

ST ADRIAN'S CATHOLIC PRIMARY SCHOOL: GOVERNING BODY
Minutes of the First Meeting of the Autumn Term – Monday, 5 October 2020 – 6.30pm [F2F Setting]

Present:	Mr. R. Belt FG [Chair]	Mrs. J. Harrison FG	Mr. A. Sallis AM [virtual]
	Mr. D. Bedford HTG	Mr. R. King STG	Mr. D. Tang LAN
	Mr. E. Behan FG	Ms M. Moroney FG	Mr. W. Tominey FG [virtual]
	Mrs. E. Christie PG	Mrs M. Roe FG	
In attendance:	Mrs. B. Bliss [Clerk to Governors]		
Apologies for absence	Received and accepted from Mr. P. Broderick FG and Mrs. L. Peacock PG		

1.	<p>THE MEETING OPENED WITH PRAYERS LED BY THE CHAIR, who welcomed everyone to this first face to face meeting since the beginning of the year. He explained that, since unexpected major issues had arisen at the beginning of the autumn term, he had decided to delay his departure as a governor until Christmas.</p>	ACTION
2.	<p>YEAR 1 TEACHER PRESENTATION: Due to personal circumstances, the HT regretted that Miss Perry was unable to attend the meeting this evening. He gave a brief outline of the presentation's content, which covered the move to continuous provision in order to manage the transition from EYFS to KS1 more effectively. This was an entirely different approach to the Y1 curriculum, but the reaction of the HIP [who visited last week] was very positive. The presentation would be deferred to the next GB meeting.</p>	Clerk/agenda
3.	<p>STATEMENTS OF PECUNIARY/CONFLICT OF INTEREST: None</p>	
4.	<p>MINUTES OF LAST MEETING [8 July 2020] AND MATTERS ARISING FROM THESE:</p> <p>4.1 Minutes: Copies having been previously circulated, it was agreed the minutes were an accurate record of proceedings [proposer Mrs. Harrison; seconder Mrs. Christie] and signed by the Chair.</p> <p>4.2 Matters Arising: All matters arising would be raised under the appropriate agenda heading of this meeting.</p>	
5.	<p>EXTRA ITEMS FOR ANY OTHER BUSINESS: None</p>	
6.	<p>ANNUAL APPOINTMENT OF CLERK TO GOVERNORS: Mrs. Bliss was appointed for a further year, with effect from September 2020: proposer Mrs Harrison; seconder Ms. Moroney.</p>	
7.	<p>CLERK'S BUSINESS:</p> <p>7.1 Statements of Pecuniary/Conflict of Interest – Annual Completion of Forms: Those present completed and signed forms for 2020/21.</p> <p>7.2 Confidentiality Statements – Annual Completion of Forms: Those present completed and signed forms for 2020/21</p> <p>7.3 Safeguarding Statements – Annual Completion of Forms: Those present completed and signed forms for 2020/21</p> <p>7.4 HfL Governorhub Database – Confirmation of Changes: Governors amended their personal details as necessary, for updating on the database.</p> <p>7.5 Clerk to action completion/signature with governors unable to attend</p>	<p>Clerk/file</p> <p>Clerk/file</p> <p>Clerk/file</p> <p>Clerk/file</p> <p>Clek</p>

