



St Joseph's Catholic Primary School, Malmesbury
Minutes of the Full Governing Body Meeting
(virtually via MS Teams)
2 April 2020 at 6.30pm

Present

Nuala Oughton – Chair (NO)	Rachel Copeland – Deputy (RC)	Sue Woods (SW)
Colin Kershaw (CK)	David Bryson (DB)	Gregory Fauvarque (GF)
Janine Birkin-Hewitt (JBH)	Steve Boughton (SB)	Steve Croft (SC)
Theresa Adams (TA)	Anita Druce (AD)	Nicki Warne (Clerk)

Minutes		ACTIONS
1.	<p>Opening Prayer and Welcome NO opened the meeting with a prayer.</p> <ul style="list-style-type: none"> - All governors present confirmed they had no changes to declare for the Register of Pecuniary Interests. - Governors agreed to abide by the protocol for virtual meetings as outlined in Appendix 1. - 	
2.	Apologies – John Dawson (JD), Louise Talkowski (LT) [accepted]	
3.	<p>Minutes of last meeting: The minutes of the FGB held on 30 January 2020 were accepted as a true record. (To be signed by NO)</p>	NO/NW
4.	<p>Matters Arising The school website was in the process of being updated, this included removing photos of children who had left the school. It was expected that this would be completed by the end of April. Ellie Green was now RE Lead and has taken over responsibility for the RSE policy.</p>	
5.	<p>Governor Matters</p> <p>a. Governance contingency plan The clerk outlined the proposed parameters of Chair's Action: The Governing Body agreed to give permission to the Chair (or Deputy Chair in their absence; or to delegate to JBH or SB as Chairs of Committee, if necessary) to act in cases of urgency where a delay in exercising the function would be likely to be seriously detrimental to the interests of the school, a pupil, parent or member of staff. These functions would not extend to approving the budget, the suspension of governors or the exclusion of pupils except in cases of extreme urgency.</p> <p>This provision was covered in the Governance Handbook para 4.3.39 with the following clarifications:</p> <ol style="list-style-type: none"> 1. That the 'Chair's action' was only to be actioned in extraordinary circumstances where extreme urgency was required and governors could not reasonably be brought together as a group. 2. When the 'Chair's action' was implemented, the full details and reasons for the action must be communicated to the FGB as soon as possible for the wider understanding of the group. 	

	<p>3. The powers of 'Chair's action' would remain in place only for the duration that the school was closed to children of non-key workers. Once school was fully open again to all pupils, these powers would no longer be in place. Chair's Action as outlined above was put to a vote and approved unanimously.</p> <p>A governor suggested extending the powers of Chair's Action past the Covid-19 situation and it was agreed that this would be reviewed in Oct 2020.</p> <p>JBH proposed removing the requirement for the Chair or Vice Chair to seek the approval of the Governing Body before sending a letter to staff or parents. There was an in-depth discussion concerning the permissions required for the Chair and Vice Chair to communicate with parents or staff without the full approval of the governing body. A governor suggested considering reviewing this at the point that a new chair or vice chair was elected. JBH's proposal was put to a vote and approved unanimously. The Chair assured Governors that, whilst approval of the Governing Body was now not required, she would still ensure that Governors were kept fully informed and given the opportunity to give feedback on communications where possible.</p> <p>b. Proposal to approve urgent decision making by email</p> <p>It was proposed that, in the current circumstances, the Governing Body should be given the power to approve and make decisions via email. This was put to a vote and approved unanimously. Governors were requested to check their school email accounts as regularly as possible.</p> <p>c. Parent Governor term extension</p> <p>The clerk explained that Parent Governor RC's term was due to expire on 07/07/20. Under normal circumstances, nominations would be invited from all parent/carers and an election would occur for the position. Due to the extenuating circumstances NO proposed that the Governing Body agree to extend RC's term for a period of 6 months. This was put to a vote and approved unanimously. RC's term would now expire on 07/01/2021 and nominations would be invited from parent/carers in term 2 of 2020/21.</p>	<p>NW</p> <p>NW</p>
<p>6.</p>	<p>Headteacher's report</p> <p>A detailed report had been circulated prior to the meeting, including the Headteacher's Learning & Standards update as the L&S committee meeting had to be cancelled due to illness.</p> <p>a. Covid-19 briefing</p> <p>The Headteacher gave an update and confirmed that the school was following advice from the School Effectiveness Team and DfE on a daily basis and confirmed that St Joseph's was now partially closed. Risk assessment and continuity plans were in place. It was reported that there had been 2 children in school in week one and no children in week two. These figures were reported to the DfE daily. The school remained open, including over the Easter holidays if required. Staff were keeping in touch with key worker parents and the parents of all vulnerable children. Staff would be reimbursed for their time if they had to work over the Easter holidays.</p> <p>It was reported that not all of the school's six teachers were able to come into school. Three had underlying medical needs and another had been in self-isolation. The school continued to utilise two supply teachers who were on the regular payroll.</p> <p>Should it not be possible to keep the school open, due to staffing levels, Malmesbury Primary School had offered to act as a Hub and could take children from surrounding schools if necessary (this would, however, require staffing support from St Joseph's). SW informed governors that staff would do everything possible to keep St Joseph's children in their own school as it was felt that is would be best for the children and their families</p>	

