



Minutes of the Full Governing Body of Childwall Church of England
Primary School – Full Committee

Present	<p>Enitan Carrol (Chair) Andrew Colmer (AC) Louise Davies (LD) Louise Finch (LF) David Gillin (DG) Wendy Mason (WM) – Head teacher Karen McCaldon (KMc) Nick Pye (NP)</p>	<p>Alastair Ramsay (AR) Fiona Roper (FR) Peter Woodward (PW) Victoria Wright (VW)</p>
Apologies	Katie Pritchard (KP)	
Not in Attendance	None	
Also Present	<p>Kristy Owens (KO) – Clerk Lynn Duckworth (LDu) Deputy Headteacher Caroline Rice (CR) Deputy Headteacher</p>	

			Action
1	Prayer	DG opened with a prayer.	
2	Apologies	Katie Pritchard (KP)	
3	Declaration of Interests	<p>Carried from previous meeting.</p> <p>EC asked about declarations of interests i.e. do forms need to be completed each time.</p> <p>WM/KO confirmed declaration of forms completed annually / or if any significant change.</p> <p>KO to release forms at the beginning of the academic year.</p>	KO
4	Minutes from Previous Meeting held 5th March 2020	<p>All happy to sign minutes.</p> <p>EC's electronic signature will be used.</p>	
5	Matters Arising	<p>1. Timetable to be produced regarding Safer Schools app rollout. WM Delayed until new school year due to lockdown</p> <p>2. Check all documentation received re AC's DBS WM confirmed received.</p>	

		<p>3. Confirm all Declaration of Interest forms have been received. WM confirmed all received.</p> <p>4. Further reminder to be sent to all Governors to read the new Keeping Children Safe in Education document WM Actioned.</p> <p>5. Governor Audit to be collated and circulated to Governors KO Carry forward – not completed due to school closure</p> <p>6. Check if Governor objectives were circulated and responses received WM to review all DI's files/folders to try to locate.</p> <p>7. Future Governor Meeting dates to be set and communicated To be confirmed once WM/KO discussed and planned dates.</p> <p>8. Check if Wheel of Governance document was circulated to all Governors WM to review all DI's files/folders to try to locate.</p> <p>9. Business Continuity Plan to be completed WM Completed March 2020 – several updates since relating to Covid 19</p> <p>10. Arrange stand-alone MAT meeting WM Not actioned due to lockdown</p> <p>11. Circulate a range of dates for MAT meetings to Governors WM Not actioned due to lockdown</p>	<p>KO</p> <p>WM/KO</p> <p>WM/KO</p> <p>WM/KO</p> <p>WM</p> <p>WM</p> <p>WM</p>
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6	Chairs Action	<p>EC has confirmed lots of communication between WM/EC. EC has reached out to relevant individuals to gain advice.</p>	
7	Committees	<p>EC confirmed chairs of committees to provide headlines for each committee.</p> <p>a) Admissions – PW asked whether there was an update from Diocese for September 2021 admissions (given COVID19 situation). WM confirmed not received the update from Liam Eaglestone. WM confirmed there is a sentence as dictated by Diocese on website advising there will be a temporary change to admission. However awaiting updated guidance.</p>	

WM confirmed we will put in a temporary request to change admission procedure; however we await the details from Liam Eaglestone.

PW asked about appeals. WM confirmed appeals due to be heard on 13th July 2020.

WM detailed in the head teacher's report there are places becoming available and committee needs to reconvene to allocate places for September.

b) Finance – NP wanted to note the tight demand of submission / figures; LD/WM had little notice and worked very hard, able to get purchase orders through with little time. NP confirmed not holding more money than we should. Waiting to make progress with car park. NP also confirmed how well Chill Kidz is operating. However, it has come to a halt (due to COVID19).

