

Hovingham & St Hilda's, Ampleforth CE Primary Schools' Federation
Minutes of an Emergency meeting of the Full Governing Body

Tuesday 19th May 2020, Virtual Meeting

[Meeting was conducted using Microsoft Teams due to Covid-19 restrictions]

Present: Clare Almond (Chair) Jayne Conacher
 Amy Kirk James Pynn
 Andrew Reid (Vice Chair) Jane Richardson
 Johanna Senior Frances Standen

In Attendance: Helen Lowdell (Clerk)

Apologies: Martyn Boothroyd

Core Functions:

Ensuring clarity of vision, ethos and strategic direction

Holding the headteacher to account for the educational performance of the school and its pupils

Overseeing the financial performance of the school and making sure its money is well spent

Meeting started at 5.30pm

Item	Minute	Action
FG/20/037	<u>Welcome</u> The Chair welcomed governors and said a prayer.	
FG/20/038	<u>Apologies for absence</u> Martyn Boothroyd sent apologies for health reasons. Apologies were consented to.	
FG/20/039	<u>Declaration of Interest & Items of Confidentiality</u> It was noted that the staff governor would leave the meeting early to avoid being present during conversations about staffing.	
FG/20/040	<u>Schools reopening</u> <i>[A Planning Guide to Re-Opening, Risk Assessments for both schools, photographs of both schools and links to further information from the DfE had been circulated with the agenda.]</i> The Head explained that the Planning Guide had been published on 14 th May and that he was anticipating a transition document from NYCC on 20 th May. Conversations between the Unions, the Government and the Local Authority about a return to school, were ongoing. <i>Comment: [Head] At this point, I am not in a position to say that 1st June is achievable, and I am not able to give you a date for when it would be achievable.</i> It was noted that the Risk Assessments may be updated following input from the Unions. <i>Comment: I am with you. I have looked at the Planning Guide and there are lots of holes in it in terms of practicality and many of the elements are contradictory. We should do what we think is right and I think that [is implied in the document].</i>	

Q. Are we just considering Nursery, Reception, Year 1 and Year 6?

A. Yes, that's right.

Q. Do we have any idea how many parents want to send their children back?

A. I have shared with the Chair, a letter sent to parents in another school indicating what school would look like. Maybe this is a sensible next step.

The Head went on to explain that of the four children in Y6 at St Hilda's, two would not be returning and one parent had indicated that it was unlikely. At Hovingham there was one family who would like to return but the others had not indicated that they would. It was noted that the traditional Y6 end of school year experience would not be possible.

Governors were advised that social distancing within Early Years would be challenging that that two children, in particular would find this extremely difficult.

Comment: I have concerns about the psychological impact of this on the children.

Comment: Absolutely and the document talks about mental wellbeing. [In the event of social distancing] the children won't know where they are, and the pressure on the teachers would be considerable.

While in the process of making a photographic record of the schools, the Head had considered toilet arrangements and noted the complexity of this issue in both settings. In addition, toilets would have to be thoroughly cleaned several times every day. Union guidance had indicated that this should not be done by teaching staff and it was noted that the Federation did not employ a caretaker.

Q. What about the use of PPE equipment if a child shows symptoms?

A. The schools will be receiving five sets of gowns and masks for that scenario. I have no idea when they will arrive and that's another barrier.

Governors discussed catering and governors were told that it was likely to consist of a packed lunch provided by County Caterers and eaten in the classroom. There would be a question of who would supervise lunchtimes.

It was noted that the Head would have to move between schools, which could breach track and trace guidance.

Q. Would a solution in the short term be only opening one of the school buildings and having all the children at one site?

A. It could be, but it would be down to numbers. There is a limited capacity in terms of the size of the classrooms. I would argue that even with two schools, teachers would have to work with their backs up against the wall.

The Head went on to list other concerns that he had regarding opening the schools, including helping children when they were unwell, using dedicated resources and dedicated desks and storage for resources that could not be used for infection control.

Q. Can you practically teach Early Years [in these circumstances] without using resources?

A. [Staff governor] No.

Q. So why are we even having this conversation?

A. [Head] I'm glad you see it like that. NGA has provided guidance about governor responses. As I said, I do not feel I'm in a position to open the schools.

Q. Can you clarify exactly what that is based on?

A. Social distancing, especially in Reception and Y1, some PPE equipment not being in school, lidded bins not in the classrooms, procedures not in place for emptying bins, cleaning of toilets. At the moment, the Unions would not be satisfied with this and we're still waiting for LA guidance. Ryedale School have said no to Y7-Y9 and will not be admitting Y10 on 1st June so if a large school like Ryedale are finding it difficult...

Q. Have you asked other members of staff?

A. That's a very good question and it's a difficult one. Advice from the Union was to not engage about going back so I have deliberately not done this. I have had some staff get in touch to ask about capacity and home learning.

Q. When it comes to home learning, what proportion of children have we lost?

A. It's difficult to gauge. As we discussed at the last meeting it looks like 50-60% but some parents will be doing the work but not sharing it.

Q. Are we certain that all children have access to computers?

A. Not 100%. I have had some parents contact me and I have put some papers in the post, but it may be that there are other children with this issue.

Governors discussed concerns about home learning being able to continue at all in the event of the schools opening for R, Y1 and Y6.

Q. Do we have any teachers who are currently shielding, and could they provide the home learning?

A. We have one and I am in discussion with another.

Governors suggested establishing the level of engagement with home learning, perhaps through written communication or through a trackable email. It was also suggested that some more support be offered to parents to help build confidence in delivering home learning.

Q. Are there any safeguarding issues?

A. There is only one pupil with an EHCP and contact with that family is very good.

Comment: It would be good to get a clear picture of every family circumstance so that we are informed.

The discussion continued and the following points were raised:

- Asking parents to send in one child when another is staying at home would send mixed messages to the children
- There has been no specific information received about how schools would deal with the situation when they all fully reopen
- The Head expressed caution about discussing future plans with parents at this point in order to manage expectations
- The Head has been exploring the possibility of using marquees for outdoor learning

	<ul style="list-style-type: none"> • Guidance would be sought from NYCC about opening Nursery at St Hilda's, but it was pointed out that numbers were very low. • There was a sense that some of the advice was London-centric and there was uncertainty about whether the peak of infections had been reached in North Yorkshire <p>Governors agreed that the following actions would take place:</p> <ul style="list-style-type: none"> • The Chair would draft a letter to parents from governors indicating that the schools would not re-open on 1st June and enquiring how many would be interested in sending their children in. • The letter would be shared with governors, who would respond by 11am on 20th May. • The final letter would be sent to parents on 20th May. • A letter to staff would be written by the Head and sent to staff on 20th May. • A further letter would be sent to parents and staff during the week after half term. • Letters would be shared by email with a tracking system to ensure that they are received. 	
FG/20/041	<p><u>Staffing</u> <i>[A Kirk left the meeting at 6.25pm]</i> CONFIDENTIAL MINUTE</p>	

Meeting ended at 7.05pm

The following acronyms may have been used throughout the minutes:

ARE: Age Related Expectation

EOY: End of Year

EYFS: Early Years Foundation Stage

FSM: Free School Meals

GSINs: Governors School Improvement Network meetings

KS1: Key Stage One

MSL: Maths Subject Leader

NAHT: National Association of Head Teachers

NQT: Newly Qualified Teacher

RI: Requires Improvement

ROV: Record of Visit

SBM: School Business Manager

SEF: Self Evaluation Form

SENCo: Special Educational Needs Coordinator

SFVS: Schools Financial Value Standard

SIA: School Improvement Advisor

SIRO: Senior Information Risk Owner

SPOC: Specific Point of Contact

EHCAR: Education Health and Care Assessment Request

EVA: Esk Valley Alliance

FGB: Full Governing Body

GLD: Good Level of Development

KS2: Key Stage Two

NYCC: North Yorkshire County Council

PAN: Published Admission Number

RIG: Rapid Improvement Group

RSE: Relationship and Sex Education

SDP: School Development Plan

SEN: Special Educational Needs

SGOSS: School Governors' One Stop Shop

SIAMS: Statutory Inspection of Anglican & Methodist Schools

SPO: Strategic Planning Officer

SRE: Sex and Relationship Education