



Headteacher: Mrs Carol Dunne

**MEETING OF FULL GOVERNING BODY – EXTRAORDINARY
MEETING
TUESDAY 19TH MAY 2020, 7:00 PM**

Meeting held online via Zoom

Present:

Carol Dunne (CD); Nicola Gladwell (NG); Catherine Kimber (CK); Clare Willetts (CW); Janice Markey (JM); Alan Ford (AF); Ed Cousins (EC); Hiranthi Herath (HH); Rachel Wright (RW); Ellie Kaye (EK); Graham Robinson (GR); Natalie Sands (NS); Phil Cooke (PC); Scott Crawford (SC).

In attendance:

Rose-Marie Smith - Clerk (RS)

1. APOLOGIES

All governors were present; the meeting was quorate.

2. PARENT GOVERNOR ELECTIONS

The term of office for three parent governors (NS, AF, CK) is due to end on 14th June, necessitating parent governor elections. However, RS had been informed by Governor Services that schools are unable to appoint new governors at the present time (COVID 19 restrictions). All three governors have kindly agreed to extend their term of office to 14th October 2020.

3. PLANNING – PHASED RETURN TO SCHOOL

Documents circulated prior to meeting

- Policy – ad hoc review. CD highlighted that the documents are, of necessity, dynamic and subject to change depending on circumstances. NS suggested that the loss of sense of smell/taste be added as known symptoms; CK further suggested that the document notes differences in the ways in which children present with CV19. A small handful of anomalies were highlighted in the

Signed:Date:.....

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Minutes prepared: 23.05.20.

Risk assessment:

- CD noted that this had been a team effort, but noted with regret that there has been insufficient input from OCC
- Pupils wearing non-uniform – in response to a question raised concerning this, CD stated that it was part of efforts to transition the pupils back into school in a more relaxed way; SC confirmed that this is a common approach in many schools.
- CD commented that the key worker/vulnerable group that has been in school to this point might find a wider return of pupils difficult as have not had to be quite so strict about maintaining 'bubbles'. Governors agreed that the school can only make its best endeavours to keep children safe. CD highlighted the key areas of focus in achieving this: maintaining bubbles, social distancing, and high levels of good hygiene. As far as possible, mixing groups of children with different staff members will be avoided.
- Staff – CK enquired about risk assessments for staff, particularly around additional cleaning and first aid/intimate care duties. CD confirmed that this is in place, and considerable amounts of Personal Protective Equipment (PPE) has been ordered. She advised that staff would not be asked or expected to carry out anything but minor cleaning tasks, sanitising limited areas with wipes. CK raised a further enquiry about eye protection for anyone carrying out first aid for an unwell child (or staff member) and CD confirmed that this would be sourced. EK raised the question of mental health support for staff; again, CD confirmed that plans are well in place, with regular contact with individual staff members, and occasional online meetings, both formal and informal. Vulnerable staff members, or those living with vulnerable people, will need to continue to shield. AF queried what the arrangements would be if a member of staff went off sick from their in-school duties; CD replied that it was likely that she would provide cover, with investigations into supply cover if necessary.
- School day/working spaces – RW suggested that reference to keeping windows/doors open to aid ventilation be added to the risk assessment. NG further suggested that plans are such that use of corridors within school is minimised. CD advised that the Key Stage 2 toilets will temporarily become unisex, with only person allowed in at a time. The field will not be used for outdoor play or PE, and any PE equipment should be sanitised after each use. RW queried the situation around visitors to the school and office; CD confirmed that this would be kept to essential visitors only.
- Lunch – Dolce have advised that they can be flexible with arrangements and respond to the needs of the school.
- September new starters – CW advised that there are a number of transition processes arranged, including Zoom meetings, telephone calls, and interaction via Tapestry.
- Badger Club – at present, the club is only available to the key worker/vulnerable group. .

- Key worker/vulnerable group - EK queried whether there is likely to be a large increase in this group when the phased reopening takes place; CD agreed that she expects this to be the case. She advised that only one parent in the family needs to hold key worker status for their child to be eligible to join the group; the maximum that can be in one group is fifteen pupils.

Plan:

- SC complimented CD and the staff involved on successfully distilling the DfE and other guidance, which is not always easy.
- NG asked if staff feel supported by governors; CD confirmed that as far as she is aware, this is the case.
- In response to a question concern a trigger point for closure if the school environment becomes unsafe through – for example – unavailability of toilets, CD advised that situations would have to be dealt with on an ad hoc basis.

Governors approved the policy, risk assessment and plan.