



St Mary's Catholic Primary School, Isleworth Governing Body

Minutes of a "Virtual" meeting held in place of the Full Governing Body meeting scheduled for Wednesday 18 March 2020. The meeting closed on Wednesday 25 March 2020.

Participants: Dr J Park (Chair), Miss E Dawson, Mrs C Giglio, Mr S Hogg, Mrs M Hooper, Fr N Lobo Ratu, Mr F Marsh (Headteacher), Miss M Martin, Mrs A Mason, Ms M O'Donoghue

No response had been received from Mrs C Raffet.

1. Context

The full Governing Body meeting scheduled for 18 March 2020 had been cancelled in light of recommendations to reduce meetings to reduce the risk of Coronavirus nationally. All papers had been circulated to Governors prior to the meeting. As there were items on the Agenda that needed to be dealt with prior to the end of the Spring Term 2020, a number of items for action were put to Governors, with their comments and views collated by the Clerk. These decisions are recorded below as a "virtual" set of minutes.

On 23 March 2020, restrictions nationally were stepped up, with everyone being required to stay at home unless absolutely necessary. At the current time, there is no set date for returning to "normal".

2. Agreement to conduct the meeting virtually

All participating Governors **agreed** that the meeting should be conducted virtually, in writing, giving responses to the questions raised.

3. Membership

Governors noted the Dr Park's term of office as an LA Governor would end on 31 August 2020. The Clerk advised that Dr Park could apply to the LA for their nomination for re-appointment; the LA would ask Governors if they would be happy to receive such a recommendation. Governors confirmed that they would be very happy to receive this. Dr Park therefore informed Governors that he would contact the LA to start the process for nomination.

ACTION: DR PARK

4. Schools Financial Value Standard (SFVS)

The SFVS had been thoroughly discussed by the Finance Committee on 2 March 2020, who recommended it to the full Governing Body for approval. Governors **approved** the document for submission to the LA before the deadline of 31 March 2020. It would be signed off by the Chair.

ACTION: CHAIR, HEAD

5. Premises Insurance

The Headteacher had circulated information on the DfE's Risk Protection Arrangement (RPA): an insurance policy that had been extended to maintained and Voluntary Aided schools (it had previously only been available to Academies). Moving to this arrangement would give a significant cost saving to the school, whilst providing equivalent cover to current insurance. Governors **agreed** to change the school's insurance to this scheme.

ACTION: HEAD

6. Governor Skills Matrix

Governors had completed a matrix of their skills, which would be used to identify skills' gaps and training needs for the Governing Body as a whole. Governors had received a master copy, and asked to review their responses. Mrs Mason, as the Governor with responsibility for Governor training, would review this document and draw up a plan for future training.

ACTION: MRS MASON

7. Policies for Approval

- a) **Disciplinary Policy and Procedures** (a Catholic Education Service policy)
- b) **Safeguarding Policy, incorporating Child Protection**
- c) **Disaster Recovery Plan (including Critical Incident Policy)**
- d) **SEND Local Offer**
- e) **Health and Safety Policy** (recommended for approval by the Premises and H&S Committee)

The above policies had been circulated to Governors prior to the meeting, and reviewed by them. Governors **approved** all five policies.

8. Minutes of the meeting held on 20 November 2019

Governors **agreed** that the minutes of the meeting held on 20 November 2019 were a true and accurate record. These would be signed by the Chair at the next physical meeting. In the meantime, they would be uploaded to the school website.

ACTION: HEAD

9. Minutes of the meeting held on 24 February 2020

Governors **agreed** that the minutes of the meeting held on 24 February 2020 were a true and accurate record. These would be signed by the Chair at the next physical meeting. In the meantime, they would be uploaded to the school website.

ACTION: HEAD

Due to the Coronavirus lockdown, the Governing Body meeting scheduled for 18 March 2020 was cancelled. However, Governors conducted business by submitting responses to Agenda items by e-mail, which are collated and recorded here. These minutes were therefore agreed as a true and accurate record by Governors by e-mail on 7 May 2020 – they will be signed by the Chair as soon as Governors are able to meet.