

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

**Minutes of the Full Governing Body Meeting (held remotely due to  
COVID-19)**

**Thursday 25<sup>th</sup> June 2020 at 6.30pm**

**Present:**

Mrs. Rachel Gavin	(RG)	Staff Governor, Headteacher
Mr. Patrick Fitzpatrick	(PF)	Foundation Governor (Chair)
Mr. David Connolly	(DC)	Foundation Governor (Vice-Chair)
Mrs. Karen Barker	(KB)	Foundation Governor
Mrs. Rebecca Stimpson	(RS)	Foundation Governor
Mrs. Amy French	(AF)	Co-opted Governor
Mrs. Nicola Edwards	(NE)	Staff Governor
Mr. Miles Saunders	(MS)	Foundation Governor
Mr Chris Baughurst	(CB)	Parent Governor

**Apologies**

Mr. Luke Thompson	(LT)	Foundation Governor
Mr. Adam Smith	(AS)	Parent Governor
Mr. Ken Ingram	(KI)	Foundation Governor
Mr. Mark Artherton	(MA)	LA Governor

**In attendance:**

Mrs. Joanna Hackett	(JH)	Clerk
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The meeting was quorate and commenced at 6.30pm.

**Opening Prayer**

**1. Welcome and Apologies**

PF welcomed everyone to the meeting and explained this was an extra-ordinary meeting to review a plan to further open the school to other year groups.

Apologies were received and accepted from LT, AS, KI and MA.

**2. Notification of urgent AOB: none.**

**3. Declaration of interests for this meeting: none.**

**4. Revised plan to further open up the school**

RG explained that the risk assessment has been reviewed every two weeks, and in line with recent government announcements, the school has considered whether it can open up to the rest of the school before the end of this term. It is not possible to open up to all year groups and keep the keyworkers' children group as well. RG has listened to feedback from parents of children who are still on lockdown, and in terms of their welfare and education needs, feels it is appropriate to invite them back to school from 6<sup>th</sup> July. A survey is due to be

circulated to parents to ascertain how many children will return. The plan is made on the assumption of full attendance. Classes will be split into two, with one half attending on Monday and Tuesday and the other half attending on Thursday and Friday, with the school closed to children on Wednesday to allow a deep clean to take place, and for teachers to have PPA time. With this plan, each child will have their own class teacher. Keyworker children will have to join their class and will only have school provision for two days a week for these two weeks. *A governor asked whether it is stipulated that schools must provide full-time provision for keyworkers;* RG explained that schools must provide for keyworkers, but the guidance does not stipulate how many days a week this must be. RG explained that since the start of lockdown, there have been three keyworker children in school throughout the whole of lockdown. Since the school opened up to some year groups, the keyworker group has increased. Some keyworker children attend school every day, but not many. RG has had to weigh up the case for opening up to further year groups or keeping full-time keyworker provision, and feels that opening up to other year groups is the right thing to do. *A governor asked whether the keyworker bubble could go in the hall,* but RG explained that all the teachers are needed to run the class bubbles. *A governor asked if staff were happy about being in two bubbles (one on Monday/Tuesday and a different one on Thursday/Friday).* RG explained that this has been included in the risk assessment. The closure on Wednesday for a deep clean helps to minimise this risk. RG has met with the cleaning company and they have the capacity to do the extra cleaning.

*A governor asked whether some parents have stretched the keyworker definition when asking for their children to attend school.* Keyworkers should have a letter from their company to prove they are a keyworker. RG has asked for proof of employment where possible.

*A governor asked about the remote learning provision.* RG explained that the staff will continue to send out home learning packs. In the last two weeks the focus will be on English and Maths only.

*A governor asked how the staff feel about the revised plan.* RG explained the staff are all in favour of the plan as they are desperate for children to come back to school.

Governors AGREED with the proposed plan. A letter will be sent to parents on 26<sup>th</sup> June. If the numbers returning are lower than expected, then the school may be able to look at the viability of maintaining a keyworker group during the two weeks. The letter will also state that no work will be set on a Wednesday as that is staff PPA time.

Governors thanked RG, NE and other staff for the revised plan and for all staff's hard work over lockdown.

- 5. Date of next FGB meeting**  
16<sup>th</sup> July 6.30pm

### **Closing prayer**

Meeting closed at 6.59pm  
JH 27/06/20