

## FULL GOVERNING BODY VIRTUAL MEETING

TUESDAY, 19 MAY 2020 AT 2.00PM

### Membership

| Name               | Type  | Term expiry date | Attendance                |
|--------------------|---|------------------|---------------------------|
| Katy Jackson       | Parent Governor<br>Co-Chair of<br>Governors     | 19/12/2021       | Present                   |
| Helen Walsh        | Parent Governor<br>Co-Chair of<br>Governors     | 19/12/2021       | Present                   |
| Dianne Bluemink    | Co-opted Governor<br>Vice-Chair of<br>Governors | 15/01/2022       | Present (until<br>3pm)    |
| Lucy Freestone     | Parent Governor                                 | 01/09/2023       | Present                   |
| Alison Vaughan     | Co-Opted Governor                               | 15/01/2022       | Present                   |
| Deborah Smith      | Parent Governor                                 | 31/07/2022       | Present                   |
| Camilla Bolt       | Parent Governor                                 | 12/11/2022       | Present                   |
| Sophie Papworth    | Co-opted Governor                               | 25/03/2022       | Present                   |
| Fiona Doyle        | Co-opted Governor                               | 21/11/2021       | Present                   |
| <i>Vacancy</i>     | <i>Co-opted Governor</i>                        | <i>N/A</i>       | <i>N/A</i>                |
| Ally Tansley       | Co-Opted Governor                               | 31/08/2021       | Present                   |
| Costa Constantinou | Co-Opted Governor                               | 20/01/2024       | Present                   |
| Simon Green        | Local Authority<br>Governor                     | 15/05/2023       | Present                   |
| Sally Eustance     | Staff Governor                                  | 19/10/2021       | Present                   |
| Emily Gazzard      | Associate Member                                | N/A              | Present (until<br>3.30pm) |
| Maria Panayiotou   | Associate Member                                | N/A              | Present                   |
| Adrian Hall        | Headteacher                                     | N/A              | Present                   |

Also in attendance:

Hannah Cleary – Clerk

### Minutes (For the action log, see Appendix 1 attached to the minutes)

#### 1. Apologies for absence

- 1.1. The Co-Chairs welcomed all attendees to the virtual meeting.
- 1.2. There were no apologies for absence.

#### 2. Declarations of Interest

- 2.1. Annual declaration of interest forms 2019/20 had been completed by all Governors.
- 2.2. There were no new declarations of interest in relation to any items on the agenda or gifts/hospitality.

#### 3. Late items and order of business

- 3.1. There were no items of additional business.

#### 4. Minutes of the last meeting

- 4.1. The minutes of the last meeting held on 24 April 2020 were **approved** as a true record and signed by the Chair.
- 4.2. There were no matters arising not already covered by items on the agenda.

#### 5. Covid 19: Return to School Proposals and Risk Assessment

- 5.1. A number of documents were circulated in advance of the meeting; setting out the proposed approach to the return to school and an overview of the proposed arrangements. This is set out at **Appendix 2** to the minutes.
- 5.2. The initial guidance received from the DfE had changed significantly during the various iterations and communications that were being received on a daily basis. The risk assessment would be reviewed on an ongoing basis to both ensure that arrangements remained compliant with the latest guidance; and to make any other changes to practical arrangements as further improvements and actions to minimise risks were identified.
- 5.3. The current proposal was for year 6 pupils to return on 8 June; year 1 pupils on 10 June; and EYFS from 13 June.
- 5.4. Admitting nursery children was restricted by the required adult to pupil ratios; as well as the number of rooms/space available. Maintaining social distancing for younger pupils was also challenging; and the lack of testing arrangements for under-5s was also prohibitive for this group to return. There were not enough staff to support the ratios required for both EYFS and nursery at the same time.
- 5.5. Governors asked **questions** as follows:

Q: How will social distancing measures be maintained, particularly for younger children who learn through socialising and play?

