

# Our Lady of Lourdes Catholic Primary School

## Minutes of a meeting of the Full Governing Body held remotely on Wednesday 3 June 2020, 2pm

### Outstanding Governance reminder:

Governing bodies should have a strong focus on the core strategic functions:

1. Ensuring clarity of vision, ethos and strategic direction;
2. Holding the Headteacher to account for the educational performance of the school and its pupils; and
3. Overseeing the financial performance of the school and making sure its money is well spent
4. To maintain and develop the Catholic nature of the school

### In this meeting governors will be mindful of equalities issues in all agenda items

**Present:** Pier Anscombe (until 2.55pm), Paul Barber (Headteacher), Mel Fane (Co-Chair), Sandra Hogan, Blanaid McCauley, Giulia de Rosa (Co-Chair), Helen Snow, Ian Watson

**Apologies:** Emma Briggs, Dee Simson, Jessica Winter

**Quorum:** Six governors. Eight governors were present. The meeting was quorate throughout.

**Clerk:** Ruth Ali

Minutes signed by: \_\_\_\_\_ Agreed on: \_\_\_\_\_

Action points: **bold** Questions to the school: **highlighted** Decisions: **bold italics**

1.	<p><b>Welcome</b>  <b>The meeting was chaired by Mel Fane.</b>  <i>1.1 Prayers</i>                      The Headteacher opened the meeting with prayer.  <i>1.2 To consider Apologies for Absence</i>                      Apologies were <b>received and accepted</b> from Emma Briggs, Dee Simson and Jess Winter.  <i>1.3 Declaration that all participants are maintaining confidentiality</i>                      All confirmed that conversations cannot be overheard.  <i>1.4 Declaration of business interests or interests of loyalty in agenda items</i>                      None.</p>	Actions
2.	<p><b>Minutes of last meeting – 21 May 2020</b>  <i>2.1 To agree accuracy</i>                      The minutes were <b>agreed as a true record</b> and will be signed when face to face meetings are possible again.  <i>2.2 To discuss any matters arising, if not on this agenda</i>                      None.</p>	
3.	<p><b>Headteacher’s Executive Summary</b>                      To receive updates on:</p> <ul style="list-style-type: none"> <li>• <u><i>How the school is continuing to provide care for children of key workers and e vulnerable children</i></u></li> </ul> <p>There has been some growth in the number of key worker and vulnerable children since the relaxation of lockdown rules; this was expected. Previous numbers were around 10/11, this has been growing to 15/16, and following consultation with parents is expected to increase to 20. Numbers will continue to be monitored, to see if they increase as expected.</p>	

- What actions the school is taking to mitigate against concerns that the partial closure of schools will impact on the outcomes achieved by disadvantaged pupils and widen the attainment gap

No further update in this report. School is focusing on actions to be taken when children return.

- How the school is continuing to provide education for children/supporting parents in providing some education for children at home

Provision continues via the Remote Learning page on the website; phone calls and ping messages have continued. With wider opening it will be increasingly difficult to continue this provision. This will be discussed later in the meeting.

- Safeguarding and wellbeing of pupils (to include transition arrangements for Y6 to Secondary School)

School is considering how children transitioning into Reception and Y7 can be supported, and parents will be provided with relevant information. The Headteacher and Reception teacher have met to discuss, and identified actions.

Safeguarding messages have been moved to a more prominent area on the home page and will continue to be a thread in the Headteacher's messages to parents.

- Wellbeing of Staff and Headteacher

Following half term, it was good to be back with SLT colleagues. Some were able to have a break; morale seemed high, and colleagues are taking care of themselves. Staff appreciate that they are not rushed back into opening more widely, and that this is in line with LA guidance. Pier will be working on individual risk assessments for some of the more vulnerable staff members.

- Health and Safety – including an update on Site Management

Adequate signs and notifications have been obtained and put up, ready for wider opening. Initial concerns around cleanliness have been addressed through a deep clean done through the LA. The clean site has boosted morale as well. The SBM has worked with the LA to have someone attending from 9.30am and 2pm each day to assist with maintaining cleanliness. Audits around fire safety etc have been conducted, with involvement of the Health and Safety link governor, who is aware of the identified actions.

- Any issues arising from how the building is currently being used and remote working for staff

No further updates since the last meeting.

The Headteacher's Executive Summary also contained answers to some **questions in connection with the risk assessment (RA) for wider opening, raised prior to the meeting by the co-chairs.** The discussion therefore moved on to the RA.

The Headteacher apologised for the number of different RAs that have been circulated. The latest update resulted from a NAHT and NEU meeting with the LA. The main difference to previous versions is the pre-amble before point 1, explaining that the RA is scheduled to be reviewed weekly and is a live document, and that the baseline for the RA is the national and local picture with regard to the rates of infection (R-rate). It was pointed out that a number of papers had reported the R-rate to be 1.7 locally; however, it is difficult to establish an accurate R-rate in a small area.

