

THE GOVERNING BODY OF FLOCKTON CE (C) FIRST SCHOOL

Minutes of the meeting of the Governing Body held at 6.30 pm at the School on Monday, 4th June 2020

PRESENT

Mrs H Boyle (chair), Mrs E Bulmer, Mr R Michael, Mrs S Rawling, Mrs J Metcalfe, Mrs E Hirst, Mrs L Burnett, Rev V Keating

In Attendance

Mrs A Sahota (Minute Clerk)
Mrs S Latham (Associate Member)
Mrs K Rowlands (Designate)

Item	Minutes	Action
2901. GOVERNORS CONSENT TO RECORDING THE MEETING	All governors present gave their consent to the meeting being recorded for the purpose of this recording being transcribed into minutes of the meeting and the recording deleted after the approval of the minutes.	
2902. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST	There were no apologies for absence or declarations of interest	
2903. RE-OPENING OF THE SCHOOL.	<p>The chair explained that the purpose of this meeting was to provide an update on the current situation in school and provide an overview of the plans in place for the wider re-opening of the School. Before handing over to Mrs Bulmer, to talk governors through these plans, she thanked her and the staff for all the hard work involved in pulling the risk assessment documentation together.</p> <p>Mrs Bulmer highlighted that drafting the Risk Assessment was very much a team effort involving Mrs Hirst and Mrs Latham then all teachers were also given an opportunity to read the risk assessment and provide any input. The following overview was provided:</p> <ul style="list-style-type: none">• On Monday 8th June, the school would be re-open to the 12 pupils of Key worker families.• These pupils would be split between Sycamore class and Elder Class and would form a Key Worker	

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	<p>“Bubble”</p> <ul style="list-style-type: none"> • Sycamore class would be made up of predominantly of a sibling groups (they would not have to exercise the 2m distancing rule, siblings would be able to sit together) and this group would be managed by Mrs Hirst. if anyone developed any symptoms this bubble would go home and self-isolate for 14 days and if necessary, obtain a test. • Lunch times and playtimes would be staggered – each bubble would come into the hall for lunch at separate times and the tables cleaned in between each sitting • Playing out would look different, this would be more structured and playleader lead - ETA's had devised some social distancing games • From the 15th June 2020 the school would re-open for Reception and YR1 pupils. Due to the numbers returning and the staff involved with these groups it was agreed to welcome back a mixed group from Mondays and Tuesdays, which would be made up of one YR1 pupil. The following week, (22nd June) this pupil would be joined by the 3 reception children. This “bubble “would be managed by Mrs Bulmer • Cover arrangements in terms of SLT and DSL's was in place in the event that either bubble became infected which met all safeguarding requirements. • There were 2 first aiders allocated across each bubble • Consideration had been given to members of staff that were BME and placed accordingly where there was least risk • Each group had PPE – in the event of first aid being required by a pupil – any minor grazes staff would try and allow pupils to be independent and treat themselves by cleaning the graze and applying a plaster. More serious incidents would be managed by staff who were equipped to get closer to the pupils. Staff had received training earlier this week on Donning and Doffing of PPE to avoid any cross contamination. Mrs Hirst would prepare an information sheet for staff to help. • Tables in each classroom had been set up 2m apart (only 8 tables) and with a one-way system created. Staff had created a walkway for easy movement for pupils and also taped off a safe area for themselves – Mr Michael had been into school to check this. • Drop off and pick up times would be staggered, 15 minutes apart and 2m distancing spots placed on the driveway. KS1 would go home first at 3.00pm, followed by the Key worker groups at 3.15pm and 3.30pm to reduce risk of large numbers due to the narrow driveway. The playgroup and the resident had been advised of this arrangement. • The Risk Assessment was sent to Sean Westerby at Emergency Planning and feedback received advising the school to get in touch with the Unions and include the contact details for Infection & Prevention Control; both actions were taken. • The risk assessment was sent to the 3 unions (NEU, NAS and Unison) • The school was on track to opening and looking forward to welcoming pupils back on Monday 	

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	<p>RESOLVED: That the governors approve the Risk Assessment for the school and are happy with all procedures put in place for the school to re-open again safely for all staff and pupils.</p>	
<p>2904. POLICY REVIEW</p>	<p>It was reported that Mrs Bulmer had drafted some appendices to existing school polices. Mrs Boyle apologised for the lateness in circulating these and felt it was therefore best to go through each this evening. It was highlighted that rather than change existing policies (and then review again post Covid) each addendum had been pulled together in one document and this was discussed as follows:</p> <p><u>HEALTH & SAFETY – FIRE EVACUATIONS – SOCIAL DISTANCES AND BUILDINGS AS MAPPED OUT ON RISK CHECKLIST DOCUMENT</u></p> <p>In the event of a fire, pupils safeguarding, and safety would remain the priority. The School would continue follow the school procedures for fire & fire evacuation as set out in the Health & Safety Policy. Once outside the building where appropriate children would be asked to social distance following Government guidelines on social distancing recommendations (currently 2m).</p> <p><u>SAFEGUARDING</u></p> <p>Safeguarding amendment had been provided by the LA and agreed by Governors April 2020.</p> <p><u>INFECTION CONTROL</u></p> <p>Where there was a confirmed outbreak of COVID-19, the school would follow advice from the Government and Local Authority.</p> <p><u>FIRST AID POLICY</u></p> <p>This would now include guidance around PPE.</p> <p>Where staff were administering first aid to pupils or when at risk of splashed with fluids or coughing staff must wear PPE provided by school. The PPE consists of face mask, visor, gloves and apron. First aiders must only wear PPE provided by school. Disposables must be double bagged and thrown in the outside bins. Visors were to be disinfected after use. First aiders must ensure that they disinfect the area before removing PPE. Staff would follow the advice given to put on & remove PPE as advised by Kirklees Infection, Prevention Control department.</p>	

