



**Full Governing Body Meeting**

**MINUTES**

**Friday 19 May, 9.00am via Microsoft Teams**

*Please note that advice given by governors at this school is incidental to their professional expertise and is not being given in their professional capacity. Governors respect the confidential nature of discussions and do not disclose governor business or decisions. When minutes of governing body meetings, Part 1, are approved they are made available to any member of the public who requests sight of them and are posted on the school website.*

**Attendees:** Greg Clements, Helene Goddings, Emma Hardy (Co-Chairman), Mel Isherwood (Co-Chairman), Dan Keat, Andrew Stear (Headteacher), Helen Szczepanski

**In attendance:** Rachel Dunnage (Clerk); Lorraine Breen, School Business Manager (SBM); Nicola Jones, Deputy Headteacher

*Meeting is quorate 7/7*

	<b>TOPIC</b>	<b>ACTION</b> <i>Who &amp; when</i>
1.	<b>APOLOGIES:</b> None received, all members are present.	
2.	<b>DECLARATION OF INTEREST</b> ( <i>conflict and pecuniary</i> ) Governors declared no interests in specific agenda items at this meeting.	
3.	<p><b>RESPONSE TO COVID-19 PANDEMIC update</b></p> <p>Ever since the government announcement that schools should extend their opening to Years R and 1, the Senior Leadership Team (SLT) has been planning how they can manage to bring the eligible year groups in whilst maintaining safety for children and staff. AS presented an outline of the plans.</p> <p><i>School space</i></p> <p>The SLT has planned how to use the school space and stagger times for drop off, pick up, playtime, lunchtime to avoid pinch points of parents and children meeting.</p> <ul style="list-style-type: none"> <li>• Children will start coming in from 8.40am.</li> <li>• Outside space has been split up very carefully to allow for separate areas for each pod.</li> <li>• Toilets will be unisex as they are all cubicles and each pod will be allocated 2 cubicles and 2 sinks to use to limit the possibility of cross infection.</li> <li>• The hall will be used by 2 pods using barriers down the middle – this will allow the teacher to provide input for both pods teaching from the stage at the front.</li> <li>• Storage for the furniture we need to move out of the school has been an issue and we have finally decided to modify and make water tight the shelter on the field.</li> <li>• The Co-Chairman has provided large containers to douse resources in Milton fluid each day.</li> <li>• Lunches will be a packed lunch provided by Innovate which we have asked to be provided for the rest of the term.</li> <li>• Children will eat their lunch outside in their staggered lunch breaks. If there is bad weather the children will have to eat in their classrooms.</li> </ul> <p><i>School groups</i></p> <ul style="list-style-type: none"> <li>• It is likely that there will be 20 children (out of 120) NOT coming in.</li> <li>• Pods have been put together on the basis of: if you do not have your usual teacher, you will be in your classroom and, if you aren't in your usual class, you will have a usual member of staff. Clearly this arrangement is dependent on all staff remaining healthy.</li> <li>• Teachers will still be using google classroom with their pod in school and so they are not doing double the work in terms of planning learning.</li> <li>• The SENDCo is putting together a social story about what the school will look like for vulnerable children.</li> <li>• We are hoping to do a video call with each pod to show them what space they will be coming into.</li> </ul>	

The only way we can give staff their Planning, Preparation and Assessment (PPA) time is to close at 12 noon on Fridays. This is also when the school will have a deep clean. We will still offer care for key worker children that afternoon if it is needed.

We plan to bring Reception children in from 08 June to allow us to test the systems we have put in place, the school set up and have staff training completed. We have set up a series of protocols for parents to read and accept before they come in.

The caveat for all of our plans is that we can only make this work if we have all staff in school so we will be warning parents that the level of feedback will have to reduce so that they can teach in school and provide online learning for the children still out of school.

#### **Governor questions**

*Is the shelter big enough for all the storage?*

Yes, once the panels are on it is bigger than the largest shipping container we could source. We are also going to use a redundant corridor which, whilst designated a fire exit route, is not needed whilst the school has been re-configured.

*Have you purchased a thermal thermometer?*

We have decided against this because of the high cost and lack of accuracy.

*What will happen if there is a suspected case of COVID-19?*

The people in that pod must remain at home until the test results are known. If there is a positive result, the whole pod has to self-isolate for 14 days. If anyone in that pod shows symptoms they have to self-isolate for 7 days from the onset of the symptoms.

*What happens with siblings?*

If parents have siblings in the different groups, they can bring them into school at the same time. We are allowing parents to bring children into school but with very clear walk ways around the school and clear spots spaced 2m apart.

*How will the children be split?*

Teachers have agreed the pods based on need and trying to balance ability levels and friendship groups.

*What happens if parents decide to take their children out after a few weeks?*

It is okay if parents decide to take their children out; we are advised by the government that parents are not to be penalised for not sending their children to school.

*Will the key worker children be mixed into the pods?*

The decision is that they will move into the class pods when their year group opens up. There is an element of risk with this move, however the reality of each child's life is that every weekend they mix with siblings and parents who have mixed with others in their work environments. If we keep key worker children as one group, we will potentially need more space for them as the definition widens and we would then potentially be denying space to 3 year group pods.

*If a parent decides to later send their child in, will they be able to?*

Yes, they will be allowed to join a pod as all the pods have been set up assuming all children in anyway.

*Have we addressed the fire drill procedure?*

Yes and we have produced a new map showing the fire exit routes and where children should congregate. We will run fire drills to practise this when the children are first in.

*How will registers be taken?*

This may depend on whether the government want us to submit the excel spread sheet we have been using or if we are able to go back to SIMS.

*How are staff feeling about the extended opening?*

They are relieved that we are not expecting children in on 01 June and have time to get our

	<p>learning space ready. Google Classroom has been really good, the Learning Support Assistants (LSAs ) deserve special mention because they have come in and worked well beyond their pay grade and hours. AS agreed that all staff have been absolutely fantastic and he says a massive thank you to them all; he couldn't have asked for more. This includes the office staff who have been completely flexible about when and how they worked.</p> <p>AS flagged up that he has been providing some support to the Acting Headteacher of another school.</p> <p><b>AS will send governors the link to the OneDrive folder which contains the draft plan. Governors are invited to add comments if they wish in another colour and add their initials.</b></p>					
4.	<p><b>To note any Part 2 business</b> Governors confirmed no items to be considered Part 2 business and excluded from the public minutes.</p>					
5.	<p><b>DATES OF NEXT MEETINGS AND FUTURE AGENDA ITEMS</b> a. Dates:</p> <table border="1" data-bbox="183 649 1098 734"> <thead> <tr> <th data-bbox="183 649 319 689">DATE</th> <th data-bbox="319 649 1098 689">FOCUS</th> </tr> </thead> <tbody> <tr> <td data-bbox="183 689 319 734"><i>08 Jul</i></td> <td data-bbox="319 689 1098 734">HT report ; Summer term data analysis; GB business</td> </tr> </tbody> </table>	DATE	FOCUS	<i>08 Jul</i>	HT report ; Summer term data analysis; GB business	
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Meeting ended 10.20am

Chairman's signature: *Mel Isherwood*

Date: 08.07.20