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

**Local Governing Body**

**Monday 01/02/2021, 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 |
| 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** | **Opening prayer**  EH lead opening prayer |  |
| **2** | **Matters arising from previous minutes**  All governors to please complete their safeguarding training ( <https://ssscpd.co.uk/education/portal>)  KM to complete Catholic Life training.  Minutes approved. | ALL  KM |
| **3**  **3.1**  **3.2**  **3.3** | **Housekeeping**  Meeting dates for the academic year ahead(at 1:30pm via Zoom)   * Monday 29/03/2021 * Monday 24/05/2021 * Monday 19/07/2021   **Declaration of Business Interests**  None declared. JM requested that all 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.  **Governor vacancy**  NJ has resigned from her position in school and longer serves as staff governor. With the current pressures, EH thinks filling the staff governor vacancy will be difficult. Helen Braid at Plymouth CAST has confirmed that:  There is no real set constitution at present just that there should be at least 1 of each parent and staff governors and that the foundation governors should outnumber all others by 2. SO examples would be:  1 Parent, 1 Staff, 4 Foundation  2 Parent, 2 Staff, 6 Foundation  The safeguarding role needs to be allocated. Governors to consider volunteering to take on the role until new staff governor recruited. | ALL  ALL  ALL |
| **4**  **4.1**  **4.2**  **4.3** | **Safeguarding**  All governors to complete level 1 Safeguarding in spring term.  **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.  EH advised of safeguarding update at next meeting.  40% of pupils are currently in school, these are identified as vulnerable children or children of key workers. Having this group of children in school has reduced safeguarding issues and concerns as most of the children that we would have concerns about are being seen daily. The school councillor continues to work and provides 1:1 support to approximately 6 families.  *Q (LU): Are any welfare checks being carried out for children who aren’t engaging with home learning? A (EH): Weekly engagement grids are ‘live’ Plymouth CAST documents which are monitored. Generally, figures show that there is good engagement and families who have needed support have received devices and telephone support etc.*  *Q (KM): How are staff coping? A (EH): They’re getting used to this way of working.*  *Q (LU): Are you receiving support from Plymouth CAST?*  *A (EH): Yes, I had 1:1 with ESM last week and there are fortnightly meetings/updates. There is a good line of support and if an issues comes up, the Director of Education is available to help with decision making. Plymouth CAST deals cautiously with procedures and typically adopts stronger measures than recommended by DCC.* | ALL  ALL |
| **5** | **Governor RE SEF** (annual)  EH highlighted:   * Training this month for Catholic mission (follow up training scheduled for summer). * “Christ at the centre” – governors to familiarise themselves with [Catholic Education website](http://catholiceducation.org.uk/). * Links for parents to access Remote worship have been sent out in newsletter * Continue to develop and strengthen community links. * Year 6 pupils will have the opportunity to take part in the ‘Torbay in Devon Civic Award’. The award is about being a good citizen and will take pupils a year to complete. We are hoping to start this next September as needs to run for a full school year.   The group discussed parish links with a view developing these further post-lockdown. MR to write to the Bishop to enquire about streaming a special service for the pupils over Lent / Easter. The school is currently using Ten:Ten resources for worship. |  |
| **6** | **Governor monitoring**  EH shared the document online. The group discussed:   * Mission statement “Live, Love, Learn in a Catholic Caring Community”. The mission statement will be included on future governor meeting agendas and minutes. * Gospel values. These go throughout our Curriculum and should permeate everything that we do.   *Q (MR): Are the school chaplains able to continue with their work at the moment?*  *A (EH): We are starting work with a few of the Chaplains who are in school and planning for Lent.*   * KM to conduct RE visit during Lent. * More visits for KM to engage with children and get involved with active worship will be scheduled post-COVID but for now they will need to be done remotely.   *Q (LU): Are there any plans for online whole school assemblies?*  *A (EH): We would like to plan some kind of class liturgies during Lent. This may not be on a whole school level but would be good to engage families.*   * MR will ask Fr Andre if he could stream a service for the children during Lent. * MR will investigate other Lent services aimed at young children that can be streamed into school. At the moment the school is using mainly CAFOD AND Ten:ten which are age specific and good quality. |  |
| **7** | **COVID-19 risk assessment(document shared)**  EH summarised:   * This Document is updated regularly. * School Staff are now using lateral flow tests twice a week (83% accurate) to pick-up a-symptomatic staff.   *Q (LU): Are the lateral flow tests being offered by Plymouth CAST? A (EH): No, these tests are being carried out at all schools throughout the local authority.*  *Q (LU): Is coach Ben still coming into school and what safety measures are in place? A (EH): Yes. He is doing PE with children in their bubbles and he is tested with Saints South West. Ben also washes and cleans equipment. He washes his hands between groups of children.*  *Q (LU): There must be many issues about schools re-opening and having all pupils back.*  *A (EH): I can’t really comment on that because the earliest possible return date is 5 weeks away and the situation could be very different then. We do not know the detail of what the Government will be proposing until it is announced. I am sure that the Trust will offer good support with any issues that arise and the DFE normally offer additional written guidance soon after any big announcements. I am sure that ventilation will continue to be important as well as respiratory hygiene.*   * The staff room is no longer available to staff for breaks/refreshments. Staff are encouraged to bring their own refreshments and take breaks in bubble areas instead. Access to the photocopier in the staff room is permitted but we limit the number of staff at the photocopier. * There has been approx. £1,800 additional costs linked to supply. Some of which have been put through the Covid cost centre. We had one staff member isolating for 14 days last term and used a supply teacher and at the same time we had a member of staff off with a bereavement (last term). |  |
| **8** | **Remote learning**  The [remote learning policy](http://www.st-johns-dartmouth.devon.sch.uk/website/home_learning/531056) is available on the school website, as well as links for mental health and ideas for parents of things to do at home with the children. The school website has also been updated with a home learning [gallery](http://www.st-johns-dartmouth.devon.sch.uk/website/home_learning_gallery_2021/532645). |  |
| **9** | **Governor visits**  Governor visits to be diaried. |  |

**Meeting closed:** 3pm.

**Next meeting:** Monday 29 March 2021, 1:30pm (Zoom).