



**St Nicholas Catholic Primary School (Academy)**  
**Part 1 Minutes of Local Governing Board**

Date	19 <sup>th</sup> May 2020	Time	7pm online
Governor Attendees			
Name	Type of Governor	Present	Apologies
Angela Bosley	Foundation	N	Y
Angela Folland	Headteacher	Y	
Frankie Phillips	Foundation	Y	
<b>Luke Robinson</b>	Foundation	Y	
Rachel Sparks	Foundation	Y	
Frances Dennehy	Foundation	Y	
Lucy Wills	Community	Y	
Alex Hill	Community	Y	
Suzanne Pollard	Parent	Y	
Denise Sparkes	Staff	Y	
James Cookson	Foundation	Y	
Other Attendees		Present	Apologies
Ali Brocksom	Clerk to Governors	Y	

Agenda Ref	Minute Ref:	Item	Info Decision Question Action
1.	1.	<p>An online meeting was held during the Covid 19 lockdown.</p> <p><b>Current Arrangements</b></p> <p>In March we went into lockdown. AF had given the governors an update before Easter. We have been open for keyworker and vulnerable children and up to 30 children a day attend.</p> <p>They have been taught in the Foundation Stage unit to enable the children to spread out. Teachers and TAs have worked on a rota basis.</p> <p>There has been much work undertaken by teachers on curriculum development.</p> <p>Income from Nursery is enough to continue to pay staff. The income from BASC was insufficient to pay staff and so BASC staff were furloughed, receiving 20% top up from CAST.</p> <p>FSM were initially provided by food parcels and some were delivered, some collected. We now order vouchers through the Edenred scheme. After initial problems with an overloaded system all eligible families have received their vouchers.</p> <p>We have continued to pay our regular contractors (music and PE provision) and the supply agency as we had contracts to the end of Summer term.</p>	

Approved by FGB/Signed by Chair:

..... Date: .....

		<p><b>Safeguarding</b> We had to produce a rag rated list of vulnerable pupils for the LA with measures we would take over lockdown. We were audited by the LA and have been commended for rigorous safeguarding.</p> <p>The safeguarding report was presented to governors and children were anonymously discussed including contact arrangements and vulnerabilities. All calls and contact have been recorded on CPOMs.</p> <p>Weekly safeguarding meetings have continued.</p> <p><b>Home Learning</b> This has been set by the teachers on a daily basis. This will look different once we are open. We know that there will be variation in the amount of work children have done. There will be gaps.</p> <p>It has been accessible for children and parents.</p> <p><b>Staffing</b> We had some vulnerable staff before lockdown who were able to self-isolate early.</p> <p>Others have self-isolated for short periods during the lockdown and none of our staff have been tested. None of our families that we know of have had it.</p> <p>Staff at home have completed online training at home such as Operation Encompass (domestic abuse) and allergy and epipen training.</p>	
2.	2.	<p><b>From 1<sup>st</sup> June</b> Re-opening plans are very detailed.</p> <ul style="list-style-type: none"> <li>• N, R, Yr 1 and Yr 6 plus keyworker children will be able to return to school from 1<sup>st</sup>.</li> <li>• SLT watched a webinar about risks to children by a consultant from Addenbrookes. It was reassuring and indicated the low risks in bringing younger children back and measures we could take to prevent transmission, PPE etc.</li> <li>• CAST have produced a risk assessment document to work through for the school. We have worked on this and sent this to Neil Maslen (ESM) for checking and have some work to do. We will send information to parents once the RAs are signed off by CAST.</li> </ul> <p><b>The RA document was discussed.</b></p> <ul style="list-style-type: none"> <li>• The 'bubble' methodology was explained, dividing children into 'bubbles' of 15. They cannot mix at all with other bubbles.</li> <li>• We will use the hall as a classroom for Reception children.</li> <li>• Staff have been allocated to bubbles.</li> </ul>	

Approved by FGB/Signed by Chair:

..... Date: .....

		<ul style="list-style-type: none"> <li>• Teachers and TAs will have to help out at lunchtime.</li> <li>• Teachers unable to come back will set home learning twice a week for classes not returning (Yrs 2,3,4,5).</li> <li>• KR will be on site every day and AF twice a week.</li> <li>• We have ensured paediatric first aiders are in place every day.</li> <li>• Playground areas will be marked out to separate play areas.</li> <li>• Resources will be rotated and regularly cleaned.</li> <li>• There will be no soft furnishings in school.</li> <li>• Break-times will be staggered and meals taken in classrooms.</li> <li>• KR and DS have taken part in TAF and TAC meetings online and considered the needs of vulnerable children who are returning.</li> <li>• BASC will remain shut as we cannot mix children and will be unable to sanitise the areas.</li> <li>• Wellbeing – DS and KR have been in contact with staff who are vulnerable and self-isolating. We will continue to consider staff welfare.</li> <li>• We have had good online meetings and will continue to use google meet for staff meetings.</li> <li>• We will try to do a video of the school to talk the children through the changes in school.</li> <li>• We will introduce a one way system in and out of school. We will mark out 2 metre lines to enable distancing.</li> <li>• We will encourage washing of hands once the children are in the classroom.</li> <li>• We have considered and decided not to have staggered starts.</li> <li>• Children will have own desks and equipment.</li> <li>• Buckets with detergent and water will be in each room to enable regular cleaning. We have a cleaning record to complete.</li> <li>• Toilets are an issue. Staff may only let one child go at a time and they will be required to use hand sanitiser once they return.</li> <li>• Children from Yr 1 up will be asked to socially distance.</li> <li>• Staff are most at risk. Children can pass it on.</li> <li>• We will have 2 staffrooms.</li> <li>• Teachers will not mark work immediately.</li> <li>• The office window will remain closed.</li> <li>• There will be 2m spots up to the office.</li> <li>• CAST are providing some PPE and Blessed Sacrament sewing group are making us some face masks. These are only for intimate care.</li> <li>• We are looking at Yr 6 transition and liaising with secondary schools.</li> </ul> <p><b>The parent's plan was also shared and discussed.</b></p> <ul style="list-style-type: none"> <li>• Staff do not need to wear PPE or face masks but we cannot</li> </ul>	
--	--	---	--