NP confirmed plans for PGL refunds. WM confirmed PGL partial refunds have been received and cheques will be made payable to parents. Still awaiting response from insurance company re reimbursing school for the shortfall. WM confirmed Barnstondale and Robinwood had provisionally been carried forward; however due to recent guidance confirming no residential trips, these trips will now have to be cancelled.

c) Premises – AR confirmed highlights were roof work now complete. A couple of actions outstanding with Jon. AR to brief WM separately. AR confirmed Maintenance Action Plan is regularly monitored which gives assurance school being maintained and kept safe. Other item is Covid19 risk assessment – ensuring it is being followed and all planning associated with it takes place.

d) Standards & Quality / e) Visions & Values combined – VW confirmed learning passports were discussed. Lengthy conversations regarding safeguarding given Covid19 situation and the impact of it and how it is being monitored. PW requested WM to advise him of who hasn't completed Safeguarding training. WM confirmed it wasn't necessarily it hadn't been completed; just confirmation hadn't been marked off.

PW also confirmed that Christian Vision was also discussed and how it's being worked into curriculum and how it's demonstrated by staff.

		<p>e) See above (combined with S&Q)</p> <p>f) Personnel and Performance – AR confirmed committee met and usual agenda. Discussed staffing issues / vacancies and how best to fill them. Discussed the furloughing of Chill Kidz staff (due to Covid19). Discussed possible options of appointments in September to ensure necessary coverage.</p>	
8	Admissions – Application to seek a variance to admissions arrangements (COVID19)	PW confirmed the changes that are coming up. PW confirmed we have the wording for the website. Currently still waiting for the guidance from Liverpool Diocese for 2021 admissions.	
9	School Term Dates 2020/21 – Possible variance	<p>WM made proposal for slightly later start for EYFS, which had been run by Rebecca Lawton (LSIP) and confirmed there is no reason why we can't go with proposal and a lot of schools are doing similar.</p> <p>WM advised we can't do normal transition arrangements. WM confirmed that some children would have been out of school for 6 months.</p> <p>WM advised children due back to school Wednesday 2nd September and advised she would like to bring children back to their old classroom they left in March in order to complete some settling / wellbeing activities to get the children back in safely in familiar setting with trusted adults.</p> <p>This means school won't be able to bring in Early Years (Reception 2020) until following week.</p> <p>WM confirmed reception would be delayed until Thursday 10th September. This would mean delaying full time start from 16th September to 21st September.</p> <p>NP fully agreed</p> <p>KMc also agreed.</p> <p>DG confirmed from a teacher's point of view could see the benefits and it would be beneficial to re-group with the children that teachers have not seen since 20th March.</p> <p>VW asked whether children would find out this term who new teacher will be.</p> <p>WM confirmed yes and this information is normally shared in the second week in July.</p>	

		<p>WM confirmed that phased reopening had shown that when children do return, anxieties are generally reduced after a few days.</p> <p>CR confirmed that parents have also asked whether their children will get a chance to spend time with their previous teachers.</p> <p>LD confirmed they are preparing back to school booklets, which can be discussed and focus on the wellbeing of children and listening to the child's voice.</p> <p>PW asked how and when we could communicate to those early years' parents.</p> <p>WM confirmed as soon as agreement has been confirmed, WM will reach out as soon as possible to ensure they have enough time.</p> <p>WM would hope that the new parents would see the compassion of existing children ensuring safety/wellbeing on return.</p> <p>VW asked about whether there was an obligation to provide care for key worker children. WM confirmed back to school as normal unless a further outbreak.</p> <p>LF confirmed it sounds like a good plan, and hope it will make it easier for children.</p> <p>EC asked for a vote from all governors due to change in process. All agreed with WM's plan.</p>	
		<p>NP asked about attendance badges.</p> <p>WM confirmed attendance would not be reported and attendance badges not used as incentive due to variations of shielding and people not confident sending children in to school prior to lockdown.</p> <p>EC confirmed this shouldn't be reintroduced for at least 12 months, given the potential of future activity in relation to COVID.</p> <p>LF asked about the cleaning that would take place following transition days.</p> <p>WM confirmed deep clean will take place and current guidance confirmed it is now 48 hours in between moving physical space and moving to a new teacher.</p>	
10	Head teacher's Report	<p>Head teacher's Summer 2020 Report discussed</p> <p>Context – Attendance figures for Autumn/Spring combined have gone down slightly. Due to immediate 2 weeks prior to lockdown. 96.5% when normally at 97%. WM confirmed there is no</p>	

requirement to report attendance in school's reports this year and no comparison between schools on a local or national level.