<p>8.</p>	<p>CHAIR'S BUSINESS:</p> <p>8.1 Governor Appointments/Re-appointments:</p> <p>8.1.1 Foundation Governors: Mrs. Roe had recently been re-appointed by the diocese. News was still awaited regarding the re-appointment of Mr. Behan, also the appointment of Mrs Christie [who had been asked to apply for foundation governor status].</p> <p>8.1.2 Local Authority Nominee: Mr. Tang was re-appointed for a further four years: proposer Mrs Roe; seconder Mrs. Harrison</p> <p>8.1.3 Parent Governors - Forthcoming Elections: It was agreed in principle to hold these and, if possible, this term. Following discussion on the process, it was decided that, in the first instance, a letter should be written to all parents inviting them to declare an initial interest. Mr Belt would then chair an open meeting of possible candidates, explaining what a PG's duties were, and the level of commitment involved, perhaps also stating what skills were currently needed. The formal process would then begin.</p> <p>8.2 2020/21 Committees/Working Groups/Link Governors:</p> <p>8.2.1 2020/21 Appointments: The following amendments were made:</p> <ul style="list-style-type: none"> ➤ Gift Aid - William Tominey in place of Dominic Tang ➤ Y6/Y1 Link Governors to swap roles <p>Subject to the confirmation of those absent, the complete list of appointments was approved.</p> <p>8.2.2 2020/21 Terms of Reference [A+D and Finance Committees] – GB Approval of Annual Review: A reminder was given for submission of these to the next GB Meeting</p> <p>8.3 Premises WG – Major Leaks:</p> <p>8.3.1 School Hall: A ongoing major leak had recently been discovered, the source of which had not yet been found; in the meantime, hot water was extensively warping the wooden floor. The Chair confirmed that he had been in touch with builders regarding the urgency of the repair, and the school's insurance company regarding recovery of the cost.</p> <p>8.3.2 School Roof: Governors were warned that the number of leaks was becoming an increasing concern, which could involve eventual replacement of the school roof, the cost of which would not be covered by insurance. The diocese was aware of the situation.</p> <p>8.3.3 Governors unanimously extended their grateful thanks to the Chair for his time and effort in overseeing not only these maintenance problems, but also project management of the <i>Safeguarding Building Project</i>.</p> <p>8.4 GB Information Evening: It was agreed to defer this to the spring term.</p>	<p>EB/Clerk</p> <p>Chair/HT</p> <p>LP/PB Clerk/file</p> <p>Chairs/ A+D & Finance Ctees</p> <p>Chair Premises WG</p> <p>Clerk/agenda</p>
<p>9.</p>	<p>FINANCE</p> <p>9.1 2020/21 School Budget: The Finance Committee Chair reported on the current position, which showed an improvement in both the budget forecast and projected carry forward figures. There were no questions.</p> <p>9.2 Covid Costs: A claim had been submitted but, since it was not yet known what percentage of costs would be reimbursed by the government, these could have</p>	

