

---

**MUCH WOOLTON CATHOLIC PRIMARY SCHOOL  
MINUTES OF THE FULL GOVERNING BOARD  
HELD AT 6:00<sup>PM</sup> ON WEDNESDAY 21<sup>st</sup> OCTOBER 2020 VIA ZOOM  
DUE TO THE CORONAVIRUS PANDEMIC**

---

<b>Present:</b>	Matthew White	-	Executive Headteacher
	Howard Winik	-	LA Governor
	Helen Bradshawe	-	Parent Governor
	Emma Skyner-Andrews	-	Parent Governor & Co-Chair
	Andrew Simpson	-	Staff Governor
	James Carson	-	Foundation Governor
	Carol Chapman	-	Foundation Governor & Co-Chair
	Catherine Higgins	-	Foundation Governor & Vice-Chair
	Alexendra Hughes	-	Foundation Governor
	Mary Monkhouse	-	Foundation Governor
	Patricia Davies	-	Foundation Governor
 <b>Also, Present:</b>	Marie Wilson	-	Acting Head of School
	Robyn Middleton	-	School Business Manager
	Jo Richardson	-	Clerk

Items	Discussion	Action
<b>20/14</b>	<b>WELCOME AND OPENING PRAYER</b>	
	The Chair welcomed everyone to the meeting.	
<b>20/15</b>	<b>APOLOGIES FOR ABSENCE</b>	
	There were no apologies for absence.	
<b>20/16</b>	<b>ELECTION OF CHAIR AND VICE CHAIR</b>	
	<b>Co-Chair:</b> Carol Chapman and Emma Skyner-Andrews were proposed and seconded. There being no other nominations Carol Chapman and Emma Skyner-Andrews were both elected as Co-Chair for the ensuing year.  <b>Vice-Chair:</b> Catherine Higgins was proposed and seconded. There being no other nominations Catherine Higgins was elected as Vice-Chair for the ensuing year.	
<b>20/17</b>	<b>RATIFICATION OF FOUNDATION GOVERNOR APPOINTMENT</b>	
	The Governing Board formally resolved to approve the nomination for Patricia Davies to serve as a Foundation Governor for a period of 4 years.  It was further noted that Margaret MacDonald had stepped down from her position of Foundation Governor and governors wished to thank Margaret for the support she had given to the school.	
<b>20/18</b>	<b>DECLARATION OF INTERESTS</b>	
	Governors were reminded to update their pecuniary interest proformas and send into school. Governors were also reminded to update and declare any pecuniary interests on their personal profile page on GovernorHub. This would allow school to ensure records were kept up to date and produce	All

	reports as and when necessary.	
<b>20/19</b>	<b>SBM REPORT incl FINANCE AND RESOURCES</b>	
	<p>R Middleton presented a report to governors. The key points were as follows:</p> <ul style="list-style-type: none"> <li>i) The 3-Year Budget and Financial Summary and Budget Narrative Report dated 16<sup>th</sup> October 2020 were shared with governors.</li> <li>ii) The figures represented the second budget projection for the current financial year.</li> <li>iii) The school was forecasting a year-end cumulative balance of £53,912 for the current financial year.</li> <li>iv) Staff as a % of formula was still high at 92.1% for the current year.</li> <li>v) Covid expenditure – awaiting confirmation of a bid for £3,000. <b>Governor challenge:</b> would there be any further funding? <b>Response:</b> school were keeping a list of covid expenditure but it was unlikely there would be any further funding available. A discussion ensued around the issues of covid funding for schools.</li> <li>vi) All known staffing costs had been accounted for in the revised budget.</li> <li>vii) The supply budget had doubled. This also included a MAT leave cover. The MAT leave grant would contribute towards costs.</li> <li>viii) School had received guidance on a member of staff who was pregnant and had to shield. The member of staff was providing a lot of support to school from home.</li> <li>ix) <b>Governor challenge:</b> IO8B facilities and services had reduced significantly. <b>Response:</b> there had been no income from breakfast and after clubs.</li> </ul> <p>Governors AGREED the revised Budget.</p> <p>Governors thanked R Middleton for her report.</p>	
<b>20/20</b>	<b>STATUTORY POLICIES</b>	
	<p>Policies had been shared with governors prior to the meeting. Governors AGREED to adopt the following:</p> <ul style="list-style-type: none"> <li>• Child Protection Policy</li> <li>• Child Protection Covid Addendum</li> <li>• Complaints Policy</li> <li>• Credit Card Policy</li> <li>• Debt Recovery Policy</li> <li>• Pay Policy</li> <li>• Best Value Statement</li> </ul>	
<b>20/21</b>	<b>MINUTES OF THE PREVIOUS MEETING</b>	
	<p>a) <b>Accuracy</b> The minutes of the previous meeting held on 18<sup>th</sup> June 2020 were AGREED as a true record subject to the following amendment:</p> <ul style="list-style-type: none"> <li>i) Item 20/04 x) special facilities had decreased.</li> </ul>	