Mobility – A couple of families we have lost or know we are losing. Need to reconvene admissions to allocate places from waiting list.

Exclusions – There were none

Pupil Premium numbers within the report LAC/SEND.

WM highlighted a point on SEND.

WM confirm CR workload in SENCO role has increased, hence discussions that took place in Personnel and Performance committee.

Racist Incident – one reported in spring term. Reported to parents (terminology was used) all parents were supportive. Parents wanted it used as an educational / reconciliation opportunity. Local Authority has been made aware but confirmed it happened and dealt with.

Bullying – No reported incidents.

Staff changes – DI left and KO joined.

Performance management – Discussed in Personnel and Performance – Targets carried into next year with slight adjustments due to so many being impact related and unable to fully complete due to lockdown.

Health and Safety – School ended contract with H&S Compliance and moved over to SIL's Health and Safety service level agreement, which means we've been working alongside local authority plans and means we are in a secure place whilst the current situation ongoing.

Leadership and Development – WM confirmed SSP objectives remain priority points.

EH had requested that WM put sporting achievements in the report.

PW confirmed well worth documenting of how much school has achieved.

Head teacher's COVID Report

WM confirmed what life was like in the HUB. With such unusual circumstances school was in and the pride of how well the 3 staff teams worked together.

Noted children's attendance in HUBs and how it has increased now back at school.

Staffing attendance noted; increased attendance in staff considered clinically vulnerable but could work if Covid-safe, it has shown those staff are more comfortable in own school surroundings.

Vast majority of staff are back and fully working.

Building locked down from 4 for all staff, bar SLT.

(Caretaker) and (Cleaner) both continuing to work 8am-4pm.

WM proposed amendments to cleaning and caretaking staff hours.

WM confirmed this means they will be on site at all times when school is open covering deeper cleaning requirements as per new guidance.

EC queried current cleaning activity.

WM confirmed currently additional cleaners at the moment are working 2-4pm, however from September they will return to their original hours of 4-6pm.

WM confirmed 2 additional cleaners in addition to full day cleaner.

WM confirmed it's difficult to appoint cleaning roles.

NP asked whether there is case to ask additional cleaners whether they can do additional hours.

WM confirmed may have to rely on agency staff for extra hours even though it may be more expensive.

WM confirmed that staff are also cleaning and have requested cleaning equipment for their classrooms. This has not been insisted by WM, in line with union regulations; however staff have taken it upon themselves to clean at every available opportunity.

EC has concerns regarding cleaning especially as we go into winter period, which could result in cleaners off sick.

WM has confirmed this is why we would rely on agency staff due to the unattractive position of cleaner's term time roles and making the cleaners take holidays in school holidays.

EC has requested to explore the opportunity of offering more hours to existing cleaners. WM has confirmed will and potential go out to advert again prior to the new term. If unable to fill, look to revert back to the agency.

WM has listed all the actions that happened in the hub regarding safeguarding and also being back at school.

WM confirmed LDU and Mary Carew have now received their safeguarding training. School now has a safeguarding team of 4.

WM confirmed CPOMS has been set up.

