

**MINUTES OF THE MEETING OF THE FEDERATED ST MARY'S AND ST SAVIOUR'S CE
PRIMARY SCHOOLS LOCAL GOVERNING BODY ON
10 JULY 2020 AT 6.00pm VIA ZOOM**

Present: Canon Ade Ademola
Ruth Keane
Iram Malik
Amir Lemouchi
Jenni Mathews
Paul Powell
Alisha Anderson
Father Salvador Telen
Elaine James
Iftakhar Latif
Beverley Hall

Clerk Kay Watmough

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
3.1 3.4	Clerk to inform Governor Services-Governing Body information.	Clerk/Governor Services	1 week
3.2 3.3	Appointment of Governors-Terms of office ending.	School/Governors/GS	09/2020
4.3.1 4.4.1	Clerk to inform Governor Services-minute details.	Clerk/Governor Services	1 week
6.7 6.8	School to ensure report authors to be detailed.	School	
6.12 6.12.1	School to add vision paragraph to website and amend details.	School	ASAP
7.2	PP and AL to write additional section to RSE Policy use by schools.	PP/AL	ASAP
7.3	AL to circulate correct RSE Policy to governors.	AL	ASAP
7.5	BH to discuss RSE policy with IL if required.	BH/IL	
	Date of next FGB meeting:	All /GS	12-11-2020

1. PRAYER, WELCOME AND APOLOGIES FOR ABSENCE

- 1.1 Apologies for absence were accepted from Reverend Vanessa Conant and Stuart Lambert.
- 1.2 There were no apologies for absence not accepted
- 1.3 The meeting was quorate with 7 governors in attendance.
- 1.4 There were no notices of Any Other Business or Confidential items
- 1.5 The meeting was opened by Canon Ademola with a prayer.

Chair's Initials:

AA

2. DECLARATIONS OF INTEREST

2.1 No governors declared any interests in any of the agenda items

3. LOCAL GOVERNING BODY

3.1 The clerk confirmed the existing Local Governing Body membership and vacancies which were listed as 1 Local Authority, 1 Parent Governor and 1 Staff Governor. BH informed the Clerk that there had been an appointment of a Staff Governor (Bonnie Buckley.)

ACTION: Clerk to inform GS.

3.2 Re-appointment of Canon Ade Ademola. This was not progressed. The Clerk informed the meeting that the term of office would end on 25-09-2020.

ACTION: Governor Services/School

3.3 Re-appointment of Stuart Lambert This was not progressed. The Clerk informed the meeting that the term of office would end on 19-09-2020.

ACTION: Governor Services/School

3.4 Appointment of Jenni Matthews as Associate Member. This was agreed.

ACTION: Clerk to inform Governor Services (GS).

4. MINUTES (Enclosed)

4.1 Minutes of the local governing body meeting held on 5 March 2020

4.2 Minutes of the local governing body meeting held on 28 May 2020

4.3 Matters Arising from minutes 05-03-2020

4.3.1 There were a number of matters of accuracy and it was noted that the meeting had taken place via Zoom and Actions needed to be differentiated between St Marys and St Saviours.

ACTION: Clerk to inform GS.

6.1.5 Spelling error.

6.2.1 December -not September

7.1 Reports –not policies.

Action 4.2.7 Ruth Keane had completed the declaration of interest form.

Action 6.4.2 Action was for St Saviours PTA.

4.3.2 The minutes were agreed. Signing would take place when face to face meetings were able to take place.

4.4 Matters arising from minutes 28-05-20

4.4.1 There was a need to differentiate between attendees and observers.

ACTION: Clerk to inform GS.

4.4.2 The minutes were agreed. Signing would take place when face to face meetings were able to take place.

5. CHAIR'S ACTION

There were no actions reported by the Chair taken since the last meeting for governors' consideration.

6. SCHOOL ITEMS:

6.1 St Saviour's Headteacher Report

IM had provided a report and informed governors that Year 5 had a good level of attendance and was operating with 2 "bubbles". The pupils who were based at Kelmscott Secondary school were receiving full time education and had settled in well. There was a strong focus on the curriculum. In addition there were another 10 pupils engaging in virtual learning.

6.2 St Mary's Headteacher Report

JM had submitted a report and informed governors that the school had successfully brought back 3 year groups in "bubbles" and was currently providing teaching and learning to 291

Chair's Initials:

AA

pupils. 45 pupils had confirmed attendance at the summer school which was a very positive uptake. Everyone was happy to be back at school and pupils and staff were focussed on lessons.

6.3 SDP review St Saviour's

It was noted that the colour purple on the report signified actions which were on track but there had not been a recent review due to Covid 19. BH informed governors that some areas could still be completed. IM confirmed that there were no major issues. There was an enthusiasm to embed learning through use of Google Classrooms (particularly homework and home learning.) Some areas would be carried forward due to Covid 19.

Q-Might there be a future combination of online learning and physical attendance?

A-The Government has stated that attendance was mandatory from September but using Google Classrooms could support learning. The GET had had some exciting and positive opportunities provided through technology (parent workshops and an art exhibition.)

6.4 SDP St Mary's

JM confirmed that the SDP was on track where possible but due to COVID there were areas that would need further development. The school was embedding, improving and perfecting practices.

6.5 SIAMS St Saviour's

IM confirmed that the earliest this could happen would be September.

6.6 SIAMS St Mary's

This was due in 2021.

6.7 Admissions Report-Jess

A query was raised regarding the author of the report and it was requested by governors that all reports should have the authors' names.

ACTION: Schools to ask staff to put names on all future reports.

