

Minutes of an Extraordinary 'Virtual Meeting' of the Governing Body of the Federation of Kirkby Malzeard & St. Nicholas West Tanfield Church of England Primary Schools held via Video Conferencing on Wednesday 3rd June 2020 at 7.00p.m.

Present: Carolyn Brown (C.B.) Tracey Cole-Brownlee (T.C.B.) Gemma Pawson (G.P.), Lynda Reginer (L.R.) Andrea Spensley (A.S.) Sarah Taylor (EHT), Sarah Webster (S.W.)

In attendance: Michelle Sands-Wilkinson (Clerking Service)

(7 +1)

Apologies None.

1

Minute No.

Action

PART A - PROCEDURAL

GB 82/19

Welcome

Governors were welcomed to an Extraordinary Meeting of the Full Governing Body meeting at 7.00.p.m.
The GB continue to follow guidance from the DfE which advises to keep Governance to a minimum and to focus on urgent items only. The Meeting was called with less than 7 days' notice at the discretion of the Chair and as agreed by the Standing Orders of the Federation due to matters which were deemed urgent.
G.P. led the meeting in prayer.

GB 83/19

Apologies for absence

None.

GB 84/19

Declarations of Interest / Determine Confidentiality

Governors were reminded of the importance of the rules around confidentiality.

GB 85/19

Urgent Other business – None.

GB 86/19

To approve as a correct record the Minutes of the meeting of the Governing Body 30.03.2020.

Governors received copies of the draft public minutes of 30.04.2020. prior to the meeting for consideration.

Resolved: That the minutes of the meeting held on 30.04.2020 be signed by the Chair as a correct record.

GB 87/19

Confirm date and time of next meeting

The next meeting date of the FGB will be held on Thursday 16.07.2020. at 6.30. p.m.

All

PART 'B' – SCHOOL IMPROVEMENT & SAFEGUARDING

GB 88/19

Discussion and challenge of Risk Assessment for reopening of schools

Risk Assessments for the reopening of both Schools were sent to Governors prior to this meeting (here appended to these minutes).
The Chair reminded Governors of their strategic role and welcomed discussion, challenge and questions from Governors.
The HT gave a brief background to the current situation, outlining that the School are hoping to reopen in a limited capacity on or around the 8th June 2020 for Year groups as specified by the UK Government where safely possible whilst adhering to all the additional Health and Safety requirements. Staff at both Schools have had the opportunity to provide input and challenge to each School's individual Risk Assessments. Questions were invited from Governors.

Governor Question: Is it agreed that Schools are required to reopen at this time and is it a decision for each School or is it a requirement?

Answer: UK Government has suggested the reopening of Schools on 1st June to Early Years, Year 1 and Year 6. The LA have advised that each School is to make their own decision on how reopening will look in individual Schools and that they will be supported in that. Concerns have been voiced surrounding the R Rate in North Yorkshire. Head Teachers are feeling the pressure to make the right decision for pupils, staff and the wider community.

Governor Question: St. Nicholas C. of E. Primary has been closed since lockdown began, are there any extra risks associated with the complete closure of the School that we need to consider such as ventilation and legionnaires?

Answer: There is a checklist that has been provided by the LA that covers the Health and Safety aspects of reopening Schools included within this are considerations for Fire doors, extinguishers, alarms, asbestos, emergency lighting etc. We pay into a cleaning service which encompasses a weekly flushing of the whole system (to eliminate any legionnaires concerns). The Checklist will be done at both Schools to ensure a safe reopening.

Governor Question: Should the Caretaker be undertaking more cleaning at both Schools?

Answer: The Caretaker has a clear job role that is dictated by the LA. Staff continue to do individual deep cleans of their classrooms and workspaces.

Governor Question: What would happen if the Caretaker became ill?

Answer: Another Caretaker would be provided by the LA as it is a traded service.

Governor Question: What would happen if the Executive Head Teacher became ill?

Answer: The Assistant Head Teacher at Kirkby Malzeard and the Senior Teacher at St. Nicholas would step up should the E.H.T is absent.

Governor Question: Have the AHT and Senior Teacher at both Schools been made aware that they may be required to step up their role should the E.H.T become ill?

Answer: Not yet, however they have been very involved throughout the lockdown period and meetings have been held with the senior members and (G.P.) as the staff Governor. The team have been working closely throughout.

Governor Question: Would it be a good idea to stagger reopening of the Schools to ensure that the E.H.T is on site?

Answer: Yes, this is something we have considered.

Governor Question: Would you like Governors to be present at School for the reopening?

Answer: No, there is to be no additional people on the School premises.

Governor Question: What will happen with the School meals, Fruit snacks and Milk?

Answer: At present the fruit service has been halted. The School caterer will be providing packed meals which will be delivered to each classroom door so the Children can have lunch in their "bubbles".