	<p>The Headteacher reported that Co-op vouchers had been negotiated and distributed to all FSM children to cover the school closure time, including the Easter holidays period. It was hoped that the government's e-vouchers scheme would commence early in the new term.</p> <p>A Governor challenged what the procedure would be if someone with Covid-19 was found to be on the premises. The Headteacher clarified that all procedures would follow official Government advice. All pupils were now asked whether they had any symptoms before they entered school premises. The cleaning company had been asked to focus on tabletops, door handles and other key contact surfaces.</p> <p>b. Safeguarding</p> <p>The Headteacher outlined concerns and contingency planning for safeguarding to governors during this difficult period. The Coronavirus (COVID-19) Annex to the Safeguarding and Child Protection Policy had been circulated prior to the meeting and outlined how the safeguarding of children would be ensured over the Covid-19 period. She also reported that vulnerable children were being contacted daily by the school.</p> <p>c. Staff welfare</p> <p>The Headteacher reassured governors that staff were now working to a timetable and were generally feeling more settled. SW was keeping in regular contact with all staff. TA, the Staff and Pupil Wellbeing Governor, had sent an email out to all staff and reported that a wellbeing survey would be distributed after the Covid-19 crisis had concluded.</p>	
7.	<p>Resources Committee</p> <p>JBH updated governors and invited questions. The first draft of the budget wasn't yet available, therefore a Resources meeting would be scheduled at a later date to look at the first draft.</p> <p>An annual report on H&S in the school needed to be submitted and JBH requested that SW submit this by the end of this academic year.</p> <ol style="list-style-type: none"> a. Policies: Health & Safety – had been reviewed and approved by Resources. Next review would be March 2021. CK asked that requirements outlined in point 11.2 of the H&S policy be reviewed and actioned if necessary. JBH to discuss with BBH. b. The CCTV policy would be approved by email once suggested amendments had been shared by SC and RC. It was decided that RC would track changes on a word document and send to SW. SW confirmed that the policy was GDPR compliant. 	<p>SW</p> <p>JBH</p> <p>RC</p>
8.	<p>Learning & Standards</p> <p>In the light of the cancellation of the L&S of 19/03/20, SW updated Governors via a substantive HT report prior to the meeting and invited questions.</p> <p>a. Policies</p> <p>The following policies had been circulated prior to the meeting and were unanimously approved by the FGB:</p> <ul style="list-style-type: none"> - Curriculum Policy - Governor Visits Policy - Home/School Partnership Agreement <p>There was a discussion on school maintenance requirements and Governor visits to the school for jobs. The Headteacher reported that SNC were now visiting weekly for a shorter visit at no extra cost (rather than fortnightly). Governors thanked CK and Brian for their dedication to the school and they were keen for their contribution, which was very much appreciated, to continue.</p>	
9.	<p>Mission, Vision & Ethos</p> <p>In addition to the Minutes from the last MV&E and Admissions Panel Meetings on 27/02/20, a report of a Learning Walk (27/03/20) and a meeting with the Parish (06/03/20) had been circulated prior to the meeting. A Freedom of Information Statement, that had been approved by MV&E, had also been distributed. SB invited questions.</p>	

