



Minutes of the Extra-ordinary Full Governing Body Meeting

Held on Thursday 14 May 2020 at 7.00pm

Attendance

Karen Donald	✓	Vicky Sumner	✓
Louise Druce (Headteacher)	✓	Simon Williams (Chair)	✓
Viv Gery	✓	Helen Vidal	✓
Stuart Getty	✓		
Susie Hayward	✓	In attendance	
Rebecca Jennings	Arrived 7.10pm	Vicky Swann (Deputy Headteacher)	✓
Kate Kellett	✓	Louise Wheatley (Clerk to Governors)	✓
John Mackintosh	Arrived 7.20pm	Kathryn Dray (Deputy Headteacher)	Apologies
Rachael Wheeler	✓		

The meeting was conducted virtually. The meeting began at 7.03pm.

Agenda Item
<p>1. Apologies for Absence Apologies for absence were received and accepted as above.</p>
<p>2. Initial ideas regarding re-opening LD presented a road map to the governors outlining the strategy for the short, medium and long term regarding re-opening. LD highlighted the key principles of staying safe, building slowly and sustainably and all pupil matter.</p> <p>LD shared with governors' discussions that had taken place within the LMT relating to staffing, space and the need to provide provision for critical worker children and children in particularly year groups as outlined by the government. LD highlighted the plans surrounding the provision, class sizes and a partial return of 8 June with staff training and preparing from 1 June. The governing body fully discussed partial opening and the following questions were asked:</p> <p>[RJ arrived at 7.10pm]</p> <p>KK asked if staff who are currently shielding have to carry on shielding. LD indicated the guidance surrounding shielding was changing but the school would not rush to change anything regarding the staff currently shielding.</p> <p>KK asked if any parents had indicated they were anxious about sending their child to school. LD indicated a google form would be going home to parents tomorrow to ascertain feelings.</p> <p>KK asked if there was any before or after school provision and LD responded no due to the fact that group of children cannot mix and interact and staffing levels might not allow for it.</p> <p>VG asked why groups of 8. LD indicated the intention to start slowly and build up and shared that the maximum stated by the government of 15 felt that safety would be compromised if we started with 15.</p> <p>SH asked about 8 pupils to 1 staff members and whether that would leave staffing difficult. LD indicated that this was with staffing at its maximum and also shared that regarding the provision for critical workers, if this was at a maximum then VS would be required to go into class.</p> <p>K Donald asked about the 8 pupils per day and if this then was a different 8 each day. LD indicated it would be 8 per day and in Nursery and it would be the same teachers per day with the children. In</p>

Reception there would be pods of 4 children with an overlap of the same teacher each day.

SH asked if governors could help if needed. LD indicated she would consider this further outside of the meeting as safeguarding and other protocols need to be considered but thank you.

[JM arrived at 7.20pm]

SG asked how many staff were not in. LD indicated there were 14 teachers. VS shared that there were 30 teachers and teaching assistants, not in.

SH asked what other models had the school considered and if there was a different model that would work as well. LD shared different models had been considered and HV gave update surrounding what other schools are providing in Surrey.

K Donald asked why there would be 6 in some year groups and in 8 others. LD indicated that this would be based on the year group and how much social distancing possible plus the size of the classrooms. It also related to staffing capacity.

SH asked about the plans regarding lunchtime. LD shared the plans were for packed lunches, left outside classroom doors and not in the hall.

VS asked if the timetable would be changed to accommodate the changes needed. LD indicated the timetable would change although the exact details had not been planned.

VG asked if there would be cleaning overnight. LD indicated there will be cleaning during the day and overnight.

VG asked if soft furnishings would be removed such as rugs. LD indicated this would be so. LD also shared the possibility of limited time in the classrooms through the Forest School programme.

SW praised all the work undertaken by the school so far and all the efforts of the school. SW praised the current plans and expressed support for all the plans shared so far.

LD presented the medium term plan to governors with a plan to continue children in their current classes in September, in principle with the same room and same teacher until October. This dates were acknowledged as subject to change. LD also shared the plan for new Reception children to start later than the usual time in September.

RW asked about temperature checks. LD indicated there wasn't the equipment at the present. SW expressed risk for staff in conducting the temperature checks and indicated the responsibility should lie with parents in checking the temperature. SW expressed the importance of advising parents of that and RJ agreed acknowledging that the school should not be advising on the child's wellbeing in attending school.

SH asked if there would be any nearby schools who may call on our facilities. LD indicated that she was not aware of any requests. Other school in England were discussing possibilities of partnering with secondary schools who had more room but expressed concern regarding children mixing in different locations and with a wider field of children.

