

ST JOHN'S CHURCH  
OF ENGLAND (VA)  
FIRST SCHOOL

"LEARNING TOGETHER – AIMING HIGH"

## The Governing Body

### Minutes of the Full Governing Body held on the 29<sup>th</sup> May 2020 at 11.00am

**Governors present** Mr David Daniels – Co-Chair, meeting chair and Foundation Governor  
Mrs Claire Marsland – Headteacher

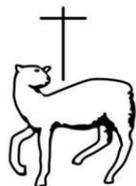
Mrs Alexia Loundras – Vice-Chair and Parent Governor  
Mr Brent Milverton – Foundation Governor  
Mrs Fiona Puleston – Co-Chair and Parent Governor

**Attendees** Mrs Rosemary Conway – Business Manager and Clerk to the Governing Body  
Mrs Gill Driffield – Business Manager

**Apologies** Reasons accepted for:  
No reasons given for:

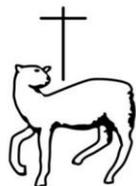
Key:    **Decisions**                      **Challenge**                      **Actions**

Agenda Item	Discussion, decisions and actions	
	The meeting was conducted remotely due to the ongoing COVID19 pandemic.	
1	<p><b>Standing items</b></p> <p><i>Opening prayer</i> Mr Daniels opened the meeting with a prayer.</p> <p><i>Declarations of interest</i> There were no new declarations of interest.</p> <p><i>Apologies</i> Apologies were received as detailed above.</p> <p><i>Agree the minutes of the meeting held on 18<sup>th</sup> May 2020</i> The minutes were agreed as an accurate record, and duly approved.</p>	



## The Governing Body

<p>2</p>	<p><b>Extending School Provision</b></p> <p><b>Numbers and staffing</b></p> <p>The Headteacher provided an update;</p> <ul style="list-style-type: none"><li>• Up to 80 children expected from 2<sup>nd</sup> June.</li><li>• Siblings had been placed in the same learning bubble. Spaces had been left in bubbles for siblings from year groups not yet in school.</li><li>• A timetable had been drafted including up to 10 bubbles.</li><li>• The Headteacher intended to extend provision to year 4 in a week or so's time.</li><li>• If an 11<sup>th</sup> bubble was required, the hall could be used.</li><li>• If an 11<sup>th</sup> bubble was required, the Headteacher would need to be involved in staffing the bubble.</li><li>• A Governor asked if the Headteacher was permitted to admit year 4. The Headteacher responded that the Local Authority was supporting the 3 tier system in Frome and had instructed Headteachers that they could treat year 4 as year 6. She went on to state that St John's may be the only school that did it as other schools were questioning capacity. She was aware that some schools were considering ending term early and then getting year 4 in for a couple of weeks on their own. The Headteacher was unsure if that would be considered legal and was not considering that route.</li><li>• A Governor asked why the number expected had increased since the last meeting. The Headteacher responded that there had been an increase in the number of key workers requesting places and some additions in years R and 1 who had not responded to the original request. <b>A Governor asked if there was capacity to increase if more requests came in.</b> The Headteacher responded that there was.</li><li>• A Governor asked if any children would be doing less than fulltime. The Headteacher responded that there were some but they were still allocated a fulltime space in their bubble unless things happened to work out with a share between two children.</li><li>• Governors discussed whether the school may be required to open during the summer holiday. The Headteacher stated that there was no intention currently to stay open, including to key worker and vulnerable children. There was an acknowledgment in the local authority that key workers still need their time off and that holiday clubs were expected to still run.</li></ul> <p><b>Risk assessment and procedures</b></p> <p>The Clerk reminded Governors of their Health and Safety accountability as the Governing Body is the employer in a Voluntary Aided school. She stated that it was important that Governors scrutinised the risk assessment and were happy with the measures put in place by the school.</p>	
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## The Governing Body

	<p>Governors discussed the re-opening risk assessment with the following of note;</p> <ul style="list-style-type: none"><li>• A Governor commented that they thought the risk assessment was comprehensive.</li><li>• A Governor noted that the staggered collection times mentioned reception twice. The Headteacher informed Governors that the staggered collection arrangements would change as pupils would be asked to arrive by bubble rather than by year group.</li><li>• A Governor asked if there was sufficient Personal Protective Equipment (PPE) in school. The Headteacher responded that the school had purchased PPE and more was expected from the Local Authority. A Perspex screen had been ordered for the reception desk but had not arrived yet. An interim arrangement had been put in place. A Governor asked if the school had enough to be confident in extending provision. The Headteacher responded that there was because school had purchased its own. It had sufficient for administering first aid and dealing with any child needing to be isolated.</li><li>• A Governor asked if the Headteacher had feedback on staff welfare. The Headteacher responded that the biggest issue for staff was not about feeling safe in school but concerns about sending their own children back to school. The Headteacher stated that she had been made aware of a member of staff with anxieties about being in school but that the staff member had not raised it themselves. She intended to speak to the member of staff.</li><li>• A Governor asked if staff seemed confident about coming back? The Headteacher responded that they did and that appropriate capacity was in place.</li><li>• The Headteacher informed Governors that she had drafted an annexe to the school's behaviour policy that would be in place while pandemic restrictions were in place. It would be sent out to parents. She stated that some parents may feel uncomfortable with it. A Governor asked what would put parents off. The Headteacher responded that if a child could not adhere to the rules and had to be restrained or was a biter or runner, parents would be asked to collect them. This would not be considered an exclusion but a health and safety issue during a pandemic. The child would then not be permitted to return to school until a risk assessment had been undertaken. The risk assessment may say that it was not safe for that child to be in school until pandemic restrictions were reduced or lifted. The annexe had been checked by the Local Authority. A Governor asked what would happen if there were safeguarding concerns around a child exhibiting such behaviour. The Headteacher responded that she would speak to a social worker.</li><li>• A Governor asked if the Headteacher would still use a seven day notice period for any requests to come in to school from those who had previously said they would not. The Headteacher responded that she would as it would not be practical to do it any other way. Unless the request was from a key worker or vulnerable family, the request to attend school could be turned</li></ul>	
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## The Governing Body

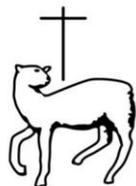
	<p>down if there was not capacity in bubbles.</p> <ul style="list-style-type: none"><li>• The Headteacher informed Governors that staff had seen the risk assessment. She reminded Governors that it was important they sign it off. It was based on Local Authority advice and unions had seen it and considered it comprehensive. A Governor stated that they did not feel anything had been missed and that they felt the drop off and pick up times were a vulnerable time. They stated that they felt happy with the risk assessment.</li><li>• A Governor asked what the procedure would be if someone became ill. The Headteacher responded that there was a flowchart to follow that would be attached to the risk assessment. It would be printed for staff.</li><li>• A Governor asked if the school was paying for additional cleaning. The Headteacher responded that it was currently having double the usual hours from its cleaning contractor. A Governor asked if the school would be able to claim for that cost. The Headteacher responded that additional costs were being tracked and reported to the Local Authority but any funds to claim would not be a bottomless pit. A Governor asked if the school's cleaning contractor was able to provide the additional hours required. The Headteacher responded that they were and were in the process of taking staff off furlough.</li><li>• The Headteacher informed Governors that most available staff (including some who had not been on site since lockdown began) would be on site for the INSET day on Monday 1<sup>st</sup> June. Staff would go to their bubble space and meet remotely for training rather than gathering in one space. The training would cover the risk assessment and other procedures. Staff would be asked to sign to indicate they had read and understood the risk assessment. It would not be appropriate to ask staff to indicate they agreed to it as unions may have an issue with that.</li><li>• A Governor asked if staff and pupils would have a chance to practise moving around the school. The Headteacher responded that the timetable would not be followed on the first day. Instead, it would be treated in the same way as the first day of a new academic year. Within the first hour, each bubble would practise their evacuation route to the playground.</li><li>• A Governor asked how toilet breaks would be managed. The Headteacher responded that there were two staff per bubble and toilet breaks for children would be encouraged at activity change over times to minimise unexpected trips to the toilets. A procedure was in place within the risk assessment for going at other times.</li><li>• A Governor asked to see the final copy of the risk assessment when it was complete. The Headteacher responded that it would be adjusted to add the staggered arrival / collection timings and the flowchart added and would be sent to Governors.</li><li>• A Governor asked if the school could remain closed to key workers on the INSET day. The Headteacher responded that it could and that nobody had</li></ul>	
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## The Governing Body

raised any concern with the school being closed that day.

