

Minutes of Full Governing Body meeting  
on 10<sup>th</sup> June 2020 at 6.30pm  
via MS Teams

Agenda item	Discussion points
Members present and apologies	<p>M Budd (Chair) G Pritchard (vice chair), R Mellor, D Baker, G Howe, L Coleman, S Ainslie, A Wilde, G Mansfield, R Jones (Headteacher)</p> <p>Apologies - C Maitland-Price who could not connect on Microsoft Teams</p> <p>M Budd explained the protocol for holding meetings remotely on Microsoft Teams which was the format for this meeting.</p>
Minutes of last meeting	<p>Minutes were discussed from meeting re Playdays/Fun club tender. Matters arising - the tender process was ongoing but had been delayed due to the Covid 19 epidemic. RJ would update Governors once the tender process has been completed.</p> <p>RJ to send minutes out again to Governors.</p>
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Update from Headteacher re childcare offer during school closure	<p>RJ shared a brief overview of what had taken place so far (Governors had been emailed with an update prior to the meeting).</p> <p>The school had closed on March 20th to pupils but had reopened to children of key workers and vulnerable pupils on March 23rd. Initially the school had its own pupils and staff but this had been extended to make a hub to include Christchurch, Christ the Word and a pupil from St Brigid's. The staff all worked on a rota and mostly came into school once per fortnight to supervise the pupils. Anyone that was considered high risk was working for home as per the HR guidelines.</p>

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The childcare hub had worked well and all Health and Safety and infection control processes were being followed. The school had been open during the school holidays and was only closed at weekends and on bank holidays to give the staff who had been in every week a break. The numbers of children in the childcare had increased since the initial weeks and now on average there were 25 children in the hub on any one day. Initially the offer was for childcare and play but as time had gone on the Welsh Government instructed that pupils in the childcare settings should have some teaching so this was provided by the staff working on learning packs with pupils. The focus was on wellbeing, arts, crafts and literacy and numeracy skills.

M Budd - had everyone responded to the online learning?

L Coleman explained that take up of online learning was variable and the physical packs had been more successful with lots of parents coming to collect them

The school catering staffs had remained in the school and also operated on a rota basis with staff from our kitchen and other schools. The Oaktree centre was provided with hot meals everyday from our kitchen. Free school meals packed had been given out every day and this had worked well. Direct payments have superseded this system and now parents did not need to collect packed lunches.

The Senior leadership team from each school had operated a rota system to be the lead person in school each week and this had worked well. The caretakers from the three schools had also had a rota which meant that Chris Price did not have to open and close school every day. All staff from the different schools had commented on what lovely school Emmanuel was and how well the school and grounds were maintained.

Teachers had been setting work online during closure as well as physical learning packs each fortnight. Contact had to be made with all families weekly and a log of this was sent to the headteacher each Friday. Teaching assistants had been helping with this in recent weeks to support teachers and to reduce their workload.

By the time of the meeting schools had been instructed to reopen and the hub model was going to be changed, Childcare would go back to individual schools and the hub model would stop.

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	<p>We had one potential case of Covid 19 within the staff and the process was followed to allow that person to be tested, which subsequently came back at negative, there have been no confirmed cases of Covid 19 since the childcare hub opened.</p>
<p>Update from Headteacher re opening school</p>	<p>Schools had now been instructed to reopen to a limited number of pupils from June 22nd and SLT and the site manager C Price were working to ensure that took place. RJ shared a presentation which had been delivered to staff to illustrate how the plan would work:</p> <ul style="list-style-type: none"> <li>- Bubbles of no more than seven pupils for one day per week over three days             <ul style="list-style-type: none"> <li>• Staggered start and finish times</li> <li>• Zoned areas in school</li> <li>• Staff delivering lessons in school and continuing with the home learning on the days when they were not in school.</li> <li>• TAs to help on the days when teachers were in school to feedback to pupils and make contact phone calls.</li> <li>• Blended learning of school and online to continue</li> <li>• All staff to return to work if they were able to</li> <li>• Childcare to continue in Nursery class (Nursery would not return as they are non-statutory)</li> </ul> </li> </ul> <p>A lengthy risk assessment had to be completed to cover all areas of school life (school day, rooming, uniform, start and finish time, breaks, lunch, dinners, car parking, transport, H and S, cleaning, teaching and learning, safeguarding, social distancing, signage etc)</p> <p>Once this was completed it would be sent to DCC to check then to the Chair of Governors to sign. Staff had been briefed as to the plan moving forwards and their wellbeing had been considered carefully in terms of physical and emotional needs. All staff had been sent the information on the Employee Assistance programme and R Jones had told staff to come forward if they had concerns about reopening or other issues.</p>

