

MINUTES

Recreation Road Infant School

Full Governing Board Virtual Meeting

13th May 2020 at 7.00pm

Recreation Road, Norwich, NR2 3AP

GOVERNING BOARD MEMBERS					
Marion Flaxman (MF) Chair of Governors	LA	Present	Gary McGuiness (GMc)	Co-opted	Present
Michael Bunting (MB)	HT	Present	Kathryn Savva (KS)	Co-opted	Present
Jan Jinkerson (JJ)	Co-opted	Present	Ulrike Theuerkauf (UT)	Co-opted	Present
Florence Harrison (FH)	Co-opted	Present	Sheree Brock	Staff	Present
Matthew Hartley (MH) Vice Chair of Governors	Co-opted	Present	Adrian Ramsay (AR)	Parent	Present
Clemmie Williams (CW)	Parent	Present	Deborah Ilott (DI)	Co-opted	Present
Jen Carlin (JC)	Associate Governor	Present			

Clerk: **Sheila Lewis-Smith**

Action Points			
Item	Details	By Whom	When
5/2/20 10.	AP 1: JC to check and alter Finance Policy to mean every two years (biennially)	JC	06/07/20
13/5/20 7.1	AP 1: Clerk to correct Governor Hub membership details.	Clerk	15/5/20
7.4	AP 2: Clerk to flag up succession planning on Governor Hub, so governors have time to consider their roles on the Governing Board	Clerk	By 8/7/20

No.	Item
1.	Apologies <i>To receive and agree apologies / ensuring meeting is quorate.</i>
	<ul style="list-style-type: none"> MF thanked MH and the clerk for setting up virtual meetings.

	<ul style="list-style-type: none"> Deborah Ilott was welcomed to the meeting, as a newly appointed co-opted governor. There were no apologies or absences. The meeting was quorate.
2.	<p>Declaration of Business Interests / Conflict of Interest</p> <p><i>To give governors the opportunity to declare any new business interest or potential conflict of interest arising from the agenda for the meeting.</i></p>
	None declared.
3.	<p>Minutes of the FGB meeting and Confidential Minutes of 5th February 2020</p> <p>3.1 Approval of Minutes</p> <p>3.2 Matters arising</p> <p>3.3 Approval of Confidential Minutes</p> <p>3.4 Matters arising</p>
	<p>3.1 Approval of Minutes</p> <p>The Minutes of the meeting held on 5th February 2020 were approved as a true and accurate record. Signed by MF.</p> <p>3.2 Matters arising</p> <p>Action Point 1 still outstanding. JC to complete.</p> <p>3.3 Approval of Confidential Minutes of 5th February 2020</p> <p>The Confidential Minutes of the meeting held on 5th February 2020 were approved as a true and accurate record. Signed by MF.</p> <p>3.4 Matters arising</p> <p>MF advised that all actions arising were now on hold due to the Coronavirus pandemic.</p>
	<p>Minutes of FGB meeting held 22nd April 2020</p> <p>4.1 Approval of Minutes</p> <p>4.2 Matters arising</p>
	<p>4.1 Approval of Minutes</p> <p>The Minutes of the meeting held on 22nd April 2020 were approved as a true and accurate record. Signed by MF.</p> <p>4.2 Matters arising</p> <p>Q: Has the £11,600 pension liability been paid out now?</p> <p>A: Yes.</p>
5.	<p>Headteacher's Update</p> <p>To allow governors to monitor the school's response to continue to provide care, particularly</p>

in relation to:

- ***Safeguarding including vulnerable pupils and families, those with EHCPs and Social Worker input.***
- ***Free School Meals***
- ***Attendance - Pupil numbers and issues***
- ***Cluster Working***
- ***Health and Safety – strategies being taken to limit spread of Covid -19***
- ***Staff Well Being and Workload***
- ***Continuing Education / Supporting parents/carers with home learning***
- ***Transition and the future.***

MF advised governors that this item was very sensitive and that all present should remember that their role as governors was to make decisions for the good of the children and the school, regardless of personal circumstances.

