



**CORPUS CHRISTI CATHOLIC VA PRIMARY SCHOOL
THE GOVERNING BODY
Chair: TBA**

Minutes of School Full Governing Body Meeting
Monday 7th September 2020 - 6.30pm

This meeting was held Virtually due to Covid-19 Social Restrictions

Present:

Anna Murphy-Sullivan	AMS	Foundation Governor
Neville Conn	NC	Foundation Governor
Jo Hooper	JH	Foundation Governor
Simon Lennon	SL	Acting Headteacher
Monika Piotrowski	MP	Foundation Governor
Hayley Upton	HU	LA Governor
Ade Bamboye	AB	Parent Governor
Rachael Cox	RC	Parent Governor
Jenna Lucas	JL	Staff Governor
Sister Margaret Scott	SMS	Associate Member

In attendance:

Eithne Boyce, Acting Deputy Head	EB
Sonia Lomax, Clerk	Clerk

Item		Action
1.0	<p>Welcome & prayers. SL led the prayers.</p> <p>SMS was introduced & welcomed as a new Associate Member on the Governing Body.</p>	

2.0	Apologies None	
3.0	Election of Chair & Vice Chair - <ul style="list-style-type: none"> ● Chair of FGB - AMS was nominated by JH & seconded by AB. Unanimously elected for 12 months. ● Vice Chair of FGB - NC was nominated by AB & seconded by RC. Unanimously elected for 12 months. ● Chair of F & R Committee - NC was nominated by AMS & seconded by JH. Unanimously elected for 12 months. AB will act as Vice Chair. ● Chair of SIPS Committee - JH was nominated by AMS & seconded by NC. Unanimously elected for 12 months. RC will act as Vice Chair. 	
4.0	Pecuniary Interests No updates to the existing record were required.	
5.0 & 6.0	Minutes of Previous Meeting (13th July 2020) & Matters Arising	
	<p>Prior to the meeting, governors received a copy of the minutes from the previous FGB meeting. The minutes were agreed as an accurate record of the meeting and will be signed by AMS when restrictions are lifted.</p> <p>Matters Arising - AMS apologised that item 6.3 had not yet been completed & this will be carried forward to be completed by the next meeting.</p>	AMS
7.0	Committee membership for 2020/21	
	<p>Committees for this year were agreed as:</p> <p><u>SIPS</u> JH, RC, SMS, MP, AMS, NC, JL, SL</p> <p><u>F&R</u> NC, AB, HU, AMS, SL</p> <p><u>Admissions</u> AMS, NC, HU, AB</p> <p><u>Pay & Performance</u> AMS, NC, HU</p>	
8.0	Terms of Reference (TOR) Review	

	<p>Governors considered the draft 2020/21 FGB TOR. Amendments were discussed & agreed. The TOR were agreed subject to any BCP changes to the scheme of financial delegations.</p> <p>2020/21 SIPS TOR - Agreed</p> <p>2020/21 F&R TOR - Amended to move Review of School Site to FGB responsibility, then agreed.</p> <p>Governors Code of Conduct - agreed. Governors to sign when restrictions are lifted.</p> <p>DECISION – Governors agreed to Ratify the Terms of Reference.</p>	Clerk
9.0	Keeping Children Safe In Education	
	<p>The September 2020 update has now been published. Governors were asked to read Part 1 & Annex A: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/912593/Keeping_children_safe_in_education_part_1_Sep_2020.pdf</p> <p>SL reported that the update will be incorporated into the school safeguarding policy.</p> <p>AMS is to complete level 3 training.</p> <p>AB asked about Governor training - SL/AMS to check that AB has completed the Safer Recruitment online training.</p> <p>RC offered her assistance as she is experienced in this area.</p>	<p>ALL</p> <p>AMS</p> <p>AMS</p>
10.0	Business Interests Register	
	Governors were asked to complete the relevant form & forward to the clerk asap.	ALL
11.0	Headteachers Report	
11.1	<p><u>Reopening of school</u></p> <p>SL reported that it was 4 days since the school had returned & that drop off & playtimes were working well. Pick-up times are very busy & SL suggested that it would help if Yr2 left earlier at 3pm - this was agreed.</p> <p><i>GOV Q (JH) - What time do Reception children leave? 2.50pm.</i></p>	

