



Minutes of the Full Governing Body of Childwall Church of England  
Primary School – Full Committee  
4<sup>th</sup> March 2021

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

			<b>Action</b>
1	<b>Prayer</b>	VW opened with a prayer.	
2	<b>Apologies</b>	None	
3	<b>Declaration of Interests</b>	Carried from previous meeting.	
4	<b>Minutes from Previous Meeting held 3<sup>rd</sup> December 2020</b>	<p>WM expanded on minutes from page 4. There have been developments since minutes were documented regarding counselling service.</p> <p>In addition to Kooth, who provides a counselling service for individuals up until the age of 25. Qwell is a confidential / anonymous service who offer a counselling service for individuals 25 and over. WM to share with staff and parents / carers of school families.</p> <p>Page 7 spelling error Seesaw.</p>	WM

		All happy to accept minutes as a true record.	
5	<b>Matters Arising</b>	<p>1. NP to sign declarations of interest / keeping children safe document.</p> <p>Actioned.</p> <p>2. KO to check sub –committee’s minutes to ensure all declarations of are noted.</p> <p>Actioned</p> <p>3. Safer School app roll out update</p> <p>This has been delayed due to school closure. WM to re-look at this. Looking at another option that does the job in alerting parents to a specific issue but may be more manageable.</p> <p>4. PW to pull together a spreadsheet of any training that has taken place for committee members.</p> <p>PW to carry forward.</p> <p>5. Finance minutes – KO to add an addendum to confirm EC had received refund cheque.</p> <p>Actioned.</p> <p>6. Premises minutes – AR to receive update from Jon Bird for Car Park progression.</p> <p>Actioned.</p> <p>7. Personnel &amp; Performance – KO to amend minutes to remove the word [REDACTED] so member of staff can’t be identified.</p> <p>Actioned</p> <p>8. WM to share SATS update to parents.</p>	

		Actioned. WM confirmed there is no statutory testing at all in School, however still being encouraged to complete assessments internally.	
6	<b>Chairs Action</b>	None to note.	
7	<b>Committees</b>	<p>EC requested chairs of committees to provide headlines for each committee further to minutes being shared on Governor Hub.</p> <p>a) Admissions PW confirmed committee members met on 25<sup>th</sup> February 2021. Prior to the meeting each member had reviewed all applications and scored them independently. Meeting then took place socially distanced in school and compared and discussed any anomalies. PW confirmed this year, there had been a change to the policy and the policy worked very well. The children have now been identified who will be offered places in September and the process has been followed as per policy. Validation from worship leader has been followed and straight forward. PW confirmed two children who applied were deferred entry and these were considered and agreed.</p> <p>An additional in-year place was also discussed, which brings school to a full PAN cohort.</p> <p>PW confirmed all are now ranked into each category.</p> <p>WM confirmed these have all now been uploaded to the local authority portal.</p> <p>PW thanked WM and KO for the smooth process. KMc also added her thanks to both.</p> <p>EC thanked the admission committee members for the amount of effort involved.</p> <p>b) Finance NP confirmed there have been two finance meetings.</p> <p>The January meeting reviewed the SFVS report and it was largely in line with other schools.</p> <p>There was additional spending on supply teachers, which was to be expected given current circumstances.</p>	

The leadership costs were also higher but this will even itself out in time.

The second meeting on 25<sup>th</sup> February mainly discussed financing the two projects, the car park and the reconfiguration of the school offices.

NP confirmed the important point is the carry forward is 8.6%, which is within the 10% (the maximum that can be carried forward).

The car park also came in within the £23,000 budget that was set.

NP confirmed the costings have been worked out for the re-configuration of the offices.

NP confirmed expected income for Chill Kidz is approximately £28,000.

Cheque book expenditure increased and the reasons are detailed within the finance minutes.

There wasn't any reason to amend the Form 1 in the second finance meeting.

EC suggested questions to follow after AR has provided premises update.

c) Premises

AR confirmed premises met on 14<sup>th</sup> January 2021 and 1<sup>st</sup> March 2021.

