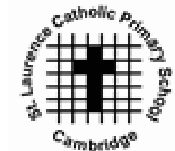


Through God's grace, a community growing in knowledge and understanding



Meeting Date & Time: Thursday 14th May 2020 4-5.15pm. Meeting held virtually via Zoom

| Attendance & Apologies: | | | | | | |
|-------------------------------|------|---|---|-------|---|--|
| Foundation Governors: | | | Parent Governors: | | | Associate Members: |
| Mary Jane O'Sullivan (Chair) | MJOS | P | Adam Rokitnicki | AR | P | |
| Claire Southgate (Vice Chair) | CS | P | Felix Hearn | FH | P | |
| Harry Roberts | HR | P | | | | |
| Ursula Lowe | UL | P | Co-opted Governor: | | | In Attendance: |
| Chioma Ubajaka | CU | P | (none in post) | | | |
| Dr Charlotte Woodford | CW | P | | | | Clare Clark (Executive Headteacher) CC P |
| Victoria Worsnop | VW | P | Staff Governors: | | | |
| Emori Cordero | EC | P | Phyllis Maynard | PM | P | |
| | | | Lizzy Bennett & Veronica Harvey (Joint Heads of School) | LB VH | | |

(key: P = present, Ap = apologies received and accepted, ApN = apologies received but not accepted, A = absent)

Documents are available to governors in the **2020 Summer 1** meeting folder on Governor Hub & in the "Monitoring > 2019-20 visit reports" folder

Starred items (marked *) were noted/approved (as appropriate) without discussion unless a Governor/Associate Member raised a question relating to them at the start of the meeting or prior to the meeting.

Key priorities for 2019-20:

- Ensure a consistent vision and intention for the school curriculum
- Implement a focus on oracy aligned to improving the quality of writing in all year groups
- Develop direct teaching of whole class reading including vocabulary building and skills of comprehension

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| | Notes | Actions/Dates/ Person responsible |
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| 0 | Opening Prayer | |
| 1. | Pecuniary interests and declaration of interests relating to items on this agenda None declared | |
| 2. | Approval of minutes of previous meeting (30th January 2020) Approved | |
| 3. | Significant matters arising & outstanding actions from minutes of previous meeting Governors noted that due to the COVID-19 pandemic and school closure, some actions from the previous meeting have been put on hold. | |
| 4. | Governors to state if they wish to discuss any items on this agenda marked * All present confirmed that they did not wish to discuss any starred items. | |
| 5. | <p><i>Head of School Report (verbal) to focus on: provision for vulnerable children, EHCP children, children of keyworkers, & associated risk issues. Safeguarding: monitoring wellbeing/welfare of staff and pupils & stakeholders. Any issues around use of building and remote working. Support given to parents/carers re-educating at home. Recovery Planning (as far as is currently know) for the when school re-opens.</i></p> <p>Mrs Bennett shared the verbal report. Confirmed that herself, Veronica Harvey and Jenny Robertson have made wellbeing calls to identified families throughout closure. To ensure the lines of communication are open the Heads of School have a weekly meeting with Clare Clark, a weekly meeting with Jenny Robertson (Inclusion Manager) and Senior Leadership Team and a weekly meeting with the MAT Heads Operational Group.</p> <p>For the period of the lockdown staff have been using a WhatsApp group to stay in touch informally and socially</p> <p>The Heads of School have daily calls with Liz Taylor (School Business Manager) to support with the attendance data.</p> <p>During the partial closure the buildings are secure and there is limited access to the school for families Staff communicate with classes twice a week: School work is sent on a Monday and a social letter is sent on</p> | |