A: Shared areas will be used in rotation; with other areas designated for single use to minimise risks. Cleaning of shared areas between uses will take place. There were significant challenges in relation to the socialisation aspects; to mitigate this, timetabled play sessions would be put in place rather than learning through play.

Q: What is the proposed approach if staff or pupils show symptoms?

A: If any member of a bubble shows symptoms, the risk assessment and policy require the whole group to isolate until test results have been received.

Q: Will parents be required to take the temperature of their children before they come into school? What steps will be taken to ensure parents are taking temperatures?

A: Yes, this is set out in the risk assessment and the policy. Parents will be asked to ensure they are taking temperatures in the return to school agreement. If it becomes clear that this is not happening, then a review will be required of the future arrangements. Hand sanitiser will be available at the school gates and other higher traffic areas. It was not feasible to take temperatures at the entrance to the school, given that this was likely to cause bottlenecks and make it harder to maintain social distancing. Parents would need to be trusted to take temperatures.

Q: Will pupils be admitted on a rotational basis e.g. one week in school, one week at home?

A: No, all pupils will be in school at the same time. A survey had been conducted of EYFS, nursery and years 1 and 6 pupils to ascertain those who would be attending to ensure that arrangements were secure. Attendance across years EYFS, 1 and 6 was expected to be around 70-80%, in contrast with 30% across the rest of the borough. Another survey may be conducted after parents have been advised of the re-opening arrangements.

Q: How will these arrangements work for other year groups?

A: At present there is insufficient space to admit pupils from year groups other than EYFS and years 1 and 6. There are not enough staff to support admission of other year groups at the present time, and under the current guidance.

Q: Which classrooms will be used for each year group?

A: Year 6 will use the years 5 and 6 classrooms; year 1 will use the years 1 and 2 classrooms and sports hall. EYFS pupils will use 5 classrooms along with the art room and small spinney area.

Q: How many key worker children will be attending at the same time?

A: Keyworker children were using the year 3 and 4 classrooms (4 classrooms in total). Requests for admission from the keyworker group ranged from 24 to 61; however, this may change once parents were aware of the arrangements and offer available.

Q: Is there any support for staff needing childcare?

A: Consideration was being given to operating a creche to support staff with pre-school aged children.

Q: How many children will be in each classroom?

A: The current arrangements were based on a maximum of 15 pupils in each classroom. There were restrictions on moving pupils between bubbles.

Q: Will staff be allowed to wear masks/PPE?

A: Staff are able to wear PPE if they wish although this is not mandatory in the guidance with the exception of intimate care tasks. Steps had been taken to familiarise children with the possible changes to school i.e. some adults wearing PPE; via sharing pictures, to help manage perceptions and the transition to the new school environment.

Q: Are any staff refusing to return to work?

A: Staff have been very supportive overall and would be contacted again to ensure that sufficient numbers were due to return and support the new arrangements.

Q: What are the arrangements for playtime if weather is poor?

A: Timetables will be in place for indoor areas that had been made as safe as possible for these instances.

Q: Are there any implications for LSAs providing cover for teachers?

A: HLTAs already have the provision of cover as part of their roles. Advice would be sought on any implications for pay, where LSAs were covering classes for teachers.

Teachers would still be undertaking lesson planning and the usual range of duties for their roles. Any behavioural challenges would be supported by the circulation team who would be helping where needed.

Q: What options are in place for staff who have difficulty in getting to school?

A: Some staff members who are still working are using public transport to get to school. A range of supportive options would be put in place to help those who may have travel challenges to minimise risk and support staff wellbeing.

Q: Has there been any contact from unions?

A: The unions have provided a safety checklist. All aspects were covered by the risk assessment that would be shared with staff. Staff would also be sent the union checklist.

Q: Will home learning continue during the May half-term?

A: Home learning will be paused during the May half-term as staff need a break; although support will continue to be provided, particularly for vulnerable families. Some staff will also be in school to prepare classrooms and set up for the return of year 6 from 1 June.