	<p>The minutes were then signed by the Chair.</p> <p><b>b) Matters Arising</b>  <u>Item 20/06 xiii) 1:1 update</u> - An EHCP had been drafted and school were awaiting a response. OT and Physio support in place to support with developing social skills. The child had settled in well.</p>	
<b>20/22</b>	<b>HEADTEACHER'S REPORT incl SAFEGUARDING</b>	
	<p>M White updated governors. The key points were as follows:</p> <ul style="list-style-type: none"> <li>i) Governors had been kept up to date throughout the lockdown and return to school period via GovernorHub.</li> <li>ii) Staff had responded well and adapted to a new way of working and socialising with each other.</li> <li>iii) M Wilson and P Regan were commended for the day to day running of the school in such turbulent times. The children had settled back into school and adapted well to the changes. New routines, staggered starts and finishes all had worked well.</li> <li>iv) Y6 and Reception class had had to isolate but were now back in school. There had been approx. 160 children absent due to covid.</li> <li>v) Remote Learning – Google classroom was up and running. Staff kept in touch with families and supported any pastoral needs with staff often working above and beyond and parents had been extremely grateful for the support and help from the teachers.</li> <li>vi) Staff had been very supportive to the SLT.</li> <li>vii) A Mental Health and Wellbeing program was supporting staff remotely and it had been very well received. It helped to build resilience and knowledge to support their own well-being.</li> <li>viii) Attendance would be reported further at the next meeting.</li> <li>ix) Risk Assessments were all in place.</li> <li>x) Safeguarding – there had been a serious incident with a child in KS1. Strategies were in place and had been communicated to parents and other children. Police had attended school and were happy for school to continue with the safeguarding measures they had in place. Safeguarding governors to meet to discuss the matter further.</li> <li>xi) Safeguarding leads had attended update training and staff had read the Keeping Children Safe in Education document.</li> <li>xii) Whole school safeguarding training would take place at the beginning of January.</li> </ul> <p>Governors wished to commend all staff for their hard work, communication and support to all the children and their families.</p> <p>Governors thanked M White for his report and the whole staff team and were very proud of the school.</p>	<p>MW</p> <p>MW</p>
<b>20/23</b>	<b>CURRICULUM AND REMOTE LEARNING</b>	
	<p>M White provided an update. The key points were as follows:</p> <ul style="list-style-type: none"> <li>i) The Remote Learning Plan for Staff and Families was shared with governors.</li> <li>ii) It was statutory for schools to publish their remote learning plan on the website.</li> <li>iii) Homework was set using google classrooms.</li> </ul>	

	<ul style="list-style-type: none"> <li>iv) The DfE had provided school with 13 chromebooks for children that were self-isolating.</li> <li>v) Staff had contacted 96% of parents and all had a form of internet access. A Simpson updated governors further noting that families had made a real effort to keep up with the curriculum.</li> <li>vi) KS2 children were able to upload photos of their work. Children also had access to paper copies of home learning and this was easier for the younger children as they struggled more with IT.</li> <li>vii) <b>Governor challenge:</b> have you looked into Seesaw and other apps? <b>Response:</b> school were already using google classroom however would keep apps under review.</li> <li>viii) Schools were required to teach the full curriculum. Some subjects and topics were adjusted accordingly to remote learning needs.</li> <li>ix) <b>Governor challenge:</b> How were you dealing with children that had not engaged with home learning, gaps in learning and in particular Y6? <b>Response:</b> children’s engagement in Maths and English could be tracked through google classroom. Interventions were in place. Staff were in constant contact with any families where children had not accessed home learning.</li> <li>x) Skills and knowledge were very important and looking at where gaps could be filled throughout the year.</li> <li>xi) <b>Governor challenge:</b> how do teachers ensure children access the higher levels? <b>Response:</b> All children had access to higher levels and were encouraged by teachers.</li> <li>xii) <b>Governor challenge:</b> EYFS had lost basic skills and learning, what plans were in place to catch-up? <b>Response:</b> Schools were awaiting further DfE guidance on the expectations so the curriculum could be adjusted for catch-up.</li> <li>xiii) Catch-up funding of £8K had been received. School would look carefully at where to use this money.</li> </ul>	
<b>20/24</b>	<b>ADMISSIONS</b>	
	<p>M White provided an update. The key points were as follows:</p> <ul style="list-style-type: none"> <li>i) Pupil numbers totalled 408 (415 at the end of the Summer Term).</li> <li>ii) New children joining after half term required SEN support.</li> <li>iii) School had received a request from a family who had 2 children who left in January. There had been attendance issues with both children averaging 75%. The EWO had spent a lot of time with the family. School had reservations about the children re-joining and the significant impact on attendance. A discussion ensued and it was agreed governors would be updated further at the next meeting.</li> <li>iv) <b>Governor challenge:</b> were there any elective home educators? <b>Response:</b> Not at the moment, although 1 parent was considering it.</li> </ul>	MW
<b>20/25</b>	<b>GOVERNANCE</b>	
	<ul style="list-style-type: none"> <li>a) <b>Vacancies</b> – there was one vacancy for a Foundation Governor.</li> <li>b) <b>Training</b> - governors were reminded to keep their training logs up to date on GovernorHub.</li> <li>c) <b>Confirmations on GovernorHub</b> – Governors were reminded to</li> </ul>	

	confirm they had read KCSIE and the Governor Code of Conduct on GovernorHub.	All
<b>20/26</b>	<b>DIRECTOR'S ITEMS</b>	
	None	
<b>20/27</b>	<b>ACADEMIC YEAR 2020-2021 DATES</b>	
	It was confirmed the school would follow the Local Authority dates for the next academic year.	
<b>20/28</b>	<b>DATES AND TIMES OF MEETINGS</b>	
	Full Governing Body Meeting – dates to be agreed	MW
<b>20/29</b>	<b>ANY OTHER BUSINESS</b>	
	<i>Robyn Middleton and Andrew Simpson left the meeting</i>	
	i) Reserved Item – <i>see confidential extract to these minutes</i>	
	There being no other business the meeting closed at 8:15pm	