

20/10/2020

**Minutes Autumn Term 1 – 2020**  
**Local Governing Board; St Catherine's Church of England School**  
**Tuesday 20<sup>th</sup> October 2020 1pm remotely via zoom**

**1. Join Meeting**

All participants had audio and video.

**2. Welcome and Apologies**

**Present:** James Wonnacott (Chair), Brendan (Vice), Connie Smith, Libby Philpotts, Pippa Warner (HoS), Louise Hussey (EHT)

**Apologies:** Margaret Young

**In Attendance:** Toni Martin (Clerk)

**3. Declarations of Interest Relevant to this Agenda**

None declared.

**4. Confirm Minutes of LGB last meeting Summer (30<sup>th</sup> June 2020)**

No actions. LGB agreed minutes and a copy will be provided for Chair to sign when normality resumes.

**5. Current Situation Update**

LH updated governors on the school daily routines, risk assessments, measures in place, assessment of pupils and the workload. **Do you have enough resources for what you need to do?** There is government funding and trust funding, lots of interventions in place both in and out of school time. However, there is only so much that children can be expected to learn in a day. Funding has been spent on SATs preparation material. Ideally, it would be useful to have more adults and staff in school but the government funding does not stretch to additional teachers. **What do you mean by additional adult support?** The issue with Covid is that bringing additional adults into the school to help, that have been in other environments, does not comply with the bubble system and is a greater risk for transmission and more difficult to track and trace. The only additional adults entering the school are for specific reasons like SEND provision. **How is absenteeism?** It is fluctuating and is usually related to Covid symptoms. However, despite this, attendance is positive for this time of year.

**6. Recovery Plan & Improvement**

All staff have completed a provision map for their class including priority groups, gap analysis, intervention requirements and forecasts. Reading identified as key gap across the school, although in year 6, maths needs additional support. The current provision will be reviewed after half term to ensure it is having an impact and amended accordingly. The current provision is in place until Christmas and will be reviewed to see what needs to continue in the spring term.

**With regard to the remote teaching contingency plan, is there anything else that needs to be**

**done with this?** LH noted the parental survey and responses received which highlighted a preference for a blended learning approach – live lessons, recorded lessons, work set on class dojo and where necessary paper packs. Parents requested that school does not to close again. Government funding in place for Microsoft teams access for all teachers and pupils, and some learning can be done through this.

#### 7. **Safeguarding**

Approved Safeguarding Policy now issued. All staff have signed to say they have seen KCSiE. All governors have seen the new version of KCSiE. LH noted a few safeguarding issues away from school have come to light but did not give any details. There has been lots of support given to children and parents, particularly during this difficult time.

#### 8. **Policies**

Admissions policy agreed. SEND policy & local offer have been amended slightly with SENDCO duties and Covid statements – approved. PPG review highlighted that some impact could not be achieved due to school closures and Covid, but the provision map for this year will carry some of these initiatives on during this academic year – approved. Sex & Relationships Education policy – parental consultation complete and policy checked by Improvement Officer, now published on website.

#### 9. **Staffing Matters**

LH is keeping a close eye on staff welfare as the routine is full on and very tiring at the moment. Staff have their own personal issues surrounding the Covid situation. Paperwork requirements are being reduced where possible, staff meetings are kept short and everyone works as a team, and looks out for each other. A new initiative is in place for staff vouchers for a late start, or afternoon Christmas shopping. There is also county and national initiatives that are shared with the staff.

All of the teachers except one have had performance management conducted. Pay committee covered under confidential minutes.

#### 10. **Governor Admin**

TM noted the email with publishing training opportunities and encouraged governors to take part. Annual declarations of pecuniary interest received and the register will be updated in the new format. TM noted the need for another parent governor and vacancy for a co-opted governor if anyone knows anyone that is suitable with the skills required.

#### 11. **Any Other Business**

Term dates for 2021-2022 were noted, confirmed and approved.

Governor visits were discussed and liaison will be done virtually with odd exception. MY assisted with interviews for a new TA and conducted a pupil council with 2 pupils from year 6.

#### **Action - Visits/Liaison for remainder of Autumn term:**

**MY – safeguarding return with LH (in person)**

**CS – PPG review with LH in December (virtually)**

**CS – SEND discussion with SENDCO (virtually)**

**JS (Chair) – discussion with Head after half term (virtually)**

**BM – discussion with Head after half term regarding recovery provision and impact (virtually)**

**Also governors to produce short visit report or email notes (even for virtual meetings) and send to Clerk for filing and recording on the next minutes.**

The full meeting will take place on **Wednesday 25<sup>th</sup> November at 1pm** virtually via zoom.

**12. Confidential Matter**

Two governors remained to cover a confidential pay committee.

Meeting closed at 2pm

TJH Martin  
ADMAT Governance Officer

**Distribution List:**

J. Wonnacott – Chair/Foundation Governor  
M. Young – Foundation Governor  
B. Maguire – Vice/Foundation governor  
C. Smith – Parent Governor  
L. Phillpotts – Staff Governor  
L. Hussey – St Catherine’s Head Teacher  
P. Warner – Head of School  
W. Hermon – CEO  
Trust Board