Q: Have risk assessments been completed for BAME pupils and those with SEND?

A: The risk assessment and equality statement included both groups of pupils and families. SEND guidance had recently changed to require schools to make reasonable endeavours to provide support. This was likely to mean that levels of previous support provided may be delivered using different approaches to seek to balance the needs of pupils with the need to minimise risks. Some SEND pupils would not be attending, and home learning provision was being made, including access to the white rose maths scheme. Consideration was also being given to providing online tuition for those unable to attend school due to their additional needs.

Q: How many key worker children or staff have needed to isolate since March?

A: One key worker child has needed to isolate, there have not been any staff. Isolation is required until test results are received.

Q: What time will the school day end?

A: The school day will be 9am to 2pm. Teachers will need PPA time for in-school work and home learning tasks.

Q: Has there been any feedback from parents regarding home learning?

A: Parental feedback has been broadly positive so far. Some classes are more engaged than others and there have been challenges for some staff. Steps to create a more consistent approach across the school are being taken.

Q: Are there plans to deliver the full curriculum when pupils return?

A: The options to deliver learning are currently being reviewed by SLT. It was likely that core subjects would be taught but there would also be a focus on supporting mental health and wellbeing. Lessons were likely to be delivered during the morning sessions, with more creative activities in the afternoon.

Q: What will happen if arrangements are not working?

A: It will be important to be honest with parents and create a culture of collaboration and community. There was some concern that the expectations of children might be high in relation to the changed environment and the reality of the school day. Open and regular communications will continue with parents.

Q: How are safeguarding concerns being managed?

A: Safeguarding procedures continue to be followed, including liaison with external agencies. There had been some concerns regarding families already known to social services and these had been managed under a partnership approach. Places had been offered for these vulnerable pupils to attend, not all places had been taken up.

Q: What are the arrangements for pupils attending EYFS for the first time in September 2020?

A: An initial survey had been sent to all families, in place of the usual nursery/pre-school visits. Nurseries had been contacted for information including additional needs and medical requirements. Information would be provided online to parents and would include photos and videos of the school. Transitions books would also be created for pupils (these were usually only used for pupils with SEND) to help support the transition. Online story-telling sessions would also be available from July; and 1:1 online meetings with parents would also take place.

- 5.6. Governors were satisfied with the proposed arrangements and risk assessment; whilst recognising that circumstances were challenging and there were a number of aspects that would require close monitoring.
- 5.7. Of particular concern to Governors was how to ensure that social distancing measures were maintained for younger children; and the wellbeing of staff. Governors also asked that advice be sought on payments for LSAs covering for teachers to ensure parity of pay.
- 5.8 The Governing Body thanked the Headteacher for providing a detailed risk assessment and answering questions. The risk assessment and proposed re-opening arrangements would be reviewed again at the next meeting on 22 May where a number of amended policies would also be brought for approval: Safeguarding Policy Covid-19 Annexe; Attendance Policy Covid-19 Annexe; Health and Safety Covid 19 Annexe.

## 6. Dates of Future meetings 2019/20

6.1 The Governing Body **noted** the following dates:

| Meeting | Date                        |
|---------|-----------------------------|
| FGB     | Friday, 22 May 2020 12.15pm |

*The meeting concluded at 3.45pm*

Signed..... Date.....

