



*"We learn together, we play together, we pray together, we grow together  
in the love of God"*

## ST THERESA'S CATHOLIC PRIMARY SCHOOL GOVERNING BOARD

Minutes of the online GB Meeting Held on  
Thursday 28<sup>th</sup> January 2021 at 7pm

### MEMBERS

#### FOUNDATION GOVERNORS

- \*Seamus McKenna (Chair) (SM)
- \*Christine Fleming (Vice Chair) (CF)
- \*Fr. John Dermody (JD)
- \*Gerry Costello (GC)
- \*Marie Forkan (MF)
- \*Jane Goring (JG)

#### STAFF GOVERNORS

- \*Barbara Costa (Executive HT) (BC)
- \*Nikki Dias (ND)

#### PARENT GOVERNORS

- \*Nick O'Donnell (NO'D)
- \*Halina Gibson (HG)

#### LA GOVERNOR

- \*Liz Cormack (LC)

#### Also in attendance

- \*Helen Holloway - Clerk
- \*James Troy – Head of School
- \*Fiona Kerin – Observer (Awaiting appointment as Foundation Governor)

\*denotes member present / ^denotes member absent

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### PART 1

#### 1. OPENING PRAYER / WELCOME

1.1 The meeting commenced with an opening prayer. The Chair welcomed everyone to the online meeting and introduced Fiona Kerin, attending the GB meeting as an observer.

#### 2. APOLOGIES FOR ABSENCE

2.1 There were no absences. The meeting was quorate.

#### 3. LATE ITEMS AND ORDER OF BUSINESS

3.1 The Chair received a request to discuss how the school is managing RE and Collective Worship during the lockdown; this item will be addressed under any other business.

## **DECLARATIONS OF BUSINESS INTERESTS**

3.2 There were no declarations made.

### **4. GB MEMBERSHIP**

4.1 Liz Cormack's application to become a local authority governor was approved by Barnet local authority in December 2020 and the GB approved Liz Cormack's appointment with effect from 28<sup>th</sup> January 2021.

4.2 Halina Gibson has been formally appointed as a parent governor with effect from 28<sup>th</sup> January 2021.

4.3 Fiona Kerin is awaiting confirmation from the Bishop for her application to be a Foundation Governor at St Theresa's. The clerk has followed up and informed the application paperwork is with the Bishop.

4.4 The newly appointed governors (HG; FK) will also be asked to sign the ROI form for 2020-2021. **ACTION: Clerk**

### **5. MINUTES AND MATTERS ARISING FROM THE PREVIOUS MEETING**

5.1 The Minutes of the GB meeting held on 12<sup>th</sup> November 2020 were **APPROVED** as an accurate record and the minutes will be signed by the Chair in due course. **ACTION: CoG**

#### **MATTERS ARISING FROM GB MEETING 12/11/2020 AND NOT COVERED ON THE AGENDA**

5.2 Clerk has emailed the members of the GB who have not completed the ROI form for 2020-2021.

5.3 The date for the H&S Audit has been put on hold due to the national lockdown. This will be carried forward to the summer term 2021. **ACTION: NoD / EHT**

5.4 The school Fire Drill was scheduled to take place at St Theresa's; however it has been postponed due to the national lockdown. It was agreed to carry this item forward to the summer term 2021. **ACTION: EHT / HoS**

### **6. EXECUTIVE HEADTEACHER'S (EHT) REPORT**

The EHT gave an oral report.

#### **ATTENDANCE**

6.1 The Government guidance on 30<sup>th</sup> December 2020 offered a broader criteria for critical workers and consequently there has been an increase in the number of children attending school in the lockdown. There are currently 32 children attending the school compared to no children in March 2020, and 15 children in May 2020. The numbers are continually increasing.

6.2 Each bubble is capped at 15 pupils and are mixed year groups:

- Bubble 1: Reception and Year 1 – currently 12 pupils attending
- Bubble 2: Year 2 and Year 3 – currently 7 pupils attending
- Bubble 3: Year 4, Year 5 and Year 6 - currently 13 pupils attending. It was noted if the pupil numbers increase in this the bubble the bubble will need to be split to form another group.

6.3 All children currently attending school do not attend every day and the attendees are a mix of vulnerable and critical workers' children. There are 8 children on roll with an EHCP and 7 of these children are attending school. This has implications for staffing as each child requires one-to-one support.