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	<p>First aiders must ensure strict handwashing and hygiene after administering first aid.</p> <p><u>BEHAVIOUR POLICY</u></p> <p>The areas covered within this addendum were summarised as follows:</p> <ul style="list-style-type: none"> • Staff behaviour and their wellbeing • Pupil conduct and the behaviours they would have to adhere to in school eg: do not bring resources into school, not a requirement to wear uniform – important to come in clean clothing everyday • Parent conduct and Wellbeing – home schooling would continue, and guidance had been provided to those families returning to school • Online Safe Behaviour at Home – The school’s current acceptable use policy and E safety policy was still in place. Although this could not be monitored at home these rules still applied. Mrs Delany had requested permission to hold live lessons – discussions had been held on how these could be managed and reference made to this in the addendum <i>“If staff are interacting with children in any ‘live’ lessons – this should be recorded and the member of staff is responsible for ending the meeting for all users.</i> Rules would be sent out to parents next week • Arrivals, Departures and Moving round the school – if a child were late, they could not just turn up at school the parent would need to telephone the school advise of arrival time. • Guidance around handwashing and hygiene • Social distancing • Rules around use of the toilet • This addendum document would be sent out to parents for information, this would run along side the home school agreement which was already in place <p>Q: Is there a policy around visitors to the school?</p> <p>A: If a parent they would need to communicate via email or telephone. We have received a schedule from Asset Management and have no work planned until the summer therefore there should be no visitors scheduled to be in school. Any other visitors that where necessary will be organised afterschool</p> <p>RESOLVED: That the above addendums to the existing school policies be approved by the governing body.</p> <p>Mr Michael advised governors that he had carried out a H& S visit in school today and seen just how much work had been put into preparing the school for re-opening. The School looked and felt different and staff had done an amazing job and as much as they could to ensure the safety of pupils when they returned</p>	

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2905. GOVERNOR Q&A	<p>Q: If someone is diagnosed as Covid positive and taken to the hall as per the policy, what arrangements are there for lunchtime if this happens in the morning, bearing in mind that the hall would need a deep clean?</p> <p>A: The first instance would be outside, our back up plan in case of bad weather is the hall. The reason we have picked the hall as this is the only room, we have spare that has the space for a child to sit and in this instance, we would have to serve meals in a classroom. If the child has not entered the school, they would be sent straight home with the parent.</p> <p>Q: Does this apply for staff too?</p> <p>A: Yes</p> <p>Q: Has school received the hand gel that was ordered?</p> <p>A: We have our backup supply of hand gel. Sonia has ordered some, but this has not arrived. We have hand gel in every classroom and have spare which will keep us going until the end of summer.</p> <p>Q: Has Sycamore class window been repaired so it can be opened?</p> <p>A: A temporary solution, John has made some adjustments which will enable the window to be opened fully however this will need to be opened and closed by him daily.</p> <p>Q: How are staff generally feeling about going back, is there anything we can do to make them feel more safe /supportive?</p> <p>A: We have a mixture of staff feelings. Some staff are quite anxious about coming back. We have put in place a few things eg: we have carefully planned where staff have been placed and when looking at the groups we have considered their needs also we buy into the Care First wellbeing package and staff can access any support if needed. I have also spoken to staff individually and also advised if there is anything, they are worried about to discuss this with me. I have kept staff involved in the planning towards re-opening school despite the guidance they have received from their unions. I feel all staff have accepted the re-opening of the school.</p> <p>Q: Are we expecting many vulnerable children back in school and how will vulnerable children be monitored if they choose not to take up their school place?</p> <p>A: We have 3 pupils who would be classed (by the school) as vulnerable. At the moment those families are managing with their child being at home. Should this situation change this would impact on the Key Worker /vulnerable group (Apple Group). If the Key worker group grows bigger the Reception/YR 1 group would have to closed so that we can spread over the school. The</p>	

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	<p>priority places would always go to the Key Workers and Vulnerable pupils. With regards the monitoring and communication, at the beginning we were visiting these families, and this is something we will pick up on again having staff in school will help me make the phone calls. Pupil premium pupils will continue to be monitored, via email, by the Home Learning Team (made up of shielding staff). If any of these pupils need further support, we will bring them into school and YR1 group will have to close. We have spoken to the Mother of the EHCP pupil who is keen for him to return to school. We are working closely with the child's 1:1 Key worker and looking at how we can re-integrate the child back into school. We are looking at the Childs ECHP and how we can meet the needs of the child which could not be met at home. We have some great ideas in mind. The child has a place in Elder class already. We will carry out a risk assessment and make some transitional arrangements, the key worker will visit the child and home and communicate the changes in school and we are looking at the child returning half days and where possible outside learning to take place with the 1:1 support and the child wearing PPE.</p> <p>Q: I am aware that you have contacted unions about our opening plans - are we expecting the unions to respond to our individual risk assessment and provide feedback?</p> <p>A: Yes. The unions we got in touch with were NEU, NAS and Unison. We have received some positive feedback, they thought it was a very detailed risk assessments and doing lots of things right as well as making some suggestions. Both teaching unions highlighted that it was very important to ensure that each bubble was kept very tight and that there was no mixing to avoid any cross contamination so that bubble could be "shut down" quickly if necessary without effecting the others. The NEU suggested that there needed to be some clear guidance in the event that there were symptoms, we have therefore included within the Risk assessment a flow chart from Public Health Kirklees. My Union has also advised to do the fire checks which John has been doing every week, along with water checks, however we need to test the fire evacuation each time a new set of pupils comes in. We will do this next week with Key Workers and repeat again with YR1 and Reception. I have not heard anything back from Unison yet.</p> <p>Q: Have letters been sent to parents yet and, if so, what information has been provided?</p> <p>A: This week Information has been sent to the Key worker and Vulnerable families (those that are sending pupils back on 8th June). These families have had a welcome back letter, another letter advising them on how the school has changed and the home school agreement. We have taken some pictures of the changes in school and these will be sent out with a letter to these families tomorrow. We have also sent out a separate letter to YR5 this evening about something FOF have been working on with supporting the leavers. A whole school letter will be sent out tomorrow to all parents updating them on the wider reopening of the school information regarding home</p>	

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	<p>learning and also a copy of the behaviour policy. Letters to be sent next week – letters to families who are expected to join us in September and a separate letter regarding what would happen if covid symptoms developed in school.</p> <p>Q: Will we be asking for additional caretaking hours and incurring additional caretaking costs to meet the cleaning requirements of the risk assessment? There are a variety of circumstances which require staff to be involved in cleaning - is there any concern that these additional duties will lengthen their working days to an unmanageable level?</p> <p>A: Firstly, regards caretaking and cleaning – over the last few weeks we have had a deep clean in school. The cleaning Area manager has given John a cleaning schedule to adhere to and shown him the resources to be used which includes a strong disinfectant which can be left on overnight and he has said that he should be able to manage this in his allocated time, however we will review after next week. There is only a small amount of cleaning involved for staff as there is only limited resources being shared by pupils so will only involve cleaning handles and tables at lunchtime. I have taken the task of cleaning the toilets. This should therefore not impact on teachers' hours or workloads too much as we have enough staff cover so this can be managed in normal working hours also we have the staggered finish and staff do not finish until 3.30pm and gives some time at the end of the day.</p> <p>Q: Who will be preparing the lesson planning / timetabling for the Y1 children on a Thursday and Friday when the class will be looked after by 2 ETA's?</p> <p>A: Some parts of the week the teachers are not in the class and they will be covered by ETA's. Sarah Everett is creating some themed weeks. There will be 6 whole school themed weeks for pupils in school and one sent home to parents. She is also, setting up an online library.</p> <p>Q: Have catering confirmed the position with regards to school meals?</p> <p>A: The kitchen received a health inspection this morning and we have been given the go ahead that it is ok for us to open the kitchen from Monday and provide hot meals for pupils and we have also ensured that our water system is also up to standards.</p> <p>Q: How many of the PP children, that are eligible, have taken the opportunity to come back into school and how many have not?</p> <p>A: We have 2 PP children returning to school. Others have been and will be supported via online learning. We will be able to increase phone calls home once school has reopened.</p> <p>Q: Will the children be learning the same material in school and at home?</p>	

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	<p>A: The children in the keyworker group will be accessing child-care not curriculum work and this will be a mixture of outdoor learning and some activities that have come from the home learning work. Sarah Everett is also planning some weekly themed activities for the keyworker group to do. The apple class will be having a mixture some taught lessons and continuous provision set around the Early Learning goals.</p> <p>Governors were thanked for all the questions and Mrs Boyle thanked the Head and all staff for all their hard work in preparing the school for re-opening and</p>	
2906. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS	<p>RESOLVED: That the next meetings of the Governing Body be held at 6.30 pm at the School on:</p> <p>(iii) 29th June 2020</p>	
2907. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY	<p>RESOLVED: That no part of these minutes be excluded from the copy to be made available at the School.</p>	