

KINGSKERSWELL C OF E PRIMARY SCHOOL
MINUTES OF FULL GOVERNING BOARD MEETING ON 21st MAY 2020
(VIRTUAL VIA ZOOM)

Name		Attended	Apologies received	Apologies sanctioned
Sue Bailey	SB	Yes		
Cath Collett	CC	Yes		
Segil Zulhayir	SZ	Yes		
Rachel Miller	RM	Yes		
Paul Palmer	PP	Yes		
Laura Twamley	LT	Yes		
Alec Stokes	AS	No		
Amy Vine	AV	Yes		
Sarah McDonald	SMD	Yes		
Sam Vine	SV	Yes		
Clare Klipa Gavanski	CKG	No	Yes	
In Attendance				
Melissa Trudgill	MT	Yes		
Sophie Moore SM		Yes		
Karen Strachen	KS	Yes		
Dan Yiend	DY	Yes		
Dale Sanders	DS	Yes		

Please note that the meeting was recorded for the purpose of the minutes and then deleted.

	NOTES TAKEN
	Apologies: SZ welcomed all to the meeting. Apologies received from Clare Klipa Gavanski.
	Business Interests: No declarations made.
	<p>RM began the meeting and referred to the Plan A proposed last week, but advised that following updated government guidelines, Plan A could not be adopted. KS has undertaken risk assessments with individual members of staff to find out who would be able to come in – the result was 8 teachers and 18 TAs (some of whom are part time). This means that Plan A - of having 6 in a group is not possible; there are not enough staff to carry this out and there would be no way of growing the provision as time goes on.</p> <p>The following points were made:</p> <ul style="list-style-type: none"> Following communication with parents, RM has looked at the worse-case scenario in terms of numbers i.e. 3 groups of 14 in Reception and 4 groups of 14 in Year 1 with 2 adults in a pod. Consideration has been given for certain situations e.g. if there were siblings crossing 2 bubbles, it is doubling the risk for the household so when final numbers are obtained, siblings would be placed in same pods and there may be staggered start and end times; this would minimise the number of adults coming up to school to drop off children. RM has started a list of frequently asked questions posed by parents e.g. What is the provision going to look like? RM aims to finish this today. Both the behavior and safeguarding policies will need appendices adding and Sophy is consulting with the 0-25 team at DCC around what school provision looks like for some of the children especially those with additional needs. Guidance says that a classroom needs to have doors and windows open for ventilation so some children with SEN, who are prone to running and who normally have the doors secured, may put the other children at heightened risk of infection, if this is continued as previously. We will have to make a stand at some point over the safety of the majority over the rights of the individual and Sophy is awaiting advice on this. Suggestion from LA re behavior policy –

KINGSKERSWELL C OF E PRIMARY SCHOOL

MINUTES OF FULL GOVERNING BOARD MEETING ON 21st MAY 2020

(VIRTUAL VIA ZOOM)

either do not have those children in who will struggle with these arrangements or exclude them if they step over the line as we will not have spare staff to sit with these children nor is it possible to have additional staff going in and out of different pods. Initially it will look quite a sterile environment.

