**St John the Baptist Roman Catholic Primary School, Dartmouth**

**Local Governing Body**

**Monday 21/09/2020, 1:30pm**

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| **Attendee** | **Initials** | **Role** | **Time joined / left if not present for full meeting** |
| Elizabeth Hamilton | EH | Head Teacher |  |
| Laura Upton | LU | Chair |  |
| Karen Moseley | KM | Vice Chair |  |
| Angela Simmonds | AS | Parent Governor | Apologies |
| Natalie Jackson | NJ | Staff |  |
| Angela Robinson | AJ | Foundation |  |
| Mike Robinson | MJ | Foundation |  |

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| **In attendance** | **Initials** | **Role** |
| Judith Muir | JM | Clerk |

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| **Minutes to** | |
| Attendees |  |
| Apologies |  |
| Helen Laird, Plymouth CAST |  |
| Helen Bridges, St John’s Admin |  |

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| **Agenda Item** | **Topic** | **Lead by / Action** |
| **1**  **1.1** | **Chairs Business**  Strict time limit to this meeting held via Zoom.  **Opening prayer**  EH lead prayer. |  |
| **2** | **Matters arising from previous minutes**  No matters arising, minutes approved (KM/NJ). |  |
| **3**  **3.1**  **3.2**  **3.3**  **3.3.1**  **3.3.2**  **3.4**  **3.4.1**  **3.4.2**  **3.5**  **3.6**  **3.7**  **3.8**  **3.9**  **3.10**  **3.11**  **3.12**  **3.13** | **Housekeeping**  **Declaration of Business Interests**  None declared.  JM requested that Governors return completed Declaration of Business Interest forms for file **and** sign-off on Governor Hub.  **Skills Audit**  JM requested that Governors return completed Skills Audit forms for file.  **Policy Cycle**  Governors were directed to [statutory policies](https://www.gov.uk/government/publications/statutory-policies-for-schools-and-academy-trusts/statutory-policies-for-schools-and-academy-trusts) and reminded that all [Plymouth CAST policies](http://www.plymouthcast.org.uk/web/plymouth_cast_policies/278261) are available and updated on Plymouth CAST website.  Governor’s attention was drawn to [Guidance for schools](https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19) for COVID-19 updates (EH emailed to group) and the [Safeguarding Policy (updated 2020)](http://www.plymouthcast.org.uk/web/safeguarding/484990).  **Plymouth CAST Governor training**  **Catholic Life**   * KM to undertake the course. * NJ estimates she is halfway through the course and is working to complete it.   Two Governors have completed training and found it very useful and informative.  **Safeguarding training**  Chair (LU) and Vice-Chair are required to complete the online Safeguarding Training from SSS Learning. Link to the training has been emailed to them from the School Administrator. Please contact the School Administrator with any access issues.  As a member of school staff and Safe guarding Governor , NJ is also required to complete this training and confirmed that she has started it. Modules for NJ and LU to complete are in the Governor section. Safeguarding for Governors and Safeguarding for Named Governor. KCSIC would also be useful to complete and only 20 minutes long.  Clerk to Governors is also required to complete this training. KCSIC module.  **Meeting dates for the academic year ahead** (at 1:30pm)   * Monday 30/11/2020 * Monday 11/01/2021 * Monday 01/03/2021 * Monday 24/05/2021 * Monday 19/07/2021   **Competency Framework**  Governors reviewed and discussed the DfE [Competency Framework for Governance](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/583733/Competency_framework_for_governance_.pdf).  **Governance Handbook**  Governors reviewed and discussed the DfE [Governance Handbook](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/788234/governance_handbook_2019.pdf). JM highlighted the importance of sections 3, 4 and 6.  **Governors Code of Conduct**  Governors reviewed and discussed the Governors [Model Code of Conduct](https://outlook.office.com/mail/search/id/AAQkADZmZTM5NWQyLTY2YTctNDBhYS05MGY5LTI3ZTM1NzllNTYxYwAQAAWABDgGoHBPgFcc8PypbCc%3D/sxs/AAMkADZmZTM5NWQyLTY2YTctNDBhYS05MGY5LTI3ZTM1NzllNTYxYwBGAAAAAADzER7Tol0LRY7nF2AlebLWBwDfkKuzWRhiQo5yLgipTHn4AANfBQS4AADfkKuzWRhiQo5yLgipTHn4AANfBQihAAABEgAQABCDJeX3l6dJtg4uCpNX0u8%3D), as set out by the National Governance Association.  **Governor role description**  Governors reviewed and discussed the [role description](https://www.nga.org.uk/Knowledge-Centre/Governance-structure-roles-and-responsibilities/Roles-and-responsibilities/Role-descriptions/Role-descriptions.aspx), as set out by the National Governance Association (updated 2020).  **Terms of Office**  Chair (LU) and Vice-Chair (KM) are approaching the end of their terms. They were both unanimously voted in for another 4 year term.  JM to update Governor Hub.  **Procedure: adding an item to the agenda**  Governors were advised to contact the Chair/clerk if they wish to add an item to a meeting agenda.  **Procedure: reporting and absence**  Governors were advised to contact the Clerk to report an absence from meetings.  **Procedure and need for confidentiality**  Governors were advised that if for any reason, a named pupil or member of staff needed to be discussed, that it would be done so by required essential LGB members only and the minutes recorded separately as ‘Part Two’. Part Two minutes are then:   * Filed separately, they are not recorded in published minutes. * Filed in a sealed, signed envelope. * Locked in a secure cabinet. | ALL  ALL  KM  NJ  LU / KM  NJ  JM  JM |
| **4**  **4.1**  **4.2**  **5** | **Safeguarding**  EH emailed the following documents directly to the group:   * **Covid-19 Guidance for Full Opening September 2020**   EH summarised the latest Risk Assessment and highlighted:   * Whole school assemblies are resuming via Zoom links to each classroom. * The school is taking every opportunity to remind parents to maintain 2m distances at drop-off and pick-up. Extra signage has been put up. Entrances have been changed to avoid congestion on paths. * Classes to use outdoor area as much as possible. * Minimal use and restriction on the number of staff room using the staff room. * Allow for as much ventilation as possible. * Areas of new restriction, eg; seating areas at the front of the school are now sealed off. * Increased, regular cleaning regimes throughout the school. * **SG1: Self Review Form – Autumn Term 2020**   The Governors reviewed and discussed the latest document which EH submitted to Plymouth CAST now and at the end of term.  *Q (LU): How are Governors going to carry out visits / meetings in future?*  *A (EH): Government guidelines will be have to be followed so each visit or meeting will happen in accordance with whatever the measures are in place at the time. Wherever possible, Governor visits and meetings should be carried out remotely - any opportunity to minimise numbers meeting together must be taken.*  EH and NJ will arrange Safeguarding visit in the next few weeks.  EH advised the group that any school can expect a telephone call from the HSE for questioning over the Risk Assessment and to discuss the details of the measures the school has put in place.  *Q (JM): How often will you have to re-visit / update the Risk Assessment? A (EH): As often as we are told to and according to changing guidelines / safety measures and if something changes. The Risk Assessment is a dynamic document and must reflect latest advice. Procedures are checked regularly and can change in-line with new restrictions – eg:*   * *In the first week of school, the entrances for Class 1 and Class 2 were changed.* * *The benches at the front of school have been sealed off to promote social distancing.*   *Q (LU): How are staff sending homework home and dealing with the return of it?*  *A (EH): Pupils return their reading books into a box which is then isolated (72hrs) before marking. The school is moving over to an electronic interactive learning system (IXL) for any future remote learning, including homework. Helen Bridges is currently setting up the system – it will be able to assess a child’s work and staff can look at the analysis rather than spend time marking. In addition, parents will be able to see the feed back.We also have systems such as Purple mash and Rock stars. If we can move as much as possible to online systems then it is safer for everyone. We are looking at setting up Google Drive and Google classroom as soon as possible because we need to be able to offer quality educate that matches the classroom as closely as possible if children need to self isolate or shield.*  **KCSIE (updated Sep 2020)**  Governors advised to read the DfE updated [KCSIE](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/912592/Keeping_children_safe_in_education_Sep_2020.pdf) and declare they have done so on Governor Hub.  **Summary table for specific safeguarding issues**  JM referred Governors to the document emailed prior to meeting for review.  **AOB**  Following his letter to Bishop Mark, MR he has had a reply from Fr Paul Cumming’s on the Bishop’s behalf, advising that he is away at the moment. In his reply, Fr Paul said to discuss the issue with the Governing Board.  To be put on the next agenda. | EH / NJ  ALL  ALL |

**Meeting closed:** 2:30pm.

**Next meeting:** Monday 30 November 2020, 1:30pm.