**Appendix 1 – Action Log**

| <b>Date added</b> | <b>Item</b>  | <b>Owner</b> | <b>Date for next review</b> |
|-------------------|--|--------------|-----------------------------|
| <b>22/01/2019</b> | Details of the impact and progress against the School Development Plan to be brought to each future FGB meeting. | Headteacher  | Ongoing from Spring 2019    |
| <b>09/07/2019</b> | Standing item 'Strategic Thinking' to be included on all agendas going forward.                                  | Clerk        | Ongoing from Autumn 2019    |

**Appendix 2: Email sent by Co-chairs on 15 May 2020 to all Governors:**

As you know, the Prime Minister has asked primary schools to prepare for opening to more pupils on a phased basis, from no earlier than 1 June, starting with reception, year 1 and year 6. The Government has further stated that it would like to see all remaining primary children return to school before the end of the summer term. The statement left many unanswered questions on issues such as testing, social distancing and contact tracing. The teaching unions were not consulted, although we note that they met with the Government's scientific advisers today. At present, the largest union, NEU, is not supportive of the 1 June opening unless its 5 tests are met.

Adrian and the SLT have worked incredibly hard this week responding to the Government's request to open schools to Nursery, Reception, Years 1 and 6 as well as continuing to care for vulnerable and key workers' children.

This was an incredibly difficult task, as it involved making sure that safety of staff and students as top priority, bearing in mind that it is virtually impossible to enforce social distancing with younger children.

This stress was further compounded by the release on Thursday evening of the Govt's [Planning Guide for Primary Schools](#) (a week too late) which basically contradicted many things that the school had in the plan.

In particular, because it was proving impossible to fit all children from Years N,R,1 And 6 and the key worker children into classrooms of 15, and because it was hard to see how there would be enough staff at school to teach them all, the school proposed a rota system, where children had a week in school and a week at home (Some staff will continue to self-isolate at home). However, the Guidance stated:

*“Schools should not plan on the basis of a rota system, either daily or weekly. This guide sets out other options for schools if they are unable to cater for all the vulnerable children, children of key workers, nursery children, reception pupils, year 1s and year 6s with their available staff or in their available space.”*

The “other options” are putting children into a neighbouring school, getting staff from the LA or supply – not very realistic - or prioritising the younger year groups.

Moving forward, the LA and HEP have responded to this Guidance by advising that each school should use a model that fits their school – and that they only need to follow this particular guidance if it's right for their own circumstances. The guidance issued last night does introduce the document with the following paragraph:

*“Schools are not required to use this guide and may choose to follow alternative approaches to preparing for wider opening, or to use some sections of this guidance alongside other approaches. We hope that some of these suggestions will be helpful to headteachers who are leading this important work, to support their own decision-making”.*

We met with Adrian today to discuss the proposal and understand the reasons why this is the best model for the school, and likewise, why the other models were not suitable. Adrian explained his reasoning in terms of timing numbers of pupils, numbers of

available staff and health & safety. We are confident that this is the best proposal. In addition, this proposal supports the opening of the school to other years, as and when it is required. The key points are:

- School to reopen on 8 June, not 1 June – in line with what other local schools are currently planning
- the classes will be split into two and a rota system will be employed (one week on, one week off)
- each group of 15 children (a 'pod') will not mix with other pods
- A teacher and TA will work in each classroom and most classes will have their own class teacher – staff will work with both halves of their class (so will not do one week on one week off)
- distance learning will be provided for those at home, including those children who have medical conditions meaning they cannot come in
- shorter learning day to give staff to plan and prepare distance learning

Adrian has been collaborating with the network of local schools in Muswell Hill and they have all agreed to beginning on 8th June. The extra week will allow the schools to put the plans in place and to make the very significant preparations required to make school as safe as possible.

As governors, we need to agree the draft proposal – with particular reference to Health and Safety and wellbeing of pupils, staff, and parents. This is an initial plan – we are all aware that anything can change in the coming weeks. So much is already in the air with the Unions.

We have set up an extraordinary meeting on **Tuesday 19th, 14.00 via zoom** to discuss the initial proposal. Hannah will send out the invitation. Please send apologies if you cannot make it.

We will also keep the FGB meeting on Friday 22nd in place, to discuss health & safety and review the various updated policies.

Attached are:

1. The initial proposal.
2. The first draft of the Covid 19 Policy (for FGB on Friday 22nd)
3. some photos of the classroom and staffroom setup