

FULL GOVERNING BODY VIRTUAL MEETING

FRIDAY, 22 MAY 2020 AT 12.15PM

Membership

Name	Type	Term expiry date	Attendance
Katy Jackson	Parent Governor Co-Chair of Governors	19/12/2021	Present
Helen Walsh	Parent Governor Co-Chair of Governors	19/12/2021	Present
Dianne Bluemink	Co-opted Governor Vice-Chair of Governors	15/01/2022	Present
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	Apologies
Costa Constantinou	Co-Opted Governor	20/01/2024	Apologies
Simon Green	Local Authority Governor	15/05/2023	Present
Sally Eustance	Staff Governor	19/10/2021	Present
Emily Gazzard	Associate Member	N/A	Present
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. Apologies for absence were received from Costa Constantinou and Ally Tansley.

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. Membership of the Governing Body

- 5.1. The Governing Body **noted** there was one Co-Opted vacancy. This would be progressed once national circumstances were more stable.
- 5.2. There were no other changes to report or terms due to expire before the next meeting.

6. Revised re-opening plan including feedback from parents and staff

- 6.1. The Headteacher provided an overview of the considerations and changes that had taken place since the last FGB meeting on 19 May 2020:
 - There had not been any changes to the re-opening plan since the last meeting;
 - Feedback from staff had been very positive and included some improvements to practical arrangements that had been made. Staff had been able to see how arrangements would work and the high quality of the risk assessment that had also been undertaken;
 - Staff volunteers were currently in school to prepare rooms ready for the return of year 6 on 1 June. Whilst some staff were worried, the overall attitude was positive, and support was in place;
 - All vulnerable staff had been individually risk assessed and new ways of working identified to minimise risk;
 - Parental feedback had also been positive. One query had been raised regarding the home learning arrangements and this had been fully addressed.

7. Risk Assessment: review of changes since 19 May 2020

- 7.1. The Headteacher's provided a verbal update on the risk assessment since the last meeting held on 19 May 2020. There were no substantial changes and the identified risks had appropriate mitigating actions in place.

- 7.2. Governors asked **questions** as follows:

Q: Have steps been taken to assess the risk from the air conditioning system?

A: The air conditioning was not currently being used. The extractor fans had been reviewed; it was confirmed that these were not re-filtering systems but purely extractor fans.

Q: Will the risk assessment be regularly reviewed? Are there expected to be significant changes?

A: The risk assessment will be continually reviewed to ensure compliance with the latest guidance and to identify and minimise risks. There were currently no risks below a 'medium' and it was unlikely that these would be lowered further, mainly due to the criteria for each level of risk. Some minor changes may be made to the overall arrangements as circumstances and guidance changed.

Q: How will cross-contamination be minimised?

A: All parents, pupils and teachers will be regularly reminded to follow the guidelines and maintain social distancing and good hygiene practice.

Q: How will staff, parents and pupils navigate around the school?

A: Outdoor routes are marked with arrows, with different colours used for different routes; indoor routes had been marked with vinyl floor-stickers. Floor boxes had also been marked for routes where there was cross-over. The navigation markers were designed to support social distancing.

Q: Can pupils wear masks to school?

A: The guidelines stated that no children of primary-school age should be wearing masks; however, pupils would not be prevented from wearing them if they wished. Staff would also be allowed to wear masks. The guidance on wearing masks had been shared with parents and PPE training had been provided to staff.

Q: What are the arrangements for drop-off/pick-up times?

A: Parents will be reminded about social distancing during these times. Staggered starts were in place to minimise the risks.

Q: Will staff be supervising the social distancing measures?

A: Staff will be outside to support social distancing and the internal/external markers would help to support this. The LA had also been asked about the potential to add markers to the pavements outside the school, to create a one-way system.

Q: Will thermometers be supplied to parents?

A: Thermometers will not be provided to parents but will be available at the school.

Q: What is the policy in place for staff who test positive for Covid-19?

A: anyone exhibiting symptoms will be asked to isolate from the first day. Anecdotal information indicated that test results were being returned in 24 hours. Once the outcomes were received, steps would be taken as per the risk assessment and latest guidance.

Q: Can the name of the home to school agreement be altered to make the purpose clearer?

A: The agreement will be renamed the 'back to school agreement'.

