



*"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
Tuesday 22nd September 2020 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)
1 vacancy

Also in attendance

*Helen Holloway - Clerk
*James Troy – Head of School
*Liz Cormack – Observer (Awaiting appointment as LA governor)

STAFF GOVERNORS

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

PARENT GOVERNORS

*Nick O'Donnell (NO'D)
1 vacancy

LA GOVERNOR

Vacancy

*denotes member present / ^denotes member absent

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 Liz Cormack, 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

No late items to present.

4. REGISTER OF BUSINESS INTERESTS

4.1 All governors were reminded of the need to sign the Register of Business Interests for 2020-2021 and to inform the Clerk of any changes throughout the year. As the meeting was online, the Clerk proposed compiling a document

sent via email for all governors to complete and return to clerk with any business declarations that need to be made.

ACTION: CLERK

5. KEEPING CHILDREN SAFE IN EDUCATION

5.1 All governors were sent the link to the KCSIE September 2020 and were asked to sign to declare they have read the document. The Clerk will email a document to all governors for signing to declare they have read the KCSIE Sept 2020 document.

ACTION: Clerk

6. GOVERNORS' CODE OF CONDUCT 2020-2021

6.1 A revised Governors' Code of Conduct was distributed to the GB with the addition of virtual meetings attendance guidance. The Clerk will email a document to all governors with a declaration to indicate they have read and adopt the Code of Conduct for 2020-2021

ACTION: Clerk

7. ELECTION OF CHAIR AND VICE CHAIR / AGREE TERM OF OFFICE

7.1 The GB **AGREED** a term of one year for the appointment of the Chair and Vice Chair.

7.2 Seamus McKenna was nominated and seconded to be appointed as Chair of Governors for a term of one year. Governors were reminded of the need to consider succession planning as the Chair will be stepping down next academic year.

7.3 A governor expressed interest in discussing the role of the Vice Chair with the Chair. Election of Vice Chair will be carried forward to the next GB meeting.

ACTION: Clerk / agenda item

8. GB MEMBERSHIP

8.1 GC is awaiting re-appointment as a Foundation Governor

8.2 There is one foundation governor vacancy. The Clerk has followed this up with the Diocese of Westminster; currently there are no foundation governors waiting to be placed in a school. JG agreed to continue her research in seeking a governor with "Inspiring Governance".

ACTION: JG

8.3 Onyeabo Ogodazi has resigned as the local authority governor with immediate effect. Liz Cormack is currently in the process of completing the application with Barnet to be appointed as the local authority governor.

8.4 There is a parent governor vacancy. Two rounds of advertising for a parent governor have taken place and there has been no response. One governor expressed there may be a parent who has displayed interest in the governor role; it was agreed to contact the person directly and report back to the Chair.

ACTION: NoD

9. COMMITTEES

9.1 It was noted the RE Curriculum lead post is currently vacant and consequently there will be a delay in the RE Committee conducting a meeting as this is a key role for the work of the committee.

9.2 The GB agreed the Committee Membership 2020-2021 as follows:

RE AND SPIRITUAL LIFE

Christine Fleming - **Chair**
Seamus McKenna
Gerry Costello
Marie Forkan
Plus 1 other

Staff facilitator: RE Lead (Post vacant)

WELL BEING COMMITTEE

Liz Cormack – Convenor
Father John Dermody
Jane Goring
Gerry Costello
Plus 1 other

Staff facilitator: James Troy

CURRICULUM AND ACHIEVEMENT COMMITTEE

Nick O'Donnell – Convenor
Nikki Dias
Christine Fleming
Liz Cormack
Plus one other

Staff facilitator: James Troy

FINANCE AND RESOURCES COMMITTEE

Fr John Dermody – Convenor
Marie Forkan
Nick O'Donnell
Seamus McKenna
Barbara Costa