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Policy update	No policies were shared at this meeting - some will come from DCC for use during Covid. DCC have created a protocol document which explains processes to be followed during school closure. These will be sent to R Mellor to check before adoption and to other governors for reference.
Subcommittee updates	<p>Finance</p> <p>G Pritchard shared the figures on the current school financial position which showed and a surplus for the year end figure of £152,913. The improved surplus figure was mainly due to the delayed recruitment of the Deputy Head and HLTA role due to Covid-19. The sickness and maternity pooled schemes had been overspent at a county level and school had been recharged an additional £14,890 for this. The EIG grant was to be cut by 16% about the PDG was expected to stay at the same levels. The Professional learning grant had been put into Covid 19 funds at Welsh Government level so that would not be given to schools next year.</p> <p>R Mellor asked about the Deputy Head position and what had happened with this?</p> <p>G Pritchard explained that due to the difficulty in recruiting due to Covid 19 the decision had been taken to appoint internally for one year on an acting basis. The internal advert had gone out and the deadline for this was 15th June 2020. R Jones added that as this person would be covering for year 6 PPA it was not appropriate to recruit someone without being about to see them with pupils.</p> <p>R Mellor noted that she or other governors should have consulted on this decision. GP explained that as it was an unusual situation the chair of governors and vice chair had made the decision on behalf of the whole governing body but apologised that this had not been communicated in advance of this meeting. It was agreed that R Mellor would be part of the interview panel if one was needed for the Deputy Head position. It was also clarified that this was a one year acting position and the permanent advert would go out next year once the Covid restrictions have been lifted and any governors that wanted to be part of that process were welcome to put their name forward.</p> <p>The recruitment of HLTAs for PPA cover was also to be advertised internally as the process and also been stopped because of Covid 19 and as the candidates could not be observed with pupils.</p>

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	<p>G Howe asked about staffing for next year and if this has been arranged so that pupils and parents will know?</p> <p>RJ explained that the childcare and reopening plans had to take priority at the moment but SLT has considered this and have a draft plan. Staff will be informed before the end of term as will parents. There would not be the opportunity for transition due to Covid restrictions but something will take place for Year 6 to ensure they have a social distanced leaver service details of the soil be finalised once the school reopening plan was finalised.</p> <p>Health and Safety committee had not met since the last meeting.</p>
AOB	<p>G Howe had submitted questions before the meeting which she agreed were now answered re the Deputy head position and year 6 plans.</p> <p>R Jones explained that all safeguarding measures were in place and the new Operation Encompass which alerted the school to incidents of Domestic violence by North Wales police had begun. There had been good communication between staff and families during the school closure and there was only one family that had to be elevated to DCC due to a lack of contact.</p> <p>The new academic year would have to be planned carefully as the welfare of pupils and staff would be a priority. Literacy skills including reading would have a priority as well as numeracy. Reading levels are low and this would need to be addressed as lots of pupils have not accessed the Bug Cub during lockdown - this would be a whole school priority for September. There would be a need to refocus and readjust due to so much time having been lost for pupils. The Four purposes of the new curriculum would be the driving force,</p> <p>M Budd expressed his thanks to staff and to R Jones for all their work during this difficult time.</p> <p>Meeting closed at 8.30pm</p>