

**BROADWINDSOR CE VC PRIMARY SCHOOL – EXTRAORDINARY FULL GOVERNING BODY MEETING MINUTES 22ND MAY 2020 - VIRTUAL**

<p>Minutes of the Extraordinary Full Governing Body meeting held on Friday 22nd May 2020 by video using Office Teams at 9.30pm.  <b>PRESENT:</b> Mr Philip Smith, Mr David Chumbley (Chair), Mr Mark Coghlan, Mrs Tracey Fooks, Mrs Lucie Goss, Ms Jill Mohiki, Rev Jo Neary and Mrs Sally Dawson (Clerk)</p>		
	Prayer by Rev Jo.	<b>Action</b>
1.	<p><b><u>ACCEPTANCE OF APOLOGIES</u></b></p> <p>None – all present.</p>	
2.	<p><b><u>DECLARATION OF BUSINESS/PECUNIARY INTERESTS</u></b></p> <p>Governors were asked individually to state any business or pecuniary interest in any matter on the agenda. No interests were declared.</p>	
3.	<p><b><u>DISCUSS PROGRESS WITH PLANS AND OPERATIONS FOR RE-OPENING SCHOOL ON TUESDAY 2<sup>ND</sup> JUNE 2020 – to include plans, responses to survey and risk assessment</u></b></p> <p>PS gave an overview of the plans and preparations being made for re-opening w/c 1<sup>st</sup> June, as per the Government's aim. School will be retaining the INSET day planned for the 1<sup>st</sup> June, using it for final briefings and the final setting of protocols. PS described the planning of groups of children – Key Worker, Reception, Yr 1 and Yr 6, with maximum numbers being 15. He went on to describe the classroom spaces designated for each group, some year groups being moved to alternative classrooms, and the hall being utilised as an additional space for one group. The survey responses were summarised indicating parents' intentions for their children to return and their concerns or thoughts.</p> <p><b>A Governor asked</b>, if there were low numbers in one group, would that enable 2 groups to be amalgamated? No, this was not possible. Some vulnerable pupils will be attending part-time, and with flexibility from one week to the next; some Key Worker children also vary when they need to attend.</p> <p><b>A Governor asked</b> if Key Worker pupils will be in a separate group to the other year groups? Yes.</p> <p><b>Another Governor asked</b> if in future more year groups return, would Key Worker pupils go into their own classes? PS felt it was difficult to predict how this might develop but school will react accordingly.</p> <p>PS gave a video tour of the learning spaces created so far for the different groups. The hall, as it will be used by Reception class, can no longer be a thoroughfare across school, so the use of toilets for staff for example, will need to be done by walking around the outside of the building.</p> <p>Governors had been emailed the Guide which had been sent out to Parents to enable them to talk through the altered environment with their children – what they could bring in, what they could not, what to expect in the classroom etc.</p> <p>Parents were to be given additional information before the end of the day regarding timings - staggered times of arrival and departure for the 4 groups; different entrances and exits; where to stand and wait in the</p>	

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playground. The MUGA will be used as an entrance and exit for Yr 6. In the first week, there will be an earlier finish time for all groups to enable assessment of the routines and re-planning if necessary and communication to parents.

**A Governor asked** about staff wellbeing and time away from their group during the day. PS outlined breaks and that there was more than one staff member allocated to each group. Each group will also have a Lunchtime Supervisor assigned to them over the lunchtime period.

**A Governor asked** if there were any safeguarding issues to think about if there was only one member of staff for one child. PS explained that there would be more than one member of staff assigned to each group, whatever the numbers were in that group.

PS and the Teaching staff had decided that mobile phones would be allowed to be retained in school by members of staff, to enable communication between the office and Headteachers. Email would also be used as a means of communication.

**A Governor asked** how the GB could demonstrate a robust approach to ensuring the plans and operations of phased return were evident. PS felt that by their questioning and probing, this could be demonstrated. In addition, PS will keep in contact with the GB during the first week with feedback on how it was going.

PS and DC, Chair of GB, will talk again after the Prime Minister's expected announcement on Thursday 28<sup>th</sup> May, as to whether the Government is going ahead with the phased re-opening on 1<sup>st</sup> June. A letter to parents will be sent out on Friday, signed off by PS and the GB.

Governors had received a shared copy of the Risk Assessment ahead of the meeting.

**A Governor asked** if school had adequate PPE in place. SD advised that aprons, gloves and visors were in place, but an order of fluid resistant masks was still to arrive. These had proved difficult to source but delivery should be imminent. PS advised that without the masks in place, school would not be able to re-open. PS also described the isolation room, for which the PPE was primarily for.

**A Governor asked** if the additional costs, including PPE, will be recouped through the LA? SD confirmed she was keeping records of all additional costs. The LA have indicated some costs may be covered but it remains to be seen.

**A Governor asked** if there was any merit in children's temperatures being checked before proceeding into school? PS felt unsure and would check the guidance.

PS advised the GB that a marquee was being sought to enable the outside space on the playing field to be used as an additional space for learning or as a break out space. Two offers had been received already which SD was pursuing. Governors offered their help with erecting such a covering.

PS wishes to complete the Risk Assessment by Wed 27<sup>th</sup> May. Any further questions or comments from Governors should be emailed to PS.

**Governors asked** about the feelings of the staff – PS advised that the staff team was strong, and they had been amazing. There had been some reservations, but the staff team were working together towards the same goal. The GB expressed their grateful thanks to PS and all the staff. Governors decided to prepare a letter to go out to parents to thank them for

**Govs to email PS with any questions/comments.**

**GB to prepare & send to SD for sending out.**

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	their efforts so far.	
4.	<b><u>HEALTH &amp; WELLBEING OF STAFF AND LEADERSHIP</u></b>  covered in Item 3 above. PS added that in all his teaching career this had been the most difficult time.	
5.	<b><u>AGREE DATE OF NEXT FGB MEETING AND AN INFORMAL 'CATCH UP' AFTER FIRST WEEK OF PHASED RE-OPENING</u></b>  FGB meeting 11 <sup>th</sup> June 2020 as previously planned. An additional 'catch up' meeting to be arranged after the first week of re-opening.	

The meeting finished at 10.55am