



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

Date	10th February 2021	Time	7pm
Governor Attendees			
Name	Type of Governor	Present	Apologies
Angela Bosley	Foundation	Y	
Angela Folland	Executive Headteacher	Y	
Kelli Reynolds	Head of School	Y	
Frankie Phillips	Foundation	Y	
Luke Robinson	Foundation	Y	
Fr Jonathan Stewart	Foundation	Y	
Frances Dennehy	Foundation	N	
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	

Minute Ref:	Item	Info Decision Question Action
20-21		
1.	Fr Jonathan led a prayer	
2.	Housekeeping Fr Jonathan Stewart was officially welcomed as our new Foundation Governor now that his appointment has been confirmed. Apologies & Declarations of Interest for this meeting There were no apologies and no declarations of interest.	
3.	Agree any items of business to be discussed that are not on agenda None	
4.	Safeguarding Report Safeguarding information was shared and discussed, including the support the school is giving to vulnerable families (through Early Help, EHCPs, etc). The SG4 was also shared. <i>Governors queried how these figures compare to the similar period last year?</i> This information was not immediately to hand but figures	Q

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	<p>this term are higher than last term and we have evidence that more families have needed support.</p> <p><i>Do you have enough resources and time to do this work?</i> Due to the workload we have considered carefully how meetings are run and how staff time is utilised. DS and KR do not always go to meetings together but divide up the meetings. We review demands on staff time on a weekly basis but we have been able to manage this work well so far this term.</p> <p>Families have been 'rag rated' i and children who are rated highly have been invited into school, or are being monitored closely. We are contacting families regularly.</p>	Q
5.	<p>Agreement of Part 1 minutes of last meeting (November)</p> <p>The minutes were agreed.They are marked as signed on Governor hub.</p>	D
6.	<p>Headteacher's Update including</p> <ul style="list-style-type: none"> • COVID 19 response update including current lockdown and risk assessment • SDP (lockdown impact)] • Budget update • Staffing update • Staff attendance & individual RAs • KWV attendance including places offered to Vulnerable • Blended learning protocol • RA for live sessions • Monitoring engagement spreadsheet • Supporting parents flowchart • Lateral flow testing for staff • Blended learning timetables and design <p>Risk Assessment</p> <ul style="list-style-type: none"> • We listened to feedback about remote learning after the first lockdown. Teachers worked very hard this time to get remote learning up and running very quickly. • We used our initial RA and reviewed it for the new lockdown. • The definition of Keyworker parents was extended by the Govt. and we have had many more children wanting places in school than the last lockdown (around 50%). • Teaching staff were consulted as to how they wanted to approach the learning this time. They were very keen to have their own children instead of a rota system. All staff members are working in school on their usual days. Therefore, teachers are also expected to deliver home learning via Google Classroom as well as teach the children physically in.. • Parents had some problems initially logging on to Google Classroom but teachers have given support. 	