	<p>a. Policies</p> <p>The following policies had been circulated prior to the meeting and were unanimously approved by the FGB:</p> <ul style="list-style-type: none"> - Behaviour Policy (with the agreed change to amend the title to Behaviour and Self Esteem Policy and a request to check the formatting of Appendixes) - Safeguarding and Child Protection Policy and Procedures – Coronavirus (COVID-19) Annex - Supporting pupils with Medical Conditions Policy - COVID-19 HR policy (this was a model policy that Governors needed to be aware of) - Positive Handling Policy (with the review date amended (p.5), the appendixes correctly numbered (p.6/7), and the formatting point mentioned (p.7) as per GF's email feedback.) <p>The following policies were also discussed and governors updated on their progress:</p> <ul style="list-style-type: none"> -The need for a Bereavement Policy was discussed – JBH suggested that there might be a Wiltshire HR model policy available. SW agreed to research. - Ellie Green was working on RE, Collective Worship and Spirituality Policies. - JBH to let SW know which Wiltshire HR policies she would like to utilise. 	<p>SW</p> <p>SW</p> <p>SW</p> <p>JBH</p>
<p>10.</p>	<p>AOB</p> <ul style="list-style-type: none"> a. NO to send a letter to all staff to formally thank them on behalf of the Governors. b. NO proposed separating the Resources and L&S virtual meetings. New meeting dates were agreed <p style="text-align: right;"><i>The meeting closed at 7.50pm.</i></p>	<p>NO</p>
<p>11.</p>	<p>Future meetings:</p> <ul style="list-style-type: none"> a. Resources – TBC b. MV&E – 11 June 20 c. Resources – 18 June 20 d. L&S – 25 June 20 (NB new date) e. FGB – 2 July 20 	

<p>4.</p>	<p>ACTIONS CARRIED FORWARD FOR LATER REVIEW</p> <ul style="list-style-type: none"> - Safeguarding report from RC. Item postponed until the next face-to-face FGB. - JD to sign the Governor Code of Conduct. - JD, LT, SC were reminded to provide the clerk with 100-word biogs for St Joseph's Governor's web page (action point date: 10/18). - Staff wellbeing questionnaire would be distributed once the school had fully reopened (action point date: 10/19). A wellbeing email had been sent to all members of staff. - Sporting symbols and pictures of sporting activities/ successes were to be put up on the website (action point date: 10/19). - The SWOT analysis remained an ongoing action. It would be revisited in the next academic year. 	<p>RC/NW</p> <p>JD/NW</p> <p>JD, LT, SC</p> <p>TA</p> <p>JD, RC</p>
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Appendix 1

Protocol for virtual meetings

Where the governing board decides that a meeting should take place using alternative arrangements (e.g. by telephone or video conference) then the following will apply:

- the usual (statutory) notice and arrangements for issuing papers except where the chair has exercised their right to waive the usual notice;
- all participants to receive clear instructions regarding how to access the meeting including where they can access support if they experience difficulty;
- all participants will note and follow any instructions given on how to manage their participation at the meeting. For example confirming attendance, speaking through the chair of the meeting, voting on matters etc;
- the governing board will abide by their normal rules, procedures and code of conduct adopted by the governing board and give particular regard to the duty to maintain confidentiality;
- governors/trustees will contribute towards a safe and secure environment for the meeting by giving due regard to the school's policies relating to data protection and the appropriate use of ICT, and
- the minutes of the meeting will be taken by the clerk to the governing board and the meeting should not be recorded by any governor/trustee or the clerk without the approval of the governing board and for a specified purpose.