11.2	<p>Governors discussed social distancing & mask wearing & noted that many parents do not seem to be doing this - SL agreed to send a reminder to parents which will also encourage them to take precautions. This led to a discussion on keep left markings on pathways, notices on the gates & banners on the railings - SL to consider. JH offered that BCP may have 'prompt materials' available for schools.</p> <p><u>Uniform</u></p> <p>SL reported that the KS2 PE uniform is currently black plimsolls, but since these will be worn all day it would be better to have black trainers with minimal branding - Governors agreed to this & asked SL to explain the reason for this to parents.</p> <p>AMS to ensure that in any communication any family in hardship can approach the school</p>	
11.3	<p><u>Attendance</u></p> <p>Governors noted that the attendance levels were slightly lower than normal at this point in the term & agreed that it was good that parents were keeping children home if there was any risk that they were unwell.</p> <p><i>GOV Q (AB) - How are you managing with the limited number of toilets?</i> SL reported that the long term goal would be to have gender neutral toilets but currently only 3 children are allowed in the toilet at one time. This is not a big issue & there is little queueing. Governors noted that there is more space in the corridors now that there are no lockers.</p> <p>AMS keen to cost door removal and renovation where necessary as benefits for infection control and behaviour monitoring</p> <p>Governors discussed the arrangements for lunch & the time allowed for eating.</p>	SL/ F&R
12.0	Strategic direction, vision & values	
	The strategic direction is due to be reviewed 2022. SL confirmed that all is on track & this will be reviewed again at the next meeting.	Clerk
13.0	School Improvement Plan (SIP)	
	<p>SL reported that the SIP is also on track:</p> <ul style="list-style-type: none"> • The new Art teacher has started & there is an art room • The curriculum work is in progress • Spanish is being introduced to KS2. <p>JL confirmed that the Artsmark submission is in progress & is due to be submitted in October - JL will share with Governors prior to submission.</p>	JL

	JL reported that the new Phonics programme is going well. There is staff training across the school planned for next week & there is now information on the website for parents.	
14.0	Policy - 2022/23 Admissions Policy	
	<p>Proposed amendments were discussed & agreed. AMS to ask the Diocese when they plan to issue their Admissions Policy.</p> <p>DECISION – Governors agreed to Ratify the 2022/23 Admissions Policy subject to any Diocese changes.</p>	AMS
15.0	AOB	
	<p><u>Headteacher interviews</u> Will take place on 30th September. Any proposed appointment will need to be ratified by the FGB before an offer can be made. An invite will be sent for this virtual meeting. AMS note - due to C-19 restrictions FGB cannot be in school during the day to meet applicants, as had initially been agreed last year.</p> <p><u>Mass</u> MP asked if Mass could re-start for separate year groups - SL to approach Father Adrian. Agreed that this would be best in the School Hall & that no parents will be able to attend.</p> <p><u>Link Governors</u> JH asked how this will work when Governors are not able to attend school. It was proposed that link Governors could meet with subject leads via Zoom, but this will be added to the next SIPS agenda. SL to ask subject leads for their views on this prior to the SIPS meeting. SL to also send out a list of the link Governors & their subject areas.</p>	<p>AMS/ Clerk</p> <p>SL</p> <p>SL/ Clerk</p>
16.0	Date of next meeting – 7th December 2020	
	Meeting Closed – 20.10	

SUMMARY OF ACTIONS

ALL

- Keeping Children Safe In Education 2020 - read Part 1 & Annex A
- Complete & return Business Interests Register form

AMS

- E-mail Governors for volunteers for a challenging racism working group
- Complete level 3 safeguarding training
- Ask Diocese when they plan to issue their 2022/23 Admissions policy

SL

- Check AB's safeguarding training
- Discuss re-starting Mass with Father Adrian
- Ask subject leads how Link Governors can stay involved
- Send Governors details of Link Governors

JL

- Share Artsmark submission with Governors

Clerk

- Amend TOR as agreed
- Add Strategic direction to next FGB agenda
- Arrange virtual meeting to ratify Headteacher appointment
- Add Link Governors to next SIPS agenda

Approved

Date