6.4 There are also three high profile children attending school who cannot be left alone. TA's are supporting these roles and working their contracted hours. There are currently two TA's with underlying health problems who are not in attendance at school.

6.5 The three bubbles are covered by teachers on a rota coming into school once a week, and this is gradually increasing to twice a week to cover the increased demand.

Q1: What is the criteria for pupils to attend – do both parents have to prove they are key workers?

R: The Government guidance states only one parent needs to be a key worker and the school is adhering to the government guidance.

Q2: Will the numbers continue to increase?

R: Yes they will. Members of SLT have had to have some frank conversations with parents who do not meet the criteria for their children to attend school in the lockdown.

Q3: Will you be required to bring more teachers in?

R: Yes, if the numbers in a bubble increase to maximum capacity (15 children) it will be necessary to bring more teachers into school.

Q4: Is the school asking parents for proof of a letter from employers to prove they are key workers?

R: No, not at present as the school attendance has not reached maximum capacity. It may well be necessary to do so if the numbers keep increasing. Notices are published in the school newsletter reminding parents the school place is only for children of key worker parents.

## RISK ASSESSMENT

6.6 The revised Risk Assessment was circulated on Governor Hub to the GB a couple of weeks ago and there have been no changes since then. There were no questions.

## REMOTE / LEARNING ARRANGEMENTS

6.7 The school is using the Seesaw app to deliver remote learning. The DfE guidelines on remote learning have been amended and schools are now required to publish the school's remote learning offer to pupils on the school website with effect from 25<sup>th</sup> January 2021.

6.8 Part of the revised guidelines includes an expectation for teachers to deliver at least three hours teaching to infants, and four hours to juniors. The school is offering pupils Literacy and Maths daily plus one other topic. Religious Education is incorporated into the remote learning schedule once a week. When preparing lessons teachers must include pre-recorded or live teaching.

6.9 During monitoring of pupil engagement it has recently come to light that some EAL parents in the early years are unable to read the lesson instructions and the SLT are looking at ways to manage this situation.

6.10 Many parents have made requests for live teaching during the lockdown. The EHT has written to all parents in the school explaining the challenges facing staff with live teaching, and the plans going forward for the school to increase different ways of supporting remote learning. This week the school has begun to introduce Zoom sessions for each year group.

Q5: Why are staff resisting live teaching? Is it because it is new territory or are there other issues?

R: It is largely a safeguarding issue and many staff do not wish to have their image on screen. One teacher has been using Loom for lessons which provides pupils with slides and a spoken voice.

Q6: All pupils need interaction with other children and this is an important aspect lost in home learning?

R: It was proposed that online daily registration would provide some interaction and a link to the class teacher and other children in the class.

6.11 A discussion took place looking at the proposed idea of finding an IT champion from another school who could share their best practice on live teaching sessions. It was also agreed strict protocols would need to be put in place for live sessions.

6.12 It was remarked that the remote learning offer published on the school website will be a marketing tool for parents when considering schools for their children.

## AUDIT / IT ACCESS / DATA ALLOWANCE

6.13 As part of the IT government scheme the school has received 7 new Chromebooks; however the school does not have a license for this software and it will be very costly to obtain one. The School is currently in discussion with the DfE to find out if the Chrome books can be exchanged.

6.14 I-pads have been offered on loan from the school to families that need them. However, some parents are concerned about the responsibility for the safekeeping of the i-pad in their possession, and if damaged or lost they must pay to replace them. Consequently, this has discouraged some families from taking up the loan offer.

6.15 It was reported some families have requested, via the school, to take up the offer of extending their data allowance from their internet provider.

Q7: Are there any pupils who are digitally excluded?

R: Yes. One child did not have enough data and could not complete the home learning each day. The school ensures when phone calls are made home to families one of the questions asked is do you have enough electronic devices in the home and access to the internet. Reminders about IT are also flagged up in the school newsletter weekly.

#### SEN / VULNERABLE CHILDREN / SAFEGUARDING

6.16 The school has identified two vulnerable children as parents are high EAL and therefore cannot access the learning.

6.17 It was reported that pupils with an EHCP, pupils on the SEN register and high needs pupils who are in attendance at school are thriving in their academic achievement with dedicated one-to-one support.