Topics discussed: -

Finalising roof works, which was completed satisfactory and working through any snags.

Car park – AR confirmed there was a pressing need for funds to be spent to avoid a claw back of surplus funds.

There was a further requirement for the extension to the car park with the expected cycle route plan on Woolton Road.

AR advised the car park has had challenges with the surrounding neighbours, however these have been managed well and expect support for when planning permission is submitted to change the use to a car park, which will then enable lines to be drawn on to it.

AR advised that to maintain privacy there will be additional planting. AR confirmed we want to maintain being a green school and replace the trees that have been removed.

AR confirmed Jon Bird has worked tirelessly. The car park will provide an additional 10-12 spaces, which will help eliminate parking on the Salisbury Park estate.

AR confirmed heating was also discussed, a couple of additional radiators have been installed in the upper juniors and the benefit of these have been seen.

AR confirmed the reconfiguration of the offices have also been discussed. To ensure the space is fit for purpose, whilst security/confidentiality is maintained.

AR discussed 'Green screen' – this is a replacement for the bamboo at the front of the school (Woolton Road). Funding has been secured and planters will be secured to the wall with fast growing greenery and this will provide a barrier to reduce emissions from vehicles, increase privacy and look better.

NP added that trustees will provide a letter consenting to the work carried out, which is a requirement for the funds to be released.

d) Standards & Quality

VW confirmed remote learning was discussed and the majority of children were engaging and those children who were not engaging well, teachers were making contact to ensure everything is okay and whether any additional support was required.

Formal statutory assessments are not taking place this academic year; however internal assessments would be taking place as necessary and as required.

Attendance has been discussed and it's the best attendance ever recorded. Potential reasons that no

		<p>holidays are taking place, sickness levels low due to reduced mixing.</p> <p>VW confirmed zoom calls are taking place with the children.</p> <p>VW confirmed SEND support is still being provided and CPOMS is a really useful safe guarding tool.</p> <p>EC advised it was remarkable how the high standards of teaching have been maintained.</p> <p>e) Vision &amp; Values (committee was postponed).</p> <p>PW confirmed the committee were not able to meet, however PW confirmed you can see the vision and values being worked through the school on a daily basis and this speaks volumes and the school are living the values.</p> <p>f) Personnel and Performance</p> <p>AR confirmed committee has met on one occasion on the 10<sup>th</sup> February.</p> <p>Standing agenda items were discussed.</p> <p>AR confirmed sickness absence and requests for leave were discussed and given the situation, it was quite pleasing in many ways.</p> <p>AR confirmed professional development was discussed and confirmed that effective learning is still going on with staff.</p> <p>AR reported that committee reviewed job descriptions/expectations in addition to a number of policies.</p> <p>AR confirmed the head teacher performance was discussed. Usually this is discussed face to face, however the process was different than previous years.</p> <p>AR advised that WM's SIP provided a review to KMc and EC.</p>	
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		<p>AR advised there was clear evidence to demonstrate that WM's objectives were met.</p> <p>The committee extended their gratitude to WM in what has been a challenging year.</p> <p>KMc elaborated on the head teachers report. KMc confirmed WM had met and exceeded all of her targets.</p> <p>WM has dealt with everything professionally with lots of hard work and courage. WM has dedicated long hours, weekends and holidays, which has shown the well-being of staff, children in addition to the families.</p> <p>KMc also thanked the senior leadership team for their support.</p> <p>EC added that WM has shown tenacity, resilience and shown commitment in the most challenging times which has included reconvening a different school with short time scales.</p> <p>WM wanted a thank you recording to the senior leadership team and the rest of the staff. WM confirmed all are looking forward to welcoming all children back from Monday.</p>	
8	<p><b>Admission Arrangements for Entry in September 2022</b></p> <p>a. Admission Policy</p> <p>b. Application Form (Reception 2022)</p> <p>c. In Year Transfer Application Form 2021-22</p> <p>d. Co-ordinated Admission Arrangements (Reception 2022 / In Year 2021-22)</p>	<p>WM confirmed all documents have been shared on Governor Hub. WM confirmed they are all required to be approved by full governing board . Feedback from current admissions committee is that the admission policy works. The only thing that has changed is the date. If all in agreement, WM will publish online 05/03/2021.</p> <p>All in agreement and approved.</p>	WM
9	<p><b>Head teacher's Report – Questions</b></p>	<p>NP requested WM to summarise the significant elements of it.</p> <p>WM confirmed there are a few staff changes as listed.</p> <p>WM confirmed there are changes in performance management procedures – this is now online.</p>	