Governor Question: What will happen with School meals at St. Nicholas? Will it be any different to the above answer?

Answer: The School caterer will use the same principal of packed meals brought to the classroom on trays, plastic water bottles will be used along with disposable packaging (Grab bags). Trays will be disinfected before going back to the kitchen.

Governor Question: Do you plan to use the outdoors as much as possible?

Answer: Yes, as much as we can.

Governor Question: Will you still be able to use the outdoor play equipment and wildlife areas?

Answer: We will continue to use the wildlife areas; however, the outdoor play equipment will be unavailable due to the inability to ensure it is cleaned between use. It will need to be taped up to show it is not available for play.

	<p>Governor Question: Are there plans to review the Risk Assessments? Answer: Yes, they will be reviewed weekly as part of the staff meeting.</p> <p>Governor Question: Have you implemented a one-way system into and out of School? Answer: Each class has their own entrance to take into consideration social distancing requirements.</p> <p>Governor Question: Do you have enough PPE, hand sanitizers and First Aid Kits? Answer: Face masks have been difficult to source, there are currently around 20 in each School. There are 5 PPE in each School. We have calculated that we will need around 100 disposable aprons each week, currently we only have a supply of 200 as the order has been delayed. We are looking to source these elsewhere.</p> <p>Governor Question: Do staff fully know and understand their role upon reopening? Answer: Yes, there is still additional work to do with the admin staff and this is scheduled. Staff are ready to reopen.</p> <p>Governor Question: Do you have a “Last cleaned” rota? Answer: Yes, we have one with date, time and who it was actioned by.</p> <p>Governor Question: Do you think the Children will have their uniforms washed every day? Answer: We can’t check this; we can only advise.</p> <p>Governor Question: Can you take the pressure off parents and offer a none uniform option? Answer: A uniform helps to create a mindset that is ready for School and learning, differentiating between School time and home. We need to trust that parents will help us in our processes for a safer opening of School.</p> <p>Governor Question: Could it be misconstrued if a Governor or Staff member chooses to not send their Child back to School? Answer: Sending a Child back to School is an individual decision for each family. There are many reasons behind why or why not a child may return to School.</p> <p>Governor Comment: The Risk Assessments appear to be very thorough and Governors have full confidence in the staff. Well done to all.</p> <p>Resolved: Governors agreed UNANIMOUSLY to the Risk Assessments put together for the reopening of both Schools. It was agreed that any small changes to the Risk Assessments can be made by the E.H.T. Major changes will require FGB approval.</p> <p>Two Governor questions are covered under Confidential Minute GB 88/19</p>	
<p>GB 89/19</p>	<p><u>Updates and discussion around staff concerns/anxiety about safety during this time and current guidance</u> Recorded under Confidential Minute GB 89/19</p>	
<p>GB 90/19</p>	<p><u>Updates and discussion around supporting the Headteacher during this time - communication with governors and parents/carers</u> Governors are understanding of the additional pressures facing staff and the E.H.T. at this time of uncertainty. It was agreed by the GB that in order to relieve some of the additional workload, additional support would be provided by the GB. This includes weekly phone contact with the Chair, all emails from the FGB are to be sent via the Chair, the FGB will continue to focus on monitoring priorities and all letters and correspondence regarding the reopening of Schools and the current situation would be addressed to the E.H.T. and the Chair for consideration and response.</p>	

	Resolved: Governors UNANIMOUSLY agreed that letter correspondence will be signed from the E.H.T. and the Full Governing Board to show unity.	
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PART 'C' – OTHER BUSINESS

GB 91/19	<u>Urgent Other business</u>	
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	Governors were saddened to hear the news that a previous Governor has recently passed away. Thoughts and prayers for her were shared amongst Governors.	
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There being no further business, the Chair thanked all for attending and closed the meeting at 8.31.p.m.

Date and time of next meeting –

The next scheduled meeting of the F.G.B. will be on Thursday 16th July 2020 at 6.30.p.m.

*Note: The colour coding links to the three Core Functions for governors and evidences questioning and challenge in these areas; **GREEN** for 'setting strategic direction'; **BLUE** for 'holding the head teacher to account for educational performance'; **RED** for 'ensuring financial health, probity and value for money'*

IMPACT resulting from this G.B. Meeting

1. The Governors gave their full support to the E.H.T. and Staff at both Schools, offering reassurance and a united front.
2. Governors gave thanks and appreciation for the continued hard work and dedication being shown by the Staff team every day.
3. Risk Assessments for the reopening of both Schools were effectively challenged
4. Governors are confident that the Risk Assessments out in place for the reopening of both Schools are robust and mitigate risks
5. A formal procedure has been put in place to cover any correspondence coming into the Schools, shielding staff from additional pressures and workload.

Actions resulting from this meeting

1. All Correspondence to be directed to the E.H.T. and Chair for Actioning. Correspondence to be signed from the FGB and E.H.T.