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	<ul style="list-style-type: none"> • Half of children are currently in school every day. They are wearing uniform and we are making the day as normal as possible, • The RA was discussed (from page 45) - specifically two areas <ul style="list-style-type: none"> ◦ Live and recorded interactions for children. We have had to create a protocol setting out the responsibilities of teachers, parents and children during live and recorded lessons. Teachers have been given training on how to run online lessons appropriately and effectively. ◦ Lateral Flow Testing - staff have been carrying out these self-tests for the last few weeks and reporting the results to ABr. <p>Attendance Data was shared showing attendance of children accessing education on site over each week in each class. The number of vulnerable children attending was also discussed.</p> <p>Most EHCP children are in school.</p> <p>KR explained the booking system in response to a Governor question about how parents are choosing the days their child attends. They book based on need so that we have enough spaces to offer to all families - we encourage children to be at home on days parents can supervise them.. We would consider opening another bubble if needed but after consultation with the teachers and a review of the safety aspect of having more children in each classroom, we agreed to go up to 17 in each class and requests have not yet exceeded this.</p> <p>We have offered some devices to families to help home learning. We have received 7 chromebooks from the DfE but there has not been a huge demand for these.</p> <p>Blended Learning The BL report was shared and discussed.</p> <ul style="list-style-type: none"> • We are meeting all DfE guidelines for home learning. • Teachers are teaching their own class children. • Home and school learning are aligned and we are following the curriculum intent for this term so that the curriculum is aligned to our flight paths. This should aid a smooth transition when all children return. • Learning is presented via Google Classrooms and most families have engaged really well. • Work is uploaded daily in a variety of ways (Video, apps, Oak Academy, Powerpoints or Smarts). • Work is differentiated and accessible. • Children are asked to share their work onto Google Classrooms. • Teachers have time to upload work each day due to more TA support in the classrooms. 	<p style="text-align: center;">Q</p>
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	<ul style="list-style-type: none"> • Children attend 2 class catch ups a week and are contacted if they do not. • Weekly parent workshops support parents to support their child's learning. take up was initially high but this has reduced. • We are monitoring engagement in learning on a spreadsheet, checking whether children are completing learning and attending catch ups or if they are not engaging in learning at all. • We have a waved support approach to enable children to access home learning. • Work is being marked and feedback given to all children. Every day's learning is responded to. • SEND provision - we have made sure SEND children are catered for at home. Pupil Passports have gone out to all children, even those at home. Parents have been given suggestions about how to support children to meet these targets. • TA Support is given to vulnerable children in school and interventions continue in school (e.g.Sp and Lang needs). • We do not carry out live lessons after considering the needs of all families at school who may have limited devices and other children learning at the same time. • We are meeting DfE guidelines for teaching and learning. Our children are engaging well. • We have tried to continue normal school events such as liturgies, silver book, newsletters, disciple of the week etc so that it feels as normal as possible and all families are included. • We have held blended learning review meetings to reflect on how we have done so far and consider the future when we may be back to 'normal'. <p><i>FP: Have you a reintegration strategy for the return to school? Once we have clear direction from the Govt. we can consider this. We cannot yet plan for specifics. We do not yet even know if all year groups will return. We should have 2 weeks notice and will plan once we have more certainty.</i></p> <p><i>FP: Have you something in place if there is a major COVID outbreak in school?</i> Our remote learning offer sets out in detail what would happen if we had to close a bubble. This document covers every eventuality</p> <p><i>ABo: What you are presently doing looks amazing - would you be confident if we had an Ofsted inspection?</i> SLT are confident with what our teachers have delivered so far. Engagement is high amongst the children. We have talked about our offer to CAST. Monitoring of lessons is strong.</p>	<p>Q</p> <p>Q</p> <p>Q</p>
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	<p><i>How are the staff?</i> They are tired. They are a great team. We have carried out some individual risk assessments where needed. We are happy to be closed for half term.</p> <p><i>Have we had any devices from the DFE?</i> We have received 7 - these are available to lend out to children.</p> <p><i>How is progress being monitored? Have the children made any progress? Are children still making progress?</i> Yes there is some progress in evidence. We are planning to ensure progress and will carry out some assessment when children are back. The learning that is being set this time is very closely aligned to the curriculum we would have been delivering anyway. In maths we are only teaching concepts that are easier to deliver in a remote way and will concentrate on harder concepts when the children are back in school.</p> <p>Monitoring Sheets (rag rated) were shared and discussed with governors showing numbers accessing learning in each class, remote or in school.</p> <p>The Blended Learning Protocol was also discussed, setting out expectations for home learning. Parents were asked to sign up to this.</p> <p>School Development Plan AF shared and discussed the SDP and the evaluation of it that had taken place after Autumn term.</p> <ul style="list-style-type: none"> • We are working to develop a secure curriculum for IT. • We will have to go back to the curriculum and adapt it. in the light of lockdown. • Subject Leadership was evidenced as effective in some subjects in Autumn. We have not been able to expand this to other subjects yet. • SEND - pupil passports are being used but these still need some development. • We had one term on R, W and M. We knew who had gaps in learning and how we were to use the catch up funding - we appointed an HLTA from January to do this. However her time is now being used to release teachers to set home learning and not on catching up. • KR is leading on the Behaviour Policy development. with OLSP. • The Life to the Full lesson programme was made available online for parents. • The DSEF has gone to the diocese. • We have set up a joint school Catholic life strategy group and designed a Lenten strategy. Both schools will have some liturgies together. 	<p>Q</p> <p>Q</p> <p>Q</p>
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	<ul style="list-style-type: none"> We will begin to write and realign the SDP for the next 18 months. We will add a 'new technologies for learning' strand to this. <p>Staffing</p> <ul style="list-style-type: none"> AF shared and discussed a document showing staffing changes in school. Governors were very sad to learn of JD's upcoming retirement. She has been a major asset to the school and incredibly supportive to SLT. LR echoed this and said how 'brilliant' she has been and how much she will be missed. AF said she has been 'great to work with'. Although she is finance she understands the children come first. She has been a real asset. <p>Budget</p> <ul style="list-style-type: none"> AF shared and discussed the current budget monitor. We received £22,000 for catch up funding and £3000 for taking an apprentice under 25yo. We have over budgeted for UFSM. £4,500 lettings income has been lost due to lockdown restrictions. We have reduced income from budgeted BASC due to lockdown. We have therefore furloughed some of our staff. We have lost the income from AF's Ofsted work. Salaries for Nursery staff are now not funded from GAG funding - they are self funding. Salaries for N staff are set against the EY funding income which is currently very healthy. NQT time is enabled through supply and TA time. Surplus is £46,783, over our prediction of £42,000. We will have to account for this to CAST. <p>CAST have advised that we are going into the second year of further GAG pooling. Teachers will be allocated on 1:24 ratio. They will look to retain more central control over other budget lines. The budget will be discussed more at the March meeting.</p> <p><i>AH queried the reception numbers for September 2021. We have had a good number of Reception applications for September 21 and hope to have at least 40 children enter.</i></p>	
7.	<p>Governors</p> <ul style="list-style-type: none"> Autumn & Spring term Governor visits and reports as per schedule <ul style="list-style-type: none"> Catholic Life - this visit was carried out before Christmas and a brief overview was given. (report was shared before the meeting) 	

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	<ul style="list-style-type: none"> • SEND - report to be sent and the next meeting is to be arranged 	
8.	Policies issued for noting None	
9.	Matters arising since agenda distributed as identified at item 3 None	
10.	Any Correspondence received One complaint has been received and is being dealt with by AF.	
11.	Next meeting: 31st March - time TBC depending on format of meeting.	

Luke Robinson
Chair

Ali Brocksom
Clerk

Date

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