**In response to the question whether the information is provided on a daily basis, and who supplies this,** the Headteacher explained that a daily update is received from the LA. They are also very clear that they do not want schools to open more widely until it is safe to do so.

A further update was in connection with the role of teachers and TAs in the cleaning of tables and materials. This has been discussed with the NEU rep who sought assurance that teachers would not be expected to clean classrooms. The RA highlights that the possibility of teachers having to wipe something cannot be removed (the example of a

child sneezing was given), but they cannot be asked to do routine cleaning maintenance of the site. The question was raised whether, in the case of the example given, the teacher would not have been expected to wipe the table already pre covid. This would have been the case, but firstly, there has been a growth in anxieties, and teachers also want reassurance that the need for keeping the school clean is not resting with teachers and TAs, but that there are other colleagues with responsibility for that. The Headteacher is still waiting for confirmation around hand sanitizer/alcohol content.

Some discussion took place around the difference between assessing hypothetical risks and real risks. This situation is hypothetical as it has not happened before, and there is no certainty until the scenario has actually been experienced. Governors asked whether the risk rating for physical distancing should be increased as this is something that has been done already and is certainly going to happen. The Headteacher explained that feedback from LA and NEU meetings suggested that there is no requirement to actually complete the ratings. The RA is therefore more a plan of action, differing from other RAs. Distancing is also different depending on the age of children. Governors will therefore concentrate on the actions rather than the ratings. The Headteacher highlighted the capacity of the school. There are currently 20 key worker/vulnerable children attending. Consideration has been given to what other schools are doing, but the best interest of the school and its particular circumstances are paramount. A governor asked whether children from another school will attend OLOL if their own school has to close. At the beginning of lockdown, there was some talk about "hubs", but current guidance says that children should not transition between different settings.

A governor reported that a parent had asked whether staff from another school would attend, if not enough of the school's own staff are available. Size, design and capacity issues should therefore be referred to in correspondence to parents.

In terms of capacity, it was confirmed that key worker and vulnerable children would continue to attend, with a limit of 20. A survey has been conducted to establish how many Reception, Y1 and Y6 children would return. This came back as 18 for Y6, 14 for Reception and 15 for Y1. Focusing on Y6, the Headteacher explained that the RA is based on this group being split in half, one half attending on Monday and the other on Wednesday. The next year group would only be brought back, also split in half, when it is evident that this approach works well. Governors asked whether groups are based on friendships or ability. The class teacher has advised on the grouping, and they are based on friendships and siblings.

As there will still be children in these year groups who are not in school, the teacher must be allowed time to catch up with those too. This is facilitated through the provision of sport in the afternoon, run by the sports coach. Prior to the meeting, a governor had highlighted the issue that the number of staff working with each bubble should be limited, and having the sports coach interacting with six bubbles (two from three year groups) would increase the risk. The Headteacher explained that this risk is mitigated by sports taking place outside, and that the sports coach has become efficient and experienced at teaching PE to key worker children in a way that reduces risk.

Governors asked:

- Will it be possible to invite children from other year groups back before the end of term, as aimed for by the government? - We have given this careful consideration, but are restricted by the footprint of the site and the number of staff and have concluded with regret that this will not be possible. Staff feel supported in that SLT are approaching the wider opening in a measured way, and it is therefore important that numbers continue to be kept within the capability of those available.

- **Will the other teachers still be working on a rota system?** - The Deputy Headteacher has devised different rotas for the different phases of wider opening. On Fridays only key worker and vulnerable children attend, giving the opportunity for SLT to meet and review. Parents will be advised that the situation will be continually evaluated.
- **With regard to the 18 responses from Y6, does this include the key worker and vulnerable children in that year group?** - These are in addition. The key worker and vulnerable children cannot move from their bubble, as we have to limit interactions between these groups. To stop children mixing, starting times will be staggered as well, in 25 minute intervals. This will shunt the rest of the day by 25 minutes.
- **Are you prepared for additional children coming in?** – We have advised parents that we will not be able to. There may be some flexibility in extenuating circumstances.
- **Did you have any feedback from parents in Y2-5?** - No.

*Pier left at 2.55pm – to take part in an online training module on risk assessment.*

A governor who is a parent of a child in Y5 suggested that Y5 parents do not expect that year group to come back. They are keeping in touch with the news and are grateful for communication from school, including being directed to Oak National Academy.

Key worker and vulnerable children are currently using the Reception classroom and will continue to do so. Parents will be advised that, when Reception returns, they will not be in their own classroom.