#### PUPILWELFARE / FSM

6.18 During Christmas the local authority provided the winter food fund offer of £60 per child. Financial donations were also received from the charity SVP and the money given out to those families identified as in need.

6.19 In January 2021, the caterers provided food parcels which were well presented.

6.20 The Government scheme is in place now to fund children on FSM with £15 per week for the supermarket; the governor vouchers are been sent out in blocks of £60. During the half-term break the government have announced they will bring back the COVID winter fund.

#### PUPIL MENTAL WELLBEING

6.21 Next week is Mental Health Awareness week. Sr. Jenny will be talking to those pupils identified as benefitting from an online Zoom session.

#### STAFF WELFARE

6.22 The lateral flow tests arrived in school this week and there are 7 tests in each box. The tests are not mandatory but staff are encouraged to take them. Testing should be completed twice a week, with 3-4 day interval, and the results take 30 minutes. Results are reported to the NHS and EHT or HoS. If a member of staff has a positive result they will follow the NHS guidance.

6.23 It was confirmed there is a great amount of anxiety amongst the staff and all staff are working at variable levels. It was reported teachers are working long hours planning and delivering online lessons, as well as managing emails and texts messages from pupils and parents. Ideas were proposed to assist with reducing the workload.

Q8: Are teachers marking pupils' work?

R: All teachers have been advised the expectation is to mark one piece of Maths work and English work in detail each week.

## PARENTAL CONCERNS / EXPECTATIONS

6.24 The home learning offer has been communicated to all parents; however it was reported there are some parents who repeatedly come back asking the same questions.

6.25 A recommendation was made that the EHT contacts Katie Dawbarn seeking details of someone who has demonstrated best practice on live teaching and could share this and support the staff at the school.

**ACTION: EHT**

6.26 The Chair thanked all the staff, and in particular the senior leaders who are managing a very challenging situation.

## 7. COMMITTEES

### 7.1 Terms of Reference

The Clerk reminded the GB that all Committee Terms of Reference must be approved by the GB. The clerk confirmed receipt of the ToR for the Finance and Resources Committee and the Well Being Committee. The Chairs of Committees will present their ToR for GB approval at the next GB meeting.

**ACTION: Chairs of Committees**

### 7.2 RE And Spiritual Life

7.2.1 The EHT has taken on the role of RE lead. The RE Committee meeting was scheduled before Christmas but had to be postponed as a bubble in the school and members of staff were isolating due to COVID. The meeting will be rescheduled.

**ACTION:EHT**

7.2.2. The EHT reported the children has participated in Christmas advent liturgy led by Sr. Jenny.

### 7.3 Finance and Resources Committee

7.3.1 The SFVS return for 2020-2021 will be delayed. It was noted that there has been no work completed on the SFVS return.

7.3.2 There has been no Finance and Resources Committee meeting in spring term 1.

#### 7.4 Wellbeing Committee

7.4.1 The Chair of the Wellbeing Committee has been in communication with the Head of School to review the policies to be reviewed.

7.4.2 The Chair of the Wellbeing Committee has attended the *Role of the Chair of a Committee* training at Barnet LA, and has registered to attend a *Wellbeing for Staff* training at the DoW in February 2021.

#### 7.5 Curriculum and Achievement Committee

7.5.1 The committee meeting is planned for January 2021 was postponed and has been rescheduled to take place on 23<sup>rd</sup> February 2021 at 7pm.

#### 7.6 Admissions Committee

7.6.1 The Committee (BC; GC; and member of office staff) will arrange a date to meet in February to review the admissions for September 2021. Date of meeting to be agreed. **ACTION: EHT**

7.6.2 It was reported 27 applications have been received for reception places in September 2021.

#### 7.7 Pay Committee

7.7.1 The Chair of Governors reported there is a UPR pending; the COG will arrange a meeting to follow this up. **ACTION: CoG**

#### 7.8 HT's Performance Review Panel

7.8.1 The Head Teacher's Performance Review Meeting took place in the autumn term with NoD, SM, a governor from Our Lady Of Lourdes Primary School, and the School Improvement Partner (Sandra Teacher). There were no concerns.

### **8. POLICIES FOR REVIEW**

8.1 The policies for review were filed on Governor Hub by the EHT; however members of the GB said they had not received GH alerts and were unaware the policies were filed. The Clerk agreed to compile a list of policies to be reviewed and circulate to the GB for the GB to approve via email.

