



## Aldermaston CE Primary School

### Minutes of Meeting (FGB 4) – Tuesday 19<sup>th</sup> May 2020- 7pm

**Present:** Mel Higgs – MH (Headteacher), Ally Burridge – AB (Deputy Head), Sam Chaventre – SC (Chair), Jane Manley – JM, Dave Shirt – DS, Cathy Jones – CJ, Thomasina Ward – TW, Patricia Boud – PB, Chris Laney – CL, Charlotte Watchorn – CW, Elizabeth Jeff-Coate (EJC).

**This meeting was held via Zoom.**

<b>1</b>	<b>Opening prayer</b>
	SC opened the meeting and welcomed everyone. Prayer from JM. Apologies received from the clerk who had technical issues. No apologies submitted for JS.
<b>2</b>	<b>Declarations of Interest</b>
	None.
<b>3</b>	<b>Any other urgent business</b>
	CJ – Policies DS - Finance
<b>4</b>	<b>Update from Headteacher/Deputy Head</b>
	<p>Hub update - 18th May 2020 – heads held their last hub management meeting. Collaboration a real success which has fostered a closer working relationship between our three schools. Great learning from each other and real sense of achievement in being able to 'play our part' to support the wider community. The hub closes its doors this Friday as all three school move to the next phase of school opening. Our staff have been attending the hub for 9 weeks. During this time, despite children from up to four different settings attending, and staff from three schools, there have been no outbreaks of Covid-19. No Aldermaston children have attended the hub at all during the past eight weeks, but a rota of staff to support.</p> <p>Learning and wellbeing support for families - Three pronged approach</p> <ul style="list-style-type: none"><li>- Class learning support provided in two weekly units which link as closely as possible with planned curriculum for summer terms along with lots of links to extra opportunities and learning resources</li><li>- Connectedness. Following advice from EP team on supporting the wellbeing of pupils have provided toilet roll video, story and poem videos, class letters, letter from Rev Jane and whole school opportunities to promote community across year groups – weekly collective worships, VE day, Art Week and PE competitions</li><li>- Individual and tailored support for particular children and families. Planned programme of telephone calls, additional resources – laptop lent out, printing for family without printer, staff responding to individual requests and queries. Q SC asks about feedback from parents and if plans had to change? MH confirmed that the teachers were very conscious of certain families and adapted accordingly.</li></ul> <p>Excellent development of website – this has information which is class specific plus advice around Mental Health and a Collective Worship section.</p> <ul style="list-style-type: none"><li>• Detail from AB re. approach. AB has ensured a consistent approach across all classes.</li></ul>

- Staff wellbeing - Key item on weekly SLT meetings. A number of staff have suffered bereavements of family members during lockdown.

Friday updates –this goes from MH to all staff, keeping them in touch with latest news and what has happened that week.

Staff teams (class based) looking after each other. Staff flagging any concerns with SLT who discuss and follow up as appropriate. AB particularly wanted to mention MH's communication and compassion with staff which has been excellent and well received.

- Plans for reopening - On Sunday 10th May, the Prime Minister announced the intention for schools to open, if safe, to children from Year R, 1 and 6 in addition to the provision available for children of keyworkers and vulnerable children.

In the following days guidance started to trickle through in relation to the 'how' including a particularly lengthy and dispiriting document sent last Thursday evening. The LA documents – which are thorough and useful – arrived on Friday lunchtime. Due to the need to consult with staff, our initial document (provided) was completed on Wednesday and the initial letter to parents was also drafted prior to receipt of this advice. Time frames incredibly tight.

Key turning point was MH with her tape measure and looking at the reality of implementing guidance – e.g. only just fitting in ten workstations into a classroom and the need to move a lot of furniture.

No Playzone. Agreed following a discussion with Head at The Cedars School and Playzone Chair.

Need to balance safety with useful offer for our families.

Outline of current plan - Provision offered under three categories-

Category 1 - Provision for the children of key workers or vulnerable children

Full time or part time places available in mixed years group.

Category 2 - Provision for Year R children

Full time or part time places, available Monday to Friday, in single year group cohort.

Two smaller groups within main group due to acknowledge difficulties in social distancing.

Category 3 - Provision for Year 1 and Year 6 children

Part time provision, Monday to Friday.

Morning or afternoon sessions only.

Staffing - this is a challenge. Some staff have expressed some concerns. What about those who had previously been classified as vulnerable?

Offering phased entry for children with particular needs or any children who need to build up their confidence.

Low tolerance of behaviour which breaches social distancing – checking with SEN team re best practice for these scenarios.

