

**FEDERATION OF BODSHAM CHURCH OF ENGLAND PRIMARY SCHOOL AND
SALTWOOD CHURCH OF ENGLAND PRIMARY SCHOOL
EXTRAORDINARY VIRTUAL MEETING OF THE FULL GOVERNING BOARD**

HELD ON 24TH AUGUST, 2020 AT 9.00 A.M.

EHT: Mr. P Newton

Chair: Mr L Cavanagh

Governors: Mr P Newton, EHT, Mr L Cavanagh, Chair, Ms L Hibbert, Mrs P Marsh, Mr M Thomas, Rev. B Knott.

Non Attendees: Mrs R Bacon, Rev. L Lawrence and Prof. B Hill.

Attended by Jean Grieb, Clerk.

To discuss and approve the Risk Assessment for the re-opening of both schools September, 2020.

An updated copy of the Risk Assessment was circulated to all Governors.

EHT reported that that the Risk Assessment had been revised and based on guidance received 2nd July. 2020. Further guidance was received on the 8th August, 2020 which had not changed substantially from the previous guidance of the 2nd July. EHT is confident that the majority of staff will return to work in September.

Question: A Governor asked the EHT to explain further on returning staff.

Answer. EHT responded that there were no members of staff in either school who are deemed clinically vulnerable and unable to return to work. Bodsham has one teaching assistant who is consider in the extremely vulnerable group and who is reluctant to return to work. EHT is working closely with her to enable her to return to work by arranging for her not to work in the classroom but to have a work station outside of the classroom where pupils will be able to visit her socially distanced.

Saltwood has one TA who is considered extremely vulnerable and EHT is working closely with her to get her back in to school. There was a rash of resignations from TA's at the end of term 6 leaving Saltwood with 3.5 TA's short. Advertisements have been placed and it is hope to begin interviewing within 2 weeks of the start of term. Timetabling has been complicating particularly at lunch and play times. Mrs M Nash, DHT, has worked hard on a timetable which will allow full cover at these times.

Question. A Governor asked about returning pupils who may be in quarantine after returning from oversea holidays and whose parents may choose to send them to school before the quarantine period has been completed.

Answer. EHT responded that he will be relying on parents being honest and following the rules, however staff will remain alert and will investigate if parents have been dishonest.

Question. The Chair asked the staff governor to comment on how he feels about a return to work.

Answer. The Staff governor responded that he was confident that the RA covered all aspects of a safe return to school for staff and pupils.

Question: A Governor asked if Caterlink had produced a Risk Assessment and was it possible to view this.

Answer. EHT responded that Caterlink had written a Risk Assessment which was forwarded to their staff. Caterlink staff will follow the Federations Risk Assessment as set out for each school. EHT has spoken to both cooks and they will follow the Federation RA.

ACTION. EHT To forward a copy of Caterlink's RA to LH when he is able to get a copy.

Question. A Governor asked if Caterlink staff will be able to remain socially distant from pupils.

Answer EHT responded that Caterlink staff will not be supervising pupils. They will maintain their own personal hygiene of hand washing and will wear gloves remaining socially distant when serving. Menus may have to be slightly altered as more time will be needed for cleaning during lunchtime servings. Pupils will follow new routines during lunch time.

Question: A Governor asked if Home Testing Kits will be available for all families if required.

Answer: A small amount of Home Testing Kits will be supplied to schools. These are yet to be received. Parents will be encouraged to visit testing stations if they are concerned. However if they are reluctant to do so the school will supply a testing kit. EHT will inform parents where the nearest testing station will be to the school.

Question. A Governor asked about Fire Drills.

Answer. EHT responded that a Fire Drill will take place during the first week of term. Pupils will be shown how they need to evacuate safely. Where-ever possible pupils will exit the building without crossing each other and remain in their bubbles. Usually 3 Fire Drills are carried out during a year, however if necessary further practises will occur.

Question. A Governor asked why only at Bodsham will the 8.10 am briefing continue.

Answer: The EHT replied that the early morning briefing at Bodsham was in response to staff wishes. Saltwood, however, decided that this sometimes is not always practicable being a larger staff.

Question. A Governor asked if it was known if any children would not be returning to school in September.

Answer. EHT responded that nine to ten weeks ago one parent had expressed that their child would not be returning in September a conversation has not taken place since. Parents will not be able to use Covid 19 as an excuse for their child not to attend school. Attendance at school will be closely monitored during the first weeks of term. EHT expects a 100% return.

Question A Governor asked if the RA was published on the Website.

Answer. EHT responded that the RA is on the Website.

There were no more questions.

EHT informed Governors that he was apprehensive about a full return to school it could be a very difficult time for some children who have not been in school since March. However, there is a very robust learning programme in place. Governors must challenge the EHT at the next FGB meeting on how gaps are being met.

Governors thanked the EHT for his work during this very difficult time. Governors approved the RA for a return to education in September. The Chair asked EHT how can Governors best support him.

EHT responded that by supporting and approving of the Risk Assessment Governors have shown their support.

School Improvement Plans for both schools are available on Governor Hub they out line priorities for both schools. They may both change before the next FGB meeting when approval will be sought. Governor monitoring could prove to be challenging and a plan will need to be devised in readiness for monitoring to take place effectively.

Breakfast, Afterschool clubs and activities will begin as soon as it is possible.

Next FGB Meeting Monday 5th October, 2020 at 3.30 pm.

Action EHT to forward Caterlink RA to LH

Signedchair

Dated.....