WM

		<p>FR has confirmed her school use it and it's been invaluable.</p> <p>WM confirmed CPOMs works on 2 platforms. Any member of staff can log any incident/phone calls/ actions required.</p> <p>SLT and DSLs will be able to see all of this activity.</p> <p>Roll out of CPOMS will take place for whole school on INSET day in September.</p> <p>Vulnerable children and pupil with special education needs – WM confirmed details of what happened with these pupils over COVID within the report.</p> <p>Offsite provision for additional key workers' children was offered w/e 6th July. Only 3 out of 35 on the waiting list accepted the provision. When the provision was moved from Liverpool College to New Heights (not a school decision) none of the 3 wanted the provision any longer.</p> <p>Offsite provision (Liverpool College) was also offered for YR6 pupils (41 not currently on site) 37 said they would initially want it if it was back at Childwall CE, however only 5 took the provision of Liverpool College up, which was then reduced down to 1 and therefore YR6 won't get the YR6 feeling due to low numbers. Provision has now been removed due to this.</p> <p>EC questions terminology of use of 'critical workers'/ 'key workers'. WM confirmed she will change the terminology to keyworkers for consistency (Document on Governor Hub).</p> <p>WM advised that some schools publish head teacher's report and asked governors what their thoughts would be to publish report on governor page on website (removing any identifiable information). WM confirmed it would show facts and figures and also provide transparency.</p> <p>EC confirmed a number of governors had dealt with a correspondence regarding communication and a point in the correspondence was that details of the governors' meeting was not published on the website nor are terms of reference. WM confirmed Terms of reference was on old website and it's an oversight that they're not on current website. WM confirmed these will be added to website.</p> <p>EC confirms it would be good practice to publish the minutes in addition to head teacher's report in a redacted version this is due to any information being identifiable.</p> <p>EC requested views of other governors about the proposal of uploading these to the website. WM confirmed this would be for full governors meetings only as sub committees provide a lot of identifiable information.</p>	<p>WM</p> <p>WM</p>
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		<p>EC confirmed at Alder Hey information is published from board meetings.</p> <p>EC keen for the information to be uploaded and may stop a lot of questions. Parents should know what is happening and how the school is being run.</p> <p>EC confirmed she is happy following each meeting that EC and WM can review the minutes and redact any information that might be identifiable sensitive information.</p> <p>VW advised it sounds like a good idea. There is nothing to hide and shows how often governors meet and might feel re-assured.</p> <p>NP confirmed transparency is key.</p> <p>LD in agreement.</p> <p>AC agrees and confirms sub committees are the one with more confidential details.</p> <p>LF agrees and doesn't see any reason why not to do it.</p> <p>WM confirms it might change perception of schools being privy to government decisions beforehand and holding information when in fact schools are receiving information at the same time it is released to the public domain.</p> <p>FR confirmed it's another level of transparency and would be useful for people to see the amount of hard work that goes into governing a school.</p> <p>EC confirmed more than happy for LF to go through the minutes as parent governor alongside EC/WM to ensure all happy with content going out. NP also confirmed he is happy to check.</p> <p>WM has confirmed as DG has suggested, we should requested Dave Cadwallader to review first set.</p> <p>AR confirmed that information going onto website should be locked down and secure.</p> <p>PW confirmed image file so you can't amend may be the best way forward.</p> <p>EC confirmed run it by various governors as a check (noted above) and LA before release.</p> <p>WM confirmed new guidance released from government won't be reimbursing any schools for additional costs in making safe return in September.</p> <p>WM has itemised costs to date and will make committee aware should any claims to date be successful.</p>	<p>EC/ WM/ LF / NP</p> <p>WM/KO</p> <p>WM</p>
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		<p>EC confirmed there is money that as a school we can apply for.</p> <p>EC confirmed monies to be applied for to go to extra facilities / extra cleaning.</p> <p>WM confirmed already applied for the costs of cleaning. Been advised that school can apply for 1 more at the beginning of the autumn term and then any additional funds are supposed to be used for 'catch up' funding (curriculum specific).</p> <p>EC advised we need to explore as many options as we can to get as much funds as we can.</p> <p>WM confirmed finance managers are very good at finding out what we can and can't have.</p>	
11	Safeguarding: Termly Report for Governors	VW confirmed there will be a new updated Keeping Children Safe in Education from September 2020. VW advised to carry over to next meeting.	VW
12	2020 - 2021 Committee Dates	WM / KO to share once finalised.	WM/KO
13	Director's Items	EC confirmed nothing in the papers additional to that discussed in previous extra-ordinary meetings.	
14	Diocesan Board of Education	Nothing from Board of Education. EC attended meeting during lockdown about schools opening. EC shared previously.	
15	Policies Agreed at Committee a) Safer Recruitment Policy SC3	<p>One policy that has been shared Safer Recruitment Policy.</p> <p>Passed at Standards and Quality.</p> <p>Ratified at Full Governors. All in favour.</p>	
16	Any other Business	<p>EC wanted to discuss document that was released 02/07/2020. Guidance full opening of schools.</p> <p>EC suggested releasing the guidance to parents/carers to keep communication going.</p> <p>VW advised it would be well received.</p> <p>LF advised there is no over communication with parents and confirmed it is a good idea.</p> <p>LD confirmed she believes school communication has been good and feels she has had lots of parent mail and from the class teacher. Feel parents would generally like it and welcome it.</p> <p>AR has asked whether there are any parents that we could be excluding by using these methods. WM confirmed that school has</p>	

