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Little Paxton Primary School Governing Body
Minutes for the Extra-ordinary Meeting of the Full Governing Body held on
Monday 18th May 2020 at 6.30pm

The meeting was hosted on Zoom due to social distancing during
the Coronavirus pandemic

Present:

Ellen Barrett	Co-opted Governor	David Jones	Co-opted Governor
Anna-Sofia Conway	Parent Governor	Victoria McAuley-Eccles	Co-opted Governor
Katie Delgado	Staff Governor	Nickie Moore	Head Teacher
Neil Donoghue	Co-opted Governor	Paul Warmington (Chair)	Parent Governor
Richard Fairbairn	Co-opted Governor	Austin Willett	Parent Governor
Tim Gawler	Parent Governor		

In attendance:

Rebekah Jenkins	Associate Member
Gemma Pearce	Clerk
Alison Gatward	School Business Manager (SBM)

Apologies

No apologies received from:

Christopher Muwanguzi Parent Governor

Welcome

The Chair introduced the purpose of the meeting - for the HT and Central Leadership Team (CLT) to present Governors with their plans for the school re-opening on 2nd June, subject to the go ahead from the Government.

In advance of the meeting the Governors had been provided with a 'Return to School plan'. The key areas were presented by the Head Teacher (HT) with the opportunity for Governors to ask questions.

HT Report

1. Government guidance and re-opening

- Government announced that primary schools would open for EYFS, Y1 and Y6 and stay open for keyworker and vulnerable children from 1st June.
- School quickly received government guidance and started to plan how this could work at Little Paxton (LP).
- There are sometimes contradictions and inconsistencies within the government documents but school will also seek input from LA and identify best practice.
- With backing of LA the school will close completely over half-term (HT) to allow staff a proper break as many have worked continuously since school closed in March. The school will also be thoroughly cleaned.
- The school re-opening plan will be finalised by Friday before half term, it will only be changed after this if significant new guidance changes are issued.
- Monday 1st June has always been scheduled as a staff training day and on this day staff will be thoroughly briefed on the re-opening.
- Pupils will be welcomed back from 2nd June.
- Government have said that schools must welcome children back in the following order of priority – Keyworker and vulnerable children, Foundation, Y1, Y6. Therefore places for Y6 are dependent on there being room after the other years have been allocated space.
- LA have been supporting school with guidance.
- All information issued by government is being issued as ‘guidance’ but school are taking this as best practice.
- Schools are being asked to place children in ‘bubbles’ with a maximum of 15 children, that allows social distancing of 2m in classrooms. Bubbles will work independently with 1 teacher (plus maybe 1 TA) and there will be no interaction or movement between bubbles.
- If one person in a bubble becomes ill with Covid symptoms the whole bubble must self-isolate for 14 days or until a negative Covid test has been provided.
- Classrooms are being set up so desks are 2m apart. Based on this LP bubbles will be between 8-12 children depending on the classroom. School will use all the usual classrooms plus the Swifts room as wrap round childcare is not available.
- The capacity of the school on this basis is 157 children in total. School have asked all parents of eligible children to register if they will use a space.
- The school have put in place a plan for children to arrive and leave at different times. Each group will also use a different gate where children will be dropped with teachers so no parents are on-site. 2m markers will be put outside for parents to social distance.
- No cloakrooms will be used.
- All movement in to school is through external doors so there will be no passing in corridors.
- Play time will be staggered,
- Bubbles will each have a set time in the school garden,
- The field will be split in to areas for different years with 2m gaps between.
- Lunch will be eaten in bubbles and the school caterer will provide cold packed lunches which will be delivered to classrooms.
- The hall will not be used for lunch or assemblies.
- Soft toys and soft furnishings will be removed.
- Mid-day supervisors will be back in school each with a bubble. They will help with cleaning the bubble classroom and then supervise so the teachers have a lunch break.
- School will close at lunch time on Friday so that teachers have the afternoon for planning and the school can be deep cleaned for the following week.
- Parents of eligible children who do not initially take up a place will be able to do so later, however children can only join on a Monday and so long as space is still available.

The GB praised the plan for being thorough and well thought through. They were thoroughly supportive of all staff having the HT break off and noted that this was very well deserved as the staff have been working very hard. The GB praised the quality of communication that have been going out to parents and felt it provided a very thorough overview and offered reassurance to parents.

The HT thanked RJ and AG for their support throughout and commented that throughout their focus has been on what is best for the children.

QU: Whose decision is it ultimately to decide if re-opening? Might the decision to re-open have to be re-visited on 1st June if anything changes? On June 1st staff will be in school and shown around. Final decision from government on school re-opening will be given on 28th May. June 1st is the date given by government that is the earliest that school can re-open. School then do a comprehensive risk assessment and decide what they can offer. School must decide what they can do safely and comprehensively.

The responsibility to open or close rests with the 'responsible body' for the school. That is usually Academy Trusts (for academies) or Local Authorities (for maintained schools like LP). However, most LAs devolve that decision to Headteachers. Legislation has never actually been passed to 'close' schools in the first place so the legal position is somewhat unclear still.

