



FGB Minutes 18/06/2020

Virtual Meeting Thursday, June 18, 2020 16.00 Chair: Greg Bloom Clerk: Tina Taylor

FINAL: The minutes are confirmed and locked.

Dear Governors,

Please see the final agenda calling the Extra Ordinary Virtual FGB Meeting, to take place on Thursday 18th June, at 4:00pm

To enable effective use of time, may I request you to review the items and attachments to prepare for questions on the day.

In order to ensure that the meeting is quorate and can still go ahead, please confirm your attendance as soon as possible.

Many thanks

Tina Taylor

Governors Attending: >Peter Green, Christina Engers, Carl Glasgow (EHT), Ema Jackson, Samantha Kenny, Dan Mortiboys, Suman McCartney, Jeremy Merckel, Greg Bloom (Chair), Anne Darby,

Governors Apologies: >Nicola Silverwood, Nicola Arkinstall

Non Governors Attending: >Tina Taylor, Karen Armitage, Holly Birkett, Peter Donovan, Roxy Willis

Non Governors Apologies: >

Agenda Item 1 Welcome/Apologies:

MINUTE The meeting started at 4.05pm, the Chair welcomed all to the meeting. Apologies were received and accepted from NS. NA was noted as absent.

DECISION Apologies received from NS. AS noted as absent.

Agenda Item 2 Declaration of Business/Pecuniary Interests:

MINUTE The Chair asked members if there were any declarations of interest to be declared either pecuniary or non-pecuniary. There were no declarations declared.

Agenda Item 3 Urgent Additional Items:

S

Summer Closure

The Chair queried whether the school would remain open during the summer holidays. Following advice from the government, the EHT advised the school would be closed to all students. There would be no expectations for staff to work during the summer holidays, and no requirement to open for the summer programme. It was important to note staff had worked during recent school holidays and had not been remunerated for it.

MINUTE A governor enquired if teachers would be allowed planning time in September. The EHT advised the school would re-open to pupils on the proposed date of the 3rd September and would only defer opening to pupils w/c the 7th September if the school needed additional preparation time to be safe to reopen as planned.

With no further questions, all Governors agreed with the closure of school and date to re-open.

PG and SM joined the meeting at 4.10pm

DECISION School to be closed to all students and staff during the summer holidays.

CHALLENGE Would the school be open during the summer holidays? When would teachers be allowed planning time?

Agenda Item 4 School Risk Assessment Covid-19:

The EHT referred to the School Risk Assessment (RA) emailed to Governors and the Local Authority (LA) on 4th June, and challenges and feedback had been received from Governors. No feedback had been received from the LA, the RA (version 22) had been in operation for 2 weeks, and was reviewed and updated on a weekly basis. Governors were advised the RA had been signed off by the Chair.

SK advised the LA had provided the school with relevant PPE in addition to personal PPE. A fire drill had been carried out successfully for students, and BIB (Boldmere Inclusion Base) students would be completed during the following week due to the delayed start date.

The Chair enquired how many BIB students would be included. SK noted 4 out of 10 had returned as parents had concerns relating to younger children returning to school.

A governor noted the need to ensure the place of work was Covid-19 safe for staff returning to work.

MINUTE A governor queried the number of staff working from home, and unable to have contact with students. The EHT confirmed 10 staff members across both schools. The RA had been followed and the number of staff was an equal proportion. The local authority RA had been followed for those staff members and the Chair had reviewed it.

A governor asked if a Part 2 RA for Age and Ethnicity had been completed. The EHT confirmed the HR team had completed it for staff members who fell within the BAME (Black, Asian, Minority and Ethnic) category, and would continue to work from home. It was noted all affected BAME staff were at the age category. The Chair noted challenges were required to demonstrate business continuity, and change was evident. Discussions took place to consider using the Part 2A RA, and the Chair would send Part 2 RA to staff for information with narrative to be used.