6.7.1 IM was asked about anecdotal evidence of where families were moving to. IM clarified that pupils were not moving to other local schools and most families were moving out of the area for work reasons or to buy larger and cheaper properties to enable them to work from home. JM agreed with the analysis from St Marys.

6.7.2 A question was raised to AA about actual reception admissions. It was clarified that 50 pupil applications had been received and 6 had been allocated by the LBWF. 56 places in total had been offered.

6.8 Remote Learning report-Joe

A query was raised regarding the author of the report and it was requested by governors that all reports should have the authors' names.

ACTION: Schools to ask staff to put names on all future reports.

6.8.1 It was noted that this was across the Trust-not the Federation.

6.8.2 A question was raised with regard to how sustainable the approach was as it appeared to be a significant amount of work. BH provided details of the survey had been sent out for teachers to identify preferences. The remote learning was working well across the 3 schools

and was supporting workload management. The schools had continued to operate a “normal” working week and teachers were encouraged to leave on time.

6.8.3 The schools were aware that some staff were clinically vulnerable and individual risk assessments had taken place.

6.8.4 AL informed governors that the remote learning planning, marking and preparation had worked well and there had been good communication across the Federation. There had been a “lead” person at all stages and everyone was working hard to provide good quality education.

6.8.5 There was the potential across the Trust to have 4 groups having online lessons with 60 pupils in total with two sessions in the a.m. and two in the p.m.

6.8.6 It was noted that the SLT had worked incredibly hard to push all processes throughout the pandemic-including through the usual school holidays. SLT staff (in addition to teachers and support staff) were thanked by governors for their commitment and drive.

6.8.7 JM noted that use of WSFG and Kelmscott had been an extremely good move for the Federation. The early suggestion had enabled the schools to support work with years 5 and 6 and had helped to consolidate positive relationships with the 2 secondary schools.

6.9 Information cycle

It was noted that any additional items could be forwarded.

6.10 Meeting planner of dates 2020-2021

Governors had received.

6.11 Term Dates 20-21

Governors had received.

6.12 Term Dates 21-22

Governors had received.

6.12 Governance statement for website

Governors were happy with the statement. PP noted that the nurseries were a useful and valued service for parents and carers and also a significant source of income. It was suggested that a paragraph could be dedicated to the vision for the school and the children.

ACTION: School to add paragraph supporting the vision.

6.12.1 It was noted that AA was not the Vice Chair and this needed amending.

ACTION: School to amend governor information.

6.12.2 A letter was seen as a great and positive introduction.

7. POLICIES

- Educational Visits Handwriting
- Emergency School Closure Policy
- Photographic Images
- PE Policy
- Above and Beyond
- Acceptable Use Policy
- Collective Worship POP St Mary's

- • Collective Worship POP St Saviour's
- • Community Cohesion Policy
- • RE Policy
- • Use of Reasonable Force
- • Staff Handbook

7.1 Governors had received the policies and these were agreed.

7.2 Governors discussed the RSE Policy. IL raised concerns regarding the policy content and PP suggested there could be some adaptation of the LBWF phrasing to show that the policy was being implemented by a Church school. Concerns were expressed that the Diocese had not provided guidance on the RSE policy. AL noted that the LBWF had provided very clear guidance and the policy reflected what schools were required to teach by law. The school had consulted on the policy and had worked hard with other Headteachers to ensure that work progressed to recognise our cohesive society.

ACTION: PP and AL to liaise regarding wording of policy use by Church School.

7.3 It was noted that the version which governors had seen was not the up to date version and the latest was circulated which included biblical references.

7.4 RK noted that the policy had positive implications with regard to safeguarding and would help children understand how to say "no".

7.5 BH confirmed that the school already had an RSE scheme of work which they would not be stopping but adding to. It was not an option for parents to withdraw their children from the relationships section of the curriculum. The sex education part had not changed and the school used the Christopher Winters Project scheme of work. BH offered to go through the details with IL. The policy was agreed.

ACTION: BH to discuss RSE policy with IL as required.

7.6 It was noted that there would be future opportunities to review the policy.

8. LEAD GOVERNOR/ SUB COMMITTEE UPDATES

8.1 Personnel update

There was no update reported.

8.2 Curriculum update

AL thanked PP for his fantastic work as Chair. PP confirmed that he would continue in a hand over role for 6 months.

8.3 Finance Update

EJ presented the item. The financial reserves were at the same level. The impact of Covid 19 meant there had been a reduction in internal income streams which had been mitigated through financial risk assessments. The carry forward figure would be small but governors were asked to note that the schools were in a better position than many schools.

9. AUDIT OF THE SCHOOL'S WEBSITE AND STATUTORY PUBLICATION OF INFORMATION

9.1 IM reported that St Saviours had refreshed the site.

9.2 JM reported that St Mary's site met the guidelines.

10. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

10.1 Date of next meeting: 12-November-2020 at St Saviours.

10.2 Agenda Items

11. ANY OTHER BUSINESS / CLOSING PRAYER

11.1 Case studies were not on the agenda but were discussed. Various issues were raised:

- Governors were very impressed that some pupils had been collected/returned home daily by members of staff.
- Governors struggled with abbreviations-it would be useful to have full explanations.
- Case study author name was required.
- An explanation of SEND was provided by BH.
- It was noted that it was better to refer to pupils in cases as “x” rather than risk GDPR issues by use of initials.
- The relationship of attendance and SEND was considered and governors were impressed to hear about the progress pupils had made when attendance was supported and encouraged.

11.2 Canon Ademola provided a closing prayer.

11.3 Governors were thanked for their work by EJ who was attending her last meeting.

The meeting closed at 7.45 p.m.

Chair:Canon Ade Ademola..... (print)

.....  (sign)

Date: 13/11/2020

Chair's Initials: AA