VG asked about any plans for addressing and helping behavioural issues that may arise. LD indicated there would be a home school agreement drawn up. HV shared plans to address anything that may increase anxiety, prior to school starting.

SH asked who would determine the groups. LD indicated it would be the teachers focussing firstly on friendships.

JM asked what would happen if a family member of the child had the virus. LD indicated that this had occurred in the past and this would be handled appropriately by the school and then if the child displayed symptoms, the whole group would be self-isolating. Children would then be able to be tested and then return to school if it was negative.

RW asked what if teachers wanted to wear face masks. LD indicated government guidance was not to because it was scary and intimidating to children but any LD with concerns would be able to talk with LD. Facemasks would be worn on the gate and anyone who would come into contact with bodily fluids or toilet accidents etc. sick children would wear, mask, gloves, face shield and apron. LD thanked KK and

	<p>SG offering to make face masks and face shields.</p> <p>LD read out the questions she would be asking parents in a survey in this week's newsletter – see appx 2</p> <p>KK asked additional questions prior to the meeting and these are included in Appendix 1.</p>
3.	<p>May half term</p> <p>LD indicated the school would be closed over half term, in order to provide staff with a break in order to be fully rested to restart after half term with preparing for partial re-opening. SW indicated he fully supported this.</p>
4.	<p>Virtual Meetings Protocol</p> <p>SH asked about the recordings of the meetings. A discussion took place and it was agreed that meetings would not be recorded. FGB minutes would be on the website, but these minutes would not be included as they were deemed Extra-ordinary FGB minutes.</p> <p>RJ indicated the importance of sharing that the decisions made were made by the governing body and not just the Headteacher. LD indicated the letter would be sent from herself and the governing body.</p> <p>SW asked governors to consider how the school could be thanked at a later date for all they had done during these testing times.</p> <p>VG asked for security details surrounding the meetings to be added to the policy.</p> <p>ACTIONS: The letter to parents sent at a later date will come from LD and SW.</p> <p>ACTIONS: LD to add security details to be added to the Virtual Meeting Protocol.</p> <p>Governors approved the Virtual Meetings Protocol.</p>
5.	<p>Date of next meeting</p> <p>LW to confirm the next meeting date.</p>

The meeting finished at 8.20pm

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: _____

Appendix 1

Questions asked by KK and responded to by LD

I know that the safety of the children and staff has always been your top priority. Opening school as proposed on 1st June will depend on, amongst many other things, staffing levels. I'm assuming that any staff who are currently shielding will continue to do so but was wondering whether any of the other staff have indicated that they won't be happy to come back into school and what impact that could have.

No staff have at the moment.

The government has changed its guidance so some of the people that are shielding could be asked to come back but I want to build slowly so that everyone keeps safe. Therefore, the people that are currently on our 'not working list' will be kept like that pending a review and hopefully no second spike.

This does have implications for school staff as I don't think it looks good if you are bringing your child to school but can't work and are on full pay,

For other staff, I am hoping that they will be reassured by the measures we are taking and then I can address individual concerns.

Vicky is currently working on how staff will be distributed according to the Road Map.

As parents who are teachers go back to work, are you expecting more key worker children to be in school throughout all the year groups and how are we going to manage them?

Yes. We have a new Emergency Child Care Place Policy which will help with that. Essentially, when we are out of space and teachers we can't take anymore. Parents will also have to decide if their child is in the 'class' groups or the child care group as you cannot mix groups.

Are we planning on providing any Nursery capacity?

Yes – see Road Map

Are we planning on offering the Sunset and Sunrise provision?

No. The fact we cannot mix groups of children makes offering this impossible.

However, thinking about our own staff, we are going to have to be creative and both of the child's parents are going to have to compromise as I would imagine no schools will have child care provision. A significant majority of our staff rely on this. In addition to this if a member of staff has a child in Y2, Y3, Y4 and Y5 we will have to be flexible too.

Appendix 2

Parental Survey Questions sent on 15.5.20 Partial School Reopening

- Email address
- Please indicate which year groups your children are currently in.
- If school were to partially open during the summer term, would you send your child/children in?
- Please give a reason for your answer to the question above.
- What school information would you like to know before making a final decision?
- Please rank the following in order of importance, when thinking about your child returning to school. (1 being the lowest and 4 being the highest.)
- Seeing friends
- Emotional well being
- Routine
- Academic rigour
- Please list any other factors you would consider important, if and when your child can return to school.