

Bolham Community Primary School Governing Body

Full Governing Body Minutes 20th July 2020

Full Governing Body Minutes				
Date/Time	20 th July 2020 @ 19:15	Venue	Video Conference	
Attendees	Initials		Attendees	Initials
Pam Cook	PC		Abi Dent	AD
Lynne Guest	LG		Claudette Harrower	CH
Juliet Hillier	JH		Stephen Moakes	SM/Chair
Stephanie Rolfe	SR		Julia Slade	JS
Denise Woodgate	DW			

Apologies	Initials	Reason	Absent without Apologies	Initials

In Attendance	Initials	Reason
Bruce Benton	BB	Clerk

Minutes to
All Governors

Ref	Minute, Action or Decision	Owner
1	Apologies All governors were in attendance.	
2	Declaration of Business Interests No interests were declared.	
3	Purpose of the meeting The Governing Body to agree that they are adhering to the legal responsibility for the school to be ready for opening in September 2020	
4	RA100 V2 Guidance for Full Opening September 2020 – Q & A <i>Governors were provided with the Risk Assessment on the 17th July and asked to relay questions to the Headteacher by lunchtime 20th July for a response at this meeting</i> AD had sent the following questions to DW ahead of the meeting AD1. Is there the option to review the RA100 just before the start of term to check we up to date with any changes? I am aware that during the summer weeks much may change with regards to COVID-19. The landscape may be different come September and judgments made in July may be out of date. DW - Further advice from the Government is due on the 11 th August 2020. Schools Priority Update was issued on the 10 th July 2020. The document has been through all DCC checks (HR, Health and Safety, public health, legal & DCC insurance and has been shared with Unions whose comments have been considered advisor. As previously, it is important that this remains a dynamic document and that it is updated to reflect any	

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changes in DfE guidance. Staff return to school 7th September 2020 and the update of the Risk Assessment, if required, would be actioned from then.

AD2. Will letters to home from school requiring replies in the first term be emailed only to reduce surface contact?

DW - Yes, as this is the process we have undertaken for all our new starters.

AD3. Mentoring system. Formally very successful in helping new pupils settle. Obviously, this is a challenge, but is there a creative/flexible way to put something in place?

DW - No as the children will not be having their usual contact and may be some time before the youngest children actually meet the oldest children in the school.

AD4. How are the outside play areas segregated? Are there physical barriers in place to avoid accidental straying?

DW - Play areas have been segregated into designate play zones and times to support segregation. Children go out with their teaching staff into their own area. If a child strays the risk of transmission is considered low risk as per government guidance 2nd June 2020. There are no physical barriers and only 2 classes are outside at any one time. The risk involved with any straying will be addressed at the time.

AD5. Thinking of our enriched curriculum and tradition of being outwardly exploring, will there be an opportunity to have any local school trips? Making use of Knightshayes?

DW - School trips will not be taking place before half term in order to establish new working patterns.

AD6. Under the RA100, where it talks about pupils unable to follow guidance, there was no link inserted.

DW - Transition Meeting to be held with parents and support agencies where required

7. Can we discuss possible alternatives to the head teacher covering PPA in 3 classes. I am aware this is a risk.

After a discussion it was agreed that some of the PPA time for the headteacher could be reduced by asking Mr Dickinson to work an additional afternoon in the week and also investigate the option of utilising the class 2 Teaching Assistant to look after the class for one session on a temporary appointment. The options will need to consider the implications on the budget.

8. With the focus, rather than baselining and tracking academic progress, quite rightly instead, being on pupils emotional wellbeing, and behaviour, whilst nurturing soft skills of communication and community, how do we, as governors, know that....

- A) Without creating cumbersome reporting procedures, how we 1. ensure and 2. assess / monitor that the plans /activities in place are effectively supporting and improving wellbeing. I know that this will come down to the professional judgment of skilled teachers but is there a way/need to governors to ensure that effective practices are in place, and that pupils requiring additional support during these potentially traumatic times are being supported, where possible.

DW - Jigsaw PSHE training is being delivered to all staff on the 8th September 2020, and tabled weekly PSHE time within each

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	<p>class time as from September to provide support. Trauma Training undertaken by SENCO and teaching assistant prior to return and to be shared with all staff on the 8th September 2020. Extra box in headteacher's report to governors could be inserted to report on the number of pupils receiving any additional.</p> <ul style="list-style-type: none"> • B) Also, as a counterpoint, with an eye on the amount of ground that may need to be made up, that the transition back to Bolham's hardworking ethos of 'school work as usual' is timely. <p>DW - Modification of the curriculum is as per report to the FGB 8th July 2020. See minutes - English and Maths leads have created a return to school action plan and this has been delivered during staff training 20th July. A return to school timeline has been created and diary dates set for two meetings a week for the first month to identify pupils who may need further support. A Get Fit Get Moving outdoor sports programme will be delivered by the two sports coaches. Assessment data from the end of March will be available for T&L and a set of data will be available to governors by the end of term. Subject leaders can report on findings of initial assessments at the first AEG meeting. JH added that the year 1 children that had already returned to school had not lost their phonics and had settled in well. A tight plan will be in place from September with phonics training in the first 3 weeks and the new Accelerated Reading package would be available.</p>	
	<p>SM had sent the following questions to DW ahead of the meeting</p>	
	<p>SM1. Toilets- there is only one set, how will we manage pupils crossing teaching units to use toilets?</p> <p>DW - Discussed with staff 20th July and the option of portaloos (£150 a week each) raised again. We will review this option at the end of the first three days in school and continue to operate our tested routine during partial re-opening. Increased cleaning put on site. Children to access from their own classes. Where children walk through a corridor area guidance states that the risk to children themselves of becoming severely ill from coronavirus (COVID-19) is very low and that the chance of children contracting the virus is low. Passing briefly in the corridor or playground is low risk, schools should avoid creating busy corridors, entrances and exits. Guidance for full opening of school 2nd June 2020.</p> <p>SM2. Lunch in classes- does this include hot food? How will catering staff deliver these and maintain distance/ hygiene between pupils?</p> <p>DW - Lunch will be taken in class at designated seats. Food will be collected by support bubble staff from the servery. Tables and chairs will be wiped after lunch once children have gone out to play. JS advised on the delivery of food to the classrooms.</p> <ul style="list-style-type: none"> • Kitchen staff to produce a boxed meal for each group of children within the school. • Allergen requirements to be written on the child's individual food container. 	