Teaching team meeting tomorrow 20 May - on site evaluation by teaching staff. They plan to have lunch outside – important that there is buy-in, trust and worries about safety.

The plan is to get as much done this week in readiness for 1<sup>st</sup> June so that some valuable time can be protected for staff next week (half term). A review date has been set by the Government for Thursday 28 May, so matters remain fluid and subject to change.

Q CJ – so in effect your current plans may be put back? Yes, but we keep on working towards the date of 1<sup>st</sup> June.

MH describes what is being planned as ‘middle of the road’ i.e. not too much at first, nor too little.

Key Worker children will be in all day.

There will be staggered start and end times, Year R last in and first out.

Q SC what response has been received so far following MH’s letter last week asking parents for indication of return or not? So far 30 responses, of which 20 yes, send their child in and 10 no. MH says there have been some lovely comments and feedback from parents.

Q DS/CW – how will you adapt the plans as more responses come in? Groupings will stay at 10, there is little wiggle room.

Q JM – how will the staffing work? MH says all staff will work their normal hours and days and will look after a bubble of specific children. The children in school will study the same topics and work as that which has been set for those at home.

Q DS – what if staff refuse to come is due to worries about safety etc? This is part of ongoing discussions.

The parent governors present all indicated they would be sending their children in. CL and CW commented on MH’s letter to parents – good tone and informal style.

HT’s wellbeing – MH speaks with SC every Friday and is grateful for the support received, a good sounding board.

Outdoor learning will be used as much as possible. Staff will not initiate physical contact and there are protocols for first aid situations etc. around use of PPE.

The staffing plan will avoid the use of supply teachers and to have as few adults in as possible. The teachers will be cleaning the surfaces etc. The cleaners will complete an enhanced schedule daily, out of hours.

Lots of information is being sent out by the Local Authority and DfE. Extract from HR advice received today - Is the school liable if a member of staff contracts Covid-19 from a pupil? Obviously, the priority in considering opening schools, is to put in place all possible measures, including Health & Safety Risk Assessments to minimise the risk of infection. There are no guarantees, schools can simply do their best to follow the guidance available and as above consider the circumstances and risks in respect of individual staff. Plans will include, in line with Government Guidance, steps to be taken if a pupil or member of staff shows signs of symptoms or tests positive (in the latter case, all the students and staff in

	<p>their group should go into isolation for 14 days). In most cases, someone who contracts the virus will be off sick, receive sick pay and then get well and return to work. In the regrettable case of a death as a result of the virus, this may lead to a claim (through your insurers). It is impossible to determine the outcome but the schools written Health &amp; Safety Risk Assessment and plans will be key important factors. In addition, there is concern about potential action by staff and the Trade Unions for example for breaches of duty of care and if a detriment is suffered as a result of refusing to attend a perceived safe workplace. This is clearly an unprecedented set of circumstances and we are not in a position to provide any certainty around such claims where schools are acting on instructions to open. All we can say is that the general duty upon employers is to take all reasonable measures, following the guidance.</p>
<b>5</b>	<b>Updates for Governors from LA</b>
	<p>There is lots of information, also from The Key and the NGA. Governors are asked by SC to keep themselves up to date especially around the risk assessments so we can test the robustness. However, a fluid and flexible approach is needed.</p>
<b>6</b>	<b>Governance moving forward</b>
	<p>The SDP is on hold and a new one will be set from September. SC is working on a rolling annual document of Governor activity.</p>
<b>7</b>	<b>Safeguarding</b>
	<p>No referrals made to children's services since our last FGB or at all during period of lockdown. We currently have no families on a child protection or child in need plan.</p> <p>Safeguarding update which will form part of information for staff on reopening will remind of the increased risks faced by children under lockdown and signpost external resources for CPD including those specific to domestic violence. Staff will be alert to possibility of disclosures from returning children. Children's Services are expecting increased levels of referral after 1st June.</p>
<b>8</b>	<b>AOB</b>
	<p>Budget – DS confirmed that the budget had been submitted on the terms agreed at the last FGB. Only a small variation seen in month 13. He added his particular thanks to the former Finance Officer for her help. The new FO awaits her training.</p> <p>Policies – CJ sought agreement from the FGB for a delegated power to MH and her to prepare revised policies in line with the DfE statutory list and bring them to the FGB for ratification – This was agreed by Governors.</p> <p><b>Date Of Next Meeting – Tuesday 23<sup>rd</sup> June 7 pm.</b></p>

Signed:

Date: