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Minutes of the virtual Extra-ordinary Meeting of the full Governing Body held on Monday 18th May - commencing 7.00 pm

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|-----------------------|-------------------------------|---------------------------|
| Present: | Melody Chadwick (MC) | Staff Governor |
| | Joe Cox (JC) | Parent Governor |
| | Peter Dempsey (PD) | LA Governor |
| | Claudia Harris (CH) | Co-opted Governor (Chair) |
| | Edward Steele (ES) | Foundation Governor |
| | Fiona Taylor (FT) | Headteacher |
| | Philip Wilson (PW) | Parent Governor |
| In attendance: | Harriet Cornell (HC) | School Business Manager |
| | Lucy Dickinson (LD) | Clerk |

Item and description	Actions
1 - Welcome and apologies	
CH welcomed Governors to the meeting. Apologies were received and accepted from David Chadwick (DC : Parent Governor) and Janice Collier (JColl : Foundation Governor). The meeting was quorate (7 of 9 governors present) and was opened at 7.00pm by CH .	
2 - Notification of any urgent business	
None	
3 - Declaration of interests including update to the register	
None declared for this agenda	

4 - Discussion on arrangements for potential re-opening of school

FT had circulated an outline proposal from the SLT via Governor Hub (and appended to these minutes) and talked through the situation so far.

1. Numbers

Parents of the years identified by the Government for the first phase of reopening (Reception and Nursery, Year 1 and Year 6), as well as those who are key workers, had been polled to find out how many are likely to request a place from 1 June onwards. Currently around 60 children are expected, but FT noted that this figure could go up or down depending on the national picture, and that there was a need to build in flexibility to any plans for re-opening.

Government guidance advises that schools should assume children will all be in full-time, and that key worker children need full-time spaces available even if they do not take these up (some key workers had confirmed that they only required part-time provision). Children are to be allocated to 'bubbles' which will remain unchanged and the school will keep the same teaching staff with each group. Governors asked:

Q. What is the potential maximum number of children for this first stage (e.g. including Nursery, Years R, 1, 6 and key worker children)?

A. FT said there were 68 children in the target years, plus the 20 key worker children who are from Years 2-5, so they were expecting to be quite close to this number. The key workers' group will be split into separate bubbles by age range and will continue to have priority for places. The older siblings who have been attending will no longer be able to be accommodated (the parents have been informed).

Cleaning needs to be regular (every hour) and thorough, so not all staff can be allocated a group as some will need to be available for this.

Q. Does this mean that equipment will need to be limited, particularly for younger children?

A. Yes, MC has already been thinking about which toys will be appropriate and selecting things which can be easily wiped down and put in the dishwasher for a deeper clean.

Q. The unions and HSE have indicated that schools should carry out risk assessments and cannot be penalised if they are unable to meet the requirements for reopening safely - do staff have any comments on this?

A. Staff would always carry out such assessments anyway, and the SLT do

feel that the proposed plan would allow safe re-opening for this phase.

2. Staffing

There are 17 members of staff, of which 6 are part-time (so 14 FTE). FT outlined the cases where staff themselves have health conditions or live with people with conditions which mean that they are in the vulnerable or shielded group. Governors **agreed** that these three members of staff should be allowed to work remotely and manage the online learning for children not in school. Two other staff members have not yet informed FT of their availability, but FT hopes to have a clearer picture by the end of the week (one is considering taking unpaid leave, the other has child-care issues - FT is waiting for advice from HR).

3. Space

The school has been measured and possible allocations of groups made - classrooms will accommodate a maximum of 9 children if the social distancing (2 meters) is to be adhered to. The hall will also be used.

SLT proposal and Governors' discussion

1. The school would like to use June 1st and 2nd as INSET days (in line with the ODST schools) so that staff can have this time in school to set up the classrooms as individual teaching spaces for each of the bubbles, including spaced desks with individual sets of equipment. This would also give some face-to-face training time to familiarise staff with the new procedures, as well as giving some PPA time to prepare work both for those pupils who will be in school, as well as those who will continue to receive remote learning. It was noted that the plans for remote learning will need to be set up on a longer cycle (weekly or fortnightly) as most staff will be in school and teaching during the day.

Governors asked:

Q. How many teachers are currently part-time, and are staff currently working their full hours?

A. There is one part-time teacher, and all staff are working their allocated hours, either in school or producing and monitoring work for online lessons.

Q. Will the school be empty over half-term for cleaning, and to ensure that staff have a break?

A. Yes, the school will be completely closed (many staff worked over Easter, and FT is keen that everyone has a break before the new set-up begins).

Q. How will the logistics of keeping the groups separate work, and could FT

give more information on the practical aspects?

