



**CORE GROUP REVIEW AND PLANNING MEETING (remote)
 Tuesday 21st April 2020 at 1.30pm
 Minutes**

Present:

Simon Ball	Head of School - DCE
Paul Blackburn	Chair - WDCE Governors
Andrew Bradley	Chair of Governors – St. Wilfrids
Bev Burrows	Headteacher– St. Elisabeths
Paul Good	Chair – Trust & DCE (MDBE)
Lee Jamieson	Chair - St. Elisabeth’s Governors
Hannah Large	Head of School - WDCE
Helena Miller	Head of School – St. Wilfrids
Matt Whitehead	Executive Headteacher

In attendance

Kathy Crotty	Clerk
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1. Introductions and Attendance

Paul Good welcomed all chairs and heads to this meeting. It was agreed the distribution of these minutes would be by email only.

2. Current home provision update/forward plans

DCE – Simon Ball

This is now week five of home learning and the school has sent home learning letters. SB reported on the plan to send out a parent questionnaire to acquire feedback regarding the home learning provision. The staff have noticed a change in attitudes to learning since the Easter holidays. There are five weeks of this summer half term and the staff are keen to know what parents would like over this time.

WDCE – Hannah Large

The school is on week three of learning (excluding the two weeks of Easter) and the school is putting documents on Seesaw. This is the same as the work on the school website but enables the child to work on the document online and not requiring paper versions. Seesaw includes a voice recording of feedback for the children.

Today there appears to be more interest from parents. Anyone who has not had email contact has been contacted by phone. Some parents feel there is too much work and

others feel there is not enough. Parents seem to want some definitive instruction about how much work should be done and the school is giving suggestions.

SWCE – Helena Miller

This is the second week of the summer term and there are no changes, and all seem happy. The school is using Dojo to communicate with parents and phone calls and this is going well. Catalyst have also suggested a questionnaire for parents and one for the children.

PG gave formal thanks to Jenna Bartlett and the Head girl for the podcast which was described as wonderful.

SECE – Bev Burrows

LJ reported Seesaw is set up and running well. A letter has been sent to all parents informing them of the password.

The question was asked about children who might not be able to access online learning. In DCE there is one family with five children accessing one laptop so this is a challenge. There are plans for the government to roll out greater access, but this will start with Yr10 pupils. St. Wilfrids has received the update from Amanda Corcoran (Director of Education, Manchester). In WDCE and St. Elisabeths there is no indication of issues arising from no access to online learning. The Trust recognises there are different levels of support and gaps in each of the schools' provision.

All schools have informed parents about the BBC Bitesize and the National Academy alongside the school specific learning resources.

3. Current school-based provision update/forward plans

DCE – Simon Ball

There are some additional children in the school as the key worker category has been expanded. There are currently between 18 and 24 children in two classes, one for EYFS, Reception, and Yr1 and one for Yrs2-6. English and maths sessions are occurring in the morning. It was noted the good weather helps.

WDCE – Hannah Large

There are 23 children in school today. There has been a slight increase and parents are reminded the safest place for children is at home.

Reception Yr1 & Yr2 are in one class and Yr3 and Yr4 are together. The carousel is working well. The Forest school operates on Wednesdays and all children in school have access to this provision.

SWCE – Helena Miller

St Wilfrid's has steady numbers of between 17 and 24 children. The school received some phone calls yesterday to see if the children were eligible for a place and the school is working with some parents on who have behaviour issues at home. Nursery and KS1 in one group and KS2 in another group.

SECE – Bev Burrows

Four children are in school today and some more parents are asking for places. Some families are working full time and their children are at home.

4. Safeguarding matters & vulnerable children

Action: Behaviour Policies have been amended and the appendix need to be shared with Governors as suggested by NGA guidelines.

The changes have been approved by CoGs (chairs of governors).

DCE – Simon Ball

There are no further issues since the last meeting. The school is sending an email to all parents where there has been no contact with the family and staff will ring home this Thursday if there is no response. One child comes to school at 9.30am every day after the end of the Jo Wickes PE session.

WDCE – Hannah Large

Vulnerable children are being contacted regularly. If there is no response to emails about the children's work, this has been followed up with verbal contact. One family has not been in in contact so this will be followed up with a home visit.

SWCE – Helena Miller

St. Wilfrids is using a RAG rating system to monitor contact with families. If staff have not heard from a family the leadership team is informed and the office staff keeps track. 60 Easter eggs were delivered to 40 different families last week which provided an insight into different living conditions. The school has put a family in touch with the housing department.

SECE – Bev Burrows

The school has been able to finally access "Encompass" where the police will inform the school about incidents of reported DV (domestic violence). The school has been aware of some incidents which have been reported to the police. Staff will follow up any non-contact from families.

SECE are not monitoring lates as this minimises the time in school and for most children, they are only attending when the parents are working.

The LA learning support service is monitoring the children with an ECH plan.

Matt Whitehead formally thanked staff for their care and commitment in caring for the children and families. Paul Good noted teachers are taking on many social services duties during this period.

5. FSM provision – update

DCE – Simon Ball

There are no issues, the vouchers have been received and distributed. Edenred are sending a bundle of vouchers and looking at issuing them for two weeks to enable more strategic shopping.

WDCE – Hannah Large

Julia Heatley has arranged the Manchester provision. It seems the FSM families at WDCE are on the cusp of poverty and are being honest so not all have yet migrated

from the LA system to the DfE system. All parents have been logged onto the new system.

SWCE – Helena Miller

There has not been much uptake of the vouchers and Joanne Love has contacted all FSM families. Three families are collecting their vouchers from school as they do not have emails.

SECE – Bev Burrows

The application for vouchers has been processed and the SBM is looking at where the order is up to. Some families have not given updated emails to the school which is being amended steadily. Vouchers are being issued for four weeks. Three more children have been identified for FSM provision.

Paul Good noted the issues around FSM seem to be resolved. Andrew Bradley reported on the need for a food bank in Northenden is being explored by the local councillors. In Reddish there is a food bank and one family has been given vouchers. SECE has donated breakfast cereal to the local food bank.

6. Staff Recruitment update

MW reported he has met with BB and dates have been agreed to progress the two substantive teaching posts at SECE

The regrading for the SBM posts has been done

The Trust has received four applications for SJE trust financial manager position (part time).

BB reported the School Improvement Partners and Stockport LA have devised guidance on safer recruitment including suggested activities to ensure the process is as robust as could be.

Action: BB to circulate the Stockport MBC guidance on recruitment during the pandemic to all Heads and chairs

An update on staffing changes is reported in the Part 2 Confidential minutes

7. Forward planning for restart of 'normal schooling'

It was noted the statement from Gavin Williamson the Secretary of State on Sunday 19th April 2020 stated there would be three more weeks of lockdown. The NAHT has reported there needs to be forward planning before schools open and this is not to be done overnight. The expectation is schools will not open until after half term. The teacher associations are putting as much pressure on the DfE as possible to ensure a phased return. MW reported there seems to be agreement between Gavin Williamson and the teaching unions.

DCE – Simon Ball

An Email has been sent to staff to remind them about subject leadership issues for the summer term

WDCE – Hannah Large

Weekly zoom meetings are occurring with teachers to ensure summer term planning continues. Staff are given deadlines so they have priorities ready for reopening

SWCE – Helena Miller

The TAs will have a zoom conference (remote meeting) on Friday as it is mainly TAs who are not in school. There are too many teachers for one Zoom conference but team leaders are meeting remotely with their teams.

SECE – Bev Burrows

Subject leadership is underway and the focus is on the curriculum rethink for September. This needs to be completed to ensure full National Curriculum coverage.

8. Staff Welfare and other staffing matters

DCE – Simon Ball

40% of staff have been at home since lockdown. There is a planned virtual staff meeting tomorrow and a virtual TA meeting on Thursday of this week. Staff seem to be in good spirits and are working in small groups remotely. Staff are contributing well and there is a strong camaraderie

WDCE – Hannah Large

The camaraderie at WDCE is also good. A Zoom meeting is planned with an agenda to encourage all staff to participate in the remote meeting. HL is conscious that staff who have been mainly at home may need support on return to work.

SWCE – Helena Miller

The rota for ringing staff is working well, and long-term sick staff are still being contacted. HM is aware there is an additional complication of Covid-19 adding to anxieties. Some staff (non-teaching) are not in school self-isolating, but have been seen out shopping which impacts on staff morale.

SECE – Bev Burrows

Staff are on a rota working in school about one day a fortnight and the paediatric first aid staff are in school more often depending on the ages of the children. Occupational health referrals and stage one meetings are timetabled. Staff welfare will be an issue when the lockdown is lifted. In SECE the member of SLT is now back in school and doing much of the cover. There is overlap between the three senior leaders.

MW is delighted all school are open and the rotas are working well despite some staff being ambiguous about their self-isolation.

The question was raised about Emilie Smith (SENDCO for two schools) and it was confirmed she has been put on a fairer rota. MW will cover for Emilie Smith. ES and HL have agreed for continuity to work 2.5 days per week each overlapping on a Wednesday. When needed at DCE MW will cover. ES is now not doing more than 2.5 days a week.

9. Finance

The letter from Eileen Milner at the ESFA was circulated in advance of the meeting. MW reported the key financial returns are not required until June 2020. Budget planning for the new financial year is occurring.

There has been new guidance on FSM eligibility to incorporate those children from families previously excluded if they had no recourse to public funds.

Action: Include new guidance on extended FSM eligibility on the next agenda.

10. Date and time next meeting

Tuesday 28th April 2020 at 1.30pm

The Finance Committee to meet before the core group, date and time to be confirmed.

11. Closing prayer

The closing prayer was led by Andrew Bradley.

Summary of actions

- Action: Behaviour Policies have been amended and the appendix needs to be shared with Governors as suggested by NGA guidelines.
- Action: BB to circulate the Stockport MBC guidance on recruitment during the pandemic to all Heads and chairs
- Action: Include new guidance on extended FSM eligibility on the next agenda.