



## ST ALBAN'S CATHOLIC PRIMARY SCHOOL

*Love one another as I have loved you*

### MINUTES OF THE VIRTUAL MEETING OF THE PARISH, COMMUNITY, PARENTS & PUPILS COMMITTEE

16 MARCH 2021 at 1800 hours

[first draft: 18/03/21]

<b><u>PARTICIPANTS:</u></b>	<b>John McDonald [Headteacher and Host]</b> <b>Pat Duprey [Chair]</b> <b>Bernie Mooney [Vice Chair]</b> <b>Nicola Boyd</b> <b>Colette Haig</b> <b>Lucy Lowe</b> <b>Bridget Pullen</b> <b>Anna Christenson, RE Subject Lead</b>
<b><u>Non-participants:</u></b>	<b>Marie Wolfe</b>
<b><u>In attendance:</u></b>	<b>Eileen Coyle, Minute taker</b>

The Headteacher opened the meeting with a prayer.

#### **1 WELCOME, AND APOLOGIES FOR NON-PARTICIPATION**

The Headteacher welcomed and thanked everyone for participating in the first meeting of the Community, Parish, Parents and Pupils Committee of the Governing Board.

The absence of Marie Wolfe was noted. No apologies for non-participation had been received.

## 2 DECLARATIONS OF INTEREST

The Governors declared that there were no changes to the Declarations of Interest made at the Governors' meeting on 30 September 2020.

Having reviewed the agenda, the Governors confirmed that they had no personal, financial, contractual or prejudicial interest in any item on the agenda for to-day's meeting.

## 3 CONFIDENTIALITY

The Governors agreed to maintain confidentiality in relation to all matters discussed at this meeting.

## 4 ELECTION OF CHAIR AND VICE CHAIR

**RESOLVED:** To elect Pat Duprey Chair, and Bernie Mooney Vice Chair, of the Community, Parish, Parents and Pupils Committee, until the first meeting of the Governing Board in Autumn 2021.

## 5 TERMS OF REFERENCE

At its meeting on 30 September 2020, the Governing Board had unanimously resolved [min. 5.2] to adopt the terms of reference for Governors' Committees, and requested that each Committee reviews its terms of reference at its first meeting.

The Headteacher expanded on the reasons and rationale for the Community, Parish, Parents and Pupils Committee

The Committee duly reviewed the terms of reference for the Committee and unanimously –

**RESOLVED:** To adopt the Terms of Reference for the Community, Parish, Parents and Pupils Committee, without amendment.

## 6 SCHOOL'S INVOLVEMENT WITH AND SUPPORT FOR THE COMMUNITY

The Headteacher reported on the outcome of research into the provision of free school meals in Wirral, which included a discussion with Edsential, reference to a Council meeting and the emergency food hub. Parents were expecting some support to be provided during the Easter holidays, but the Headteacher's concern was that any support offered would be too late. He asked the Chair if the Wallasey Gap had any plans to support families during the Easter break.

The Chair replied that the Wallasey Gap did not have the capability to deliver what was promised. The twelve schools involved had been asked to put forward the names of families who might need support. Food boxes were delivered to their home addresses and the plan was to do the same during the Easter break. The Gap did not do anything to do with free school meals because they were told that Edsential would do it.

She suggested that it was better to give food vouchers to the families. Colette Haig agreed that giving vouchers to the families was the only way it could be done efficiently and within the time scales. At the request of the Wallasey Gap, the school nominated between ten and 24 'most in need' families.

The Chair explained that the scheme started, with involvement by six churches, to provide a meal for children who were hungry in the holidays, and to organise activities in various centres for those children. The scheme had discontinued temporarily due to the lockdown and Edsential were expected to provide the meals.

The Headteacher explained that the funding had been diverted to holiday activity centres. He continued that there did not appear to be a co-ordinated response and that he would raise the issue with Wallasey Headteachers.

Bernie Mooney commented on the need to find a solution that suits everyone. The Government needs to take action to ensure that the children have enough food in the holidays. She would speak to the local Councillor responsible to find out if the Council has any plans, and to raise the matter with the local MP.

The Headteacher replied that he would include an item on the agenda for the next meeting of the Wallasey Headteachers' cluster, and would update the Governors as soon as information becomes available.