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| <p>Thursday. A decision was made by the OLW Trust for all of their schools to not allow the use of video messages from home</p> <p>To prepare for the recovery period– there has been communication with staff via letters. Local Authority Meetings, risk assessment planning, meetings via Zoom and opinion questionnaire to parents.</p> <p>Clare Clark asked if the Governors had read and found useful the guidance that has been issued to the Governors. MaryJane clarified that as the guidance covered operational issues the Governors were there to support, rather than question that the school is working through the guidance</p> <p>Lizzy Bennett shared the initial plans to reopening and that the school would be planning for a maximum capacity model based on the government guidelines. Current staffing levels can cover this as long as staff continue to be well.</p> <p>Veronica Harvey said that the key worker children are still entering school and they need to be planned for and prioritised when there is a wider opening.</p> <p>Clare Clark shared additional guidance from the risk assessment, highlighting the fact that the DFE have made it clear that social distancing is unrealistic for primary aged children, but it will need to be adhere to by the adults.</p> <p>Questions from Governors: Will the school still be providing lunches? LB said that the school will be aiming for a “grab and go” lunch, where the children will be eating in their bubble classrooms and then they will have a designated area to play with outside.</p> <p>A governor wanted to state that she passes on her congratulations to everyone for dealing with changes from physical to remote learning</p> <p>Can Key Worker children stay in their respective year groups when there is a wider opening? VH answered that yes, key worker children can be based in their respective year groups, if those year groups are in school.</p> <p>Can the opening date be clarified, there is an assumption that schools will open on the 1st June, if the 5 checks are met on the 28th May. This was clarified: the school, along with the other MAT schools will open on the 3rd June. This will allow staff to set up school, clean down resources and be ready for the children.</p> | |
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| | <p>Will staff be able to access the staffroom? Yes, there will be a one-way entry and exit into the staff room and the staffroom has capacity for 6 members of staff to distance safely. There is also the use of the outdoor garden for staff.</p> <p>Have staff had a Break for their wellbeing? Yes, all staff have had an Easter and half term break.</p> <p>Which years will receive online learning? The school will clarify years who will receive online learning, current guidance is that home learning will not be available for Rec, Yr 1 and Yr 6, the years in school, however the staff are committed to still provide learning at home for these year groups.</p> <p>MJOS confirmed that the Governors will be sending a letter to all staff from the Governing Body.</p> <p>LB added that staff have evaluated their subject leadership files and future planning ahead for the “3I’s” (implementation, impact and intention) and that all members of the school staff have reviewed appraisals via Zoom.</p> <p>The building of the additional group space has started and going ahead in line with the schedule. The school has received their risk assessments to support them being on site.</p> | |
| 6. | <p>* Chair’s business The Chair’s written report was noted</p> <p>The OWL Trust CEO Covid 19 update for LGBs 21.4.20 was noted</p> | |
| 7. | <p>Safeguarding</p> <p>Following the partial closure of the school, an appendix was issued to update the Safeguarding Policy. This was shared with Governors and agreed. This has been shared with parents via the newsletter and website.</p> <p>Wellbeing phone calls are being made by members of SLT to families identified by school staff. The Designated Safeguarding officers are in regular contact with the Safeguarding Hub.</p> | |
| 8. | <p>* Trust Financial Regulations available on Governor Hub at Resources for Our Lady of Walsingham Catholic MAT > Guidance: Financial https://app.governorhub.com/document/5d9b28209660b7d612e2d98d/view</p> | |
| 9. | <p>Consideration of School Draft Budget 2020-21 available on Governor Hub</p> <p>Governor notes from Budget meeting (30.4.20) available on Governor Hub</p> <p>Any comments on the Budget must be recorded by the end of May. A Zoom meeting was held (minutes</p> | |

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| | <p>circulated) and the budget was agreed. A governor noted that the school had produced a balanced budget, which is impressive! She added thanks to all those involved especially Clare Clark and Liz Taylor</p> | |
| 10. | <p>* Feedback from Parent Survey February 2020 The results of the Parent Survey available on Governor Hub were noted Governors agreed to share a summary of results with parents in September 2020 (or sooner if school is re-opened before the end of Summer Term)</p> | |
| 11. | <p>* Governing Monitoring – Reports are in the “Monitoring > 2019-20 visit reports” folder on governor hub Governors noted the reports from the following visits done in Spring Term 2020 prior to school closure:</p> <ul style="list-style-type: none"> a) Meeting with PiXL Raising Standards Leader (VW) 25.2.20 b) SEND (VW) 11.03.20 <p>Held over to next meeting: Review Catholic SEF (AR) 30.1.20</p> | |
| 12. | <p>* Governors noted/received the minutes of the sub-committee meeting held in Spring Term 2020: Standards Committee: did not meet in Spring Term due to COVID-19 restrictions. Resources Committee (met 2nd March 2020)</p> | |
| 13. | <p>* Policies The following school policies were adopted/Reviewed(available on governor hub)</p> <ul style="list-style-type: none"> a) Confirmation of adoption of “Safeguarding during school closure” policy 2020 (ratified via e-mail on 3.4.20: all governors have confirmed their approval of this policy via e-mail) b) Inclusion (SEND) – The Inclusion policy will have a note added to point to the Covid 19 Policy c) Accessibility Plan – deferred until Autumn Term 2020 d) End of Day – deferred until Autumn Term 2020 <p>Adoption of Trust policy (available on Trust public website):</p> <ul style="list-style-type: none"> e) Health & Safety - adopted | |