- The LA have released an updated document, which has been pre-populated with information. It is not the finished product and as leaders and governors, we still need to adapt it to suit our school. RM had sent it to SZ and asked if he would like her to distribute more widely. SZ agreed. She has been answering some of the areas to be considered, but each answer generates another 4-5 questions so there is a lot of work to be done. RM has realised that the re-opening of School is a much more involved piece of work with many considerations to be addressed.
- RM is proposing NOT to go for the proposed date of 1st June, but is aiming to continue with the 2 week half term holiday as scheduled and go for the earliest 8h June as a) people need a break and b) RM and her team need a week to prepare the School re taping floors and moving furniture etc. As employers we have a duty to ensure that adults are 2m apart which means moving the furniture in the staff room and having a staff room rota in place. KS, DY, DS and RM will spend the second week in school going through the risk assessments and ensuring that all will be as safe as possible. AV has arranged for some plumbers to come in during this period to quote for installing hand washing troughs in the playground.
- KS mentioned that one of the key worker children had developed a new persistent cough so the guidelines were followed and she/he was isolated in a ventilated room until they were collected. The family has to be tested and the children can only return to school when the test comes as negative. If it comes back as positive they will need to stay away from School for 14 days and then be re tested. RM added that there were delays in getting a result back quickly as the infrastructure is not working effectively. SB commented that she had been tested twice so far and that Torbay Hospital had processed the test much more quickly in 48 hours. RM suspected that some parents may disagree with the self-isolation recommendation. **Q SB suggested that there should be a Home School Contract signed by parents as a condition of their child returning to school, which states that there must be someone available to collect them if a child displays symptoms.**
- **KS voiced concerns about the key worker children not being in School in that second week and SZ agreed.** 2 weeks was what everyone had been planning for and the only issue is that it does not tie in with 1st June and the government are asking for schools to stay open for key worker/vulnerable groups throughout half term holiday. SMcD raised that the guidelines only specified from the 1st June and KS agreed that many schools are not open until 8th to 15th. **Q SZ asked where we stand with this?** Dawn Stabb's stance has changed from pushing for an early opening date and before it may be wise. She is now handing it back to schools to make their own individual decisions. RM suggested that the key worker/vulnerable group offer could be covered by ensuring throughout the holidays the School keeps is in regular contact with the vulnerable groups through daily phone contact. The majority of the key worker families have indicated that they will not require school during half term holiday as they had made provision to cover childcare as this had been the original plans. DS reminded the meeting that the DfE guidance was to keep to the original terms schedule. He also added that the key worker children made up most of the number for this group and these were the ones who had indicated they would not need a place in School over half term. KS could go back to calling every day and they have been used to this in the past. She has not been doing it whilst they have been in school.
- The staff have been working hard throughout this period and they are anxious that they need to keep working but it would be beneficial that they have permission to have a proper break. Training can be undertaken in the second week as well.
- **Q SMcD asked about the key worker groups which had been in the hall – would this continue when the school re-opened?** DS is having a look at 4 classrooms which have their own fire exits and direct access onto separate areas in the playground and also access to one toilet block. The key worker group will be split into two rooms and this will make toilet visits etc. easier to manage; they would have access to the outside space at all times and be away from the other groups. Then he would not need a member of staff to man the toilets. It would keep all groups very separate and packed lunches would be delivered to those classrooms and there would be very little movement outside of this. Another classroom would act as an isolation room and children can be picked up from an outside door. DS thinks

KINGSKERSWELL C OF E PRIMARY SCHOOL

MINUTES OF FULL GOVERNING BOARD MEETING ON 21st MAY 2020

(VIRTUAL VIA ZOOM)

this is the most sensible starting point and then look at other classrooms when the provision has to be grown.

