



**ARNSIDE NATIONAL
CHURCH OF ENGLAND SCHOOL
CHURCH HILL
ARNSIDE
CARNFORTH
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**Headteacher
Mr N Sharp**

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**Minutes of Arnside National C of E School
Virtual Devolved Governing Board Meeting (VGB)
held on Monday 18 May 2020 at 10.00 am**

Key: highlighted areas in yellow = action point highlighted areas in blue = impact measure highlighted areas in green = question

This is the information required by governors under the current COVID19 lockdown. The government have stated that governors' statutory responsibilities are not altered or relaxed during the current situation. A duty to ensure that the strategic overview of school is managed lies with the governing board of Arnside National CE School.

It should be possible for those governors not on the devolved board to reply by email to the minutes with either an 'I endorse these decisions entirely' or 'I endorse these decisions except for the following reservations'. If sufficient reservations were expressed, then it will be possible to review a decision.

Present: Mr David Adair, Mrs Helen Chaffey, Mr Steven Kershaw Chair, The Revd Andrew Norman, Mr Nick Sharp Headteacher

In attendance: Mrs Sue Glendinning Clerk to the Governing Board

VGBM 13/20 Welcome

Mr Kershaw welcomed the devolved governing board to the meeting.

VGBM 14/20 To receive apologies for absence

None received, all members present.

The meeting was declared quorate, with 5 governors present.

VGBM 15/20 Declaration of conflict of interest in agenda items

Mr Sharp and Mr Adair declared an interest in relation to their wives being members of staff. Nil else declared.

VGBM 16/20 Approval of previous minutes

The minutes from the previous meeting held on 28 April 2020 were declared to be a true record, proposed by Mr Adair, seconded by Mrs Chaffey.

Essential governance matters reported on by headteacher Mr Sharp.

VGBM 16/20 Staff and pupil health and wellbeing

Mr Sharp informed the devolved board that a full rota of staff minus one member is in place, and that the admin team are covering the office daily, managing the business side of school affairs. Home school learning is going well and there has been good feedback from parents.

VGBM 17/20 Safeguarding

Free School Meals (FSM) vouchers have arrived and have been distributed to the parents who are in need of them.

Authorised by Chair *Steven Kershaw*

Date 8 June 2020

PPE has been ordered from the local authority over the past few weeks, so that school are prepared when the notice is given to reopen the school.

Staff are speaking to parents to ensure that pupils are coping well during lockdown.

Staff meetings are held regularly, and a non-teaching support staff meeting is scheduled for 18 May 2020.

VGBM 18/20 Phased return to school

Mr Sharp met with the local headteachers via Zoom, and reports that the majority of local schools have been closed for the past two months of lockdown, whilst Arnside National School have been open as a hub school.

Staff are reviewing plans to re-open, however, having been open throughout lockdown has greatly reduced anxiety levels within the team.

School are in the process of consulting with parents over the number of potential pupils who will need a place in school, so that a definitive pupil list can be compiled, and staff numbers determined.

The board discussed the various options and agreed that: -

- 4 zones would be organised in school, each with their own entrance and exit and separate designated outdoor play area.
- Pupils will be asked to stay in their own zone with no mixing.
- Staff will remain in their zones and can organise themselves within the zone.
- Nursery have 5 staff employed but will only need 3 in their bubble. They will be asked to organise a 3 on 2 off rotational basis, with the two staff members off rota, working from home.

Kym Allan and the LA have sent out risk assessment documents for completion, which when completed will be implemented by staff in school.

Some year groups are expected to see a full return to school.

Year 6, most parents have said no to their child attending school. This is purely a parental choice with no coercion made by school in regard to their decision. Parents have been asked to weigh up the risk factors for their own child.

2 pupils with Education Health Care Plans (EHCP) are due back in school, which will require careful staffing to provide for their needs.

Q: Within Zone 2 only 2 staff are allocated, are they both full time?

A: Potentially, although the staffing for zones is not yet confirmed as it will be dependent on the number of groups of pupils. Should any staff members display any COVID19 symptoms, a step by step stage will be created, so that parents know what actions to take. Parents will receive a welcome pack on return to school, which will contain a risk assessment pack for parents to follow.

Q: Are we having to create our own guidance and risk assessment template or is there one readily available?

A: Yes, we are, although specific templates are starting to become available. We are ensuring that all information sent to parents comes from Gov.uk

Schools are in a different position locally due to personal circumstances e.g. pregnancy, vulnerability due to personal health issues, elderly parents etc. There has been difficulty convincing parents that it is safe to return to school. Parents have expressed their concern about the mishmash of information being delivered from a range of sources. There is no scenario that fits all schools, as each must tailor arrangements to their own needs.

Governors were impressed by the positive tone expressed by Mr Sharp in relation to all the arrangements being undertaken.

Mr Sharp informed the board that some pupils tested positive at the beginning of lockdown and the families have been contacted by him. This means that those pupils were COVID active pre lockdown

Authorised by Chair *Steven Kershaw*

Date 8 June 2020

Q: Do we have a record of anyone who has had COVID19, and do we need to record this data?

A: Yes, we are keeping a record, but are mindful of GDPR.

Q: When a child is escorted to the toilet, how is this managed?

A: Hourly cleaning of toilets has been scheduled, and it may be a case of spray and clean after every use. This will be reviewed once the process starts.

Q: Are the cleaning contractors happy with arrangements?

A: Yes, they have been consulted and are happy to continue providing a service to school.

Q: What is happening with the school meals contract?

A: A limited menu has been agreed, which will be served by one member of staff. Meals will be taken by staff members into the classroom for the pupils in each bubble. Infants will be served, socially distanced in the hall, which will be manageable. This service will start from 1 June 2020. Staff will come into school from 25 May 2020 to prepare the kitchen area.

Q: With regards to liability, are we covered if someone contracts the virus, spreads it, etc?

A: The DfE insurance covers school, with the RPA covering all else.

Q: NHS staff are covered for death at work, are school staff covered by an insurance for this?

A: This is unknown, school will check with the insurers.

Responsibility lies initially with the parents to ensure that their children are well and fit to return to school, and that they follow the safety guidelines in school. School will be able to open on 1 June 2020 with the system that is in place.

The plan that has been established can be used for small groups, but there is insufficient space to open for the whole school to return.

Pupils will follow the same teaching material in school as that available on the home-schooling platform.

Discussion took place by the board who agreed that this is not a normal scenario for either parents, pupils or staff. The board asked if staff are content to return to school, and the headteacher informed them that they have their concerns but are in a routine having been open as a hub school.

They understand that each school has to operate on an individual basis, and that parents who need to return to work need to send their children to school.

The key worker group is the only unknown quantity in school. Numbers of pupils are known for Year 6 and Reception. If numbers exceed 15 per group, then school will have issues with space and social distancing.

Mr Sharp has come out of the staff rota, to remain as the independent person within the staff scenario.

It was agreed that no changes to the system will take place until the government give the green light to do so. Arnside National School are being proactive in its response to the current situation and governors approve the measures put into place.

VGBM 19/20 Items deemed confidential

One confidential matter was brought to the attention of the devolved board, which is minuted separately.

VGBM 20/20 Date of next meeting 8 June 2020 at 10.00am

Governors were thanked for their attendance and involvement in the meeting
Meeting closed at 11.15am