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**MINUTES OF THE MEETING OF FULL GOVERNING BODY OF  
ST MARY'S CATHOLIC PRIMARY SCHOOL HELD IN SCHOOL  
ON WEDNESDAY, 8<sup>th</sup> JULY 2020 AT 6.00PM**

**PRESENT:** Mr C Hartley (Vice Chair, Foundation); Mr M Doherty (LA); Mr S Taylor (Foundation); Miss P Pickering (Headteacher); Mrs K O'Flynn (Foundation); Mrs E Morgan (Foundation); Miss L Grant (Staff); Mrs N Henderson-Andrade (Elected Parent); Mr P Haley (Elected Parent)

**APOLOGIES:** Canon J Batthula (approved); Mrs J Hurst (approved); Mr A McArdle (approved)

**IN ATTENDANCE:** Mrs N Winter (Clerk)

1. **Vice Chair** opened meeting. Head led governors with a prayer.
2. There were **Apologies** from the Chair, Mrs Hurst and Mr McArdle – all of which were approved and the meeting was declared quorate.
3. **Register of Interests**  
There were no conflicts of interest in Agenda items declared.
4. **Minutes of the full GB meeting** of 5<sup>th</sup> February were declared to be a true record and were duly signed by the Vice Chair.

**Matters Arising** (other than those appearing elsewhere on the Agenda).

AP2 – separate meeting to discuss the School Vision has not been convened due to Covid-19 pandemic. However, Head informed Governors that she had placed the current Vision Strategy on shared Google Drive for governors to read what is already there and it would be a matter to discuss at next meeting. (See 'School Plans & Strategies' on Shared Drive).

ST checked that all Governors had accessed the Governors' Training record on Shared Drive and updated their own training as appropriate. He reminded Link Governors that they should take advantage of all training available especially where there are gaps. In the absence of face-to-face training during the current situation, governors should take advantage of on-line training and ensure they update their Training Record. Governor Services and NGA provide useful areas of training. Governors should be pro-active in broadening their knowledge – extra column will be added to Training Record where governors can annotate articles read and information acquired

AP7 – Compliance Declaration - ST issued Google Form to Governors to confirm having accessed and understood statutory policies. He thanked Governors for responding.

All other action points have been addressed.

5. **Headteacher's Report (circulated in advance)**

Head confirmed that the number of pupils taking up the Government's invitation to Y6, Y1 and EYFS to return to school from 1<sup>st</sup> June had now increased to almost 90%. Head reiterated that it had been heartwarming to be able to offer a day in school to all other year groups and witness

their joy at being here for the day. The children had all really benefited from it in that she felt it had been valuable for their mental health and wellbeing to be in the presence of each other and their teachers.

On behalf of the Chair and Governing Body, Vice Chair thanked Head and staff for all they have done for the pupils. Head responded that she would not have been able to realise her vision without the co-operation and support of her staff. They had all shown genuine care and respect in the way they had dealt with the situation and this would hold us in great stead for September and the full return to school for all children.

ST commented that full time education had possibly been taken for granted and the situation has brought to light the disadvantage between the affluent and the less fortunate. Hopefully, we will come out of this better. Head felt frustrated that there had been too much choice given to schools and parents. However, she was sure that all children, including those who are vulnerable, who had been in school during these few months had benefited greatly and had flourished.

There is a link giving guidance on expectations for September. Governors can access this on – <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

LG told Governors that more rigorous baseline assessment would be required. With changes in assessment, the measuring progress was still an anomaly. She was sure that the catch up would be spread out over the year groups. National comparisons would be the same.

The Government money available to assist with catch up is as yet not decided how it will be distributed.

Head mentioned that the greatest asset (and also the most costly) was Staff and she was prepared to meet this requirement. We would follow guidance as far as practicably possible re keeping distinct groups/classes.

Governors queried whether there would be streaming in Year 5/6 next year due to guidelines. Head responded that it has not been decided how Maths and Literacy will be managed in UKS2. Guidance is that groups can get smaller – but cannot cross.

## 6 SDP Objectives – Link Governor Updates

**(KOF)** – Although, for example, R.E. is Red because there are outstanding elements and targets have not been met – it is obvious that many good things have happened. Lesson observations went ahead and were good. It is not a reflection on the school and It was suggested that there should be an extra column so that Link Governors could note all the good things they had observed.

Governors were asked why areas of the SDP had not been completed and if there had been any problems accessing it. It was agreed that the set-up was fine and there was no better way going forward. However, all governors must complete their Section and this must be done by the end of next week – before the end of term. Governors have a responsibility to staff for it to be completed. If any boxes are empty – the responsible governor will have to explain why.

## 7. Pupil & Staff Questionnaires – Response and Feedback

There had been a wholeheartedly positive response to the Staff Questionnaire regarding PP, LG and the SLT. Staff had responded that they all worked extremely hard. One member of staff felt they were not supported by Governors, two members were unsure of Governors impact.

Comments suggested that staff would like Governors to visit the school more and get to know staff. Governors have taken from that that they should be more visible and more obvious. ST

suggested planning a termly/yearly schedule for visits. This could be shared on the school website so that parents are aware too of Governors and their participation in school life. Head agreed that it was a good way of formalising it and letting staff know what they do and why they do it. It was stressed that governors should not take this in a negative way and that governors are not portrayed as judgemental to staff.

Governors will write to staff, thanking them for responding to the questionnaire, asking if they have any suggestions on how government engagement could be improved. It was agreed that this would all be passed through the Head. KOF will draft a letter and share it on Google Drive for other governors to add/change/comment. LG suggested a thank you note from a Governor would also be appreciated by staff for their involvement in extra curricular activities and such like.

Governors will acknowledge and thank EYFS, Y1, Y6 and Key Workers for their exemplary behaviour and handling of the return to school.

KS1 Pupil Questionnaire – 27 pupils responded. The majority love all subjects. The main things they missed were ‘seeing my friends’, ‘seeing my teachers’, with ‘missing learning’ least.

Maths very popular in both KS1 & KS2 because it brings enjoyment.

KS2 Pupil Questionnaire – 47% like most subjects and 39% like some subjects.

- The majority of pupils felt that the on-line learning was either appropriate or too easy.
- Over 80% of pupils were missing their friends
- Most didn’t find completing the work an issue
- 54% found it hard not having a teacher to ask

This shows the ethos of the school. We are teaching the children how fortunate they are to have all of this in their life. We are making people for the future - when what we have been trying to teach our children will come to fruition.

### **Governor Questionnaire**

ST advised that in line with the annual cycle of activities, a questionnaire would be produced whereby Governors would be asked to reflect over the course of the year what they did well/or did not. The responses would be discussed at the first meeting in October.

## **8. Reports from Committees**

### ***Buildings/Finance/Health & Safety (minutes 17/06/2020 circulated)***

Health and Safety Audit took place on 8/07/2020 and report had already been received. There were no significant issues and all paperwork and procedures were found to be clear and in good order. Report will be shared with Buildings/H&S committee at next meeting.

EYFS Play equipment – there is a problem with the condition of the new equipment in that the wood is splitting quite severely. Sovereign have been advised and we are in the process of agreeing a meeting with a Site Engineer to attend when two of our Buildings Governors can meet with the Head – this may have to be September.

It is hoped that the After School Club ‘High Flyers’ will be able to begin operating from September. Head will have a meeting next week with the owner.

### ***Curriculum (minutes 10/06/2020 circulated)***

Priority will be planning to catch up with a Curriculum that is fluid and flexible. There will be a focus on getting those children who haven’t been in school to catch up.

### ***Admissions***

Update circulated to Governors. Governors discussed the planned admission number which is currently 45 and asked if that would continue or if it was an issue. It has been a few years since

we reached our maximum and we are currently only reaching 30 each year. That is one of the reasons we are able to accommodate the After School Club.

Information about High Flyers went out to all new admissions for September with a view to getting the club up and running.

**Personnel & Appraisal (Personnel Update circulated to Governors)**

Head's appraisal meeting will take place next week.

**9. Pastoral Care**

*In the absence of Canon John, this was not discussed.*

**10. Academy Working Party**

Vice Chair asked if any Governors would like to form a Working Party to lead investigation and gathering information for all governors regarding academisation. The following governors agreed to participate –

- Sean Taylor (Foundation)
- Peter Haley (Elected Parent)
- Kristan O'Flynn (Foundation)
- Elsbeth Morgan (Foundation)
- Nina Henderson-Andrade (Elected Parent)

It was agreed that ST would lead the group. Governors will give an update in October and present a report by February 2021.

It was suggested that a new folder be set up on Google Drive where the Working Party could share documentation and information.

**11. A.O.B**

It was agreed that Thank You letters from Governors were allocated as follows:

- Y6 – KOF
- Y1 – EM
- EYFS – ST
- Key Workers – NHA

Clerk advised of some changes to the Governing Body:

Sally Lawrence has resigned as Staff Governor. An election was held in March and Laura Grant has been duly elected as Staff Governor in her place.

Martin Doherty's term of office came to an end in April. He agreed to stand again and has been re-appointed by the Local Authority for a further term of office of 4 years.

Chair of Governors to write and thank Mrs Lawrence for her work and service to the Governing Body over the past 10 years.

Head reiterated her deep appreciation of the support she had received from Governors. She had total understanding that what they do is voluntary.

Vice Chair thanked all staff and governors for their hard work and support during these challenging and very interesting times.

Head thanked CH for chairing the meeting.

15. **Date of Next Meeting**

**FGB – TBA** (*Clerk will notify governors of dates for next year's meetings*)

Finance/H&S/Buildings – Tuesday, 22<sup>nd</sup> September 8.30am

Curriculum – TBA

The meeting closed at 20.00

NW/10/07/2020