## **7 DEVELOPMENT OF RELATIONSHIPS WITH PARENTS/CARERS, PARISH AND COMMUNITY.**

The Headteacher reported that he had noted from some of last year's newsletters to parents that the school was just about to celebrate First Forgiveness and to start thinking about the children's First Holy Communion, when the lockdown began. He had spoken to his former parish priest who had advised that the Bishop had sent out guidance on Friday. Father Devan said he had received the guidance and had advised the school to go ahead, as far as possible, with the preparations in the normal way. The Headteacher suggested that some of the preparation is done in school now.

The Chair explained that the school has always done the bulk of preparation in the past. This included workshops where the parents came with their children and worked together at 4/5 sessions.

The Headteacher replied that the school would be happy to do that, but in the current circumstances with Covid, a local primary school is not involving the parents this

time. He enquired how the parents from this school would feel if a similar approach was taken.

The Chair explained the role of the parents, adding that some children can be nervous and they need their parents to be there. She suggested a maximum of two adults per child. She put forward suggestions on how the event could be organised for year 4 children, either on two evenings or on a Saturday, in April/May, with similar arrangements for year 3 children in the summer.

The Headteacher gave an undertaking to draft a timetable and share with everyone, including Father Devan and the parents.

[On the day following the meeting, the Headteacher issued a draft detailed plan, St Alban's Preparation for Sacraments 2021, which would enable year 4 children to complete their First Forgiveness and First Holy Communion by July. Father Devan was happy with the dates and times.]

## **8 RELATIONSHIPS AND HEALTH EDUCATION**

The Chair volunteered to become the Relationships and Health Education Governor. She reported on attendance at training, via Zoom, and enquired if it was on the school's website and whether the staff were delivering it.

The Headteacher replied that the new Religious Education/Personal Social Health Education [PSHE] and Relationships/Sex Education Curriculum would start to be rolled out after Easter. Most of the items on the checklist had already been addressed. He would ensure that the Policy is on the website.

## **9 PARENTS' QUESTIONNAIRE**

The Headteacher had reported on the outcome of the Parents' survey as part of his report to Governors at the Board meeting on 2 March 2021. The parents had noted that there had not been a pupil survey this school year.

Each class, from Reception to year 6, had been given a slightly different version of a survey and all the children have self-identified where they are in terms of their emotional wellbeing. In an exercise to identify where the children are from their perspective, the staff considered that fifteen of the 268 children on roll were of high concern and 58 were of moderate concern. A further exercise will be carried out in July to assess how things have improved. The next step would be for the pupils to take part in a more in-depth survey.

The Chair asked about the children's attendance on their recent return to school.

The Headteacher replied that attendance was almost 100% on the first day back on 8 March, but has started to dip since then with children being absent with minor illnesses, as they mix more with other children. Currently, attendance stands at 95.66%. Attendance had picked up so far this week, after a bad day last Friday.

Bernie Mooney stated that there is concern about children suffering from PTSD or Post-Covid Trauma, and enquired on the availability of any documentation on the way forward.

The Headteacher replied that about nine staff members are interested in Psychological First Aid Training from the DfE, and about six have undertaken the training. In general, the children are well-behaved, but some have issues, such as poor concentration etc., and, particularly with the older children there are friendship issues with more pushing, etc, as they re-establish themselves. The school is working on these issues and is monitoring the children at lunchtimes.

A meeting earlier to-day had focussed on curriculum recovery, on the wellbeing of children, and making sure that the staff are all right as well. It might be appropriate for this committee to have an agenda item on Wellbeing, including staff wellbeing, going forward.

Nicola Boyd commented that children are mostly unsupervised when they access the internet, in their bedrooms, etc, and they are looking at and speaking to all sorts of people on line. There has been an increase in the number of reports coming in of children talking to people and of parents being unaware of whom their children are connecting with.

The Headteacher advised on the availability of an on-line App from the National Online Safety/Keeping Children Safe on line, for the whole community which includes '*What parents need to know*'.

Bridget Pullen referred to a statement by Edsential about not re-opening Oaklands. She added that her own children and the children of other families were looking forward to going. She referred to discussions about the possibility of Wirral Council saving the Centre, but that seemed to be unlikely given Wirral's dire financial situation.

The Headteacher commented that there is a campaign on social media to re-open Oaklands. He referred to other outward bound facilities that are available to school children. He would try to find out more information and ask parents what they want.

- 10 OCCUPATION OF SCHOOL PREMISES:** The Diocese has issued guidance on the rules for community use of school premises; basically, it's about how the Governors use the building.

The guidance would be sent to Governors for information.

- 11 SCHOOL FUND ACCOUNT:** The mandate has been changed from a credit card to a debit card. The LA has advised schools to make sure that everything, authorisations, etc, are up to date. The names of the former Headteacher and business manager are still on the mandate. A resolution is needed for the mandate to be changed and minuted at this meeting.

**RESOLVED: The Governors of St Alban's Catholic Primary School agree that –**

- i. the school fund account is to be continued;**
- ii. the bank is authorised to act on any instructions provided they have been given by those persons named in the Specimen Signature section or authorised by such persons in accordance with the applicable authorisation requirements as follows: any two listed persons together;**
- iii. the agreement for the mandate to be changed is confirmed in the minutes of this meeting held on Tuesday, 16 March 2021.**

The Headteacher advised that a specimen signature is required from everyone at this meeting.

The Governors agreed to call into the school office and provide a specimen signature.

## **12 SCHOOL FUND ACCOUNT: CONSTITUTION.**

The Headteacher showed a screen shot of the proposed constitution, which showed the purpose of the fund, examples of use, administration, and name of independent auditor. The financial year of the fund ends on 31 March.

**RESOLVED: The Governors of St Alban's Catholic Primary School approve the School Fund Constitution as presented.**

## **13 TERM DATES: ACADEMIC YEAR 2021/22**

The Headteacher explained that the school's term dates were in line with term dates issued by Wirral Council. This school's five INSET days would be on 1, 2, 3 September, 2021, 4 January and 18 February 2022.

**RESOLVED: To approve the Term Dates for the Academic Year 2021/22, as presented.**

The Headteacher thanked everyone for their input and closed the meeting at 1901 hours.

## APPENDIX

### ST ALBAN'S CATHOLIC PRIMARY SCHOOL TERMS OF REFERENCE

<b>TITLE</b>	<b>THE COMMUNITY, PARISH, PARENTS AND PUPILS COMMITTEE</b>
<b>PURPOSE</b>	<b>WORKING IN PARTNERSHIP WITH THE HEADTEACHER TO BE THE CONDUIT BETWEEN THE SCHOOL, THE PARENTS, THE PUPILS, THE PARISH AND THE COMMUNITY.</b>
<b>MEMBERSHIP</b>	<p>Not less than four named governors, including the two Parent Governors, and up to three members of staff, elected annually by the governing body.</p> <p>An invitation to be extended to all members of the Governing Board to attend meetings of the Committee.</p>
<b>QUORUM</b>	<b>Three Governors, including the Headteacher.</b>
<b>CHAIR</b>	<b>To be elected at the first meeting in the academic year.</b>
<b>VOTING</b>	<b>Where appropriate, questions/proposals/decisions to be determined by a majority of votes. The Chair to have a casting vote.</b>
<b>FREQUENCY</b>	<p>Meetings to be held at least once a term.</p> <p><b>NB:</b> In accordance with the School Governance [England] Regulations 2013, the Governing Board allows Governors to participate in or vote at meetings, including by telephone or video-conferencing.</p>
<b>REPORTING PROCESS</b>	<b>Written minutes to be produced and presented at least seven days in advance of the next meeting of the full Governing Board.</b>

#### TERMS OF REFERENCE

To –

- monitor progress on any issues in the School Development/Improvement Plan that fall within its remit.
- oversee the development and maintenance of relationships with parents and carers, the parish and community, to ensure these contribute to community cohesion
- monitor parental/parish/community involvement in the school, and to make recommendations about the development of future links

- **review and monitor the home school agreement and related policies**
- **monitor pupil attendance targets and strategies to improve attendance and engagement**
- **engage with and receive reports from the School Council representing children in the school**
- **celebrate pupils engagement in the Holy Sacraments**
- **recognise and celebrate pupils' academic achievements and performing arts and sporting successes**
- **receive termly reports on Behaviour and Discipline, including the number of bullying and racial incidents and the use and effectiveness of pupil exclusion**
- **monitor the effectiveness of the school's complaints policies and procedures**
  - **ensure the school meets legal requirements to publish information, including details of the overall Governance arrangements, on the school's website in a readily accessible form**
- **monitor and respond to feedback received in Parents' and Pupils' questionnaires**
- **liaise with the Home School Association**
- **promote the school in the local community.**