MB expressed his disbelief at the Government's announcement on Sunday 10th May that schools would open from 1st June. He explained that this would mean two-thirds of the children being in school and this was not possible, given the strict guidelines. It was also noted that there had been strong professional union advice urging against opening schools in this way, as it was not deemed safe.

Risk Assessment

MB is currently working through a lengthy Risk Assessment template, issued by the LA. It is necessary to go through it, whether the school opens from 1st June or not, as the process is needed for whenever the school reopens.

MB outlined some of the measures that would need to be in place, in order to accept more pupils back into school. There would be a maximum of 10 children in a classroom as the class areas are not big enough for more children. Toilet facilities are also a limiting factor with some children requiring intimate care.

It is being considered to have children attend every third day, with the school day being shortened. They would be placed in groups and would need to stay in these groups, regardless of friendship issues. This would allow teachers' Planning, Preparation and Assessment time to be conducted within each school day. This reduces the need for additional adults to provide cover. There would be staggered arrival and departure times.

It will not be possible for all year groups to be accommodated in their current classrooms. The vulnerable pupils and the children of critical workers will be kept together in a classroom at the far end of the school. It is anticipated that there will be an increase in numbers attending, as more parents get back to work. There will be a spare classroom set up and available, providing additional capacity in the event of sickness or deep cleaning needs in other rooms.

Lunch breaks and playtimes will be staggered. Packed lunches will be eaten in the classrooms – or possibly shorten the day and take the packed lunches home to eat. This would limit the time staff have to entertain the children in challenging circumstances during a lunch break.

A Frequently Asked Questions (FAQ) document will be created for parents, so parents will be able to judge whether they wish to send their child into school, once they understand the regimes that will be in place. All resources such as pencils and stationery will have to be kept separate for individuals and all areas deep cleaned between groups of children using the area.

Q: Is the school trying to take in Reception and Year 1?

A: Yes but there also has to be a priority list which is vulnerable pupils, children of critical workers, EYFS and then Year 1.

Q: What was the parental response to the letter sent out by the school?

A: From social media, it seems to imply a reticence to send children back into school. The FAQ will help inform staff and parents. A Google form will be created for parents to be able to respond to the proposed arrangements and whether they will be sending their child into school. This will allow the school to structure the school differently, according to demand.

If a child is taken ill, staff will need to wear PPE which could be stressful for the children. If one child or member of staff is taken ill, the whole group will have to self-isolate for 14 days (but not their family members).

MB has been in contact with Avenue Junior School and Colman School, and similar conclusions are being drawn, as to possible arrangements.

Q: Will parents receive the 3-day rota in advance?

A: Yes, we need parents to respond in order to plan. If they opt out, it will need to be for a 3-week period into June, to allow the school to plan.

Q: Will the proposed 3 group system continue?

A: Yes, ideally this pod structure will allow the teacher to teach one group a day over the three days. This requires all staff to be in school and for the groups to stay together as a unit.

Q: Staff welfare – what will be the contact between staff?

A: There will be staggered breaks. Some staff are requesting to only work outdoors. There will be a limit on the number of staff allowed in the staffroom. A shorter school day would help limit adult contact. The Risk Assessment will be shared with staff.

Q: How are staff feeling and are they able to engage with the school? The National Education Union has advised staff not to engage with preparations to return to school. Naturally people are anxious and want to know what is ahead. The union message is very strong.

A; So far, we have been able to take the staff team with us. The way forward, given the union messages, is to discuss the issues. The Risk Assessment will assess whether things such as PPE are sufficient or the cleaning is not adequate. MB advised that if he felt the staff or children were not safe, then he would not reopen / close the school with the full support of the governors.

Q: How are the support staff and what situation are they in?

A: Some staff are 'clinically vulnerable' and there are some who are 'extremely clinically vulnerable'.

