

**BROADWINDSOR CE VC PRIMARY SCHOOL – FULL GOVERNING BODY MEETING**  
**MINUTES 17<sup>th</sup> JULY 2020 - VIRTUAL**

<p>Minutes of the Full Governing Body meeting held on Thursday 17th July 2020 by video using Office Teams at 11.00am.  <u>PRESENT:</u> Mr Philip Smith, Mr David Chumbley (Chair), Mr Mark Coghlan, Mrs Tracey Fooks, Mrs Lucie Goss, Ms Jill Mohiki and Mrs Sally Dawson (Clerk)</p>		
	Prayer by Lucie Goss	<b>Action</b>
	The Chair reminded all Governors about the agreed protocol for these virtual meetings.	
1.	<p><b><u>ACCEPTANCE OF APOLOGIES</u></b></p> <p>Apologies accepted from Rev Jo Neary.</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>AGREE AND APPROVE RISK ASSESSMENT FOR SEPTEMBER OPENING</u></b></p> <p>Governors had had access to the working document Risk Assessment during the week prior to the meeting. PS gave an overview of the plans for September, to include: class bubbles, seating side by side, playtimes in separate areas of the grounds, lunchtimes in 2 sittings, KS2 (in their classrooms) and then Reception with KS1 in the hall, IT suite and the hall will be used by the different bubbles at different times with cleaning done in between, assemblies will not be whole school, but one class could be in the hall and the assembly shown via Teams in the other classrooms at the same time, Rev Jo will deliver her weekly assembly in school. Teachers will be following a Recovery Curriculum to start with, focussing on listening and observing the children.</p> <p>Dorset Transport have advised this week that they will not be supporting a class bubble approach to their seating on school buses but it is felt that a local arrangement may be possible for the Drimpton bus as it is usually much bigger, for the number of pupils travelling. There will be no staggered starts and finish times to school. Instead, the normal 15 minute window between 8.30am and 8.45am will be enough for parents to arrive and take their children to their classroom doors. No parents should enter the classrooms.</p> <p><b>A Governor asked</b> if there might be different arrangements if wet weather? PS thought not. Parents will need to leave promptly. At pick up time, parents will need to wait in the playground rather than coming in to the school hall. For break play, there will be enough staff to share breaks. <b>The Governor also asked</b> what communication had been sent to parents about the plans? PS informed Governors that parents had received one letter already with outline plans, would receive a further End of Year letter today, also advising parents that the Risk Assessment would be available on the school website during August.</p> <p><b>A Governor asked</b> why sand was not allowed in Early Years? PS advised that the guidance indicated that there was difficulty in cleaning sand as opposed to water play where the water could be regularly replaced. <b>The Governor also asked</b> if the cleaning logs, put in place during phased return, had shown any difficulties or areas of concern. None. The logs provided good communication to enable replenishment requests and requests for particular areas of the teaching spaces to be cleaned.</p> <p>A Governor asked if there needed to be a rethink on the location of the curriculum photocopier to enable access without impinging on different bubbles. PS advised that as the hall will now be a free space, transitory movement across the hall was an acceptable low risk and that the copier would be cleaned after each use, as has</p>	

**BROADWINDSOR CE VC PRIMARY SCHOOL – FULL GOVERNING BODY MEETING**  
**MINUTES 17<sup>th</sup> JULY 2020 - VIRTUAL**

	<p>been the case during phased return. <b>The Governor also asked</b> if there were any staff issues in terms of staff shielding? PS informed Governors that there had been 1 staff member who had been advised to shield following an NHS letter. She had recently received a letter advising her she no longer need to shield (from immediate effect) but it was agreed that she would not return until September. All staff will be asked to update their medical information before the beginning of Autumn term. <b>The Governor also asked</b> if temperature checks would be taken and if school had an adequate thermometer. PS advised no daily temperature checks would be taken. The thermometer would be used, as it always has, if a child becomes poorly and as part of the First Aid checks we would make, if appropriate. <b>The Governor asked</b> about the front gates and whether pursuing the need for electronic gates was something to be prioritised in order to increase control over visitor access during the school day. PS advised that it had been cost prohibitive on previous investigation but perhaps with Governor support, a letter could be written to the LA. TF agreed to draft some words and will follow up with PS.</p> <p>There were no further questions. It was proposed by DC to support the Risk Assessment, seconded by JM. All agreed.</p>	<p><b>TF/PS</b></p>
	<p>The Clerk asked Governors to consider contacts in the community who may be interested in becoming a Governor. Once LG has completed the Diocese Foundation Governor training, she will move from Co-opted Governor to Foundation Governor, creating 2 vacancies for Co-opted Governors. Staff Governor is also vacant.</p> <p>The Chair expressed thanks to all the staff throughout this difficult time. PS thanked the Governors for their cards of support and food gifts. The staff appreciated it.</p> <p>The Chair felt it would be important to resume contact with staff in Autumn term to build on the positive relationship started during this academic year, before Covid-19.</p>	

The meeting finished at 11.44am.