



CHADDESLEY CORBETT ENDOWED PRIMARY SCHOOL
EMERGENCY GOVERNING BODY MINUTES
21ST MAY 2020

The meeting opened at 18.00 hrs

Meeting of:	Full governing board		
Date and time:	21 st May 2020 6pm held online via Zoom		
Present:	Polly McMeeking (PM) – Chair, Jan Pugh (JP) – Vice Chair, Matt Kirk (MK), Katie Limm (KL) Steve Challoner (SC), Jackie Griffiths (JG), Emma James (EJ) – Headteacher, Keith Buncle (KB), Jodie Poole (JVP), Amanda Merricks (AM), Ian Preston (IP).		
Apologies:	Hayley Burden (HB).		
Absent:	Joanna Attwood (Assoc)		
Others in attendance:	Yolande Biggs (YB) - Clerk		
<u>Quorum:</u>	7	Quorum met:	Yes

Agenda Item	Discussion	Action
1	<p>Agenda item Nursery, Reception Class, Class 1 and Class 6 returning to school after half term holiday.</p> <p>Discussion and challenge</p> <ul style="list-style-type: none"> HT outlined what procedures will be put in place and how it will work. DFE guidelines have been followed. Extra cleaning will be carried out and bubble groups with a maximum of 15 children will be formed. Awaiting a final announcement from Government, expected during half term holidays, 28th May. Monday and Tuesday 1st and 2nd of June will be staff training days, if Government give the go ahead, children will return on Wednesday 3rd June. Q. Governor asked HT to outline what a typical day will look like for a Year 1 child. HT outlined steps covering arrival, handwashing, toilet arrangements, playtimes, toys, equipment and lunchtimes. There will be a fire drill on day 1. Details of this will be mapped out on the TED days. Q. Outer doors to classrooms and toilets being left open, is this a safeguarding risk? 	



CHADDESLEY CORBETT ENDOWED PRIMARY SCHOOL
EMERGENCY GOVERNING BODY MINUTES
21ST MAY 2020

- The perimeter fencing has gates that will be locked as always. Any children who are likely to run have 1:1 support.
- **Q. Will site manager be on site patrolling?**
- Site manager will work normal hours, carrying out usual duties, will not be patrolling. The emphasis will be on the children being outside as much as possible, the hazard is no greater than on a normal school day. The main front doors will not be propped open.
- **Q. Are all Staff on board? Are there any members of staff off sick or with pre-existing conditions?**
- Most members of staff are on board, there is some anxiety. Hopes that this will ease when they see the preparation in place. 2 members of staff are off sick, not Covid 19 related.
- **Governor (SC) congratulated HT and her team regarding the measures that are being put in place.**
- HT outlined the online Zoom meeting that she'd had with parents regarding return to school. Discussed concerns regarding personal safety, outlined the bubble group system. 2/10 of parents taking part said their children would not be returning. Only the HT and DHT will have contact with all of the bubbles. Both will be maintaining 2 metre social distancing. Learning assistants will work 2 whole days each. HT and DHT are the only ones available to cover lunchtimes.
- **Q. Is a member of staff fit for duty?**
- That will be HT's call.
- **Q. Lunchtimes. Are there enough staff to cover and are there enough cleaning staff?**
- DHT is managing the cleaners, satisfied that it's in hand and will be covered. School is prepared and procedures are being put in place. These will be reviewed all of the time. The plans are in place, need to see now if it works.
- **Q. Bubble groups of 15 children, how many staff?**
- Class teachers will be running 2 groups of children, each group with a Learning Assistant. Teachers are preparing their groups for the return and children will know in advance which adults will be with them.
- There will be a separate group for key worker's children in Classes 2, 3 and 4. Keyworker children from Class 5



