

# Exminster Community Primary School

## Full Governing Board Extraordinary Meeting Minutes

**Date of Meeting: 28 May 2020**

**Time: 18:00**

**Venue: Virtual (due to Covid-19 restrictions)**

<b>Present</b>					
<b>Name</b>	<b>Initial</b>	<b>Position</b>	<b>Name</b>	<b>Initial</b>	<b>Position</b>
Sarah Whalley	SW	Headteacher	Paul Frazer	PF	Governor (Co-opted)
Talitha Kerrigan	TK	Governor (Co-opted)	Ian Rogers	IR	Governor (Co-opted)
Stephen McDonald	SM	Governor (Par)	Frankie Hyde	FH	Governor (Staff)
John Collins	JC	Governor (Co-opted)	Liam Hatton	LH	Governor (Co-opted)
Kate Beale	KB	Governor (Co-opted)	Becky Dupre	BD	Governor (Par)
Helen Hibbins	HH	Clerk	Ian Moore	IM	Deputy Headteacher
Jonathan Wood	JW	Governor (Co-opted)	Hamish Cherrett	HC	Governor (Co-opted)
Alwyn Reeves	AR	Governor (LEA)	Paul Herring	PH	Assistant Headteacher
<b>Apologies</b>					
<b>Name</b>	<b>Initial</b>	<b>Position</b>	<b>Reason</b>		

Advice given by Governors at this school, in this meeting, is incidental to their professional expertise and is not being given in their professional capacity.

Governors must not disclose what individual governors have said or how they have voted within a meeting.

Governors must respect the confidentiality of Part Two items of business as agreed by the Governing Board.

### **Summary of Resolutions**

Approval of appendices to the Behaviour policy and Safeguarding policy.

Approval of the risk assessment for the re-opening of school.

### **1 Apologies for absence**

1.1 None offered

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### 2 Declarations of Interest on agenda items

2.1 None declared

### 3 To approve the second appendix to the Child Protection/Safeguarding policy (Based on a Babcock Model)

#### Child Protection and Safeguarding Appendix 2

#### Questions submitted prior to the meeting:

3.1 *Appendix states that "vulnerable children's attendance is expected". What attendance at the school is being seen for those that are classed as vulnerable and what is being done to encourage attendance? For those not attending, how is the school able to support those families? (SM)*

3.2 SW explained the criteria that DCC and, additionally, the school used, to class children as vulnerable. There were several reasons why some vulnerable children were not attending. For children with complex medical needs or an EHCP who were working from home weekly phonecalls with the SENCo took place, and in some cases, particularly children who worked 1:1 with a LSA, google meetings had taken place. For children who were finding it difficult to engage with home learning or the lack of a structured day, school regularly offered a place.

3.3 It was resolved to approve the appendix.

### 4 To approve the appendix to the Behaviour policy

#### Behaviour in addition to current policy

#### Questions submitted prior to the meeting:

4.1 *where a child is becoming particularly disruptive within the pod space, is it the expectation that the teacher will be required to manage that situation within the pod? Where a child needs to be removed to alleviate the situation, how will that be managed? (SM)*

4.2 The teacher will deal with disruptive behaviour within the pod. When further intervention is needed, a member of the SLT will assist and support. Where possible, the child would remain within the pod as long as behaviour management maintained the required social distancing from the rest of the pod.

Children whose behaviour is a particular issue have been risk assessed. Safety of everyone is the priority. Rules have been put in place that the children to need to adhere to. (IM)

#### Questions during the meeting:

4.3 *Is there a safe space (outside the pod) where behaviour can be managed? (HC)*  
Children who had been risk assessed or with EHCP had specified areas. For others, the "bubble" area could be used. (SW)

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4.4 It was resolved to approve the appendix.

### 5 To approve the risk assessment for the re-opening of school

[DCC\\_C19 Return to school risk assessment](#)

[Staff Covid Handbook](#)

#### **Questions submitted prior to the meeting:**

5.1 *For shared resources, it only mentions photocopiers and reference to assessed play equipment. Are there other shared resources that may be used across pods? e.g. chromebooks? If so, how are these being managed? (SM)*

Only play equipment that can be sanitised will be transferred between Reception and Year 1 (weekly). A bank of books in each classroom will be wiped down as required. Chromebooks will be assigned to individual children and wipes will be available for them to be cleaned. (SW)

5.2 *Regarding the conditions for use of a fluid resistant face mask - are we happy that school has these? More generally, does school have adequate stocks of other products required not normally carried by the school and have any COSHH assessments been completed? (PF)*

The school has recently put in an order for essential equipment.

Regarding COSHH, the only item left in classrooms is a table spray. Instructions will be given to teachers about storage and use. This will need to be added to the risk assessment. (SW)

5.3 *Practicalities of not being allowed a bag: if a teacher is collecting the children in their pod and taking them to their classroom, how are the children to carry lunchboxes/snack/water bottle/coat/sunhat/suncream if they are not allowed a bag? (JC)*

SW outlined how this could reasonably be achieved in practice.

5.4 *What is the reasoning behind 15 children per pod? Is it based on classroom size and if so, is each class large enough to accommodate this with social distancing? (JC)*

It is based on the DfE guidance document. Within school, there will be several pods with fewer than 15 children. (SW)

5.5 *What is the timeline for re-opening? (IR)*

From 1 June, the school will remain open for key workers' children and staff will prepare the environment for wider opening. Reception children will return on 8 June. (SW)

#### **Questions during the meeting:**

5.6 *How will the use of toilets be monitored and supervised? (AR)*

There will be a timetable for each pod. Supervision will ensure that social distancing is maintained. Outside of the timetable, an adult will need to check the space first. (SW)

*Are there enough adults to allow this to take place? (AR)*

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Yes. Several pods have more than one adult. If an adult needs to leave [when the only one in a pod], they will alert the adult(s) in the next pod to keep an eye on their pod. (SW)

5.7 *How will mealtimes be managed; concern about leaving the children for a length of time while collecting food? (FH)*

There will be 3 people in the kitchen to support lunches and ensure that touch points are regularly cleaned. Pods with the youngest children will have 2 adults thereby ensuring that the children are not left alone. (SW)

5.8 *What duration of break will staff have at breaktimes and lunchtimes? (AR)*

The standard amount of time that they would usually have in school. This will be either be covered by the second adult in a pod, or a MTA/LSA. (IM)

5.9 *The risk assessment is a live document and will require updates. What is the mechanism for approval of the updates? (HC)*

The SLT will regularly evaluate it, based on practice. It will need to be reviewed as new children return (on a weekly basis). The risk assessment will need to be reviewed by Governors at future FGB meetings. (SW)

5.10 It was resolved to approve the version of the risk assessment, as presented, acknowledging that it is a living document and Governors will be notified of changes at the next FGB meeting.

5.11 Staff were thanked for their work.

The meeting closed at 18:30

**Date of next meeting: Thursday 18 June, 2020**

**Signed.....S McDonald.....**

**Date.....18/06/2020.....**