- **Q LT asked what guidance need to be removed from the walls etc.?** DS answered that all the clutter needs to come out but this can be stored in an unused, locked classroom and see how it evolves. DS said many of the resources will need to be removed and replaced with a set of new pencils, laptops that just stay in there. KS suggested that the children can have their own bag with name on it. DS said there will be a designated space in that classroom to try and ensure that the same equipment will be used by the one child. DS said this plan would limit the need for walkie talkies etc. RM added that an appendix of the Acceptable Use and Safeguarding Policy would have to include teachers having access to a mobile phone in the pod within bag, for this current period. RM will be in one of these groups so might be able to manage communication between groups. If we need to grow the provision, communication protocol will need to be reviewed to manage movement around the school
- **Q SV asked whether this plan with the 4 designated spaces was for the 3 reception groups and existing 1 key worker group?** DS responded that there are 30 in the key worker group and a decision will need to be made as currently the reception interest is quite small so it may work dividing numbers between 3 key worker groups and 1 reception group. If the reception numbers went up slightly they might take 3 reception children out of the key worker group and put in a reception group so then there would be 2 groups for each.
- KS a date needs to be decided on when parents will have to let the School know whether they want their children to come in, as she has concerns that children may arrive without notice or planning. RM confirmed that she had added this to her frequently asked questions list e.g. 'can I change my mind later' RM has answered 'Yes but because of the impact on the risk assessment and ratio, there may be a delay in offering you a place.' SMcD suggested that the letter should insist on a YES/NO response so parents have to make a choice either way. Some key worker children do not want to come in full time but these children will need a space and need allocation to a certain pod
- **Q RM asked Governors to consider that we still have an obligation to give staff training and a lead-in time and asked what week day regime they thought might be best i.e. partial closing on a Wednesday or a Friday?** KS said some schools have decided on Friday afternoon off so PPA can be carried out others are closing on a Wednesday to have a deep clean. New guidelines say you cannot do a split two day with two groups.
- **Q CC asked if KS has rung the parents?** KS said she will call parents who had not responded to RM's letter (when it was sent) with a definitive decision and date, as plans are still subject to change.
- **Q PP asked whether RM was waiting until he announcement of 28th?** DS that they could not afford to wait until this date and that plans need to be progressed re allocate staff to groups etc. RM said that working through the plans had been time-consuming but useful.
- **Q PP asked when would it be likely that Year 1 might start?** RM will see how the plans for Reception go first and then it will be reviewed but she wants Year 1 in as soon as possible.
- **Q SV asked whether Year 6 would get in this year and if not, whether this should this be communicated to parents?** RM said that this would be unlikely because of the number of staff but it would depend on changing guidelines and the amount staff. DS added that we have to be careful e.g. if we only get 15 reception children but then views change, and parents are reassured by the School provision and the national situation and their numbers increase but then we have started taking in Year 1, we would have to prioritise the reception children and have to offer these places first so there will be review dates. This will have implications on further years.
- DY commented that many parents are waiting to make their decision., depending on how things progress both with the school and nationally e.g. waiting for the for the track and trace to be started. RM believes that the numbers returning will increase and when more people have their furloughed status stopped and have to return to work.
- RM raised that unions have advised not to look ahead to September. There has been a Cambridge university announcement for online learning for the whole of next year but SV explained this was for lectures and all agreed that large gatherings would be postponed e.g. collective worship/assemblies in School might be affected.
- DY spoke about progress made with setting up the online learning platform – google classrooms all

KINGSKERSWELL C OF E PRIMARY SCHOOL

MINUTES OF FULL GOVERNING BOARD MEETING ON 21st MAY 2020

(VIRTUAL VIA ZOOM)

children and teachers have passwords and log ins. He and AV have worked out how to get google forms to get permission for the whole school to use the new platform. He is hoping that teachers will be able to explore this provision during the half term holiday and he aims to get it up and running for July. He expressed concern that there was not sufficient hardware to deliver the system and he had got a quote for additional laptops/iPads. Each child will need to have some kind of technology in front of them on their desk. DY will look into different cost options and KS asked about the leasing options but it DY believes this works out more expensive.

- KS commented that the teachers undertaking the home learning will change and be taken on by those who are not in school. She thinks roles will have to be one thing or another but she would struggle if the class teacher was also taking it on home learning as well as herself. RM confirmed that she would be reminding parents that although their child's teacher might be in school, they might not be allocated to them and the child at home may be having contact with a different member of staff.
- **Q PP asked if there was additional capital funding?** RM confirmed that they had been notified of being able to make a claim for additional expenditure relating to covid to central government. KS said half of the computer hardware costs might be covered from the savings made on having less supply costs and AV pointed out there was capital funding left over.
- **Q RM will draft a letter and then send to SLT/SZ and asked what are the feelings of closing on a wed or a Friday?** KS supported the idea of closing at midday on a Friday for the necessary cleaning to be undertaken and the PPA. Provided lunches for Reception and Year 1 could be taken with them on this day.

DECISION: FGB supported the idea of closing the school at midday on a Friday for the necessary cleaning and PPA to be carried out.