Staff facilitator: Barbara Costa

PAY AND PERFORMANCE MANAGEMENT

Seamus McKenna
Jane Goring
Christine Fleming

Staff facilitator: Barbara Costa

ADMISSIONS COMMITTEE

Gerry Costello
Seamus McKenna
Barbara Costa

Staff facilitator: Nadia (Office)

9.3 All chairs reminded to organise the committee meetings for the academic year.

ACTION: Chairs of Committees

10. COMMITTEES TERMS OF REFERENCE

10.1 The Clerk circulated model Terms of Reference for all committees. Each committee to review their own Terms of Reference and approve at their first committee meeting. The approved Terms of Reference will be presented to the GB for ratification at the next GB meeting on 12th November 2020.

ACTION: Chairs of Committees

11. APPOINT KEY LINK GOVERNORS

11.1 Jane Goring appointed as the Safeguarding link governor for 2020-2021

11.2 Christine Fleming appointed as the SEND link governor for 2020-21

12. MINUTES AND MATTERS ARISING FROM THE PREVIOUS MEETING

12.1 The Minutes of the GB meeting held on 1st July 2020 were **APPROVED** as an accurate record by the GB and will be singed when the GB meet face-to-face.

ACTION: CoG

12.2 MATTERS ARISING - GB MEETING 01/07/2020 not covered elsewhere on the agenda

- | | | |
|--------|---|--|
| 12.2.1 | Health and Safety audit is due. NOD agreed to conduct the audit. | NoD to arrange a date to visit the school. |
| 12.2.2 | The new SDP will be presented to the GB in the second half of the autumn term to allow SLT time to assess the baseline results and compile an SDP to address the gaps and manage the wellbeing of all pupils. | EHT / HoS
Autumn Term 2 |

13. EXECUTIVE HEADTEACHER'S (EHT) REPORT

13.1 The start of the new academic year has been a positive one and all children on roll have returned to school with the exception of one parent who has decided to withdraw from the school and opted for home schooling.

13.2 The staff are confident the children are over 99% happy to be back at school and are working in their year group bubbles and getting on with the new procedures in place to protect everyone.

13.3 Both the Executive HT and Head of School are involved in daily operational duties in the dining room and at the school gate which is very time consuming. The GB agreed this wasn't the best use of their time as senior leaders and proposed monitors were put in place to support the lunchtime which would provide opportunities for the children to step up to responsibility and demonstrate great behaviour. The EHT and Head of School, and staff

governor will look at this to see if a rota can be drawn up to support the dining room tasks and ensure all pupils remain within their bubbles.

13.4 Feedback from parents has been positive; however there is still more room for improvement to ensure everything is running more smoothly.

13.5 Management of pupils displaying suspected COVID-19 symptoms was discussed with the GB and it was noted the school is following the government guidance. With regards to the early years it was noted equipment is available for children to play with only in their within their own bubble.

13.6 All classes have now completed baseline assessments which are being reviewed by the SLT to identify the gaps in learning. A power point presentation will be sent to all parents detailing the curriculum plan for their child's year group for the autumn term. The Curriculum plans for each year group will also be published on the school website along with expectations for each year group by the end of the academic year.

QUESTION: How many children are on roll in Reception?

R: It was confirmed there are 21 children on roll in reception class.

QUESTION: Are there children at home awaiting tests

R: Yes, they are. Children displaying suspected symptoms cannot returned to school until they have a test which is negative, or isolate for 10 days.

13.7 All children at home will have equal access to online learning provision via See Saw. It was reported See Saw has been very positive and is being launched with the staff and pupils at Our Lady of Lourdes primary school.

QUESTION: Do we know how many children do not have access to IT?

R: The Head of School is across this and reported very few pupils have no IT access. Reception pupils have just started school and an assessment will be conducted to ensure all pupils have IT access.

13.8 The Chair thanked the Executive HT, and Head of School, and Staff Governor for all their efforts. It was noted the SDP will be reviewed following the base line assessment of all pupils, and presented to the GB in autumn 2.

ACTION: Executive HT

14. POLICIES FOR REVIEW

14.1 The following policies were reviewed and **APPROVED** by the GB

- CES Appraisal Policy and Procedures for Teachers
- CES Capability Policy and Procedure
- CES Sickness Absence Policy and Procedure
- CES Disciplinary Policy and Procedure

14.2 Child Protection Policy (CP): The CP policy was not seen by all Governors so it was agreed to extend the deadline for feedback. The GB **APPROVED** the policy subject to allowing those governors who had been unable to read the policy to add their comments via email to the EHT no later than Friday.

14.3 Staff Absence Policy: The EHT informed the GB there are two areas for consideration in this policy:

- i. To decide whether the school will accept requests for sabbaticals. The GB **AGREED** any request from a member of staff for a sabbatical would be at the discretion of the Governing Board.
- ii. A new law was introduced in April 2020 allowing a bereaved parent to have paid leave. The GB will need to agree a minimum paid leave period for this absence. The GB proposed the EHT seeks further guidance on this matter from Barnet HR before approval of the policy can be made.

ACTION: EHT

15. CHAIR'S ITEMS

No items to report.

16. PARTNERSHIP AGREEMENT

No items to report.

17. SAFEGUARDING

17.1 No items to report. The Safeguarding link governor will arrange a meeting with the Executive HT and Head of School.

ACTION: JG

18. FUTURE GB MEETING DATES FOR 2020-2021

AUTUMN TERM 2020 Thursday 12th November @ 7pm

SPRING TERM 2021 Thursday 28th January @ 7pm
Thursday 4th March @ 7pm

SUMMER TERM 2021 Thursday 20th May @ 7pm
Thursday 8th July @ 7pm

19. ANY OTHER BUSINESS

19.1 QUESTION: Has the school received any additional funding from the Government in response to the extra costs associated with COVID-19?

R: The EHT confirmed the school has presented a detailed claim to the DfE in the summer term in excess of £10k for additional expenditure and is awaiting a response.

19.2 The DfE has promised additional funds to schools for tutoring to close the gaps as a result of the period of lost learning during national lockdown. The EHT confirmed the school has registered with the National Tutoring Programme. During the discussion concerns were presented about the budget constraints on the school.

19.3 In response to a question about governor visits to the school it was confirmed link governors can visit the school by appointment only.

*Clerks note: Part 1 meeting ended at 8.48pm
There was no part 2 meeting.*

*19.4 Noted: Part 2 minutes of previous GB meeting (7th July 2020 were not circulated on Governor Hub. It was **AGREED** to carry this item forward for approval at next GB meeting.*

ACTION: Clerk

Signed: _____ Date: _____
Chair of Governors

SUMMARY OF AGREED ACTIONS - GB MEETING 22nd September 2020

Minute ref.	Action	By Whom
4.1 4.2 4.3	Clerk to circulate document for all GB members to sign re: <ul style="list-style-type: none"> - Register of Business Interests for 2020-2021 - Keeping Children Safe In Education Sept 2020 - Governors' Code of Conduct 2020-2021 	Clerk / GB
8.2	JG continue research with "Inspiring Governance" to seek a new foundation governor.	JG
8.4	Parent Governor role: No response. Possible lead to follow up from governor recommendation.	NoD / CoG
9.3	All Chairs of Committees to set committee meeting dates for year.	Committee Chairs
10.1	All Chairs of Committees to present Terms of Reference at first meeting of academic year for approval.	Committee Chairs
12.2.1	Health and Safety audit is due. NOD agreed to conduct the audit.	NoD
12.2.2	The new SDP will be presented to the GB in the second half of the autumn term to allow SLT time to assess the baseline results and compile an SDP to address the gaps and manage the wellbeing of all pupils.	EHT / HoS Autumn Term 2
14.3	Staff Absence Policy / minimum paid leave. The GB proposed the EHT seeks further guidance on this matter from Barnet HR before approval of the policy can be made.	EHT