A Risk Assessment will be conducted for them. Health and Safety laws mean that if an employee does not feel safe, the employer cannot enforce that they work.

The Leadership of the school will not do anything to jeopardise staff wellbeing.

Q: How are the PPE supply lines?

A: Aprons and masks are out of stock but NCC should be able to help. It is not easy to judge the suitability of some products as there is little information.

Q: What are the financial implications to the school?

A: Although budgeted for, this situation has caused huge unexpected expenses. A fund has been set up so schools can recoup some of the expenses but it is not known how easy or accessible this is. The cleaning budget has already been spent and Budget Revision will need some adjustment.

Q: What is the position with the cleaners?

A: They have been fantastic and willingly reduced hours during lockdown. JC is checking the contract and is hopeful that there will be some surplus hours left over that could be called in as

needed. Cleaning over the next few weeks could be supported by Support staff who are in school until 3 p.m. They could clean classroom furniture, leaving Norse to do corridors, toilets etc.

Q: Have staff tried to be tested for Coronavirus and is this accessible locally?

A: Only one member of staff who is shielding has been tested with a negative result. The process is quite easy and a testing station is sited at the John Innes Centre.

Q: Does testing form part of the Risk Assessment?

A: People are only tested if they are symptomatic at present. As said before, if one teacher goes down with it, it will impact on multiple groups of children. MB has been in touch with the Cluster contact, Debbie Dismore, to discuss the testing of staff.

Q: Is there much advice and support coming from the LA for Headteachers?

A: Not really. It has tended to be a rather slow response, perhaps due to the committee structure of the LA. Some information has literally been received a day before a reaction would have been needed; schools are currently awaiting advice for Whitsun half-term arrangements.

Q: Do you plan to change the way parents come into the classrooms to deliver their children?

A: This was already in place before the lockdown. Staff will be outside the doors with antibacterial liquid and to take any note of different collection arrangements etc.

Q: Are the office staff in school?

A: Yes, but no more than two at a time, with social distancing and dedicated workstations. Only one phone is available for general staff use.

Q: Will JC continue to work from home?

A: This is going well, so highly likely although she would like to be there to support colleagues.

Q: How are the caretaking staff coping?

A: The caretaker works 6.30 a.m. to 11.30 a.m. and is able to schedule his work away from the children. He is closely line managed to ensure his safety and will be sent home if not required at school.

Q: Will it be possible for governors to see the Risk Assessment that has to be completed?

A: Yes, it will be uploaded to Governor Hub.

Q: Will the school continue to plan for children who stay at home.

A: Reception and Year 1 will probably be guided to more proprietary materials such as BBC Bitesize. Some staff are shielding or not in contact with the children, so they can assist with planning.

Q: If the Risk Assessment or events show that it is not safe to stay open, does the Headteacher need any specific support from governors, particularly in the event of a quick decision being made?

A: MB, as Headteacher, can make this operational decision and would inform governors. Governors went on to express their full support of any decisions that MB may have to make to ensure the safety of the children and staff.

Transition

Q: If all children are back by the end of the summer term, will there be transition events for Year 2 pupils?

A: MB / SENDCos are going to liaise with the receiving schools, which are Parkside, AJS and Wensum. If the pupils are not able to return to RRIS, a separate event to say goodbye will be organised at a later date. MB went on to say that he felt it highly unlikely that Year 2 would be able to return, given the restrictive guidelines and current Risk Assessment.

Q: Have you got any sense of how many children will attend if they can only come for one day in three, as this would not allow parents to return to work.

A: This is too early to tell.

Safeguarding

A Risk Assessment is being done for the three children with ECHPs. It is anticipated all three will be back in school from 1st June in some form. Phone calls to children are made regularly and four pupils judged to be vulnerable have returned to school.

Attendance

Q: What is the average number who currently attend?