QU: Do you think more vulnerable children will come in when more children start to come in? School are ringing vulnerable families 2 times a week. A few more have been starting to come in. School are sorting food packages for pupil premium children. Sending double food package this week to cover HT. Hope that when school is open to more children and with the safety measures in place that more will come in.

QU: Will the classroom sinks be used for handwashing? Yes and when setting up school will make sure there is space to get to sinks following the 2m rule. Hand sanitizer has been ordered if necessary.

QU: How many children are expected? Don't know yet but will do well in advance so that children can be allocated 'bubbles'.

QU: Any possibility that school will be oversubscribed? Groups are prioritised in order so if all EY wanted places then Y6 would lose places. This will be made clear to parents.

QU: Any resources challenge? Will the school need extra staff or resources? School have enough staff for current expectations. Will have to consider September nearer the time. Were a couple of points to consider – normally have 4 pediatric first aiders on site but that becomes a pinch point when staff on rota. Also making sure enough staff trained in safeguarding on-site.

2. Risk assessments and paperwork

- School have the local authority template for risk-assessment which they will work through.
- Where necessary the CLT may ask middle leaders to ask to help in their areas.
- Risk assessments will make sure plan can be delivered effectively.

QU: Are you happy that school has expertise to do the risk assessments? The HT was happy that they had the expertise to carry these out, but Governors offered assistance if necessary.

QU: How is the increased cleaning going to happen? Staff will get cleaning equipment and be asked to clean touchpoints. Staff can say no but from conversations with staff no issues forseen. The SBM has spoken to the cleaning company – Easyclean. Currently most cleaning staff are on furlough, from 1st June will return to previous hours based on responses from parents that implied might not have many children in school. Once actual numbers of pupils known will know how much of 157 capacity will be used will look at if additional cleaning hours are needed.

3. PPE

- The DfE Guidance on PPE changes frequently.
- Latest guidance is that whatever you currently use in school, carry on.
- Masks are not recommended for staff or pupils.
- LA are sending a PPE pack in case school believe they have a case in school.
- School have allocated an isolation space in case this happens.
- Staff will view a video on how to use PPE correctly.
- School will encourage access to tests where necessary.

4. Curriculum on re-opening

- Prior to re-opening all children have been getting English, Maths and one extra piece of work a day.
- School are aware that Y2-5 will still be needing content and will work hard to provide this.
- For those in classes that are in school the plan is that all children in and out of school will have the same work.
- Reading is a key focus in the guidance.

QU: What is LA expectation once kids in school – education and curriculum lead learning or childcare? Description from DfE is talking in education terms but LA are aware this is not necessarily possible. DfE are making it sound like it is about getting children back to school for education but LA don't agree this is possible. School will not be assessing children as they are aware that many of each year won't come in. LA have stated that they do not believe that operating a full school before the summer is possible or feasible.

QU: Is there any info in guidance on reversing the process? No this is not in the guidance, this would come from government if it were necessary to re-introduce a lockdown.

5. Staffing and wellbeing

- HT has been impressed that staff have been behind school the whole way.
- Zoom daily in groups or all staff allows CLT to check everyone is ok.
- Staff message HT if they are worried about colleagues and she checks in.
- Staff have been listening to HT and supporting her.
- Staff are working hard at home and responding to parents.
- A few may not be able to be in school as they are shielding but have volunteered to support the home learners.
- Midday supervisors have been supported by Tracey contacting them regularly.
- Staff have been kept involved and informed which has helped keep the team together.

6. Parental view and communication

- Parents are speaking directly with class teachers through Dojo and staff are receiving positive messages.
- HT has asked parents for opinions on school opening.
- Only 3 parents have not been positive on what school have been doing, but 2 have had constructive conversations with.
- Generally parents are very supportive of the school and the provisions they are making.

QU: When will logistics be sent out to parents who need it? Wednesday before HT is the deadline to confirm places so by end of that week those parents that have claimed a place will be communicated with. There will be a follow

up on Thursday 28th May or Monday 1st June to confirm it is definitely going ahead. After this meeting with governors the CLT will share plan with staff and then parents.

The Governors suggested that all school parents receive the logistical information in order that they can be aware of the thorough planning that has gone in to it and to maintain confidence. It demonstrates the excellent work school have done in preparing.

Resolution:

Are the GB supportive of the plan and are they confident that school is doing all that it could and can and following best practice? All governors present were supportive of the plans and reiterated their praise of school and staff.

AOB

The governors' annual report to parents has been drafted by ASC. This will be circulated to the FGB for review and then sent to parents before HT. This report reiterates the GB support of the HT and school in their handling of the coronavirus situation.

QU: In September – what are the numbers expected in foundation? – 56

QU: Is there likely to be a requirement to provide childcare over summer holidays? LA have said they are not supportive of that but government have alluded to it being a possible requirement.