

Bolham Community Primary School Governing Body

Full Governing Body Minutes 21st May 2020

Full Governing Body Minutes				
Date/Time	21 st May 2020 @ 19:00	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
Pam Chapman	PCh	Unable to Video Conference		

In Attendance	Initials	Reason
Bruce Benton	BB	Clerk

Minutes to
All Governors

Ref	Minute, Action or Decision	Owner
1	Apologies PCh had sent apologies as she was unable to use a video conferencing facility. The meeting incorporated three 40-minute sessions. AD was not present for the first session as attending a funeral. PC was not present for the final session due to technical issues.	
2	Declaration of Business Interests No interests were declared.	
3	Purpose of the meeting - The Governing Body to decide if it is safe to open Bolham School on June 1 st for EYFS and Years 1 and 6 SM advised that it is a legal responsibility for the Governing Body to make the decision that the school is ready to re-open from June 1 st , ensuring the school is a safe environment as possible for staff, pupils, visitors and contractors. The advice from central government is that primary schools should open for EYFS, Year 1 and Year 6 pupils along with key worker and vulnerable children. DCC are following government advice and are in favour of the re-opening. The Government are making a final decision on the 28 th May. DW had issued a RA100 (Return to School Risk Assessment) ahead of the meeting and this would be discussed ahead of making the decision.	

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	If the decision is to not open the school, then the reasons why, with evidence, would have to be fed back to the Local Authority (LA) and Government.	
4	<p>Covid-19 – Checklist</p> <p>DW explained that the Covid-19 Checklist for Schools is a live document and was used to complete the RA100.</p> <p>DW added that the headteachers in the TCLP (Tiverton Community Learning Partnership) had communicated weekly and the concerns were passed to the LA. The responses from the LA were being circulated by the Head of Tiverton High School.</p> <p>There was a view that Year 6 should return to school first, ahead of the younger children as they would be more likely to follow social distancing, however, the guidance from government does not allow this.</p> <p>DW had spoken with all teaching staff, including those belonging to trade unions, and all staff had agreed to be involved in the re-opening planning process.</p> <p>DW had surveyed parents to identify how many of the children intend to return to school.</p>	
5	<p>RA100 Presentation</p> <p>DW highlighted areas of the RA100 that governors had been asked to read ahead of the meeting.</p> <ul style="list-style-type: none"> • All staff are available. • Plan is to open for EYFS children with Mrs Worthington on Monday 1st June based in class 1. 5 of the 16 children are expected to come to school. If more children return, extra accommodation is available in a partitioned area of the main hall with Miss Cotter. • Plan to open for Year1 pupils with JH on Thursday 4th June based in class 2. 7 of the 18 children are expected to return. Additional accommodation is available in the partitioned main hall. • Plan to open for Year 6 pupils with Mr Dickinson on Tuesday 9th June in class 4. 8 of the 14 children (possibly rising to 11) are expected to return with space in the corridor to expand into if needed. • Outside spaces would also be available for each group. • Key worker and vulnerable children would continue as present with Mr Botham in class 3. • The children, staff and support would stay together at all times. • Staggered drop off and pick up times would be introduced. • Designated areas for parents for social distancing would be clearly marked. • Site clearing, grass-cutting and playground marking was taking place ahead of half-term. • Water management activities (Chlorination and water system reboot was scheduled ahead of re-opening at a cost of £400). • Devon Norse would undertake a deep clean of the school. • Staff had been on site to organise the school making it as minimalistic as possible to ensure efficient cleaning of surfaces and areas by removing unnecessary furniture, equipment etc and taping off the communal areas (cloakroom, library and the photocopier). • Each pupil will be allocated a named desk and chair. 	

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	<ul style="list-style-type: none"> Each class has a checklist of what is in place e.g. PPE equipment. The staff room will only be available to Class 2 staff so a kettle (that must be unplugged and empty when not in use) would be available in each class. The health and wellbeing of staff will be monitored as they will be spending a huge amount of time with the children. 1 child is expected to utilise school-transport and this is being confirmed with the parent. There is no requirement to provide home schooling work for children not returning to school after re-opening as the teachers will be busy in school. Amendments had been made to the Fire Risk Assessment, Water Management procedures and RA22 policy. A governor needs to be nominated as the Covid-19 governor. Staff (except 1) have had a full briefing and been issued with an information pack. <p>DW ended by asking the governors to make a decision on re-opening based on the information available.</p>	<p>DW</p> <p>SM</p>
6	<p>Q & A</p> <p>SM thanked DW for her comprehensive update and detailed RA100. SM advised that governors had contacted DW directly with questions recently and asked for these to be captured.</p> <p>SM asked JH to convey the thoughts and concerns of the staff. JH stated that she had emailed all staff and the majority had replied. JH commented that the staff appreciated the hard work done by DW in producing the Staff Information Pack, being well organised and keeping everyone updated with weekly meetings.</p> <p>Key thoughts, concerns and considerations were:</p> <ul style="list-style-type: none"> Timing – 1st June is too early with the impact of moving to the government Phase 3 not yet available. Social distancing – cannot guarantee keeping to the recommended distance. The desks are set up for distancing but walking between desks compromises the guidance. Risk of contracting the virus – There is no scientific evidence that children are less likely to contract the virus, so the risk is the same whether dealing with adults or children. Sequence of year groups returning to school – Why aren't the older children returning first as they understand social distancing? Staff time – How will staff have time to plan lessons, look after a class full time and also provide information for home learning? <p>AD joined the meeting</p> <ul style="list-style-type: none"> Clear communication is important. Creation of a positive environment is vital. Lack of communication from the governors – parents expect a united front from staff and governors. SM apologised for this as he normally communicates with staff at important times especially at Christmas and end of the school year. DW added that governors had been in regular contact with her offering advice and help and maybe this had not been communicated to the staff. 	<p>BB</p>