A: It is creeping up and is usually 12 to 18 pupils per day. We are currently using 2 classrooms and the EYFS outdoor space, so 3 areas in all. Weekly phone calls are being received from LA Vulnerable Pupil Leads who check attendance. Social Services have visited on three occasions for two children on Child Protection orders.

Governors noted that currently no fines are being issued for non-attendance, as directed by the government.

FSM

The initial problems with the website have settled down. The number of families registering for FSM is increasing. These are likely to be families who did not initially apply, as the children were receiving the Universal free school meals. The Soul Church has been assisting with providing food boxes – the boxes are excellent and 12 families received a box last week.

Q: What is the quality of the meals provided at school?

A: Very good with a wider range of choices. Meals are currently being provided by Parkside School.

Cluster

There are weekly meetings between the cluster schools, which is providing a good level of support.

Resources

Q: Is the school getting adequate supplies of sanitiser and soap etc.?

A: Yes, supplies are good. There has also been a back-up from the local Co-op who have provided shower gel to top up supplies. They have been very supportive.

Staff Wellbeing

There is on-going monitoring of staff well-being. The workload and directives from government is onerous. SB said that staff want to get back to school. Weekly WhatsApp meetings are held, staff make videos for parents and all children are called by phone. JJ commented that parents and children were very appreciative of the calls from the staff; it had made a big difference.

Parental Engagement / Home Learning

There has been positive feedback from parents regarding the work set by the school. It is not too daunting and is well-judged. Staff have worked hard to make it fun, developing essential skills and achievable. MF said that keeping people informed helped parents to understand the complexity of the issues.

	<p>Q: Has the school received any negative feedback regarding teachers not being in school?</p> <p>A: No but we understand other schools have received negative comments.</p> <p><u>Transition</u></p> <p>SENDCos from RRIS and AJS have been liaising regarding the Year 3 intake from September. There have been updates from welfare calls and the Educational Psychologist is aware of the pupils. AJS have indicated that they plan to start September with KS1 approach, as the pupils will have lower starting points than usual.</p> <p>Q: What do we know about the new intake to RRIS?</p> <p>A: SB has been in contact with parents of children with SEN. This is a high needs year group and a few children will need careful support. There are 112 pupils listed to enter, which is 8 short of the PAN of 120. It is anticipated that the number of new intakes will rise by September.</p>
6.	<p>Policy Approval</p> <p>Safeguarding Policy – an update.</p>
	<p>This is a LA model policy that has had an appendix annotated with RRIS information. It was noted that the responses were very similar to AJS.</p> <p>JJ proposed and MH seconded the policy. Governors approved the Safeguarding Policy.</p>
7.	<p><i>Urgent Business / Matters Arising</i></p> <p><i>To consider any urgent matters not addressed elsewhere in this agenda</i></p>
	<p>i) The term of office for Florence Harrison as a co-opted governor was checked and confirmed as on-going.</p> <p>AP 1: Clerk to correct Governor Hub membership details.</p> <p>ii) Governors asked if there was anything more they could do to support the school. MB said that a commonality of response was essential, to which governors agreed.</p> <p>iii)</p> <p>iv) FH raised the issue of succession planning for the Chair of Governors role.</p> <p>AP 2: Clerk to flag up succession planning on Governor Hub, so governors have time to consider their roles on the Governing Board.</p> <p>v) GOVERNORS REITERATED THEIR FULL SUPPORT OF DECISIONS MADE BY THE HEADTEACHER, WHICH THEY WERE CONFIDENT WOULD BE MADE IN THE BEST INTERESTS OF THE CHILDREN AND STAFF.</p>
8	<p>Dates of next meetings</p> <ul style="list-style-type: none"> - Resources Committee 24th June at 7 p.m. - Teaching and Learning Committee 1st July at 7 p.m. - FGB Meeting 8th July at 7 p.m.
	<p>It was agreed that these meetings would be conducted via Zoom; MH to set up the meetings.</p>

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Chair's Initials

Signed by the Chair as a true record of the meeting:		Date:	
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Meeting finished at 8.25 p.m.