



Stamford Green Primary School

Minutes of the Extraordinary Full Governing Body Meeting

Held on Tuesday 2 June 2020 at 7.00pm

Attendance

Karen Donald	✓	Helen Vidal	✓
Louise Druce (Headteacher)	✓	Rachael Wheeler	✓
Viv Gery	✓	Simon Williams (Chair)	✓
Stuart Getty	✓		
Susie Hayward	✓	In attendance	
Rebecca Jennings	✓	Kathryn Dray (Deputy Headteacher)	✓
Kate Kellett	✓	Joanna Lee (SBL)	✓
John Mackintosh	✓	Vicky Swann (Deputy Headteacher)	✓
Vicky Sumner	✓	Louise Wheatley (Clerk to Governors)	✓

The meeting began at 7.05pm and was conducted virtually.

	Agenda Item
1.	<p>Confirmation of secure environment All confirmed a secure environment which could not be overheard.</p>
2.	<p>Apologies for Absence There were no apologies of absence.</p>
3.	<p>Declaration of Interest There were no declarations of interest.</p>
4.	<p>To agree minutes of the following meetings:</p> <ul style="list-style-type: none"> • 5.12.19 Part 1 and Part 2 • 22.4.20 • 5.5.20 • 14.5.20 <p>All minutes were agreed and would be signed by the Chair of Governors at a later date when the school was fully opened.</p>
5.	<p>Matters arising from previous meetings: SW updated governors surrounding the following matters outstanding from the previous meetings:</p> <p>5.12.19 Part 1 and Part 2</p> <ul style="list-style-type: none"> • LW to conduct parent governor elections in the spring term. DONE • LW to arrange SW to view Handbook in September - This would now be done after the CWP on 10 January 2020. DONE • LW to arrange SW visit for CPDL in autumn term. OUTSTANDING • LD/LW/KK to formalise induction process. This was in progress but not finished. DONE • LW to chase SH safer recruitment certificate from Strictly Education. DONE <p>22.4.20</p> <ul style="list-style-type: none"> • LD to speak with NT and RV about a newsletter article relating to staying safe online and preventative measures. DONE • Trips and residential to be added to the next informal meeting. DONE

5.5.20

No actions

14.5.20

- The letter to parents sent at a later date will come from LD and SW. **DONE**
- LD to add security details to be added to the Virtual Meeting Protocol. **DONE**

All the above items were completed with the exception of the following action which would be arranged at a future date:

ACTION: LW to arrange SW visits for CPDL in autumn term 2019. **OUTSTANDING**

6. Road Map

LD gave an update to governors surrounding the impact of the government's announcements during half term, but indicated that the road map had not changed since the newsletter was sent out on 22.5.20. LD shared that the plan had been implemented with a staggered opening between 8.30am and 9.30am and staggered collection between 2.30pm and 3.30pm to ensure social distancing.

SW asked if any feedback had been received from parents. LD indicated that parents expressed particular support for the Forest School approach and the only concern was surrounding ticks. LD indicated that appropriate clothing would be worn to help with this. LD shared the other main concern related to the critical worker children not able to join year group bubbles. LD indicated the need to work in this way to ensure safety.

LD indicated that following on from the initial survey and follow up plans, she was anticipating a strong support from parents with regards to attendance.

VG asked if there was an update on the number of staff isolating, from the initial 40%. LD responded that three members of staff were able to return as well as another seven to eight in total who could return to work under the new government guidance. VG asked if seven to eight would change the plan. LD indicated that this had already been used through increased emergency childcare provision.

KDonald asked if there was a time frame plan for putting the days together. LD shared that some of the feedback from the survey was how the social distancing would work and LD was able to address it through FAQs circulated.

SH asked if the number had risen from 18 and LD indicated that due to other teachers becoming available, an additional room had been included.

ACTION: LW to update the Emergency Childcare Admissions policy to reflect the increase in numbers.

SH asked if the school could open up to additional vulnerable families. KD gave the background to some children who could or couldn't be in school and plans in place for those that were not in.

LD also indicated that parents liked the certainty of September and knowing the children would return to their current class.

LD asked if governors supported the plan to open on 8.6.20. VG asked if LD felt able to proceed ahead next week. LD said yes because of the work that had been undertaken last week (half term) and listed the benefits of having this week to train the staff and prepare.

RW asked if the bubbles would be mixed in the event of not having the numbers anticipated. LD responded that this had been discussed and they would not be mixed due to the anticipation of children returning in subsequent weeks.