WM confirmed there are some changes in health and safety section and these have been covered in premises committee.

Attainment of pupils, WM confirmed haven't got the data that would normally be shared. Information is documented around remote learning and a self-evaluation form will be completed.

WM discussed how all staff have had to be on site due to the number of key worker children in school and staff have been teaching face to face in addition to producing remote learning.

WM to share with staff her gratitude of the additional work load staff team has taken on.

Guidance has been shared for re-opening of school and WM confirmed 2 points to highlight: -

- School is not optional from Monday 8<sup>th</sup> March and if a child is absent for covid related purposes, school is required to provide remote learning.
- The expectation that the curriculum remains broad and ambitious.

WM confirmed a testament to all staff that no curriculum has been dropped at any point throughout covid.

WM confirmed some of the catch up funding will be used to release the subject leads so they can dig deep and audit the subjects to understand any gaps and re-adjust priorities.

WM confirmed phonics screening took place in November and achieved 86.7%, which was the same as last year which is excellent.

WM confirmed enrichment and opportunities will be reintroduced with the arrival of 14 students. The students are aware that there is an expectation to run an extra curriculum club supported by staff.

Afterschool clubs can re-start from Monday, providing it is to children of parents who are working or in further education. From Easter these can be offered to all children.

NP asked about the extending hours of Chill Kidz. WM advised that Chill Kidz will look similar to that of the Autumn term.

		<p>WM confirmed still not looking to extend yet due to it being a long time sitting in their own bubbles and not having access to outside space.</p> <p>This would also offer complications from a covid secure point of view as a more substantial snack would need to be provided.</p> <p>WM advised that this would be reviewed for the summer term if some restrictions are lifted.</p>	
10	<b>Safeguarding: Termly Report for Governors</b>	<p>WM and VW have discussed any safe guarding items as they come up.</p> <p>VW discussed key issues (confidential)</p>	
11	<b>School Financial Value Statement (SFVS)</b>  <b>DfE Financial Benchmarking Report Card</b>	<p>WM confirmed both SFVS and Benchmarking Report card are on Governor Hub.</p> <p>These are there to compare like for like schools in terms of finance.</p> <p>WM advised if anyone has any questions to raise with WM or NP.</p> <p>WM advised that pending no surprises, the SFVS will be submitted once the books have closed.</p> <p>NP confirmed details are set out in the finance minutes from January.</p>	
12	<b>Arrangements for schools reopening</b>	<p>WM confirmed the government guidance has been uploaded onto Governor Hub.</p> <p>WM confirmed back in the summer the recovery curriculum was published.</p> <p>WM confirmed initially our recovery curriculum intent statement was reviewed based upon what we expected to find when children return, this time it has been reviewed and amended with knowledge and what was experienced last time.</p>	

		<p>This is also uploaded to governor hub and it will be published on the school website.</p> <p>WM advised it's a working document and if there are any suggestions/omissions to please raise to WM.</p> <p>WM advised she has waited for guidance before releasing a letter out to parents ahead of school opening. The letter will be issued 05/03/2021.</p> <p>Staggered starts and finishes have showed lot of benefits, particularly for less confident children. Currently it is staggered over 35 minutes, however post Covid will look to stagger the start and finish times but over a shorter period.</p> <p>The same year group bubbles will still be in place on reopening.</p> <p>WM confirmed LD has done a great job in organising lunch times and maintain the hour lunchtime. All children who have hot dinners will now be able to go to the dinner hall and served their hot food with the ability for them to choose whilst still maintaining bubble distancing.</p> <p>Guidance has continually changed a lot in relation on how children can sit in class.</p> <p>WM confirmed, Year 1 and Year 2 are regrouping back into the table groups. This will be amended in the risk assessment and re-published.</p> <p>EC has suggested a reminder to the parents about mixing outside of school would increase the chance of school bubbles being required to isolate; important for us all to remember we are still in national lockdown.</p>	
13	<p><b>Arrangements for Polling Day – Thursday 6<sup>th</sup> May 2021.</b></p>	<p>WM advised that she has been approached by Liverpool City Council to use the school for Polling Day due to Hope University being closed.</p>	