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	<ul style="list-style-type: none"> Does the school to have the capacity to follow the guidance when all children return to school? – DW advised that this was already recognised and would be addressed at a later date. <p>JH added that whilst the situation is not ideal the staff would be available to work as required.</p> <p>DW advised that communication with parents was important and she was producing a Parent Pack similar to the format and contents of the pack provided for the staff. The information being drawn from the guidance available and tailored to Bolham School.</p> <p>SM invited governors to ask questions and concerns ahead of making a decision. The following points were raised and discussed:</p> <ul style="list-style-type: none"> Is there enough PPE available? –PPE (Masks, Aprons and Gloves) are available in each class pack. 4 full face masks are on order. The media are showing teachers wearing masks so should EYFS & Year 1 teachers wear masks? – The guidance does not insist on masks unless there is an incident or risk, however, staff will be allowed to wear a mask if they wish. How will the school provide quality education when some children are in school and others are at home? – DW explained that it is difficult as the school does not have to follow the requirements of the national curriculum. Staff having the time to provide all that is needed is at a premium. For example, Mr Botham is teaching the key worker and vulnerable children at the moment and providing home learning lessons for year 3. Staff will be preparing 2 weeks of home learning lessons ahead of half term to get ahead of the game. The school will end at 1pm each Friday, after a hot meal for those in school, to provide staff time for lesson planning the following week and to allow for a deep clean to take place. Other schools have already informed parents that they will not provide lessons for those not returning to school and they should utilise what is available from the internet. All staff will endeavour to do their best. 4 sets of children will be accessing the same toilet facilities which is a prime hot-spot for possible contagion – DW admitted this was a major pinch point and had discussed with the cleaner who will provide a toilet clean at lunchtime on most days. The situation will be closely monitored. Hiring of portable toilets is an option as incorporated in the Emergency Management Plan. Staff will be responsible for ensuring the staff toilet is cleaned after use. What is the backup plan if a teacher is unavailable? – DW advised that T.A's would take over under guidance from the teacher or other support introduced. If the staff need cannot be fulfilled, then the class/school will be closed down. Ancillary staff for Sports, Music etc lessons will not be in school. The office is too small for more than one member of staff, so Amy Green is working from home until further notice. What guidance is in place if a child contracts Covid-19? – Public England advice will be followed, so the child in question will self-isolate for 14 days and the remaining children and staff will self-isolate for 7 days if not unwell. This information will be included 	<p>DW</p>
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	<p>in the Parent Pack. A draft of the pack will be sent to governors ahead of distribution to parents. DW added that it is a legal requirement to be as stringent as possible and ensure all reasonable measures are in place.</p> <ul style="list-style-type: none"> • What is the medical professional opinion of SM? – The governing body as a whole must base the decision on the guidance and best advice available. • What is the view from other schools in the area? – The staff have similar concerns as raised earlier, however, the numbers and settings in schools differ and each school should address their own requirements. • Will the younger pupils handle the regimented routines and having to sit at their desk all day? – The teachers will use their skills to ensure the activities at the desks will keep the children entertained and they will have the option of breakaway groups and use of outside space. • How will use of facilities be controlled? – Staggered school arrival and departure times will be introduced along with reduced time for lunch with timetabled toilet and hand washing breaks. • Will children's temperature be taken when arriving at school? – This is not allowed. • Will the children be advised to wear their school uniform? – It was thought that it would be preferable to let children wear their own clothes so parents could wash them daily if they want to. • What is the legal position if a child contracts Covid-19 in school? As long as all reasonable measures have been taken and the risk assessment undertaken then any case would only be progressed if negligence is proven. • What happens if, following the guidance, the capacity was exceeded? – The decision will be revisited. The guidance for young children is to keep as far apart as possible and not adhere to the strict 2 metre distancing. • Can the proposed staggered re-opening schedule be revised? – An alternative schedule of one-year group by week was proposed and will be part of the governor's decision process. All schools have different re-opening models. • Can the re-opening date be delayed by a week? – No • When does a decision need to be made? – As soon as possible, especially for the parents who plan to return to work. • Are the staff frightened about the re-opening? – No, as not seen as high risk of contracting the virus. • Do any of the staff have any concerns if they live with a vulnerable person? – An assessment undertaken a month ago identified two members of staff with a vulnerable person living in the same home and the assessment will be reviewed. DW advised that she is shielding an older relative and has stepped back from being a paediatric first aider and performing PPA cover, however, the family decision is to continue working. 	DW/SM
7	<p>Agree Proposal for possible re-opening arrangements The governors are asked to vote on the following</p>	

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	<p>1) Based on all the advice and guidance, are you willing to re-open Bolham School for EYFS, Year 1 and Year 6 from the 1st June?</p> <p>2) If the answer to the above is Yes, which of the two proposed opening schedules to you prefer?</p> <p>a) EYFS – June 1st, Year 1 - June 4th, Year 6 – June 9th</p> <p>OR</p> <p>b) EYFS – June 1st, Year 1 - June 8th, Year 6 – June 15th</p> <p>The responses to be emailed to both SM & DW by 12 noon on 22nd May 2020. The decisions will be based on a majority verdict. In the case of a tie, SM will have the casting vote.</p>	
8	<p>Date of follow up Meeting – Not planned</p> <p>The meeting closed at 21:00.</p>	

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