteacher's written report had been circulated in advance of the meeting. The Headteacher invited questions and drew attention to the following:

In addition to the report the water meter section of the boiler had broken.

Water had been pouring from the boiler house.

Quotes have been obtained and it will cost £5,500 to fix the problem.

Work has started to fix the problem, and there is money in the budget to cover the cost.

Key facts

- Numbers on roll
- SEND
- Finance

Curriculum

- Data
- Year 1 Phonics
- Reception
- Year 1 to Year 6
- Next Steps
- Curriculum special events
- Special achievements

SIP Priority Areas and Progress

Parents and carers

- Issues raised
- Special Events for Parents/Carers/Community

Leadership and management

- Development Work
- Innovation/New Legislation
- Staff development-whole school
- Staff development-Individual
- Staff changes
- Staff issues

Learning Environment

- Behaviour Management
- Racist Incidents

Governance Issues

- Visits to school by Governors

Religious Education and matters

Q – Has there been any feedback from parents about the virtual provision?

A – The feedback has been very positive, the only problems have been IT issues. Parents worry they may not be able to join the lessons, and we have had instances when the system is down, sometimes multiple times in one lesson.

Headteacher wished to give credit to the parents for coping with the lockdown and home learning.

School have not scheduled live lessons for the entire day, as too much screen time is not beneficial.

Juniors have 2 live sessions a day and the younger children half an hour a day.

The Wellbeing of staff, children and parents is a priority.

Fabulous Fridays are held, instead of a live lesson each class holds an online collective worship session. They are encouraged to then take part in a fun activity such as baking.

Parent governor CW wished to note her thanks for the live lessons, they have been fantastic, and made a difference during the second lockdown.

Q – How is the Sacramental Programme progressing?

A – The current YR4 class will continue to take their 1st Holy Communion on Sundays after Easter. The present YR3 class

will start the programme in the summer term, and take their 1st Holy Communion in October 2021.

The Headteacher was thanked for her comprehensive report.

b) Required Actions for Type A Visits

The Governing Body confirmed that the approval for Type A and Type B visits was being managed on EVOLVE.

c) Approval and Evaluation of Educational Visits

There were no visits to approve at the time of the meeting.

d) Unavoidable School Closures

The Governing Body received a report from the Headteacher in relation to the 2 unavoidable school closures:

- Tuesday 5th January – to prepare for virtual learning after the government announcement at very short notice of a second lockdown.
- Friday 8th January- due to bad weather.

21.08 FINANCE

a) Schools Financial Value Standard (SFVS)

The Governing Body previously delegated consideration and approval of the SFVS to Mr M Mulrooney, Mr J Doyle and Mr P White, who arranged to meet on the 11th March 2021, to review and complete the document.

The Governing Body delegated the submission of the approved standard to the Headteacher, noting it should be submitted to the County Council by 31 March 2021.

HT

b) School Budget 2021/22

The Governing Body delegated the review and recommendation of the school's budget plan for 2021/22, and a forecast for 2022/23 and 2023/24 to the Resources Committee.

**Res
Comm**

It was noted that this had to be submitted to the County Council by Friday, 21 May 2021.

The budget and forecasts would be presented for approval at the next meeting of the Governing Body.

**Res
Comm**

The schools Finance Advisor would be meeting with the Headteacher and Bursar on the 10th March to discuss the budget.

c) Lancashire Schools' Forum

The Governing body noted the information provided about the

Schools' Forum election process and delegated to the Chair the responsibility for voting on behalf of the Governing Body should an election take place in the summer term 2021.

21.09 GOVERNOR TRAINING AND DEVELOPMENT

BW would be completing a few courses, including School Visits and Effective Questioning.

Chair had completed 2 out of 6 modules of the Effective Governance course.

All Governors confirmed they had a portal account.

21.10 CAPACITY WITHIN SCHOOL TO SUPPORT NQT INDUCTION 2020/21

Governors noted that the school did not currently employ any newly qualified teachers (NQTs) and did not feel there was a need to complete the NQT Induction Partnership Agreement Checklist 2020/21.

21.11 PERSONNEL

a) Lancashire Personnel Policies

The Governing Body confirmed adoption of the following model Lancashire Personnel Policies and Procedures, and also all generic HR policies:

- Appraisal Policy (Teachers) – September 2020
- Capability Policy (Teachers) – September 2020
- Extreme / Unpredictable Weather Guidance – January 2021
- Guidance on the Use of Social Networking – December 2020
- OHU Referral Guidance and Questions – November 2020
- Pay Policy (Teachers) – September 2020
- Recruitment and Selection Guidance – September 2020
- School Staff Code of Conduct – September 2020
- Statement of Ethical Standards – September 2020

b) Appraisal

The Governing Body confirmed that appraisals had taken place for all teachers and school leaders. It was also noted that appropriate objectives were in place for the current year, and arrangements had been made for mid-year reviews.

21.12 DETERMINATION OF ADMISSION ARRANGEMENTS

The Headteacher confirmed the determined admission arrangements had been forwarded to the County Council and the diocese by 15 March 2021.

Governors noted that the document would be available on the school's webpage when confirmation had been received from LCC.

There was no change to admission numbers.

21.13 INFORMATION, UPDATES, AND ITEMS FOR FURTHER DISCUSSION AS APPROPRIATE

- Arrangements for School Inspection – Ofsted

Q – Are we due to be inspected?

A – Due to the pandemic and lockdown restrictions, the Ofsted visits are behind schedule, we are not expecting a visit in the near future.

- Governance Handbook

Governors noted the information provided.

21.14 FORUMS FOR CHAIRS AND VICE-CHAIRS

The Governing Body noted that the Chair had remotely attended the forum held on the 11th February.

The discussion had been centred around the impact of Covid

21.15 LASGB

The Governing Body noted the information provided by the LASGB.

21.16 CONFIDENTIALITY

It was agreed there were no items deemed confidential.

21.17 DATE AND TIME OF NEXT MEETING

Summer

Standards and Curriculum 6pm Wednesday 12th May 2021

Resources 7pm Wednesday 12th May 2021

FGB 6pm Wednesday 7th July 2021

CLOSING REMARKS

Headteacher invited the Governors to take part in the 'Science Selfie' competition being held in school. Chair noted his entry to the competition.

Chair and Governors wished to pass their thanks to the staff for the wonderful job they are doing in very difficult circumstances.

There being no further business, the Chair thanked everyone for their attendance and support, and duly closed the meeting.