Approved by FGB/Signed by Chair:

..... Date: .....

	<p>insist that they don't.</p> <ul style="list-style-type: none"> <li>• Some PPE will be worn for nappy changing and spittle.</li> <li>• We will <u>not</u> set learning for children staying at home out of choice in N, R, Yr 1 and Yr 6. There is no expectation of this from the Trust.</li> <li>• On return the main focus will be PSHE, managing worries and anxieties, friendships etc.</li> <li>• Uniform rules will be slightly relaxed.</li> <li>• Staff should wear clothes that are easily washable.</li> </ul> <p><i>AH queried the bubbles – how will we manage siblings in different bubbles?</i> The children are coming back for learning and have been grouped to meet learning needs. If a child has to self-isolate it will also affect sibling's bubbles. We are expecting children to social distance too. We are reducing, not removing the risk.</p> <p>AH indicated that we should apply for tests now that children and staff are eligible. We would encourage parents to have children tested but cannot insist. It would release isolating bubbles more quickly.</p> <p><i>FD asked whether SLT were concerned about the measures we have to take.</i> They are counter intuitive and hard. Children will mix in the bubbles and we will encourage them to distance as much as possible.</p> <p><i>Are SLT getting support?</i> Yes we are supporting each other and have support from CAST. Managing everyone's anxiety is harder.</p> <p><i>SP queried whether we will discourage hugs?</i> There will be some physical contact but washing hands etc will be paramount. Some staff will have to move between bubbles.</p> <p><i>SP asked what we are doing for non-returning disadvantaged children?</i> We have invited some back to school already and are holding TACs and looking at creative ways to reintegrate them and bring them back to school and meet their needs. We have also signed out a few ipads to families to help home learning.</p> <p><i>Have all tests been cancelled?</i> Yes. All children will have an annual report based on the assessment point of 20<sup>th</sup> March.</p> <p><i>LW thanked AF and the team for all they had done and asked if we would have a break next week?</i> We will have the Monday (Bank Holiday) and Friday of half term off, the Friday to enable us to reconfigure the school.</p> <p><i>RS asked what will happen to the home learning – will it be seen?</i> We are looking at ways to celebrate what the children have done. Some has been put on the website. We will not be marking it or checking it.</p>	<p>Q</p> <p>Q</p> <p>Q</p> <p>Q</p> <p>Q</p> <p>Q</p> <p>Q</p> <p>Q</p>
--	---	---

Approved by FGB/Signed by Chair:

..... Date: .....

		<p><i>FD asked about medically vulnerable children who cannot return?</i> DS and KR have discussed returning with specific parents and there are no consequences for non attendance (penalties etc).</p> <p>Once parents see the school operating well numbers may increase.</p> <p><i>LR asked what if parents change their minds about bringing in children?</i> We do have some flexibility with keyworkers and have the Belvedere room which we can use as a classroom if needed.</p> <p>These are arrangements for 3 weeks. After that all children are likely to be invited back.</p>	<p><b>Q</b></p> <p><b>Q</b></p>
3.	3.	<p><b>Other business</b></p> <p>We are working more closely and regularly with OLSP, especially in developing the curriculum.</p> <p>September numbers are strong. We have 42 children coming into Reception in September.</p> <p>We have a strong budget surplus currently but gag pooling in September may reduce this.</p> <p>CAST have brought in a ratio of 1:24 teaching staff to children from September including non teachers (SLT).</p> <p>AF is awaiting confirmation of potential staff changes from CAST and discussed September staffing. We have 2 teaching vacancies at present.</p> <p>We have appointed a 1:1 TA in Early Years.</p> <p>We will schedule another Governor's meeting next half term.</p> <p>LR thanked the school team for all they had done. The staff have been amazing, working in the holidays, sending out home learning etc.</p> <p>SP suggested a communication from Governors to go out showing confidence in the proposals. CAST are working on a joint letter to go to parents but a letter from Governors would be valuable. LR and AF will work on this.</p>	<p><b>LR/AF</b></p>

Alex Hill  
Vice Chair

Ali Brocksom  
Clerk

Approved by FGB/Signed by Chair:

..... Date: .....