

MILTON ABBOT SCHOOL

Full Governing Board Meeting Minutes, Thursday 21st May 2020
Venue: Zoom virtual Meeting, 3pm

	<u>AGENDA ITEM</u>	<u>PREPARATION NOTES & MEETING AIMS</u>	<u>ACTION</u>	<u>COMMENTS</u>															
	Procedural																		
	The meeting began at 3pm.																		
1	Welcome & Apologies for Absence	<p>BC welcomed all to the virtual meeting.</p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Parent Governors</td> <td style="padding: 2px;">Co-opted Governor</td> <td style="padding: 2px;">Staff Governor</td> </tr> <tr> <td style="padding: 2px;"></td> <td style="padding: 2px;">Brian Martin</td> <td style="padding: 2px;">Jane Weatherston</td> </tr> <tr> <td style="padding: 2px;"></td> <td style="padding: 2px;">Jane Byrne</td> <td style="padding: 2px;">Chris Luxford (Headteacher)</td> </tr> <tr> <td style="padding: 2px;"></td> <td style="padding: 2px;"></td> <td style="padding: 2px;">LA Governor</td> </tr> <tr> <td style="padding: 2px;"></td> <td style="padding: 2px;"></td> <td style="padding: 2px;">Brian Cook (Chair)</td> </tr> </table> <p>Due to short notice of the meeting the absence of RM, MB, MS, MV & EH was accepted. Also present: Clerk – Karen Yorke-Dunne</p>	Parent Governors	Co-opted Governor	Staff Governor		Brian Martin	Jane Weatherston		Jane Byrne	Chris Luxford (Headteacher)			LA Governor			Brian Cook (Chair)		
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2	Business/Pecuniary Interest Register	No interests were declared pertaining to this meeting.																	
	Monitoring and Accountability																		
3	Risk Assessment to partially re-open the school	<p>The risk assessment had been circulated before the meeting. BC opened the meeting by explaining that he felt they would be agreeing whether it was appropriate to open the school as whilst Covid-19 is so prolific it will never be safe. CL thanked JW, CH and MJ for their steadfast support in working through the risk assessment and preparing the school for reopening. Safeguarding – Our key objective when reopening the school is to support the families and parents, we have lead the process with health & welfare in mind; curriculum standards will not be normal due the working environment. Guidance for Reception, Year 1 & Year 6 to return with a staff ratio of 1:15.</p>																	

	<p>We took into account staff availability (self-isolation) and parent opinion which reduced the number of children by 1/3.</p> <p>BC – What do you think are going to be the most challenging areas?</p> <p>CL – I can worried about staff being on their own throughout the day with no interaction with colleagues – not able to have breaks together. We will not be able to cover PPA.</p> <p>Governors discussed in detail the hygiene routine within the school and recommendation for children to de-robe as soon as they get home. Each room/pod will have a cleaning box and first aid kit to offer effective protection.</p> <p>What changes have we made with the professional cleaners?</p> <p>They will deep clean the building during half term then thoroughly after school when everyone has left.</p> <p>CL informed the governors that there is an inset day on 1st June (already booked before school closure) where staff will be given training on cleaning. Behaviour principles will be discussed with the children on their return.</p> <p>Will you have the means to take temperatures?</p> <p>CL-Yes that will be in the 1st Aid kit for each room. We will have masks for staff if a child were to show symptoms.</p> <p>JB – 1/3 have voiced that they are not coming back. Will you have the capacity to have them if they change their minds?</p> <p>CL-Yes our first scenario was with all children so we have HLTA for back up.</p> <p>Learning</p> <p>BM – What will happen about the other year groups at home?</p> <p>JW- We discussed wellbeing of staff and teaching children in school and those at home.</p> <p>BM- Will they be doubling up on work?</p> <p>JW- the idea is to set up the same work in school as the children are carrying out with Dojo at home.</p> <p>CL – Streaming of teaching will also be sent out to home learners.</p> <p>There will be no staff meetings for the foreseeable future and the expectation will be that staff leave as close to 3pm as possible. Adults not currently working in a room/pod will be responding to parents/children that</p>		
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		<p>are home learning.</p> <p>BM – As you have separate playtime areas, will the normal dedicated exercise happen daily?</p> <p>CL – We will hope to have lessons outdoors as much as possible. PE will be non-contact. The letter to parents also talks about providing hats and cream for sun safety.</p> <p>BC – Do we have enough toilets for the number of children and infection control?</p> <p>CL –Yes group leaders will be aware where their toilets are.</p> <p>JB – Is there anything governors can do to support the school?</p> <p>JW – Not possible to cover breaks or anything at the moment, maybe when the whole school return.</p> <p>CL reiterated that if the ration stays at 1:15 then we will not be able to welcome the other children back into school yet.</p> <p>JB – Did you decide how PPA was going to be covered?</p> <p>CL- The staff will not have directed time, that is a compromise we have decided to take.</p> <p>Governors asked CL to thank the team for pulling together during this time. He will be writing a letter to say how their level of contact has been brilliant.</p> <p>BC proposed that governors resolve to reopen the school with the risk assessment given, all governors agreed.</p>		
School to reopen on 2 nd June to Reception, Year 1 & Year 6 children				
Governance				
9	Impact from this meeting	Governors have discussed and understood the safety and wellbeing of staff and children to ensure the school is compliant with all procedures for reopening the school during this pandemic.		
10	Date & Time of Next FGB & committees:	FGB –Wednesday 17th June 2020 – 4pm to discuss the progress		
BC thanked everyone for their time. The meeting ended at 3.40pm.				
MB joined the meeting just as everyone was leaving. Clerk explained what had been discussed. MB will make contact with CL/BC to talk about social distancing. Meeting finished at 3.48pm				