A. The caretaker and FT have come up with a plan. There will be no sharing of equipment or spaces between groups, so a one-way system has been designed in the school, with fire exits and secondary doors being used for access. No parents will be allowed on site and starting and finishing times will be staggered (between 8.50 and 9.20 in the morning, and similarly in the afternoon - where parents are bringing siblings in different groups special arrangements will be made). Parents will not be allowed to mingle, and markings will be put outside the school to keep families separate. Parents walking with children from other years will obviously need to keep them under control.

Q. What will happen with lunches if the hall is being used as teaching space?

A. The catering company will produce packed lunches which will be taken to the individual bubbles in their allocated classroom and eaten there.

Q. How will toilets and cloakrooms be organised?

A. Depends - there is only one unisex toilet outside Oatlands anyway. Only one child will be allowed in a cloakroom at any given time and the different groups will have their own allocated cloakrooms near their teaching space.

Q. What contingency measures will be in place for if something goes wrong and social distancing is not observed?

A. Pupils will be reminded about regular handwashing and the behaviour policy will be updated (copy to be sent round to Governors). Staff will talk to children about behaviour and expectations, but staff and governors understood that social distancing and lack of contact with such young children is unlikely to be 100% successful.

Q. Will staff have PPE?

A. HC has ordered PPE for first aid situations and toilet/sickness accidents (aprons and gloves), and the school already has masks. A parent is donating some face shields for emergency use. There will be anti-bacterial gel at all entry points, and children will wash their hands when they arrive. There is no hot water in the classrooms, but there are sinks and soaps in all the cloakrooms.

Q. How are staff feeling about the school re-opening?

A. FT felt that staff had been surprised by the level of take up, and that some were nervous. She added that staff have been working very effectively at home and that parents and the school agreed that the remote provision had been good. Governors discussed the need to recognise individual concerns and differing perceptions of risk. It was agreed that the

INSET days would be key in addressing this, and that staff confidence would be helped by having this time to work through any concerns with colleagues. Governors emphasised their concern about monitoring staff wellbeing, noting that FT should feel empowered to act if there was an issue.

Governors discussed a variety of options for the phased induction after the INSET days - the plan proposed by SLT had been to have the younger groups (Windmill 1 and 2 and Kingsway) return on the Wednesday for one day, then the older pupils (Westerleigh) back on Thursday and Friday (with the key worker children back full-time from the start). The current proposed schedule extended to the second week (Windmill 1&2 and Kingsway to be in on Monday and Tuesday, and Westerleigh from Wednesday-Friday). Governors agreed that a two-week rolling program was sensible at this point, as there needed to be flexibility to alter the arrangements if something was not working. The Government have called for all pupils to return before the summer, but while the social distancing rules are in place, the school is limited both by teaching space and available staff. Very few schools will have the facilities to allow all pupils to return fulltime in these smaller groups.

Some Governors wondered if it might be easier to reverse the order so that the older, and smaller, group was in first, or even whether to consider a 'dry run' for a day with just the key worker children to allow time to tweak policies and procedures. It was noted that this would contradict the Government guidelines for the order of return- but Governors felt that if this was only a matter of one or two days, the needs of the school in ensuring a safe return should take precedence. FT to check with staff to see how they would feel about this as a revised plan (it would mean the first day would have 35 pupils rather than 46, and they would be older - some Governors did wonder if having the younger children back first would give more time to reflect on any aspects of the arrangements before the following week). FT also felt that the issues with the mixed age groups (key worker children) would be different from the other groups anyway. It was also noted that no teaching staff will be deployed alone during the first week.

Q. What is the maximum number of pupils which could be safely accommodated and supervised?

A. There will only be two teaching spaces unused during these first two weeks (Kingsway and the computing space) and the required staff-pupil ratio will mean that the school is already just about at capacity.

Q. How will the cleaning be managed?

A. The cleaner will be coming in as usual, and staff will clean regularly during

<p><i>the day. Afterschool club and breakfast club will not take place, as this time will be needed to clean and prepare for the following day (plus this would not fit with keeping the children in their social bubbles). The school would also need to have the authority to shut for a deep clean if there was a possible case of Covid19.</i></p> <p><i>Q. How will lunchtime supervisors be used if the hall is not being used for lunches?</i></p> <p><i>A. They will need to go to the younger groups to give cover for staff. There is some work still to do on this kind of staffing (including the sports leader) as staff cannot work with different social bubbles.</i></p> <p><i>Governors felt that the proposal was well structured and a good starting point and were supportive of FT and the SLT. Communications with parents should emphasise that this is a provisional plan and will be under constant review. Governors asked that their thanks be recorded to all staff, and that staff wellbeing be kept a top priority in the coming weeks.</i></p>	
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The meeting closed at 8.10 pm.

Next meeting was agreed for Monday 8 June (7 pm)

Documents for the meeting	Sent by	Date on Gov. Hub
Agenda	LD	15 May 2020
Plan for re-opening of school from 1 June	FT	18 May 2020