

**MINUTES OF THE FULL GOVERNING BODY MEETING
 VIA VIDEO CONFERENCE
 WEDNESDAY 13TH MAY 2020 at 7.00pm.**

Agenda Item	Item	Action
	<p>Governors present: Mr Mark Hilliam, Headteacher Mrs Debbie Higgins, Foundation Governor Mrs Sue Hughes, Foundation Governor Mr John Fenlon, Foundation Governor Mr Matthew Newman, Staff Governor Ms Kate Stuart, Parent Governor Mr Peter Taylor, Chair of Governors and Local Authority Governor Ms Jenefer Morgan, Foundation Governor Mrs Paula Mainprise – Foundation Governor Mrs Clare Malone, Foundation Governor Mr James Lander, Parent Governor</p> <p>Also, present: Mrs Mandy Elvy – School Business Manager & Ms Thelma Maslen, Clerk to the Governors</p>	
1	<p>Welcomes and Apologies for Absence Mr Peter Taylor welcomed Governors to the meeting.</p>	
2	<p>Apologies for absence - None received. Absent: Richard Lane, Foundation Governor</p> <p>Clerk apologised for joining meeting late, 07.20pm. Internet issues.</p>	
3	<p>Pecuniary Interests Parental interests were declared by Mrs Malone, Ms Stuart and Mr Lander. No financial interests were declared.</p>	
4	<p>Minutes of the previous FGB Meetings for approval Item 4.1 The minutes of the FGB meeting of 12th March 2020 were read and approved and signed by the Chair. PT to send the minutes to ME to be put on the website</p> <p>Item 4.2 The minutes of the Extraordinary FGB meeting of 3rd April 2020 were read and approved and signed by the chair. These minutes were classed as confidential and will not be put on the website.</p>	<p>Decision</p> <p>PT/ ME</p> <p>Decision</p>
5	<p>Matters arising from previous Meetings & Action Log The action list was updated during the meeting and would be amended and distributed with the minutes.</p> <p>Items 5/6: STEM projects – to be carried forward Item 7: "Mrs Mainprise's updated DBS check" was still outstanding Item 9.5: JM to complete another audit of policies on website for next FGB meeting</p>	<p>JL PaM JM</p>

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	<p>Item 13: "The Governors' Easter Newsletter" was completed but not sent due to Lockdown. KS noted parents would appreciate correspondence from governors during Lockdown. PT to complete a chairs letter and send to DH. All governors asked to let DH know if anything needs to be included. Short Bio's from JL and JF to be written and included on the School website.</p> <p>New item: all governors to send updated bios and a colour photo to ME for the school website</p> <p>Ongoing Zoom coffee morning (for new intake parents) to be arranged</p> <p>All Governors reminded to send DH details of training they have attended</p> <p>Admissions PaM noted parents are enquiring about wrap around care. The Pre-school are planning to open earlier and stay open later. PaM advised she no longer works for the Pre-school and PaM/KS stated they would join the Pre-School Committee in September.</p> <p>Note for 2020/ 2021 meeting dates – Mrs Higgins asked that the A&CR meeting be moved later to enable the 2nd round of applications to be completed first. This was agreed.</p>	<p>PT</p> <p>JL/ JF</p> <p>All</p> <p>KS/ PaM</p> <p>All</p> <p>Action by Chair</p>
6	<p>Headteacher Report MH noted the data does not represent any real context now the school is closed. MH noted Year 1 and 2 - this is a mix cohort (18) interventions will be put in place. Behaviour is good but their academic ability is lower. JM asked: How are you getting around splitting the data for Year1 and Year 2? MN advised target tracker is used to produce the data. MH noted we are monitoring the year groups to work on interventions for next year.</p> <p>KS asked: With the combined year groups are the groups split for independent learning? MH noted sometime its independent work and joint work. The group is a big range to cater for. MH noted this is a concern and the children will be tracked moving forward. MH advised the staffing structure for next year has not yet been finalised. MH will inform Governors when this has been completed.</p> <p>Staffing Update Mark Dee from the local authority conducted a safeguarding compliance call on 28/4/20 to check that the school was implementing the necessary arrangements for all children, especially those most vulnerable. The review was satisfactory. Two home visits were made, one by the Headteacher and SENCo to deliver work, the other to a child in reception for a welfare check and to deliver work. Safeguarding and online safety will now become a standing item on the school newsletter.</p> <p>Lockdown Update The senior leadership team are working on a re-opening plan, which will depend on the outcome of the government advice on 10th May. MH and SA are planning the new reception intake induction for 2020 with a view to some virtual content</p>	

