**Baguley Hall Primary School**

**Extraordinary Governing Body Meeting Minutes**

**School: Baguley Hall Primary School**

**Quorum: 5 (Met at this meeting)**

**Chair: Carol Steedman**

**Clerk: Colette Garner**

**Date of meeting: 1.6.20**

**Venue: Remotely via zoom**

**Attendance (Remotely via zoom)**

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| **Name** | **Designate**  **Governor type** | **‘End of Term of Office’ date** | **Present (P)/apologies (Ap)/absent (A)** |
| Kate Bulman | Headteacher (HT) | N/A | P |
| Carol Steedman | Partnership (Chair) | 23/03/2023 | P |
| Quasim Zafar | Co-opted | 20/05/2023 | P |
| Victoria Cook | Staff | 12/12/2020 | P |
| Laura Lodge | Co-opted | 01/09/2022 | P |
| Clair Goulding | Associate | 22/03/2023 | P |
| Peter Renshaw | Co-opted | 26/03/2022 | P |
| Katie McDwyer | LA governor | 30/11/2021 | P |
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| Mike Allison | Partnership | 15/07/2023 | Ap |
| Donna Cunneen | Co-Opted | 31/08/2020 | A |

**Others present**

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| **Name** | **Role** |
| Colette Garner | Clerk (One Education) |
| Anne-Marie Dorsey | School Business Manager (SBM) |

**Agenda Items**

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| **1** | **Welcome and apologies** | | |
| The Chair welcomed everyone to the extraordinary meeting which was convened to discuss and approve the planning, preparations and risk assessments for the wider reopening of the school.  Apologies were received and accepted from Mike Allison | | | |
|  | **Action decisions** | **Owner** | **Timescale** |
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| **2** | **Declaration of Pecuniary Interests** | | |
| There were no declarations of interest expressed in connection with any item on the agenda. | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
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| **3** | **Minutes of the Previous Meeting (10/02/20) and Matters Arising** | | |
| The minutes of the meeting held on 10/02/20 were approved as an accurate record and a copy was retained on file to be signed when governors resume their meetings in school.  There were no matters arising. | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
|  | * Minutes of the meeting held on 10/02/20 approved | Governing Body |  |