- **Q PP asked whether the letter could set out clear expectations of the dropping off and collecting procedures to prepare both children and parents.** The frequently asked question list will also address these issues.
- **Q KS asked form a union point of view whether the staggering starts will cause differences in working times between different pods and affect staff working hours?** This may not impact at the moment due to the numbers but if there were staggering involved close scrutiny will need to be looked at compared to the usual contract times and be mindful of it.
- RM has had lots of feedback from staff being appreciative of the leadership and governors and that they feel fortunate to work within such a team.
- RM will send out the re-opening date by the end of next Wednesday. It was asked whether parents will have to say yes now if they want a place on the 8th. If they change their mind and notify the school at a later date, there will no guarantees that there will be a place available and when it will commence. There will be tricky situations to analyse and RM said we will have to be careful that we do not put a provision in place which we have to back out of at a later date and have to reduce the offer.
- **Q CC asked if governors could be copied in to parents?** AV agree to do this but reminded this information will also be on the website.
- SV said it sounds like Year 1 may be going back at the earliest on 15th June and he suggested giving the Year 1 parents notification of an estimated date, as this might reduce the influx of parents needing a place, due to them being able to organise their work schedules. SV said we also need to include the other year groups with regular communication. The FGB also asked RM to explain all the positives that were happening and that there might be different teachers undertaking the home learning. DS confirmed that it would only be Year 2 and Year 4 who will have the disruption to the home learning as these teachers will be coming into school.
- KS reminded the meeting that staff are still doing reports for the children and she has been sorting out what classes will look like for next year so parents will still be getting all the information for September as well. Regular communication was agreed as being positive. Zoom meetings between children and their new teacher can be set up for the end of June.
- RM raised the issue that SZ will be finishing as Chair and Governor at the end of this academic year. Due to his commitment with additional work he cannot extend it any further (after several extensions already). SV said he could not consider it due to work commitments and suggested a shared model going forward. RM agreed that this had worked well in the past. DS said there should not be an interim

KINGSKERSWELL C OF E PRIMARY SCHOOL

MINUTES OF FULL GOVERNING BOARD MEETING ON 21st MAY 2020

(VIRTUAL VIA ZOOM)

	<p>period and a Chair should be nominated before the end of this academic year.</p> <ul style="list-style-type: none">• SB offered to come in and fit test for any of the staff for the FFP3 masks. RM said that would be very useful as they have been told they have to use them if someone is showing symptoms, although the guidance on this is confusing. SB said they are not allowed to be used, unless they have been fit tested first and you get a certificate.• Sophy Moore (SENCO) added that it had been confusing re the risk assessments and the EHCP children, when the risk assessments for the whole school aimed at keeping children and staff safe, contravenes with the risk assessment for certain children. She is waiting to hear back from the 0-25 Team. The offer has been there for those children since the Covid crisis started as some are considered safer at school rather than at home (although she does not believe this is the case for KW). Parents of the children with EHCPs know that the provision does not have to be fulfilled exactly during this time.• LT gave feedback from the teachers who voiced they were appreciative of being kept in the loop by the FGB and that they feel they are included. LT has been in touch with Rev Wilkie and Rev Ruth and their message has been not to feel isolated as we are part of one community and parish. Q SMcD asked if the local church was doing any virtual zoom meetings and virtual collective worship? LT thought this was likely and will work at keeping the channels between the School and Church open.• Q SZ asked if the letter could clarify the closure of the 2 weeks with the rationale behind the second week's closure and how the key workers/vulnerable children groups were being covered during this time. No-one will be coming in the second week but they will be contacted by telephone daily. <p>DECISION – to close for the 2 week half term holiday as planned. The second week will be used to prepare the school for reopening. There will be no children in during this time and the vulnerable children (of which there are few) will have daily telephone contact from staff</p>
	Next Meeting: Thursday 4 June at 11am

THESE MINUTES ARE AGREED BY THOSE PRESENT AS BEING A TRUE RECORD.

SIGNED: DATE: