

**BUCKTON VALE PRIMARY SCHOOL**

**MINUTES OF THE COVID-19 OVERSIGHT COMMTTEE**

**HELD VIRTUALLY ON 17 NOVEMBER 2020**

**PRESENT: Mrs Sarah Blake Staff**

**Mrs Jackie Brook Co-opted**

**Mr John Cesarz Co-opted**

**Mr Matt Hartley Parent - Chair**

**Ms Jenny Ross Parent**

**Ms Taf Sharif Authority**

**Mrs Deborah Brown Head Teacher**

**IN ATTENDANCE: Mrs Rachel Lees Clerk to the Governing Board**

Due to the coronavirus (Covid-19) pandemic the meeting had been arranged virtually via Microsoft Teams.

**1 Welcome**

The Vice Chair welcomed governors to the meeting. Mr Whitbread had sent his apologies.

**2 Minutes of the Covid-19 Oversight Panel meeting – 3 November 2020**

RESOLVED: To approve the minutes of the meeting held on 3 November 2020

**3 Head Teacher’s Update on current situation**

3.1 Attendance

Attendance was at 98.2% for the week commencing 2 November and 97% for the following week, despite the closure of the Y5 bubble. One class had achieved 100% attendance so the Headteacher had thanked them with a random act of kindness which coincided with her anti-bullying assembly which focused on “what you practice grows stronger”. Governors agreed that attendance figures were a real indicator that parents needed school to be open as they were working.

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| Q | Has government guidance on clinically extremely vulnerable impacted on any of the children? |
| A | No, but it has impacted on one member of staff. |
| Q | In the last meeting, you talked about adapting to reduce the incidents of positive infection. Have these been successful? |
| A | Teachers are very good at reminding children about the rules. The children are enthusiastic and want to show [the Headteacher] what they are doing, especially SEND children, so any visits are either extremely brief or over two metres distance. We also have been reminding the office staff to keep their windows open. |

3.2 Staffing

One cleaner had resigned and an advert had been placed for a new cleaner. In the meantime, some lunchtime organisers were helping out in the evenings as the Headteacher was concerned about the long hours that Mr Marsden and Mrs Darraugh were working. One member of staff was unwell but this was not thought to be Covid-related.

The Headteacher had enjoyed meeting virtually with head teachers in the Partnership to share ideas and teachers had either attended hub meetings on 17 November or were on telephone calls to parents.

3.3 Communication

Parents’ evening was taking place during the week via telephone.

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| Q | Are telephone calls working for parents? Would alternatives work, such as sending out assessments? |
| A | They are working really well. It is very much about context and understanding our community. Our parents need to have that connection with us so we are doing telephone calls. They need to know how their children are doing, both academically and socially and how they have settled back into school. |
| A | During telephone calls about school dinners, parents say they are looking forward to talking to teachers at parents’ evening. |

3.4 Curriculum

The Headteacher and SLT would look at lunchtime provision for Y5/6 as the field was very wet and children were getting very muddy playing sport. The curriculum was going well and the Headteacher enjoyed visiting classes on 17 November. Children were excited to be working on art, which was linked to anti-bullying, geography or history. They were enjoying their work and wanted to be in school which was reflected in the attendance figures.

**4 Review of Risk Assessment**

There were no updates to the risk assessment.

**5 Parental Queries**

There had been no parental queries.

**6 National and Local Guidance**

There were no updates.

**7 To agree the date of the next Covid-19 Oversight Panel meeting**

Governors agreed to held the next COP meeting one hour before the Governing Board meeting on 8 December.

RESOLVED: Tuesday 8 December 2020 at 4:00 pm

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| *Meeting details* |  |
| *Time started* | *1615* |
| *Time finished* | *1645* |

**ACTIONS ARISING FOLLOWING THE COVID-19 OVERSIGHT PANEL MEETING HELD VIRTUALLY ON 17 NOVEMBER 2020**

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| **Min** | **Resp** | **Action** | **Audience** |
| 7 | M Hartley | Send Teams invite for next meeting | 8/12/2020 at 4 00 pm |