DM joined the meeting at 4.25pm

ACTION PD to check if anything was in the public domain from a business perspective relating to safety. Chair to send Part 2 RA to staff for information.

DECISION Approval of School Risk Assessment

CHALLENGE How many BIB children would be included in the fire drill?
How many staff are working from home and unable to be in contact with students?
Has a Part 2A RA for Age and Ethnicity been completed?

Agenda Item 5 ▶ **Head Teacher Update**

Update on schools phased return

In a verbal update, the EHT confirmed the phased return had gone well and students were happy. The school had received lots of positive feedback since it had phased in additional years. There had been some issues with bubble classes but those had been dealt with. Y6 students were following strict social distance rules, however it was important to note it was more of a challenge for infant students due to age and level of understanding. The school's website had been updated with Covid-19 information for parents. **Thanks were given to Katie Mason for issuing letters to parents.**

The EHT noted parents had only utilised the days required. An update on the key worker (KW) and BANE waiting list was provided, and governors were advised of a staff member returning from maternity leave.

SK advised the infants KW groups were a maximum of 15 per class, they were situated in the school hall and would . KW groups would have access to the small playground. There were 4 reception classes holding 10-12 students in each class, and all classes had separate allocated play times. There were two Teachers and one Teaching Assistant in each bubble to allow for a "runner". It was noted some staff who were part time or had child care commitments, were accommodated for to allow for later start times. The phased return in infants during week 2 was positive.

The Chair thanked the EHT and SK for all they had done, and asked about the wellbeing of staff. EJ noted staff were anxious at the start of week 1 but were feeling more positive during the second week. Feedback from staff was positive, bubbles were working well and staff morale was good.

A parent governor commented on the positive feedback received by his children since returning to school. The parent packs and video the school had submitted were positively received by children and parents.

A governor enquired if google classrooms was an option for students still at home, and to deal with children's concerns around transitioning to new classes. The EHT advised the website would be updated to include a "transition tab" for students. Google classrooms would commence at the start of July with new teachers and a transition booklet for students moving into juniors would be provided. It was noted the implementation for the online transition was being reviewed and that no guidance had been received from the DfE.

The Chair highlighted parent frustrations around other year groups not being included in the phased return. He challenged governors to consider other options and if provision should be opened up to other year groups, or to stick to government advice. The EHT felt the current year groups should not change. It was noted he had been in contact with other schools regarding the reopening, and some were unable to allow any of the year groups to return because of key worker numbers. The LA were keen to ensure vulnerable children were able to return, and the school were liaising with Becky Jones (SENCO) to consider that option. A discussion around the two KW parents model took place, and the EHT explained the reasons for the rule. It was noted the school were at capacity and the model could not change.

A governor queried how prioritising another year groups and moving away from governance guidance would be decided, and discussions around those challenges took place. It was agreed parents of current year groups would assume the current place was permanent for their children, and mental health and wellbeing of those students would be impacted in they were to introduce other groups.

A governor enquired if at risk children should be considered. The EHT advised it was something being reviewed and parents were on board.

A governor enquired if the school were in contact with parents where children did not have access to learning from home. The EHT advised paper packs had been distributed and parents could collect spares from the school office. It was noted there were some children who had not completed any work at all.

A governor enquired if the government were to reduce the 2-metre rule, would it increase the capacity of number of students in school. The EHT confirmed it would only change if guidance on mixing bubbles was changed, but it would only impact one class and not a year group. SK confirmed it would be the same for infants too. An explanation how the classrooms were being utilised was provided. **The EHT gave thanks and recognition to SK for her hard work arranging children to return to school.**

The Chair gave a summary of the discussion and challenges which took place, and noted communication to parents from all governors should support the summary and decisions.

Staff/Student Wellbeing update

A Governor asked if there were any concerns for children's mental health. The EHT explained some children were uncertain at first however appeared positive and were adjusting well. It was recognised children who remained at home were still struggling, and Mrs Eccles would look at introducing classroom chatrooms as a support network. It was noted Mrs Mason and Mrs Welch were liaising with families that needed support with mental health and wellbeing, and families had been signposted. The Management Information system had been updated to reflect this. EJ also noted PHSE work had been completed with the children in order to build relationships.