The school has been used a polling station on one previous occasion.

Initially WM thought school would have to close as we would be unable to safely operate.

The DfE have stated that they didn't want schools to close with the amount of time that children have missed already. Following this an officer from the council has been to the school.

There will be security guards on the school grounds on the day of the polling day to ensure the general public don't talk to the children.

There will also be a gated walkway put in place through the carpark to allow for social distance as the current walk way wouldn't allow for social distance. There will be an additional security guard to ensure the public don't enter the car park.

Half of the staff have been using the ARK (which is where the polling will take place) for their lunchtimes since the introduction of social distance measures were put in place. A work around for the day is for the staff to utilise the library for lunch on that particular day.

School can now remain open and children will be safe.

NP asked how Hope University can refuse to house the polling station and this school has to allow it.

WM confirmed this is due to school receiving funds from the local authority and they can demand use of the building. WM has confirmed she has spoken with Steve Reddy's team who has advised he will make contact with the local authority to ensure it works, hence the plan that is now in place.

KP asked whether the security guards would need to be DBS checked.

		<p>WM confirmed that they would need to be DBS checked and evidence will be required beforehand.</p> <p>WM confirmed security guards will need to be in place until 5pm until Chill Kidz and Happy Hedgehogs has finished.</p>	
13	<b>Director's Items</b>	EC confirmed nothing in the papers.	
14	<b>Diocesan Board of Education</b>	<p>NP asked about MAT (Multi Academy Trust).</p> <p>WM confirmed not looking to do anything at present.</p> <p>WM advised prior to Covid WM was going to invite LDST (Liverpool Diocesan Schools Trust) in. WM confirmed they have advised it is still on the government agenda for schools to be a MAT by 2025. Previously this was aimed for 2020. WM wants to get everything settled before any changes are made.</p>	
15	<b>Policies to be Agreed</b>  a) HR13 <b>School Pay Policy</b>	All approved.	
16	<b>Governors Training Updates</b>	<p>WM asked whether everyone has received the slides for remote learning sessions for governors.</p> <p>All received.</p> <p>WM suggested anyone who is linked governor role to take a look at them.</p> <p>WM also confirmed that Dave Cadwallader has shared invitations to governors to sign up whole school mental health briefing sessions. WM has advised that they are pushing for someone to attend from school and would be very valuable.</p> <p>EC asked WM to share the dates and they can have a look and decide.</p>	WM

17	<b>Any other Business</b>	<p>EC advised that VW has written to EC and WM to explain that VW is looking to step down from the governor role.</p> <p>EC explained EC was really sorry to see VW go. VW has always been supportive and been a source of wisdom and guidance for EC and WM.</p> <p>EC confirmed this now raises a vacancy and it is a foundation governor vacancy.</p> <p>VW confirmed she was a foundation governor appointed when Gary Rennison approached VW.</p> <p>EC advised we would be looking to AC for advice and guidance and asked AC is there anyone AC can think of in the parish that would share the ethos and values of the school who would be a valuable member of the governing board.</p> <p>AC advised there would be a lot of member of the parish that would share the same ethos and values of the school.</p> <p>AC will think about it, however believes there are a number of people who would be a valuable asset to the governing board. AC asked what sort of timescales would this vacancy need to be filled.</p> <p>EC advised VW will step down at the end of the summer term.</p> <p>AC advised it would be good if AC and VW could spend some time together to discuss VW's four years in term and gain her insights.</p> <p>VW suggested it would also be useful to understand what skills are required.</p> <p>VW confirmed, she has previously covered the safeguarding element of the role.</p>	
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WM suggested AC has some names to discuss at the next committee (July 2021) and following this AC would nominate and then will be sent to Diocese and provided all in agreement, they will approve it.

