

Minutes of the Extraordinary Virtual Federated Governing Board Meeting of Hevingham and Marsham Primary Schools held on Friday 29th May 2020 at 2:00pm

Present: Lydia Board (LB), Harvey Bullen (HBu), Sam Gibbons (SG), David Hagan-Palmer (DHP) (Chair), Alison Maskrey (AM), Sue Simmonds (SS), Chris Yates (CY), Andrea Loudoun (AL) (Notes)

ACTION

Apologies for Absence – Olivia Corfield who had emailed that she had no comments to make on the documents.

Absent – Hannah Banstead, Moira Stansfield

As seven governors were present the meeting was quorate.

This meeting had been called to discuss and agree the documents that LB had sent to all governors regarding the return to school. The documents included the schools risk assessments, individual risk assessments for some members of staff, the letters to be sent to the parents of those children returning to school and intended staffing of the ‘bubbles’.

A few grammatical changes were made to the letters.

LB explained that the schools would be open Monday to Friday but not Wednesday afternoons during which time the classroom resources would be cleaned by the TA, Teachers will receive their PPA time and the cleaner/caretakers will be able to perform a deep clean after school.

There would be a teacher and a TA with all classes bar the KW/V group of children at Hevingham as the TA would leave at 1.30 (her normal hours of work). This would be reviewed if/as numbers increased.

There was a discussion about the days being offered which differed from the original plan. LB explained that this had been decided after discussion with staff.

DHP asked about the food being offered. LB explained how packed lunches would be processed.

DHP asked about staff cover if a member of staff becomes sick with something other than COVID-19. LB said that because everyone had to remain in their ‘bubble’ if a member of staff was sick at Marsham the school would have to close as there was only one ‘bubble’. At Hevingham only the year group with the teacher who was sick would be unable to attend school.

Governors accepted this arrangement due to the number of staff available to work.

Signed	Date
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The governors made the following comments about the Risk Assessment:

Page 5 of the Risk Assessment – DHP asked about adding this meeting to the Governor Engagement section. LB agreed to add this.

Page 5 of the Risk Assessment – Supply Chain – the paragraph to be changed to: the school has a limited supply of gloves, aprons and masks but is sourcing more.

Marsham was being treated as a single 'bubble' and only had room for 2 more pupils.

DHP asked if the First Aid and Behaviour policy needed to be changed - LB had not received anything about the First Aid policy but had just received an updated Behaviour policy from the LA.

Fire Evacuation – LB reported that fire drills would be carried out by each group individually within the first two weeks of return.

There was a short discussion on face masks and their storage if these were worn by pupils on their way to school. It would be preferred that the parents took these home after use.

DHP asked about staff showering at the end of the day and bagging up clothing (see NEU guidance on keeping yourself safe). LB said she would pass this guidance on to staff by adding it to a return to work document with information for staff and make that available to governors on governor hub.

Staff had seen and commented on the risk assessment and their questions regarding which children would be present, would they have a TA all day and general housekeeping details had been answered. Touch points would be discussed on return to school so that they knew what needed to be wiped down with antibacterial spray/gel.

DHP proposed that, with the changes discussed, the governors accepted the Risk Assessment. This was agreed.

Test and Trace scheme – LB had received a memo from Chris Snudden regarding Test and Trace which may have implications for staff attending school. She was waiting for clarity from the LA regarding letting parents know.

Debbie Leahy had been in contact with LB as she was still the Lead Officer even though the school did not need one any more. She was happy with what she had seen. LB would be sending her a copy of these minutes.

LB had told parents the protocol if they changed their minds about their child/ren attending school.

The current situation needed to remain under review and the Risk Assessment was due to be reviewed on the 3rd June.

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DHP thanked all staff and governors for their continued support during this time.

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