

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 25 May 2020 at 5.00pm**

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, Mr Nick Sharp Headteacher

**In attendance:** Mrs Sue Glendinning Clerk to the Governing Board

**VGBM 21/20 Welcome**

Mr Kershaw welcomed the devolved governing board to the meeting.

**VGBM 22/20 To receive apologies for absence**

The Revd Andrew Norman: - prior engagement and would be delayed arriving at the meeting. The meeting was declared quorate, with 4 governors present.

**VGBM 23/20 Declaration of conflict of interest in agenda items**

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

**Essential governance matters reported on by headteacher Mr Sharp.**

**VGBM 24/20 Ratification of Risk Assessments**

Kym Allan has issued the risk assessments, which require comment and approval by the devolved board.

Clarification on a point relating to admitting Year 6 pupils was sought. No decision has been taken yet, so the arrangements remain open ended.

The board agreed that once a plan has been formulated, it is retained and assessed on a weekly basis in light of progress made.

**VGBM 25/20 Phased return of pupils to school**

It is hoped that some year groups may be introduced in the return to school scenario from the 1 June 2020. This return will be staggered over a two-week period with one set returning on 1 June and the second set on 8 June.

There are sufficient staff to manage this scenario.

Parents have been supportive and positive in their response to the proposals, with 70% uptake on places for pupils to return to school.

**Authorised by Chair *Steven Kershaw***

**Date 8 June 2020**

The school building lends itself to a staggered opening.  
Kendal schools have deferred opening until 15 June 2020, for a variety of reasons.  
Early Years guidance is not mentioned specifically, which leaves the decision fluid for nurseries.

**Q: What is the plan for staggering the start, and how will this be managed?**

**A: There are three options.**

**1) Scientific priorities:**

Younger pupils are a lower risk factor; therefore, for educational purposes school could focus on EYFS. There is some argument that Yr 6 pupils are more independent, but more likely to be spreaders.

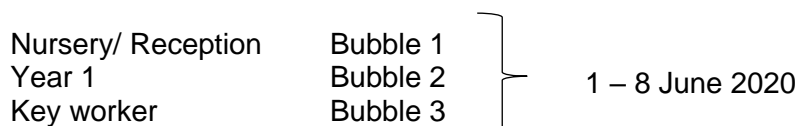
Work from Yr 6 downwards and EYFS upwards, then bring in Year 1. Transition work can then be completed in 6 weeks.

Arnside Nursery has a good set up with 2 classrooms, which would accommodate separate toilet facilities, playground area, allowing pupils to be eased back into school. 15 pupils could be accommodated under this arrangement.

**2) Bring Nursery/Reception pupils in first. Staff are available to manage Nursery through to Yr 5, although this potentially is a less easy group to run with and would require the key worker group to be simplified.**

**3) Open the Nursery and Key Worker bubble.**

There are 6 key worker children to cater for, 1 pupil within this group has an EHCP. Yr 6 are independent and more capable to continue with home learning, they are doing better than the 4-5-year olds, and another week of home learning would not be an issue for them. There is an element of security in this scenario.



Year 6 start on 15 June 2020 for 5 weeks until the end of term.

**Q: What is happening in other schools?**

**A: Many are starting with Yr6 to try to close as many gaps as possible before transition to secondary school.**

The Revd Norman joined the meeting.

Discussion ensued to determine the safest phased return to school for the pupils and families of Arnside School.

- 2 rooms are currently used for the key workers' bubble
- The cleaner deep cleans all the other areas in school and will deep clean the key worker rooms over the weekend in readiness for 1 June 2020.
- If the key worker group grows, parental confidence will grow, which will cause school a dilemma as there is a limit on the number of pupils the bubble can accommodate.
- As one bubble is already in place for key workers, this leaves room for only two more.

**Q: Do we have numbers for the remaining bubbles?**

**A: There have been no additional enquiries for the key worker bubble and numbers are stable.**

**Q: Will the LA approve the risk assessment, as it has been prepared by Kym Allan Associates, rather than the LA?**

**A: Yes, as Kym Allan is their chosen provider for this pandemic situation. The RA is very comprehensive, and Mr Kershaw will sign this off on behalf of the governing board. The RA has been RAG rated for ease and to assist with monitoring.**

**Q: Do we have sufficient toilet facilities?**

Authorised by Chair *Steven Kershaw*

Date 8 June 2020

**A: Yes, each bubble has access to their own area and the toilets can be zoned off into designated areas.**

Information for parents has been compiled so that they know how the return to school will be managed. It is hoped that parents' will trust school in their judgment and work with school during the phased return process. The Key Worker group are the priority group.

**Resolution:**

**The devolved board approved the phased return of pupils based on the scenario below:**

<b>Year Group</b>	<b>Bubble</b>	<b>Week starting</b>	<b>Max pupil number</b>
<b>Nursery/Reception/Yr 1 + 2 EHCP pupils</b>	<b>Bubble 1</b>	<b>Week 1 1 June 2020</b>	<b>16</b>
<b>Key Worker</b>	<b>Bubble 2</b>	<b>Week 1 15 pupils for 2 weeks</b>	<b>10</b>
<b>Year 6</b>	<b>Bubble 3</b>	<b>Start 15 June 2020</b>	<b>14</b>

**If the Key Worker bubble increases, then Y6 will not return to school.**

**Proposed by Mr Kershaw, seconded by Mr Adair.**

**Action points:**

- **A letter will be sent to parents on 27 May 2020 informing them of the decision to re-open school, which will include the caveat regarding the maximum number of pupils per bubble. The home school agreement will also be included, and parents will be asked to sign and return the compliance form to school.**
- **A weekly update will be carried out, with no pressure on Mr Sharp to open if the risk assessments alter in any way, which would jeopardise either pupil or staff safety.**
- **Mr Sharp will issue the Covid19 staff handbook to all members of staff at the staff meeting to be held on 29 May 2020 at 3.15pm. Mr Kershaw is invited to attend.**
- **If the re-opening of school is delayed an email will be sent to all parents to inform them and highlight the alternative plan that will be put into place.**

**VGBM 26/20 Items deemed confidential**

None discussed.

**VGBM 27/20 Date of next meeting Monday 8 June 2020 at 10.00am**

Governors were thanked for their attendance and involvement in the meeting

Meeting closed at 6.00pm