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| **4** | **Planning and Preparations for the reopening of school** | | |
| The HT outlined the planning and preparations for the gradual wider reopening of the school through a number of detailed documents sent to governors in advance of the meeting. The documents included a Position Statement from Manchester City Council (MCC); the school’s Covid-19 Operational Risk Assessment for School Reopening (23 pages); MCC Schools/Settings Health and Safety Risk Assessment - Covid-19 (9 pages); details of Questions and Answers following a Risk Assessment Consultation; copies of letters sent to parents; guidelines for staff and a wider opening timetable. The following points/issues were raised.  Following the initial announcement from Boris Johnson that schools were to reopen on 1st June, subject to certain conditions being met, the school slowly started to prepare, considering the options and aware that there would be a range of differing opinions from stakeholders, including staff, parents and the Local Authority (LA).  The school consulted parents in Reception, Year 1 (Y1) and Year 6 (Y6) and received 90 replies out of a potential 180 responses, a much higher than normal response to a parent consultation. 45% of respondents said that they would send their children back to school.  Guidance from Manchester LA as outlined in their Position Statement, May 15th, and included in the meeting papers, was clear that every school was different and working within different contexts and that it was up to each individual school to decide if, when and how they would begin to reopen.  The school remained open for key worker and vulnerable children, including offering a holiday club over the half term break, allowing teaching staff a well-earned break. The holiday provision provided care for 14 children from 7.30am to 6pm. 4 members of staff ran the provision, 2 in the morning and 2 in the afternoon.  The government briefing on Thursday 28th May confirmed that conditions had been met and schools were to reopen. The school made the decision to reopen for Year 6 only on 8th June and if the proposed measures and protocols work effectively, Reception and Y1 at a later date.  Many operational decisions have been worked through, including staff deployment, taking into account staff who are unable to return to school because they are shielding or have vulnerable adults or childcare issues within their households. Groups, termed ‘bubbles’ of up to 10 children and 2 adults will attend school for 5 hours a day, with no mixing between the bubbles. There will be staggered start and finish times for the bubbles to minimise contact.  There is uncertainty about the children who will actually return to school, with numbers constantly changing. The numbers of requests for key worker places has increased recently as more parents and carers begin to return to work, including the partners of key workers, who have been looking after children at home during the lockdown period. Other parents are changing their minds and deciding to send children back to school. The school is making it clear that only children who have been booked in advance will be allowed to return to school.  The HT presented a written document which she had prepared in response to 8 questions sent from governors in advance of the meeting.  *Q. Will children who remain at home continue to be contacted if they are not accessing the online learning provisions and who will do the contacting if their teachers are back in school teaching?*  The provision for home learning will continue for all year groups so any children in Reception, Y1 and Y6 not returning to school will have ongoing work.  The home learning and the school curriculum will follow the Oak Academy maths and English lessons. Children at home will complete a daily log to say what they have covered, and monitored daily by a member of staff still working from home. Children at home will continue to receive regular phone calls. The Y6 children will be engaging in transition activities in partnership with the high school, Manchester Health Academy (MHA) and may include staff from MHA visiting the Y6 in school and providing work that the children can take with them in September. Any work and activities will be shared with the home learners, where possible.  *Q. The risk assessment inevitably contains several to TBC (To Be Confirmed). When do you expect these items to be firmed up please? I assume that, once finalised, the assessment will be circulated again to staff and governors but please confirm.*  The Risk Assessment (RA) process and completion of the RA documentation, helped the school identify all the required measures and most of the TBCs are about communicating / completing / putting into practice the measures required for the beginning of wider opening next week. TBCs also includes associated documentation reflecting changes such as Protocols; Staff Rotas; Timetables; Staff Roles; Fire Evacuation; First Aid/Medical; Behaviour; Home School Agreement.  The physical changes, such as the classroom layout have been completed.  The staff are rehearsing the bubble system this week with the key worker children, and the guidelines will be amended if needed in time for the beginning of the wider opening next week.  All the TBC on the RA will be ticked before the commencement of the wider opening.  *Q. The risk assessment contains a few, very minor typos and the last item 1.14 ends with the word “and”. (which I suspect needs to be deleted). Can I suggest please that you run the document through the spellchecker? I appreciate that, with everything else there is to do, this may seem OTT but, to me, it would be a real shame for such an otherwise impressive document not to be absolutely spot on typographically.*  Spell check completed, ‘and’ followed by Magic Breakfast deliveries. Magic Breakfast is an organisation that provides breakfast club bagels for children and also deliveries to nominated families.  *Q. What is the procedure when children forget their water bottles?*  The school has single use paper water drinking cones or cups from the kitchen which will be ‘dishwashed’ at the end of the day.  *Q. The letter to parents is very clear that children need to be booked in in advance if they are to return to school. What is the procedure if children arrive unexpectedly without having been booked in?*  Parents/carers will be asked to take the children home, even if there are places available, due to wider planning and preparation considerations.  Not all parents/carers have responded to requests for information. All Y6 parents/carers will be individually contacted by phone during the week to provide clarity about the children returning on Monday 8th June.  *Q. Will there be a member of staff outside checking that children have been booked in as they arrive?*  No. All the children will go to different entrances leading directly into their allocated classroom and every child will have the information in advance.  *Q. Is it still the school’s intention that, weather permitting, as much time as possible will be spent outside, or is the majority of the time now to be spent in classrooms (which is what the documentation would appear to be suggesting)?*  The timetable is a balance of indoor and outdoor provision. The Oak Academy English and maths lessons (available for children in school and home learning) will take place indoors. The intention is for a great deal of time to be spent outside, although this will be more difficult as more children return to school. There will be 2 outdoor learning sessions with a PSHE focus. Adults will be outside and engaging with the children. There will be boxes of resources and activities allocated to 12 zones (6 in Key Stage 1 and 6 in Key Stage 2). Bubbles will rotate round the different zones. Additionally children will have outside sessions for PE and in the edible garden. The school is fortunate to have a large amount of outdoor space to be able to accommodate 12 zones, although that is only possible with 3 groups/bubbles on the playground.  *Q. Has there been additional expenditure caused by the current situation including preparing for wider reopening and will the school be claiming under the exceptional cost arrangements published by the DfE on 7 April?*  Additional costs have been minimal, with cleaning products and Personal Protective Equipment (PPE) being the main cost incurred. The school has saved money, with no additional staff hours payments for Breakfast and After School Club.  Wider opening may see an increase in costs, with much higher staffing ratios. It will be interesting to see how that works out over the next few weeks. The challenge will be if staff have to be brought into school to cover other staff absence, perhaps due to shielding, isolating, living with a clinically vulnerable person or child care issues.  *Q. There is much confusion regarding when it is safe to open schools more widely. The government have said that the necessary conditions have been met, but some members of the Independent SAGE group have suggested that it is still too soon. They suggest that the decision should be made based on the evidence of a low number of Covid infections in the locality along with a having a good track and trace system in place. Have the LA provided enough information on these points for the school to feel comfortable with proceeding with the current wider opening schedule?*  The HT is glad that the decision was made in school to undertake the wider opening process at a slower pace as the information over the weekend could have caused much anxiety.  The LA has made it clear that decisions are for individual schools to make taking into account their context and circumstances. No information has yet been provided regarding locality infections.  There is a potential problem extending the wider opening to include additional bubbles, especially if the bubbles are kept to 10 children, due to shortages of both staff and space.  The school has avoided using part time staff, even if available for work, so that the integrity of the bubbles can be maintained. As the number of children coming back to school increases, part time bubbles may be the answer, with, for example a Monday to Wednesday bubble staffed by a member of staff who works part time. The guidance on social distancing may change which will allow more children to return to school.  *Q. Is there any way that the school can find out what the local infection rate is?*  Not currently. The information may become more readily available with the new Track and Trace. The school has to make a daily submission to the Department for Education (DfE) and the questions have changed today from how many children at the school have been attending and the number of key worker children, vulnerable children and children from other schools. Today there were questions about which teachers, support staff and children were absent and why, including whether they were absent because they had been contacted by Track and Trace and told to self-isolate, or whether they were absent because they were self-isolating and whether they had had a positive covid-19 test. The information may eventually feed into more local figures.  A governor commented that one of the issues that concerned some members of the SAGE group was around the Office for National Statistics (ONS) assumed 8,000 new cases a day figure being too high and the potential for a second spike, perhaps leading to local close downs. Without locality based figures, the school cannot know whether there is an issue for the school.  *Q. What would happen if a member of a bubble was sick with suspected covid-19?*  The school has produced a number of guidance documents for staff, including a Wider Opening Medical Concerns Procedures document, which outlines the protocols and action to take.  The HT has tried to ensure that any guidance documents for staff are no longer than one page. It is important that staff are vigilant, as well as being measured and informed, so that not every cough or sneeze is automatically treated as a potential covi-19 case. The symptoms to be particularly alert to are a high temperature, a new and continuous cough and a loss of sense of smell or taste.  The HT referenced a National Association of Headteachers (NAHT) webcast recently watched which referenced additional symptoms, which have also been included in the guidance document for staff.  *Q. Are the additional symptoms significant excluding the 3 main symptoms or alongside the 3 main symptoms?*  There is no hard and fast rule. They are all symptoms which staff need to be aware of, however there is a need to guard against being alarmist.  The Home School Agreement makes it clear to parents that children must not come to school if they are unwell, however that would not include a child, for example who has seasonal hay fever.  If a child or adult has covid-19 symptoms they need to book a test. If the test is positive, all members of their bubble will be sent home to self-isolate and the rest of the school can continue in school.  Children who are unwell or who have had a playground accident will not be sent to the school office. Staff will phone the office for First Aid assistance. Emergency PPE is available within the classrooms and includes visors, aprons and gloves. PPE is only to be used if a child is very ill.  There have been no medical incidents during the last 10 weeks.  The HT asked whether governors are happy for the school to continue with the plans for wider opening.  There was discussion about why some LAs within greater Manchester are delaying opening their schools and how useful local infection rate data would be to help inform school opening decisions. The fact that Baguley Hall is a large and spacious school, allowing more social distancing is reassuring, however the local community may not have adhered strictly to government guidelines and there is potentially covid-19 within the local community.  The school will use Y6 as a trial run for wider reopening, keeping the arrangements under continuous review and taking into account all the updates and information that comes from the government on a daily basis.  Increasing numbers of parents and carers are returning to work and the demand for key worker places has increased recently, as partners of key workers return to work and are no longer able to provide childcare.  *Q. Are Key Workers still expected to email requests for places from their place of work?*  The school now asks where they work. Many requesting places were on the original list of key workers, but did not need to use the school child care because partners were at home. The official list of key workers is very extensive.  *Q. What would happen if a bubble had to self-isolate because a member of the bubble had tested positive, and a sibling from the isolating bubble was in another bubble?*  The guidance around sending members of bubbles home to self-isolate is to only send home following confirmation of a positive test result of a member of the bubble. The household of the person who tested positive would also be expected to self-isolate.  There were no further questions and governors confirmed their approval of the risk assessments and plans for the gradual wider reopening of the school. | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
|  | * BHPS Covid-19 Operational Risk Assessment for School Reopening approved * MCC Schools/Settings Health and Safety Risk Assessment - Covid-19 approved * Wider reopening of school beginning with Y6 on 8th June approved | Governing Body  Governing Body  Governing Body |  |

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| **10.** | **Any other business** | | |
| The Chair expressed the governors’ thanks to everyone at school, including those working from home, during an exceptionally long and challenging time. The Chair asked that the governors’ appreciation be passed on to all the staff. | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
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| **Date and time of next meeting:** | Resources Committee Monday 22.6.20 @ 4.30pm  Governing Body Monday 13.7.20 at 4.30pm |