	<p>a negative effect on budget predictions. There were no questions.</p> <p>9.3 Staff Pay Review: In abeyance, pending government news on the outcome of proposals made by the <i>School Teachers' Review Body 2020</i>.</p> <p>10. NEW SCHOOL YEAR - HEAD TEACHER</p> <p>10.1 HT's Report – Interim: Having previously posted this on <i>Governorhub</i>, the HT answered questions arising, viz:</p> <p>10.1.1 Covid - Reaction of Parents to Re-opening of the School: In the main, correspondence centred on lack of lunch choice, wrap-around care and after school clubs. However, it was disappointing to note that, since re-starting the latter, pupil support had not been sustained.</p> <p>10.1.2 Covid - Emotional Support available for Teachers coping with Anxious Pupils: There was an established in-school staff well-being project; also a well-advertised staff insurance policy 24-hour helpline. However, the HT stated that such was his regard for the importance of staff morale, he favoured his own personal intervention if he perceived this was appropriate. He added that, following an enquiry from the HIP to a group of teachers during her recent visit, their response was very positive regarding support for them and their professional development.</p> <p>10.1.3 Covid – SEND Children: Since the beginning of term, visits had been received from <i>Herts Support</i> and <i>Specialist Learning Difficulties</i>, also <i>Safe Places</i>; one from the <i>Speech and Language Service</i> was expected shortly.</p> <p>10.1.4 Covid – School Attendance: The average percentage across the classes had increased since the beginning of term, but was still 1-2% less than the usual figure, reflecting the caution still being shown by parents.</p> <p>10.1.5 Governors applauded the HT for the magnificent management of arrangements for the re-opening of the school, and asked him to pass on their thanks to all the staff.</p> <p>10.1.6 There being no further questions, the Chair expressed the GB's thanks to the HT for his informative report.</p> <p>10.2 Safeguarding:</p> <p>10.2.1 Safeguarding Issue: <i>HfL</i> had now concluded its investigation and submitted a report to the Chair of Governors as commissioning officer. The next stage was for him to appoint a panel of governors who had no knowledge of the case, to consider the outcomes in detail and make recommendations.</p> <p>10.2.2 Safeguarding Building Project: Although the project had been completed on time, the unexpected finding of a major gas leak had caused an overspend of £16k. Discussions were continuing with the diocese regarding how this would be financed.</p> <p>10.2.3 2018/19 Annual Checklist/Audit [previously uploaded on Governorhub]: Following the last GB meeting [8 July 2020], and subsequent submission of questions/comments, the revised document was re-circulated and electronic approval given by email [30 July 2020]: proposer Mrs Harrison; seconder Ms Moroney.</p> <p>10.2.4 2019/20 Annual Checklist/Audit: The HT and Safeguarding LG reported that preparation was underway. Although completion of the audit</p>	<p>HT</p> <p>Chair</p> <p>Chair Premises WG</p> <p>Clerk/ Governorhub</p>
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	<p>could be undertaken on a termly basis, they had agreed that annually would be sufficient, given the Safeguarding LG's wide knowledge of safeguarding in the school.</p> <p>10.2.5 GDPR: The GDPR LG stated that an ongoing significant issue had reached the final stage before completion.</p> <p>10.3 2020/21 School Development Plan: Having been previously posted on <i>Governorhub</i>, there were no questions. The Strategy and Personnel WG stated that it had carefully studied the contents of the document, with all queries answered satisfactorily by the HT.</p> <p>10.4 School Business Manager: The Chair stated that <i>HfL</i> had already undertaken several visits this term and impressed with the quality of the advice provided. It was hoped the post could be advertised and filled for a new year start.</p> <p>11. GB POLICIES AND PROCEDURES:</p> <p>11.1 2020/21 Review/Updating:</p> <p>11.1.1 Overview: The statutory list of policies and procedures needing regular review/update, plus subsequent GB approval and publishing on the school website, had grown considerably over the years. Governors agreed it was imperative to ensure that all versions of policies and procedures were current/correct, and the same details appeared on both the website and <i>Governorhub</i></p> <p>11.1.2 Strategy + Personnel WG [which had already undertaken a preliminary check on behalf of the GB, and recommended that, to share the workload, some policies/procedures should be delegated to the appropriate committees/working groups], agreed to call a meeting as soon as possible to work through this one topic, and report back to the next GB meeting.</p> <p>11.2 2022/23 Admissions Policies and Criteria [Nursery and Reception]: These had been updated with changes made to the criteria, SIF and in-year admission form, and were now ready for LA submission by the due date of 16 October. Since changes had been made, the policies would need to go out to consultation with other schools, the timescale for which was 28 October 2020 - 06 December 2020. The GB's final approval to the 2022/23 admission arrangements would be required by 28 February 2021.</p> <p>11.3 New Policy/Procedure – Virtual Meeting Protocol [previously uploaded on <i>Governorhub</i>]: Following the last GB meeting [08.07.2020], and subsequent submission of questions/comments, the revised document was re-circulated and electronic approval given. The policy would be uploaded on <i>Governorhub</i></p> <p>11.4 CES Policies/Procedures: <i>CES</i> had recently updated the ones for <i>capability</i> and <i>appraisal</i>. <i>Capability</i> required staff to be consulted on the changes; if they agreed with these, an addendum to this effect would be attached to the procedure. The changes to be given to the HT for discussion with the staff.</p>	<p>S+P Cttee</p> <p>Clerk/agenda</p> <p>Clerk/ Governorhub</p> <p>MR/HT</p>
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