A discussion took place relating to the volume of parent queries which had been received daily, and how issues with staffing had impacted on the mental health of current staff. The Chair noted the need for governors to support the school and respond to the pressure it was under. It was agreed to liaise with the EHT and SK to provide communication and to provide an FAQ to parents. PG agreed to review the communication from a non-bias approach.

A governor enquired if the school needed to consider hiring additional staff to support with short staffing. The Chair agreed and noted the inclusion of interim cover for the Head of Juniors. The EHT would provide financial update at next FGB to include staffing, and noted the current staffing structure was being reviewed in order to gain extra support.

Safeguarding

Following a detailed discussion around student wellbeing, a governor asked if they were routinely phoning carers of vulnerable children to review situation/child's attendance? The EHT confirmed the SENCO staff member was contacting families routinely.

ACTION Online learning to be implemented to children at home.
Class chat rooms to be introduced.
Chair/JM - Communication and FAQ's to be sent to parents from Governors
HT to provide financial update at next FGB to include staffing, to include interim Head of Juniors.

DECISION Current year groups to remain and no capacity to transition other year groups. RA was good and supported by governors. 2 KW parent rule model would not change. Online learning to be implemented for children at home. Learning packs to continue.

CHALLENGE **How is staff well being?**
Are there any concerns for children's mental health?
How will children's concerns around transitioning to a new class be managed?
Should governors consider options to return other year groups?
How would prioritising other year groups been decided?
Should at risk children be considered?
Would class sizes increase if the 2 meter rule was reduced by government?
Do the school need to spend money on hiring more staff?
Are staff routinely phoning carers of vulnerable children?

Agenda Item 6 ▶ **Policy Review:**

MINUTE

Child Protection and Safeguarding policy

The EHT noted the Child Protection and Safeguarding policy had an addendum dated 2 April 2020. Feedback from the Chair has been received and changes were updated accordingly.

Behaviour Addendum

In response to the designated timetable slots for toilet breaks, a governor asked if there would be accommodation for students to go outside of them. SK advised the toilets could be accessed throughout the day but that slots were introduced to limit the number of times they were accessed. It was also noted it would reduce the need for staff to support and clean.

A governor asked if temperature checks would take place for children. SK advised that was possible and could be added to the relevant section in the policy (Covid-19)

A governor asked if there had been guidance from the Local Authority relating to children wearing masks. The EHT advised no advice had been given, but the decision would lie with the parents and the school would support.

The EHT advised governors the updated policies had been uploaded to the school's website, and any further changes would be emailed for governor approval.

With there being no other further questions, the policies were ratified by the board.

ACTION SK to update temperature checks to Behaviour Addendum.

DECISION Policies were ratified by the board.

CHALLENGE **Could children use the toilet outside of designated toilet breaks?**
Would temperature checks be carried out for children?
Any advice from the LA around children wearing masks?

Agenda Item 7 ▶ Any Other Business:

Governors were advised the LA Circulars were for information, and provided an option to ask any questions.

MINUTE A governor enquired what support the school would provide to close the learning gap, and highlighted it would affect all children (not just vulnerable children). The EHT explained it would take half a term to assess students learning and it would provide an opportunity to put forward a plan. It was noted that teachers were skilled at assessing students learning and parents' were looking after children's wellbeing to support with learning when they returned.

CHALLENGE **How will the school close the learning gap?**

Agenda Item 8 ▶ Date and time of next meeting:

Monday 13th July 2020 at 4.00pm - FGB

MINUTE

With there being no further items to be discussed, the Chair thanked all for the attendance and closed the meeting at 5.50pm

Governor Agreed Actions set during this meeting: 0

Extraordinary FGB Meeting (Summer 2020) *dated: 18/06/2020*

Minutes approved by Tina Taylor