VW advised she found it useful to shadow the July committee before she was appointed to the governing board.

NP asked whether we can put on the next meeting's agenda the schedule of committee member's terms for everybody to get a comprehensive grasp.

KO/WM to share a document of all terms prior to next meeting.

AC asked when the document is shared, would it be possible to detail any skill gaps that we have on the governing body. AC advised this would be helpful ahead of AC/VW discussion.

EC asked whether there were any other members of the board who have got the skills to cover the safeguarding gap and requested any member to contact EC/WM.

KMc wanted to welcome MC as part of SLT.

EC asked when LF/KP when their terms were due to run as parent governors.

WM confirmed both parent governor terms come to an end December 2021.

EC asked WM whether the timetable will still need to be adhered to with covid. WM confirmed she has not read anything to advise it's not. KO/WM to check.

NP asked whether next meeting we may be able to meet in person as it's after 21<sup>st</sup> June 2021.

EC advised we may still need to wear masks.

KO/WM

WM wanted to propose a parent consultation. Due to covid children have been wearing tracksuits for the full school day on the days that they have PE lessons. WM advised that some parents have asked whether there is an option to have a school tracksuit (this may be more expensive, hence the parent consultation).

WM asked the governors how they would feel on the introduction to a tracksuit with a school logo on the day children have their PE lessons.

DG asked whether staff tracksuits could be discussed also.

WM confirmed this could also be taken into consideration too.

EC asked LF/KP on their initial comments.

KP advised it is easier, save time and also help with self-esteem in avoiding changing requirements and she would be for it.

LF agreed and advised if there is a concern about the cost to families, could maybe have the logo on the top and then buy a cheaper pair of trousers from say a supermarket.

PW asked about an iron on badge.

WM advised that the quality isn't great and an embroidered one would be of better quality.

MC added from her teacher point of view and giving families the choice of trousers could open up on various branded trousers which is something we would want to avoid.

WM asked whether there were any objections to allow children to wear polo shirts in the warmer weather.

No objections.

WM also requested an additional item to discuss on a parental consultation would be for early years to wear a tracksuit all year around and this would be due to the curriculum they follow such as use of bikes, sand pits etc.

DG asked whether early years is a good time to practice buttons / getting dresses.

WM confirmed she had spoken with the early years' teachers beforehand these skills could be picked up as part of the 'dressing up' outfits and form part of their learnings in that way.

WM confirmed that a lot of children are sent to school in early years have Velcro on the back of their shirts so are not actually learning these skills on their uniforms.

EC requested clarification whether this would be for early years all year around or certain days.

WM confirmed it would be far more beneficial for early years to wear the tracksuit all year around.

LF raised an issue of cost. If we're asking for parents to cover a cost for a tracksuit each day of the week as opposed to cheap shirt/skirts/trousers from local supermarkets.

WM advised for this option, there would be a lot more flexibility with the use of cheaper tops/bottoms.

WM advised the consultation would be to go out to this year's early years' parents as they will be aware of the current state of uniforms that go home on a daily basis in preparation for next year's early years.

FR advised that her school allow for joggers, sweatshirts and polo shirts and it is by far more appropriate for when they're climbing and sitting on the floor.

WM asked whether they had a logo.

		<p>FR advised the sweatshirt has a logo on, however the polo shirt and joggers do not have a logo.</p> <p>All in agreement to go for consultation and there were no objections. WM to action consultation</p> <p>EC has requested for KO to look at hall option for next meeting.</p> <p>AC closed with a prayer.</p>	<p>WM</p> <p>KO</p>
<b>18</b>	<b>Date and Time of Next Meeting</b>	Thursday 1 <sup>st</sup> July 2021 5pm (potentially face to face meeting).	