CHADDLESLEY CORBETT ENDOWED PRIMARY SCHOOL
EMERGENCY GOVERNING BODY MINUTES
21ST MAY 2020

	<p>will join one of the Class 6 bubble groups. Due to the number of children in Class 6, the maximum of 15 in a bubble group will not be exceeded by doing this.</p> <ul style="list-style-type: none">• Q. What if more people decide to send their children back as time passes, what effect on bubble groups?• A group will never exceed 15. If parents want to send their children back after the 3rd June date, they will be asked to give one week's notice. >50% are returning 3rd June, others are waiting to see and may return later.• Q. Will Key worker children mix with non-key worker children?• Key worker children in N, R, 1, 5 and 6 will be in bubble groups with the other children in their year. A separate bubble group of key worker children in 2, 3 and 4 will be formed.• Q. Wraparound?• School has asked who needs it? If it can't be run safely within bubble groups, may not be able to offer it as insufficient staff to run up to 10 bubble groups.• Governor suggested that school recommends parents and staff to sign up for the new track and trace app. This may help to persuade people to send their children back.• School will be reporting weekly figures. If a child's family gets Coronavirus, the child will need to self-isolate. This will not affect the child's bubble group.• Q. Governor asked how HT feels? Confident? Any particular concerns?• Organising procedures has been stressful, reading and interpreting documents, creating systems. HT feels a big responsibility towards families and Staff. WCC has not been particularly helpful. HT is rewriting part of the Safeguarding policy, whereas in Gloucestershire, LA has prepared this for schools, Worcestershire schools are having to do their own. Daily updates from DRB have been useful, school has not bought into DRB.• Q. Governor asked is there any advice on PPE, change to First Aid protocols?• KB outlined some changes with regard to asthma protocols. Some parents have stated that child's asthma	
--	--	--



CHADDESLEY CORBETT ENDOWED PRIMARY SCHOOL
EMERGENCY GOVERNING BODY MINUTES
21ST MAY 2020

is the reason for not returning. HT will reinforce with Staff what to do with regards to asthma.

HT feels that shields and masks may not be suitable for teaching as effective communication isn't possible through a mask. Face shields, masks, gloves and hand sanitiser are available and will be used for First Aid and personal care e.g. nappy changing.

- Q. Will there be assemblies?
- Assemblies will be held within individual bubble groups, HT and DHT.
- Q.Governor asked if HT needed any assistance?
- Governors congratulated HT and team for their sensible and pragmatic approach. Governors are very grateful and thank staff for their continued hard work. Governors do not underestimate what changes have been made and put in place and that the staff have portrayed a brave face.
- Q. What support will there be for the children remaining at home?
- There will be no change for children in the groups that are not being invited back; classes 2,3,4 and 5. Children in the groups that have been invited back will get some support. They will be directed to Oakridge Academy online. Teaching staff cannot be expected to teach 2 bubble groups and at the same time give full support to children at home.
- Q. Governor asked if HT has any concerns regarding liability? Governor has read articles asking where does it lie?
- HT is not overly concerned, she has proposed procedures and the GB is signing them off. School can only minimise the risk, not eliminate it. Children could catch the virus anywhere. Should any cases arise, they will be isolated and attempts made to prevent the spread.
Governor thanked HT, impressed that HT has put aside any of her own anxieties and has such a positive attitude towards opening the school.
- Q. Governor asked do all children have IT access?
- There are no IT issues with children at CCEPS.



CHADDESLEY CORBETT ENDOWED PRIMARY SCHOOL
EMERGENCY GOVERNING BODY MINUTES
21ST MAY 2020

	<p>Decisions made</p> <ul style="list-style-type: none"> • Governors approved the risk assessments subject to change of keyworkers. • Governors approved communications to parents. • Governors approved the action plan that is being put in place. <p>Governors thanked HT and team for their open minded approach and for their continued commitment to securing the best possible provision for all children</p> <p>Governors asked HT to build in a report to Governors. A summary will be created at the end of the first week.</p>	EJ
2	<p>Agenda item Any Other Business None</p>	
3	<p>Agenda item Confirmation of date/time of next meeting. Wednesday 1st July 5.30/6pm venue or Zoom TBC</p>	

The meeting closed at 19.15hrs
Yolande Biggs 06/06/20