



Headteacher
Mr N Sharp

**ARNSIDE NATIONAL
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Minutes of Arnside National C of E School
Virtual Devolved Governing Board Meeting (VGB)
held on Thursday 27 August 2020 at 10.00am

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 56/20 Welcome

Mr Kershaw welcomed the devolved governing board to the meeting.

VGBM 57/20 To receive apologies for absence

The Revd Andrew Norman: - annual leave

The meeting was declared quorate, with 4 governors present.

VGBM 58/20 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 59/20 Ratification of Risk Assessments

Kym Allan has issued the risk assessments, which require comment and approval by the devolved board. They are extremely thorough and robust and cover all the government guidelines.
There will be a staggered start to the day, with the juniors starting at 8.50am and the infants at 9.0am.
All entrances will be used, with no shared entrance for the bubbles.
Staggered break times will be employed so that the infant and junior breaks are at differing times.
Class separation will be implemented where practically possible.

School meals

School will employ staggered meals at lunchtime as no mass gatherings are allowed.
Infants will eat at 11.45am in the hall, whilst the juniors are outside to play.
12.30pm juniors will eat in the hall/classrooms, whilst the infants are out to play.
Staff will serve at the tables, with a staff rota in place to eat with the pupils.
The afternoon break will be segregated with the Key Stages staggered.
This plan will be flexible.

Authorised by Chair *Steven Kershaw*

Date 13 10 2020

The tables and chairs will be wiped down between sittings.

Q: What about Arnies?

A: There will be an infant and a junior bubble. Government guidance sets out separate bubbles for breakfast clubs and after school clubs.

After school clubs (ASC) will be run as separate units, with one group using the hall and one in a classroom.

The breakfast club are a bubble in their own right, with the same pupils attending, hence a lower risk rate.

Q: Will the ASC continue, i.e. sports club or are these for Key Stage groups only?

A: The ASC will be restricted to year group/class rather than mixed. This will depend on how many will want to attend. All other activities are on hold until January 2021. There will be no school assemblies or school gatherings until January 2021.

Q: What is happening with assemblies?

A: Collective worship will be held each day in class as pupil led assemblies. There will be a rota of themes to review the school values. Bible stories will be told in a rotational theme, and there will be a structure to what the pupils will learn. There may be the possibility to do a class rota for church school with one class per week in church with Revd Norman.

Q: The breakfast club for infant and juniors, what happens if one pupil is infected? How will this affect the bubble?

A: Worst case scenario, will be an impact on both bubbles. An option to ease the risk could be 2 tables for the hub at either end of the hall, one infant table one junior table. The risk could be the same as siblings in the infant and junior bubble.

The seating arrangements are to be enforced, with a review of the physical set up of the room carried out. Ms Reynolds to be asked to carry out the review. The mitigation of risk has been covered.

Q: in terms of staff, will they be placed into bubbles?

A: Break times and lunch times are to be staggered, with very little mixing between the 2 sets of staff, i.e. infant and junior staff, as the staff room will be out of bounds. As the staff are a tight knit team it will be interesting to see how this affects the group dynamics, especially during the challenging times ahead.

Covering break and lunchtimes duties will be an area to watch, timing the routine on top of what staff are already doing. There will be an impact to this dynamic if staff are absent due to isolation or illness. Mr Sharp will monitor this situation. Class closure will only be carried out in extreme cases.

Q: What is the turnaround time for testing?

A: 24-hour turnaround done by a telephone call with the result. Nothing will be closed down until a positive test is returned.

Q: What do we do during inclement weather?

A: Needs to be extreme weather to prevent children going outside. The classrooms will be ventilated at all times, and each class has its own entrance/exit, so they are technically separate units. There are also designated toilets for each group so no cross contamination will occur.

PE will be carried out in the hall or outside to minimise cross contamination of zones.

Q: If children are going to be using the church for church school, what impact will this have on the elderly members who use the church?

A: The church is operating a limited opening time from 2-4pm with cleaning occurring at 4.0pm

Therefore, there will be a 72-hour gap from school using church on Wednesday to Sunday service.

Action point:

Mr Kershaw to sign off the risk assessment.

PPE remains the same with no requirement for face masks in primary schools. Any staff member who has to carry out intimate care will use full PPE to protect themselves.

The isolation room will be Mr Sharps office, with the male toilet used if required. The pupil will be sent straight home, with the areas cleaned straightaway as it is a small area easily cleaned and away from the rest of the school.

Each pupil will have their own designated equipment in a tray in their desk, and Steve Hoare has been advised to clean his sports equipment down between each group using it.

There will be no singing in school until after Christmas.

