

Kirk Smeaton Church of England Primary School

Governing Body

Minutes of Governing Body Meeting held on Tuesday, 19th May at 7.30pm (on Skype)

Present:

Mrs H Cuddy - Headteacher

Mrs R Rawson

Mrs L Thornley

Mr T Jones

Mrs B Hursthouse

Mr P Hursthouse

Mrs C Cessford

Mr A Robertston

Mrs R Brown

Mr P Hudson P

Mrs E Hall

In Attendance:

Mrs A Marner - Clerk

Part 1

1: Welcome and Apologies

Mrs Rawson welcomes our new Governor Mrs Hall and also confirms Mrs Carville's term has ended and said thank you to her.

2: Any other business to be agreed

Start budget to be agreed - to discuss later in the meeting as combining both Finance and Full Governors meeting on this occasion.

3: Confidentiality & Declaration of Business Interests

Governors reminded of the importance of confidentiality. No declarations of business interests.

4: Minutes of meeting held on 23rd January 2020

Mrs Cuddy to send out by email and to be agreed by everyone. Mrs Rawson reminded not to send the confidential minutes out.

5: Action Log

Mrs Rawson suggested deferring this item if no one wanted to add anything and asked Mrs Cuddy if there was anything that needed actioning - No.

Q: When will the fire door Headteachers office be completed? What are the outcomes from the North Yorkshire Fire audit?

A: Fire audit was due to take place on Monday, 20th April but has had to be postponed due to the current situation. We have had one quote so far for a fire door as advised by our North Yorkshire Risk Advisor. We are hoping to get this completed over the holiday depending on availability.

6: Confidential Minutes

7: Headteachers Report & SDP

- HT to organise Governor induction with Mrs Hall on her return. Chair confirmed she has completed the governor induction items.
- Admissions for September 2020 - we now have 14 confirmed pupils and our PAN (published admissions number) remains at 15 pupils.
- Keyworker families have been accessing the provision though we are closing for half term for a deep clean and to get organised for opening.
- The toilet refurbishment due to go ahead in April will now be deferred as the company due to carry out the work has ceased trading

Part 2:

Health & safety

- Health & Safety annual inspection has been postponed due to the current situation as has the North Yorkshire Fire Audit.
- Grounds maintenance discusses - they have tried to access the site twice but no one was in reception even though they didn't give us a date they were coming. The grass is in desperate need of a cut prior to opening. School to liaise with contractor and agree a date.
- PHSE and SRE policies have new guidance - Headteacher suggested we needed more time and to discuss in 2-3 weeks' time.
- Anti-bullying policy deferred. Mrs Brear has the lead on this and the children have been involved. Headteacher wants to involve parents with this too.
- Governors to look through policies and share comments with HT before July.
- Other policies deferred until next meeting

Q: Is the E-safety one is questionable for those children currently in school?

A: It will be fine until the next meeting.

Finance:

- Following the finance reports being sent out

Q: regarding the GTA hours that have been reduced by half a day, was this budgeted for?

A: Yes, change happened towards the end of the financial year and this was put into the budget. The particular member of staff requested to reduce her hours for personal reasons.

Q: Do we need to replace the hours?

A: As children are nicely settled into Reception and the numbers are manageable the change was ok to happen. We may need to review once we get new starters in again.

Q: Has there been any effects on income due to the school closing.

A: The main loss is from After school provision and Hall lettings.

Q: Are there were any additional costs?

A: Cleaner is able to submit additional hours if his cleaning role becomes more demanding due to the situation.

- Governors to let school know if they would like hard copies of the start budget and year end outturn. The Start budget was agreed.
- Two members of staff had showed interested in becoming SENCO- defer this item.

Q: Was ever agreed and minuted that we actually need another member of staff to become Senco?

A: Headteacher confirmed it was talked about at succession planning for the school and that schools are advised not to have the headteacher as SENCO.

Comments: Look through previous minutes and analyse the need. Governor commented he doesn't want to create a lot of work if there isn't a requirement.

Return to School 1st June 2020

- The Government has requested we open school.

Comments: School and Governors can object to this. Risk assessment is key and must be done by Headteacher. We must be aware of any issues staff have and make sure it is valid and ensure it's mitigated. We should open school if the Headteacher or other staff have no objections. All staff have been involved regarding their classes and confirmed her proposed plan would be to work a 'week on, week off' rota. This gives staff chance to plan and isolate at home for a week. The plan has changed a lot - Headteacher confirms to keep to the 2m social distancing rule 8 children per classroom possibly 10 would be maximum. There should be a maximum of 8 children in EYFS. We also need to consider children been dropped off and picked up at school.

Q: Has the risk assessment has been shared with all staff and for them to be given the opportunity to object?

A: Yes

Q: What will happen with the After School Club?

A: Headteacher confirmed the Play leader is part of the staff rota during school hours and we won't be offering after school provision. Also want to ensure all children stay in the same bubble which cannot happen if we offer after school provision.

Q: We need to compare the risks against the benefits of the children actually attending school. I.e. what are the children going to be doing? How will they benefit?

A: We need to get children talking, some may have experienced loss/upset and need some support. As far as academic success children won't always be with their own teacher so it may be possible for their own teachers to set work. If children are struggling and cannot cope with sitting they will be asked to do outside jobs for example gardening.