Children who come back to school will only have two sessions per week; there is not much difference to those who do not come back. The Headteacher will work with staff to ensure there is an understanding of the priorities of the children who are coming back, looking at them individually and evaluating what experience they would have had at home and how they can be supported back in school. As this is a healthcare crisis, priorities will not be the same as in normal times.

Governors suggested that the provision of online learning resources, to be used in home learning, should also continue, as it is envisaged that schools will not return to “normal” for a long time. The Headteacher confirmed that he is planning for 12-18 months of educational provision for part time attendance.

**Agreed:**

**Governors agreed to the proposed model of splitting groups.**

**This will be communicated in a joint letter to parents.**

The Headteacher advised governors that some support staff members are extremely concerned and have asked not to come back. Discussions are currently being held around what approach they would like to see taken, which may include unpaid leave. Of those who have agreed to coming back, some are vulnerable and will be risk assessed.

Some of the children coming back have Education Health and Care Plans (EHCPs) or other serious needs including intimate care and will also be risk assessed. The Inclusion Leader is also involved in the RAs for children and has done training.

**A governor asked who is responsible for the monitoring of Personal Protective Equipment (PPE)** – this is the Business Manager. The Headteacher will run a remote training session for all staff. This will include the opportunity to ask questions, which will remove anxieties and provide reassurance around the numbers of children attending. The rest of the week will be spent continuing to prepare the site, with the expectation that nine Y6 children will come back on 15 June. However, if the LA

PB, MF,  
GdR

	<p>advises not to open on that day, this will be delayed. All consultations with unions and staff have taken place.</p> <p>A governor asked whether any staff members are from a minority ethnic group. There are none, which is why this aspect is not included in the RA. The Headteacher confirmed that it would have been included, if there were any staff members from such a group.</p> <p>Governors thanked the Headteacher and SLT for their work on the RA and asked the Headteacher to pass on their thanks to the SBM for arranging for a cleaner.</p> <p>The clerk fed back a question from a governor who was unable to attend: Will children be asked to attend in school uniform, and will parents be instructed about regular washing of clothes. The Headteacher explained that, as children are going to do sport in the afternoon, they will be asked to attend in sports clothes. This will eliminate the need to for them to change during the day, and they are easier to wash. As children only attend one day per week, there will be sufficient time to wash clothes.</p>	
5.	<p><b>Issues relating to the wider opening of school</b></p> <ul style="list-style-type: none"> <li>• <u>To receive an update on parental responses to Reception, Y1 and Y6 survey</u></li> <li>• <u>To test the robustness of the risk assessment, updated in light of LA response</u></li> <li>• <u>To discuss the proposal for wider opening and immediate actions arising</u></li> </ul> <p>All discussed under agenda item 4.</p>	
6.	<p><b>Policies</b></p> <ul style="list-style-type: none"> <li>• <u>To approve the reviewed addendum to the Safeguarding Policy</u></li> </ul> <p><b>This was deferred to the next meeting.</b> Safeguarding issues related to wider opening have been included in the RA, but this has not yet been transferred into the Safeguarding Policy addendum.</p>	RA
7.	<p><b>Meeting Close</b></p> <ul style="list-style-type: none"> <li>• <u>Any other business</u></li> </ul> <p>Mel reported that the Inclusion Leader continues to work with the foodbank and would like to ensure that donations of food, toys and clothes keep coming in. She therefore asked whether consideration could be given to an easily accessible storage facility where parents or members of the community can drop off donations. All agreed in principle that this is a good idea, and <b>Mel will continue to work with Zoe and bring further details to the next meeting.</b> It was suggested that it would be a reasonable investment and could also be used as a storage space for school in the long term.</p> <p>Prior to the meeting, the LA term dates consultation was circulated. Governors discussed the proposals, but do not have a preference.</p> <p>Two further questions were raised in connection with above agenda items:</p> <ul style="list-style-type: none"> <li>• <b>Have FSM vouchers been distributed for June? – Yes.</b></li> <li>• <b>If doors are kept open for increased ventilation, are we limiting the opportunity for a child who wants to make a safeguarding disclosure and will need to talk confidentially? – Low numbers and space between bubbles will allow for some confidential space. FGB meets fortnightly, and safeguarding is a rolling agenda item and therefore continues to be monitored.</b></li> </ul> <p>The next meeting was scheduled for 19 June 11am. This will allow for feedback from the SLT evaluation of the first week of wider opening. The format of the Headteacher's Executive Summary will be reviewed.</p> <ul style="list-style-type: none"> <li>• <u>Prayers</u></li> </ul> <p>The Headteacher closed the meeting with prayer. The meeting closed at 3.35pm</p>	MF

**Documents circulated prior to the meeting:**

Minutes of the last meeting

Headteacher's Executive Summary

Risk Assessment

NGA Guidance on testing the robustness of the Risk Assessment