Q: It was commented upon that parental views may differ to those of schools on these actions, therefore how do we communicate with them?

A: Unauthorised absence will be recorded for any pupil not attending school. the government states that it expects pupils to attend school from 1 September 2020 with no line drawn for exceptional circumstances. If attendance drops below 90% a letter will be sent out.

A letter is to be sent out in the first week informing parents that all pupils are expected to attend school with no exceptions. A letter was sent to parents at the end of July explaining and emphasizing the expectations. A positive welcome back letter will be sent out setting a positive tone for parents at the start of the new year.

Q: What procedure will be used for track and trace and who will be tested

A: Parents will be informed if a positive case is reported to school. Everyone does not need to be tested in the case of a positive case, as this would add strain to the current system. Parents will be advised to be vigilant for the signs and symptoms.

Q: When would a class/bubble be shut?

A: Only if a positive test is made and the risk assessment is followed. The relevant KS would be closed until the test reports clear. Pupils would be sent home at the end of the school day, although some parents may be able to collect their children straight away.

Q: Scenario 2: A positive test is received for a pupil in KS2, which is shut down. However, there is a sibling in KS1, what happens next?

A: The parent would be informed and asked to keep the sibling at home, otherwise a large proportion of the school could be absent unnecessarily. Parents who choose to keep their child/ren at home without a positive test will have this recorded as unauthorised absence.

Q: Would it reassure parents if they are informed that in the event of a positive case, a deep clean across school would occur?

A: Yes, and school can contact the County Council helpline to assist in this matter.

Uniform

On PE days, pupils will arrive in their PE kit so that no changing of clothes is required. This means that they will wear their uniform for 3 days a week with PE kit for the remaining 2 days.

Music

Music lessons will resume in September.

Cumbria music service have sent out guidelines on how to manage music lessons.

VGBM 60/20 Finance update

Authorised by Chair *Steven Kershaw*

Date 13 10 2020

Mrs Evans is finalising the end of year accounts. There is a projected surplus of 45-50k, which is an excellent result.

An additional 8 pupils were gained on the school register in June /July, which has bumped year 3 out of the red into the black, thus avoiding a deficit budget.

1 child has moved out of the area, and Year 3 numbers are much better, which makes the projected budget more healthy for the next three years.

Kitchen costs are uncertain at the moment as there appears to be some confusion at Orian about the invoicing system employed. They are recording monies paid as a loan repayment, which is not the case. They have been contacted and informed that school wish to pay the 10k in full to settle the account. School have since paid this amount, thereby closing the account with all kitchen costs covered in total.

School library

The library is to be fitted this coming weekend. The books will be sorted and placed into the correct sections on INSET day and during the first few days back at school with the assistance of the pupils. An invoice will be lodged to pay for this so that it comes out of this financial year.

Cashless system

From September 2020, school will be starting a cashless system for both Arnies and the breakfast club and all school sessions. This ought not to cause any issue for parents, who have had advanced notice of the implementation of this system.

VGBM 61/20 Ofsted requirements

The action points raised during the inspection carried out in February have all been acted upon.

The library is almost completed and will be up and running by the beginning of term, with each class having a designated area for reading.

The curriculum mapping will be completed by Christmas.

The website has been updated.

Q: What are we doing about a parents meeting to discuss the outcome, as the previous one could not be held due to lockdown?

A: The potential is to meet in January 2021 or send out a questionnaire. To date there has only been 1 negative comment passed. The timetable for the next visit is awaited. It's more important to focus on school rather than on the Ofsted action points as they have all been acted upon.

VGBM 62/20 Future of devolved governing board

The governing board agreed to set up a devolved board during Covid lockdown, the question is when do we start to introduce other governors to meetings, and regain a sense of normality?

It is feasible to open meetings to all board members using teams, as the council meet with 20 or more members attending virtually. Some governors feel they are in the dark about what is happening.

Resolved:

The devolved board will continue until October 2020, to enable the smooth re-opening of school to occur, with another meeting scheduled to discuss the risk assessment updates. The governing board will be asked to meet in November and normal business will resume in January 2021. This meeting may be face to face or dependent upon the Covid situation may be virtually arranged.

VGBM 63/20 Items deemed confidential

No confidential items were discussed.

VGBM 64/20 Date of next meeting Tuesday 13 October 2020 at 10.00am

Governors were thanked for their attendance and involvement in the meeting, the date for the next meeting will be:

13 October 2020 at 10.00am for the devolved board to review the risk assessments and

Authorised by Chair *Steven Kershaw*

Date 13 10 2020

Thursday 12 November 2020 at 5.00pm for the governing board to conduct full business.
Meeting closed at 11.15am