Q: Can the arrangements for children in respect of needing to provide clean clothes every day be re-considered for families who may find the requirements challenging?

A: These would be reviewed and amended accordingly.

Q: Is there a DSL on duty at all times? Do they have sufficient time to perform their roles?

A: Yes, DSLs are working on a rota basis to ensure there is always cover. One DSL is class-based (part-time) and the current arrangements meant that 0.5 FTE of time had been gained, meaning sufficient time to undertake the DSL role effectively.

Q: Will there be any impact on vulnerable pupils once children return to school and staff will be required to support them?

A: Communications will continue as current practice and PPA time can be used for this purpose. Safeguarding approaches remained robust and the usual systems remained in place, including referrals. Three referrals have been made for early help; some requests had been approved and some declined.

Q: Has there been any changes to the Single Central Record?

A: The SCR continues to be maintained to a high standard as per the usual practices; there have not been any significant changes.

Q: How will learning gaps be assessed when pupils return?

A: Guidance for teachers had been developed to set out how the recovery curriculum would work. The school was mindful of the different experiences' pupils would have had whilst at home and nurture and support for wellbeing was a priority. Team and confidence building sessions would be held initially, to ensure that pupils settled back to school. The summer 2 curriculum (adapted) would be taught in the first instance to close any learning gaps. Interventions would be put in place as required.

- 7.3. The Governing Body **approved** the Risk Assessment as circulated in advance of the meeting.
- 7.4. Governors **thanked** the Headteacher for providing a detailed update and for answering questions.

8. Governor Communications

- 8.1. Governors **agreed** that a joint letter would be sent to parents, setting out the rigour and robustness of the risk assessment and to give thanks to staff for their hard work, commitment, and efforts.

9. Co-Chair's Action

- 9.1. The Chairs Forum continued to meet virtually, along with regular email communication. A letter had been sent from the NLC to parents regarding the re-opening on 8 June 2020.
- 9.2. The Governors' day scheduled for June would be re-arranged for later in the year. Discussions would take place at FGB meetings this term regarding the governance structure/roles of committees as well as the training matrix.
- 9.3. Governors were pleased to note that the current chair of RAPSA had indicated they would stay for one further year to support the school. The Co-Chairs would write to thank them for staying to support continuity during a turbulent period.

10. Budget 2020/21

- 10.1. Discussions were ongoing with the LA regarding the budget and application for a loan.

- 10.2. Some initial costings for the operation of a summer school had been developed; including the minimum number of attendees required for the facility to be viable. Further announcements from government were awaited before these were progressed further.
- 10.3 Whilst cashflow had been a concern, all staff salaries were continuing to be paid; as well as the provision of vouchers for FSM.
- 10.4. A detailed log of the extra costs incurred was being maintained to make a future application for reimbursement from the central DfE fund. This included the additional costs of LSAs covering for teachers (at a higher hourly rate); as well as signage and other expenditure associated with the risk assessment arrangements.
- 10.5. Some savings were expected to be realised from utilities and other areas where some expenditure had reduced.

11. Policies

- 11.1. The Governing Body approved the following policies:

Safeguarding Covid-19 Policy Annexe

Attendance Policy

12. School Development Plan

- 12.1. The School Development Plan (SDP) was due to be reviewed after the May half-term; along with planning for autumn. Baseline assessments would need to be undertaken to help with the identification of learning gaps before implementing wider improvements via the SDP.

13. Staffing Update

- 13.1. The Headteacher provided an update on staffing as follows:

- An advert for one teaching maternity cover had been placed before the partial closure in March; an NQT had been appointed and would be joining the school from September;
- The school was now expected to be fully staffed from autumn;
- Consideration was being given to introducing counselling for adults at the school from autumn;
- Performance management was likely to take place in the autumn term given the other ongoing priorities. Guidance was awaited from the DfE regarding the overall arrangements for teachers' performance management and pay.

14. Dates of Future meetings 2019/20

- 14.1 The Governing Body **noted** the following dates:

Meeting	Date
FGB	Friday, 26 June 2020 2.30pm (post meeting note: An Extraordinary FGB meeting was held on 12 June 2020)

Rhodes Avenue Primary, London

The meeting concluded at 1.20pm

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

Appendix 1 – Action Log

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