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| 14. | <p>Governing body membership, Training and Development</p> <p>Emori Cordero has been appointed as a Foundation Governor: term of office will run from 1st May 2020 – 30th April 2024. She was welcomed by the Governors as a full foundation governor</p> <p>A discussion was held regarding the proposal for LGB to align its working model with Trust model from September 2020 as follows:</p> <ul style="list-style-type: none"> - Whole day governor monitoring days from September 2020; dates to be agreed at next LGB meeting (whether or not to have a monitoring day in Autumn Term 2020 will depend on post COVID-19 recovery plan) - LGB sub-committees to be discontinued - LGB to continue to meet twice per term with first meeting focused on Resources and second meeting focused on Standards <p>MJOS asked for a vote: Those who would like to align with Trust model: 6 Those who would not like to align with Trust model: 2</p> <p>A governor noted it would be a good idea to adopt on a trail version. MJOS shared that it makes sense moving forward to share the practice that is happening across the other MAT schools, but important that St Laurence Governors feel free to feed back to the Trust</p> <p>A governor expressed concerns that contact with the school community will become limited to these single days and would hope that the other opportunities to visit the school would continue.</p> <p>CC- Said she hoped the whole day approach would give the Governing body a deeper consensus and that their depth of understanding across the school is enhanced, but she also agreed that it is certainly not a one size fits all across the MAT. There was no intention that Governor visits to school were limited to this one activity eg monitoring of collective worship</p> <p>Governors agreed that St Laurence will trail for a year and then review moving forward.</p> | |
| 15. | <p>AOB none raised</p> | |
| 16. | <p>Matters to be brought to the attention of the Trust Board</p> <p>Wednesday 24th June 2020 (time to be confirmed)</p> <p>Members of the Governing body asked if the Executive Head's wellbeing was being noted, with the increase of</p> | |

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| | responsibility across very different schools. | |
| 17. | <p>Financial risk management</p> <p>There will be, along with many other schools a Financial impact on the school due to Covid-19. These are being noted by the School Business Manager and will be sent to the DfE.</p> <p>CC highlighted that the schools catering company are currently disputing the final statement. Their catering staff were furlough. The DfE are still funding the free school meals over the holidays.</p> <p>Main loss of income is the of the Nest and there will not be a guaranteed start date for the after school club until possibly September.</p> | |
| 18. | <p>Dates of future meeting</p> <p>2nd July 4pm (moved from previous date of 24th June)</p> <p>(Meeting to be held via Zoom unless government guidance suggests otherwise)</p> <p><i>Post meeting note: LGB was subsequently advised by Trust not to hold a second full LGB meeting this term; instead a virtual meeting between Exec Head, Heads of School, Chair & Vice Chair was arranged.</i></p> | <p>Later date – 2nd July 2020</p> |

Abbreviations:

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| CPD | Continuing Professional Development |
| DfE | Department for Education |
| EEF | Education Endowment Fund |
| IPC | International Primary Curriculum |
| L&A | Learning and Achievement |
| LA | Local Authority |
| MAT | Multi-Academy Trust |
| NGA | National Governance Association |
| NPQ | National Professional Qualification |
| OLW CMAT | Our Lady of Walsingham Catholic Multi-Academy Trust |
| QTS | Qualified Teacher Status |
| RAP | Raising Attainment Plan |

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| SEND | Special educational needs and disabilities |
| SLT | Senior Leadership Team |
| TA | Teaching Assistant |

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