Q: September may be more difficult to plan with increased number of children and wondered if we had considered portable classrooms?

A: Yes, but these are very expensive.

Q: Why other authorities have said 'no' to opening but not North Yorkshire?

A: This is a decision taken by the LA.

Comments: Government guidance of opening school for the particular year groups, Reception, year 1 and year 6 and now Nursery children are able to attend also and all will depend on the numbers we get wanting a place. Staff working from home need to be considered and preparing packs and planning etc. HT believes we can open to these groups, as we have been open to keyworker children this whole time. Parents need to have a clear understanding of our plans.

- Plans- Staff have 2 x 15 minute breaks they should have an hour staff have confirmed they are happy with this arrangement as will be working from home or on call the following week.
- Children on breaks will be given activities outside such as skipping (new plastic skipping ropes have been purchased), exercise circuit, hula hoops and these will be cleaned with antibacterial wipes after use in readiness for the next bubble.
- Closing on a Friday pm for a deep clean and to prepare school for the following week.
- In the plan and conditions to parents we are stating we can't assure parents that children will be 2m apart but we'll obviously try. Also, parents to sign and agree to what we are offering before they accept their place.
- Other considerations for example checking if anyone requires school transport, school dinners and the fact she encourages children to have a school meal rather than bringing packed lunches/containers from home into school.
- We cannot guarantee which classrooms children will be in to ask parents to complete a medical form and provide any medication on a daily basis for example inhalers.
- Some parents have asked do they need to send their child every day? We need to be careful that we don't change bubbles. One Governor mentioned the fact that children may be coming into school that have accessed other places and this increases the risks.
- Parents to be aware the plan could change with immediate effect if a member of staff falls ill.

Q: what the uptake/interest had been so far?

A: approximately 85% but there are many questions and maybes from parents wanting clarification on safety and risks before they feel they can make a decision.

Q: Can risk be managed better if we limit the days in which children come in?

A: We may have 8 children in each class including keyworker children meaning no more than 32 children.

Q: Can school cope if everyone eligible to come into school want a place?

A: we will try our best but would have to change the plan and possibly limit days.

Comments: It would be a good idea to let parents know how school will be worked out for example if children are just going to be sat doing their home learning packs it may deter some as families may feel it's a safer option to be at home with siblings and also better for the children to be at home with their family if possible.

Q: what is a safe number? 32 or 40 and is it that loose?

A: what we have to do now and asked Governors 'are we happy if all children in the 4 year groups wish to return?'

Q: how many children this could be?

A: Reception, year 1 and year 6 would be a possibility of 42 children and although Nursery normally attend afternoons these must also be considered and could be a maximum of 18.

Comment: Parents really need to know that it won't be the same school environment and experience as children are used to. Headteacher agrees we don't want to scaremonger but do need to give facts. One Governor clarified that social distancing is guidance and not legal. One Governor said Q1 should be - Have we got a number we can take - absolute maximum would be 40 pupils? Another Governor thinks we should start at a lower number and increase in necessary. Headteacher agrees and suggests maximum 32 children (8 in each class).

Chair asks Governors if they are happy with the risk assessment based on 32 children? Governors agreed and said to revisit at a later date if necessary if we do need to increase.

One Governor added they believe risk assessments are different for different year groups.

Headteacher confirmed the risk assessment will ensure we cover all year groups. Headteacher confirmed government guidance is not to wear face masks but she feels if staff or pupils want to wear a mask than it should be allowed. Headteacher also confirmed if staff need to administer first aid then ppe will be worn which obviously includes a mask.

Q: what is the risk assessed number of pupils that we feel is safe and said we should base the risk assessment on guidance?

A: We would propose reducing numbers and increasing health and safety.

Q: If we do take 32 children does that mean we can apply the 2m social distancing rule and why have we taken it out of the guidance? A: Yes, but stated we don't want to promote playing together.

Q: Are to include new Nursery children i.e.; those that were due to start in April?

A: Yes as we have received funding for them but may need an additional risk assessment.

Q: Is the number of children in reception is ok to be the same as other classes?

A: 8 is manageable and her current reception children are well trained. The issues comes when Reception and Nursery children are mixing.

Q: Could we split reception in to 2 x 4's?

A: We don't have enough rooms and also reception children do need to be in the correct setting (EYFS).

Q: what is the number of staff required to manage 32 children? Do we have enough staff?

A: In the current plan has 4 x teacher's/teaching assistants each week plus 2 additional members of staff. Week 1 has 6 members of staff and week 2 has 7 members of staff. Some staff do need ad hoc hours due to their own childcare but this is manageable.

Following this discussion Headteacher proposes reducing the maximum number of children in reception or nursery at any one time to 6 children meaning the number from the outset is to be 30 children - (6 x Nursery/Reception, 8 x Year 1, 8 x Year 8) Governors agree.

- How do we offer places?

Comments: we must prioritise keyworker children.

- ❖ Two keyworker parents and Vulnerable pupils
- ❖ 1 keyworker families
- ❖ Other eligible pupils from the said year groups and review it as we are challenged.

Comments: Headteacher also confirmed staff wellbeing must be considered. Headteacher confirmed target plan and SEN children may need supporting, but we need to stick to the priority list. HT will inform governors how the opening has worked and will organise another meeting depending on the changes needed.

Chair thanked Governors for their time.

Meeting closed 10.15pm.