		<p>all parents' e-mails and any urgent correspondence, a text message is released to advise parents to check their e-mails.</p> <p>WM confirmed governors can be added to parent mail. Governor group to be set up.</p> <p>KMc in agreement with LD that communication has been good and doesn't want it to be too onerous.</p> <p>WM confirmed we should be able to get back to weekly newsletter in autumn term; however it may not look the same due to restrictions in place on activities.</p> <p>EC confirmed to expect a lot of disruption in middle of winter due to number of children who have cough / fever. EC confirmed school must be responsive to set up online education in case of local lockdown, whole classrooms closing.</p> <p>EC has asked whether we should consider Oak Academy as a fall-back position in the absence of online resources.</p> <p>WM confirmed just using Oak would not be as good as the quality of home learning being set by teachers for the last 3 months.</p> <p>WM confirmed SIL has been putting together plans and the quality of those are much better and closely aligned to what school has been doing.</p> <p>WM confirmed we have been advised there will be a dedicated area on the Liverpool City Council website as the go to for parents and schools in the instant lockdown situation.</p> <p>NP shares view of WM that quality was not great just using the Oak academy.</p> <p>EC confirmed guidance also had government funded access to free to use digital education platforms.</p> <p>Need to pursue to apply.</p> <p>EC discussed toilets. Are additional toilets required?</p> <p>WM confirmed guidance does not specifically advise of required numbers of toilets.</p> <p>Is the safer option utilising current toilet arrangements with additional cleaning rather than porta loos? WM confirmed SLT need to discuss and will come back.</p> <p>WM confirmed we are okay on wash basins and have infrared taps. 18 additional new hand sanitising stations been added since school re-opened.</p> <p>VW asked do we need to consider the flow. WM confirmed limit to movement around the school.</p>	<p>WM/KO</p> <p>WM/KO</p> <p>WM</p>
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		<p>WM re-read guidance and confirmed funding is purely for 'catch up' and not for premises. Can only claim premises funding for period of lockdown and up to the summer.</p> <p>AR confirmed he has a catch up with Jon and can discuss toilet options and may be able to offer his expertise.</p> <p>NP confirmed may have to have additional sub-committees to talk about these particular issues.</p> <p>AC confirmed lots of schools are probably having similar conversations and if we do need additional toilets they may not be available if we hold back too long.</p> <p>WM confirmed we have lots of clear visors for school.</p> <p>EC confirmed should explore child friendly masks.</p> <p>EC talked about breakfast club and guidance seems to be contradictory. WM confirmed to wait for Liverpool guidance as they can clarify the contradictions.</p> <p>EC advised need to think about how we can alternatively utilise Chill Kidz staff.</p> <p>EC suggested the allocation for governors to support WM so WM doesn't have to deal with all actions required.</p> <p>Employees/Union – AR</p> <p>Trustees/Finance – NP/LD</p> <p>Safeguarding – VW/KMc</p> <p>Parents/Families/Community - LF/KP/AC</p> <p>Online Safety/Digital Platforms – PW</p> <p>Head Teacher Support – FR/KP.</p> <p>FR did advise that Liverpool do a fantastic job of taking the document and synthesising and therefore Liverpool schools are all doing the same thing and a universal approach is taken.</p> <p>WM confirmed once the Liverpool guidance document is released, WM will then share the sectioned guidance with allocated governors.</p> <p>WM also advised a new risk assessment template will be released in conjunction with new updated guidance.</p>	<p>AR</p> <p>WM</p> <p>WM</p>
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17	Date and Time of Next Meeting	To be shared with 2020-2021 meeting schedule.	KO