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	<p>Home Schooling All home learning is being uploaded onto Google Classroom with weekly lessons for English. Other home learning being sent to parents are: My Maths and Rock stars-time tables.</p> <p>All governors had no other comments and accepted the report.</p>	
7	<p>Budget Approval The Finance Committee met on the 22nd April 2020 to discuss the Budget 2020/21. We have an in-year budget and a reducing deficit and the budget is in a better position than last year. To allow a balanced budget, we have had to lose a TA on a fixed term contract. (ME noted this was due to a child on EHCP funding and the child may be leaving and ME placed an end date for the TA and the post should have been extended in line with the child). ASC/Breakfast Club ME noted these clubs are currently in profit. Some families may need to be refunded due to the school closure. The clubs are currently losing income, which varies week on week. CM noted the Finance Committee will monitor this situation. MH noted the staffing has been cut back to the extreme, losing 2 Teachers, 2 TAs, 2 Reading Assistants and 2 GA positions, and the school cannot keep making these reductions in staffing as its not safe or sustainable. MH has written to Andrew Best who is in charge of the strategic Education for the Local Authority and copied letter to Mustafa Salih, Head of Finance. They are part of the Schools in Financial Difficulty panel to hear our case. The Governors note and share the concerns regarding staff levels raised by the Headteacher and SLT to the Local Authority. The FGB approved the Budget 2020/21. ME will arrange for PTs signature to be attached to the Budget document.</p>	Decision
8	<p>Assistant Head Teacher Recruitment for Confirmation JM advised both candidates were sent the job descriptions and the salary offered for the Assistant Head Teacher roles ("AHT"). MH, Clare Connolly, HR from the Local Authority and Colleen Collett, from the Diocese were able to resolve questions from the two applicants to clarify certain points in the job description.</p> <p>The interview panel consisted of JM representing the Governors, MH representing the School and Colleen Collett representing the Diocese. The interview panel had an hour-long interview with each of the candidates, for one role a reserved post for a Catholic, and one open to both Catholic and non-Catholic applicants.</p> <p>The panel decided to offer both candidates the role. The Board discussed the level at which the applicants would be paid. After considerable discussion within both the Panel and the FGB, an agreement was reached which both candidates have accepted.</p> <p>The FGB agreed to this decision.</p> <p><i>ME left the meeting at 8pm</i></p>	Decision

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9	<p>Policies for ratification</p> <p>9.1-Determined Admission Policy DH noted this policy has not changed since it was last issued. A higher definition map has been attached to the policy and the Policy has been attached to the web site. All Approved.</p> <p>9.2-In-Year Admissions Application An In-Year application form was added to the website, forming part of the Admissions Policy. All Approved.</p> <p>9.3-Active Travel Policy (Emailed to FGB 4.5.2020) MH described the School's participation in a charity which encourages to use of walking, cycling and greater levels of physical exercise. He was pleased to note that the school has gained a bronze title. With the minor amendments the Governors approved this policy and ME will place Policy on the website. All Approved.</p> <p>9.4-RSE Policy (Curriculum) Following extensive reviews, the Policy is now acceptable to the Diocese. The Governors reviewed and approved the Policy and ME will place Policy on the website. All Approved.</p> <p>9.5 – Behaviour Policy The policy was reviewed and approved by the FGB. Policy will be forwarded to ME to be placed on the website. All Approved.</p>	<p>Decision ME</p> <p>Decision ME</p> <p>Decision ME</p> <p>Decision ME</p> <p>Decision ME</p>
10	<p>Committee Verbal Reports to note</p> <p>10.1-A&CR No meeting took place during this period. The next meeting is now due on the 4th June 2020.</p> <p>10.2-Finance Staffing and Resources The Budget Meeting of 22.4.20 resulted in an agreed budget. This will be sent to the Local Authority for approval. Governors had no other comments.</p> <p>10.3-Curriculum and Performance A minuted meeting took place on 30.4.20. Due to lockdown, it is not possible to review pupil progress for the time being. Governors had no other comments.</p> <p>10.4-Health and Safety (report follows) MH noted that all H&S checks have been completed in the school.</p> <p>School Bids (School conditions funds)- Formerly LCVap A bid was placed for gates costing £30,000 for the front of the school and urgent electrical works for £70,000. It is pleasing to note that the Diocese have approved the electrical works for the school. <i>Action: MH will contact Ms. Jenny Fitzgerald from the Diocese to gain more clarity on the detailed nature of the offer.</i></p>	<p>MH</p>
11	<p>School Admissions for 2020 – 2021 MH noted the LA have offered 22 places for September, numbers could change when the second round of allocations are made.</p> <p><i>JL asked: Is there a possibility classes will not be split? MH advised Year 5 is a small cohort, so that will merge into Yr5-6. Reception will be a full cohort.</i></p>	

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	<p>KS asked: Will they stay in there cohort right through to Yr6? MH noted it would make sense to move up together.</p> <p>JL noted he was told mixed classes would be a temporary measure. MH advised due to the class numbers this would not be possible as we recently reduced by a class. Split classes are only done as a last result and this school has had good results over the years from mixed classes and the school has not received any negative comments regarding the mixed classes. MN noted there are times each day when year groups work together. They are together for breaks, lunchtimes and assemblies and project work.</p> <p>KS expressed concern with split classes as some children could get "lost" due to lack of support within the class. MH noted it is his responsibility to make sure all split classes work effectively for each individual in the class.</p> <p>MH noted teachers have a lot of discussion on planning for each year group; for example, for maths and English, and are skilled at teaching mixed classes.</p>	
12	<p>AOB Operating Plan Version 1.4 (<i>Distributed to Governors prior to the meeting</i>)</p> <p>KS asked MH: Would you consider letting the Teachers hold a Zoom session to communicate with the children? MH will discuss this with all members of staff.</p> <p>MH met with the SLT and other Heads of the Emmaus Hub to discuss the school reopening in the near future.</p>	Action by MH
13	Date of the next meeting – 2nd July 2020	

Meeting closed at 9.15pm

Mr Peter Taylor thanked Governors for attending this Video Conference meeting

Mr Mark Hilliam closed the meeting with a prayer.

Signed:

Date: