

**Sacred Heart Catholic Primary School
Archdiocese of Birmingham**

**Minutes of the Full Governing Body Meeting (held remotely)
Thursday 2nd April 2020 at 6.45pm**

Present:

Mrs. Rachel Gavin	(RG)	Staff Governor, Headteacher
Mr. Patrick Fitzpatrick	(PF)	Foundation Governor (Chair)
Mr. Luke Thompson	(LT)	Foundation Governor
Mr. David Connolly	(DC)	Foundation Governor (Vice-Chair)
Mrs. Karen Barker	(KB)	Foundation Governor
Mrs. Rebecca Stimpson	(RS)	Foundation Governor
Mr. Ken Ingram	(KI)	Foundation Governor
Mrs. Amy French	(AF)	Co-opted Governor
Mr. Miles Saunders	(MS)	Foundation Governor
Mr. Mark Artherton	(MA)	LA Governor

Apologies

Mr. Adam Smith	(AS)	Parent Governor
Mrs. Nicola Edwards	(NE)	Staff Governor

In attendance:

Mrs. Joanna Hackett	(JH)	Clerk
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The meeting was quorate and commenced at 6.45pm.

Opening Prayer

1. Welcome and Apologies

PF welcomed everyone to the meeting.
Apologies were received and accepted from AS and NE.

2. Notification of urgent AOB: none.

3. Declaration of interests for this meeting: none.

4. School response to Covid-19

The head's Covid-19 school response summary had been circulated prior to the meeting.

RG summarised that all keyworker parents and all parents of EHCP and/or vulnerable children were contacted to ascertain whether their children would need to attend school. The school catering company is unable to provide school meals. A staff rota was created for the first two weeks of school closure. Letters were sent to parents to explain what the school will do to support parents with home schooling. Class teachers are posting work for their year groups every day and the school has sent home a suggested timetable of activities for parents to follow if they wish.

There are currently between two and five children in school every day. Over the Easter holidays, the government's expectation is that childcare facilities should be provided, with no school work being set. Feedback has been obtained from parents with children at home, regarding the work set. Daily attendance figures are being sent to the DfE. Free school meals are being given out as vouchers to cover the next three weeks. Some parents have asked the school to deliver online live lessons; this will not be done due to a number of reasons as detailed in RG's report, including safeguarding reasons. Governors considered these reasons, such as that not all children would have access to the IT required, and agreed with RG's position on this. The school will be closed over the Easter weekend. A rota has been created for the Easter holidays. Teaching assistants will be paid for any days worked over the holidays as this is not in their contract. The school has been consulted on whether it would join other local schools to form a hub as the number of children in each school is low; this school has declined this currently in order to keep staff safe, rather than expose them to more children. RG thinks that at the present time this can be the school's choice, rather than being forced into such a move.

A governor asked about extra costs for staff working over the holidays. RG responded that guidance from the government states that if extra costs are incurred, schools will be reimbursed. Staff members are only coming in once in a fortnight.

A governor asked about the provision for children who do not have access to IT. RG responded that the school are considering this currently. It may be possible to lend out school laptops, although these may get broken. There are only a few families in this situation and the school is currently delivering learning packs to them. It is difficult to fully engage with these families as they may not have access to Parentmail.

A governor asked whether a first-aid trained member of staff is always on duty and RG responded that this is the case. Regarding designated safeguarding leads, RG is in school two to three days per week, and the guidelines state that it is acceptable for a DSL to be available via phone.

All parents of children entitled to free school meals have already been contacted and their vouchers hand delivered earlier this week.

A governor asked about school health and safety checks; RG explained that the maintenance schedule is still being adhered to.

5. Policies

The safeguarding model policy from OCC has been amended, and has been personalised for the school. Point 10 (page 8) regarding online lessons has been removed as the school are not delivering these. Weekly phone calls/e mails are being made/sent to the families with children with EHCPs; all families wish their children to stay at home. The school is regularly contacting families with vulnerable children, and are signposting to social services where appropriate. The school counsellor is still available where needed.

Relationships and Sex Education. There has been a working party looking at this. The policy has been checked by the Diocese. *A governor asked whether parents have been consulted yet;* RG responded that the policy will first come to governors for approval, then to staff, then to parents for consultation, and will then be approved.

Other policies due for review are on Governor Hub; to be reviewed by governors over the next week.

6. Staffing.

The staffing proposal had been sent to PF and DC in advance of the meeting. RG proposed that the current staffing structure is continued from September onwards. It was originally planned to recruit a new NQT teacher for September; however, following the advert, only applications from other part-time teachers were received. To continue with the current staffing structure, it will only cost £4k more than if an NQT had been recruited. Governors agreed with the proposal.

7. Admissions

There were 17 children who placed Sacred Heart School as their first choice, 13 as their second, and 16 as their third. This should translate into approximately 24-25 children in reception from September, which is a good number compared to recent years. It looks unlikely that the trial day in the summer will be able to go ahead. The start of school may have to be changed, with a staggered start in order to ensure a smooth transition.

8. Any other urgent business

Parent election. DC reported that following the parent election process, one nominee, Chris Baghurst, was received. **Action: RG to do the DBS check.**

Safeguarding audit. DC met with RG to complete a review of this and governors responded offline. The report was submitted before the deadline.

Budget. The school is waiting for a call from OCC regarding the budget. This will need approval via governors before 1st May.

Thanks to staff. PF thanked all staff for their efforts in the current crisis, with a particular thanks to those staff who will be working over the holidays too. **Action: PF to write a letter of thanks to staff.**

Closing prayer

Meeting closed at 7.25pm

JH 3/4/20