**ACTION: Clerk**

### **9. CHAIR'S ITEMS**

9.1 DoW Academy Strategy Meeting: The Chair of Governors reported he had attended an online DoW academy strategy meeting scheduled at short notice on 20<sup>th</sup> January 2021. The meeting was called in response to a leaked communication between the DoW Education Commission and Trustees about relaunching the CATs initiative. The Diocese is asking that all GB's re-engage with the academies proposals and give the proposal "due diligence" exploring whether the academy model fits with the needs of the school.

9.2 The Chair proposed in light of the current challenges with COVID19, and no senior leadership capacity, at the earliest it will be the end of the summer term before this can be given any consideration. It is proposed the GB will

form a sub-committee to conduct the review and consider if the academy model is the right one for the school.

**ACTION: Clerk / Agenda item**

9.3 Three documents following the meeting in January 2021 have been emailed to governors from the DoW. It was confirmed the documents are posted on Governor Hub by the DoW. All governors were encouraged to read the documentation.

## **10. SAFEGUARDING**

10.1 JG met with the EHT and went through the annual Safeguarding audit. All governors were reminded of their responsibility to attend safeguarding training regularly.

## **11. MARKETING THE SCHOOL**

11.1 The GB **agreed** that Marketing should remain as a standing item on the GB agenda.

Following on from the previous GB the following actions were confirmed:

- The photographer has visited the school and the pictures are published on the school website.
- There are two school banners on display. However, there is ongoing discussion about the placement of the banner and whether it is clearly visible.
- A representative from the company, Barkers, will be meeting with SLT to discuss the requirements for the Early Years area.
- Discussions are ongoing to consider displaying children's art work at local venues such as tube stations, cricket ground, and gym.
- A proposal was made to display children's work on a noticeboard outside the school.

## **12. FUTURE GB MEETING DATES FOR 2020-2021**

SPRING TERM 2021

Thursday 4th March @ 7pm

SUMMER TERM 2021

Thursday 20th May @ 7pm  
Thursday 8th July @ 7pm



## ANY OTHER BUSINESS

### 13.1 RE Liturgy – collective worship.

QUESTION: What is the school is doing with regards to remote learning for RE and collective worship.

R: RE is a core subject and once a week a remote lesson is planned for all pupils. At present there is no daily collective worship. It is proposed to incorporate collective worship with the introduction of daily electronic registration for pupils.

*Part 1 meeting ended at 20.58 hours. Fiona Kerin left the meeting.*

*Part 2 meeting follows. .*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
*Chair of Governors*

## SUMMARY OF AGREED ACTIONS - GB MEETING 28<sup>TH</sup> JANUARY 2021

Minute ref.	Action	By Whom
	CoG to sign GB approved minutes of <ul style="list-style-type: none"> <li>➤ 18<sup>th</sup> May 2020</li> <li>➤ 8<sup>th</sup> June 2020</li> <li>➤ 1<sup>st</sup> July 2020</li> <li>➤ 22<sup>nd</sup> September 2020</li> <li>➤ 12<sup>th</sup> November 2020</li> </ul>	CoG
4.4	The newly appointed governors (HG; FK) to sign the ROI form for 2020-	Clerk
4.3	Awaiting confirmation of Foundation governor appointment from DoW	Clerk to follow up
5.3	The H&S Audit has been postponed until the summer term 2021.	NoD /EHT
5.4	A school Fire Drill postponed until the summer term 2021.	EHT / HoS
6.25	A recommendation was made that the EHT contacts Katie Dawbarn seeking details of someone who has demonstrated best practice on live teaching and could share this and support the staff at the school.	EHT
7.1	All Committees Terms of Reference to be presented to the GB and approved at the next GB meeting.	Committee Chairs Clerk / agenda item
7.2.1	The RE Committee meeting will be rescheduled.	EHT
7.6.1	The Admissions Committee to meet February to review the admissions for September 2021.	EHT
7.7.1	The Chair of Governors reported there is a UPR pending; the COG to arrange a Pay Committee meeting to follow this up.	CoG
8.1	The Clerk to compile a list of policies to be reviewed and circulate to the GB for the GB to approve via email.	Clerk – Post meeting COMPLETE
9.2	The GB to form a sub-committee to conduct the review of the academy model	Clerk / agenda item
11.3	Marketing the School will be a standing agenda item	Clerk / agenda item