- The Headteacher informed Governors that families would be told that the school may have to make changes at short notice. For example, if there was a local spike in cases the school may have to close like a snow day. It was important to manage families' expectations of the school. If more year R and 1 families requested a place for their child, the school may have to reduce to part-time provision. This would all be included in the letter going out on Monday 1<sup>st</sup> June.
- A Governor asked that if social distancing was relaxed, could the number in each bubble be increased. The Headteacher responded that that would be possible but she would need to balance guidance against the possible increase in staff anxiety. Staff confidence was key.
- The Headteacher informed Governors that she attended a meeting the previous day with the Somerset Director of Childrens' Services, Julian Wooster. The meeting was convened following concerns from some Headteachers about cases in local hospitals. Julian Wooster informed Headteachers that if there was a localised lock down, schools would be required to close to all, including key worker and vulnerable children. He also stated that at the current time, there was no increased risk in Somerset.
- The Headteacher stated that the Local Authority seemed to think a second wave in the local area could happen very soon and it would be difficult to unpick why but that the time of highest concern was into autumn and winter.
- A Governor asked what would happen if the Headteacher became unwell. The Headteacher responded that if she tested positive but felt well, she could work from home. If she was unwell, she advised Governors to inform the Local Authority and request assistance. The Headteacher also reminded Governors that there were not senior leaders in school across the week if she was not there due to staff sickness and caring responsibilities.
- A Governor asked what the arrangements would be for drop off and late arrivals. The Headteacher responded that lines would be marked in the playgrounds for families to stand 2m apart. Families had been asked to arrive on time and if late, to wait until all arrivals were complete and then come to the front desk. No parents would be permitted beyond the coded gate. The Headteacher stated that she had a good idea of who would be regularly late. A Governor asked if the school had the right to refuse entry to those persistently late. The Headteacher responded no, as the likely late arrivals are often vulnerable children.
- The Headteacher informed Governors that parents would be told they must still report absence as usual and that this was for safeguarding purposes rather than for the register.

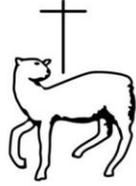


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	<p><b>Provision</b></p> <p>Governors discussed the proposed timetable and commented that it looked very well thought out. Governors were supportive of having a whole school topic.</p> <p>The Headteacher stated that Emma Dayman-Johns had worked very hard on planning and that it would be good for Governors to acknowledge her efforts. Governors agreed that Mrs Puleston would write to Mrs Dayman-Johns.</p> <p>Governors expressed their thanks to the Headteacher and staff for their efforts.</p> <p><b>Approve extension of provision</b></p> <p>Governors discussed whether they were happy that the school should extend provision from 1<sup>st</sup> June, given the risk assessment undertaken and other information provided.</p> <p><b>Governors agreed that the school should extend its provision to children in reception and year 1 from 1<sup>st</sup> June 2020.</b></p>	
3	<p><b>Staffing Update</b></p> <p>The Headteacher provided a verbal update on significant staffing changes in school;</p> <ul style="list-style-type: none"><li>• There were currently two teachers on sick leave.</li><li>• A formal resignation had been received by a teacher as she had a new job at an independent school.</li></ul> <p>Governors discussed whether the school should proceed with plans to recruit a Deputy Head, as agreed within budget discussions. The Headteacher advised that it was not a good time to advertise for September as any candidates would not be able to resign from a current position in time to start in September. She went on to advise that Governors consider recruiting a supply teacher for the autumn term and advertise for a Deputy Head from January. Governors agreed with the proposal</p> <p><b>Governors agreed to recruit a fixed term teacher for September to December 2020 and a Deputy Head from January 2021</b></p> <p>Governors expressed their thanks again to the Headteacher and Business Managers for all their work in preparation for extending provision.</p>	

**Meeting finished at:** 11.30am

**Date of next meeting:** tbc



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## **The Governing Body**

### **Summary of actions agreed**

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### **Summary of decisions taken**

**Governors agreed that the school should extend its provision to children in reception and year 1 from 1<sup>st</sup> June 2020.**

**Governors agreed to advertise for a Deputy Head from January 2021**