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- Boxed meals to be placed in a suitable container and delivered to classroom following manual handling good practice with enough cutlery.
- Staff member to knock on classroom door and leave food box on the floor, ensuring it is not a trip hazard.
- Classroom staff member to collect food box and distribute food to the children noting any allergen advice on the individual boxes
- Children to dispose of food containers and wrapping in appropriate bins.
- Cutlery to be placed in box and sealed.
- Food tray and cutlery box to be left outside classroom.
- Kitchen staff to collect used equipment and return to kitchen for washing.

SM3. Devon Norse/ Churchills- summer measures, what exactly are these? How do we know these will be carried out?

DW - School has a water flushing system in place for every holiday undertaken by the caretaker. Churchills visit throughout the holiday to maintain the water systems. This has not changed and is as every holiday. This is then checked in our annual water inspection audit as per 25th June 2020, monitored by the Health and Safety Audit as December 2019 and reported to the Resources Committee and FGB each year – see minutes

SM4. Delivery of supplies to front office will be left for 48hrs- shouldn't this be 72 hours as the length of time Covid lives on surfaces?

DW - Covid 19 Government Advice – updated 15th July 2020 states that 'The infection risk from a COVID-19 contaminated environment decreases over time. It is not yet clear at what point there is no risk from the virus, however, studies suggest that, in non-healthcare settings, the risk of residual infectious virus is likely to be significantly reduced after 48 hours.' 72 hours is the timeframe given in the guidance for contaminated waste and this process has been set up in the 'dirty' area.

SM5. Devon Norse Cleaning Information Pack- has a Governor/ Committee has sight of this?

DW - Yes- Julia Slade.

JS added that she had reviewed the following documents on cleaning from Devon Norse:

Covid-19 Risk Assessment
Cleaning Risk Assessment
PPE or Contaminated waste record
H&S – Keeping schools safe document Covid 19 Update
Invincible Label

SM6. Hygiene measures/ Sanitiser for those pupils using school transport/ buses/ taxi

DW - All children will wash their hands as per before lockdown regardless of how they are getting home from school. DCC guidance is that transport arrangements will return to normal from September.

SM7. The Trim Trail to remain out of bounds due to contact surfaces- can you confirm that the Trim Trail is and will be out of bounds for all children at all times and that supervision of all outside play/activities will happen?

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DW - The majority of the Trim Trail is currently out of bounds (due to damaged kick plates) although the Class 4 bubble did use a couple of pieces towards the end of term once school returns and classes will be supervised whilst out to play by teaching unit staff. Staff information pack 17th July. There is hazard tape around the trail to prevent use for both the school children and the local community who have also been advised by existing local communication routes and whatsapp groups.

SM8. Modification to the Curriculum, Action Plans, SDP2020-what does this mean/ look like, will T&L be involved with this? The FGB will need to be assured from an Ofsted perspective we are meeting the needs of all pupils.

DW – Already discussed and reported above under AD8/B.

SM9. Ventrus RA- has a Governor/ Committee had sight of these? It's a new catering company and the FGB need to be assured all correct process and measures are in place.

DW - Yes – Julia Slade. It's a new catering company and the FGB need to be assured all correct process and measures are in place.

JS had reviewed the following documents from Ventrus, the new caterers and reported that they were very thorough and detailed:

- Covid 19 Kitchen Safety Risk Assessment
- Additional Protocols for Protection transmission
- Food Collection Risk Assessment
- Poster - Covid-19 Maximum No. per room
- Poster – How to Hand Rub
- Poster – How to Hand Wash
- Poster – Please wash your hands
- Poster – No entry to Kitchen – staff only

SM asked if there were any other questions or concerns from the governors

CH advised that she had attended a Babcock webinar and they were keen that governors support the school staff in the best way possible and address any mental health and wellbeing concerns.

JS asked if the lease for the school field had been paid. SM agreed to liaise with Ian Hyde to resolve the issue.

DW proposed the RA100 V2 Risk Assessment be submitted to the local authority. It was agreed by all governors that the RA100 V2 be submitted in the next few days and amended and resubmitted if more information, such as addressing the Headteacher covering PPA time across 3 classes, becomes available

The meeting ended at 8:30 p.m.

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