DECISIONS: Governors agreed to the school opening on 8 June 2020 to YN, YR, Y1 and Y6.

7. **Work/Action Plan Update and Training Plan:**

Learning

HV gave an update surrounding the preparations for Early Years with regards to preparing the staff and the learning environment referred. VS gave an update regarding the learning plans for Y1 to Y6 relating to Home Learning Passports and Google Classroom.

KDonald asked if there was anything additional to be done in class for Year 6 that couldn't be done at home. VS responded that a book of memories would be created instead of a Leavers' Assembly for example. KDonald asked if anything was being done with secondary school and VS indicated that virtual meetings had taken place with local secondary schools regarding the children.

VS also shared plans for lunch and break times and set spaces for the children to aid social distancing.

Inclusion Update

KD reported to governors work undertaken with children to help alleviate anxiety surrounding children returning.

VG indicated it might be helpful to send round the social story again to help the children.

ACTION: LW to send the social story to parents.

KD shared that since the Home School Agreement had been circulated it had been amended slightly.

Staying Safe

JL presented to governors the operational systems and processes that have been put into place to ensure that children would be safe moving around school both inside and outside. JL also indicated the areas for staff had been addressed to ensure staff safety. JL shared that procedures for infection control had been examined and the policy circulated. JL also shared PPE use had been examined and the procedure for the bubble groups. Finally, protocols surrounding visitors had been looked at and implemented were discussed.

JM asked if the school felt it was as prepared as it could possibly be. JL indicated that the procedures had not been implemented completely yet but by Friday these would be in place. JL indicated that the procedures would be reviewed too once the school was open.

LD shared that if anything wasn't working, or could be better. it would be reviewed and changed as necessary.

8. **Policies to be agreed**

- COVID-19 Home School Agreement
- COVID-19 Safeguarding
- COVID-19 Behaviour
- COVID-19 Health and Safety
- Infection Control

LD shared the quick turnaround and changing environment with the policies and thanked governors for their support with tight timescales.

ACTION: Governors agreed to send any comments to LW regarding the policies by Monday 8.6.20 and it was agreed to approve the policies at the next meeting.

Infection Control

VG asked regarding the Infection Control policy if Catering staff should consider wearing masks or gloves to avoid cross contamination. JL indicated that the staff were part of a separate company which has its own protocols.

VG queried whether more information needed to be added to procedures regarding pregnant staff. JL indicated that this was a Surrey model policy and any pregnant members were shielding or furloughed at the present time.

	<p>Home School Agreement</p> <p>It was agreed to approve the Home School Agreement as it was being circulated to parents Thursday and LD indicated most of the content was from the information circulated in the newsletter and also stressing the importance of arriving on time.</p> <p>KDonald asked where it was specified regarding practices when a child is ill and LD indicated it was covered in the information relating to procedures which had been sent to parents.</p> <p>LD updated governors surrounding the procedures regarding paediatric first aid and the changes to procedures which had now been included as part of the Home School Agreement instead of requiring a form completed.</p> <p>VG asked if there were any more paediatric first aiders in school. LD indicated that the two teachers who were paediatric first aiders were shielding at therefore able to support. VG asked if there would be someone on site some days, LD indicated that there were. KD also reminded governors that all staff were first aid trained.</p>
9.	<p>Date of next meeting</p> <p>It was proposed for the Chairs Working Party to meet to plan a formal FGB meeting.</p> <p>ACTION: LW to circulate dates for CWP.</p> <p>The date for the next Extraordinary FGB Meeting was agreed for Thursday 11 June at 7.00pm.</p>
10.	<p>Summary of key actions</p> <p>LW summarised the key actions. Home School Agreement was agreed prior to being circulated Thursday, although LD encouraged any additional feedback to be sent.</p>
11.	<p>AOB</p> <p>SH asked if there was any guidance about what the school might be able to do regarding lettings provision in the summer. SH indicated what would need to be in place to enable external parties to use the facilities? A discussion took place surrounding lettings although no formal decisions were made at the stage.</p> <p>SW thanked everyone and LD particularly expressed her gratitude to everyone for reading all the information being circulated at present.</p>

The meeting finished at 8.12pm.

Advice given by Governors at this school is incidental to their professional expertise and is not being given in their professional capacity. Governors must respect the confidence of those items of business which a Governing Body decides and not disclose what individual Governors have said or how they have voted within a meeting.

Signed: _____

Date: _____