

Children and Young People's Service
ALEXANDRA PRIMARY SCHOOL
Minutes of the Governing Body Meeting
Wednesday 3 June 2020 at 10.00am

MEMBERSHIP	
Local Authority Governor (1): Caroline Schloss (CS), (090723) CHAIR Headteacher: (1) Manjit Dulay (MD), Headteacher (<i>ex officio</i>) (080223) Staff Governor (1): Gemma Seymour (GS) (GS), (051123)	Co-opted Governors (7): Sally Lask (SL), (090623) Margaret Luchman (ML), (201121) Vanessa Stansall (VS), (051123) *Elina Nupponen (250224) Dorina Calin (DC), (090623) *Amrit Bangard (AB), (090723) Katie Tucker (KT), (090723) Vice-Chair Parent Governors (2): Ahlisha Donovan (AD), (211122) Iftikhar Khan (IK), (211122)
Governing Body Clerk: Andreas Adamides (AA) Haringey Education Partnership *Denotes Absence	Also invited: John Coggin (JC), Deputy Headteacher Katie Wetherill (KW), School Business Manager

PART I

1. WELCOME AND OPENING REMARKS AND APOLOGIES

- 1.1 The Chair (Caroline Schloss (CS)), opened the online meeting and welcomed everyone, and introductions were made.
- 1.2 Apologies for absence were received and **accepted** from Elina Nupponen. The meeting was quorate.

2. DECLARATIONS OF BUSINESS INTERESTS, PECUNIARY OR OTHERWISE IN RESPECT OF ITEMS ON THE AGENDA

- 2.1 None.

3. SCHOOL RE-OPENING

- 3.1 CS explained that the main purpose of the meeting was the School re-opening.
- 3.2 Chair explained that the decision to re-open the School is the leaderships. The Governors role is ensuring that it is reasonable and that they act in good faith. The Chair explained the difference between collective and individual responsibility and the fact that this principle has not changed in the current situation.

- 3.3** _Governors need to look at the risk assessment and to be satisfied that the plans are reasonable.
- 3.4** Manjit Dulay (MD) advised that the Risk assessment (RA) has been drafted and is being shared with staff, and Governors. Plus, individual risk assessments are being carried out for all members of staff, ~~who have raised concerns.~~
- 3.5** MD outlined the School's current plans to get Year 1 children to return on 8 June, with Reception the following week and Year 6 children the week after.
- 3.6** The RA looks at all eventualities, and when the first group of children go back to School it will be adjusted as a working document.
- 3.7** 29 Year 1 families confirmed that their children will be coming back to School after being contacted by the School.
- 3.8** The Plan is to have 3 groups of children with desks 2 meters apart, with 10 desks per group. The packs of resources are ready, and teachers are planning the curriculum offer. Children will be grouped in 3 bubbles which could be increased to 4 bubbles if more children attend.
- 3.9** There is an issue about some staffing who are shielding and not available. However, the team for Year 1 will be on site from tomorrow to prepare for the return next Monday. The School has a plan for drop offs, pick-ups, lunch, and other breaks to avoid contact between the bubbles. The School is ready for the first group to return and for parents to drop children off avoiding contact.
- 3.10** The School will have to adapt and is planning slowly, safely and successfully, to return one-year group a week. Starting with the Year 1, then Reception, and then Year 6. This weekly arrangement will give time to make changes depending on staff availability.

Q= The arrangements you have made are thorough, but there are concerns about what children are doing out of School and what may come into School. The RA rates children being dropping off as a high risk?

A= The actions in the RA are rooted in good hygiene, children will wash their hands when they come in and will only be with their bubbles for the day. At the transition points they will wash their hands. But at the end of the day we will have no control over what happens at home and how they travel. We cannot stop the virus coming in since it can take 5 days to show symptoms of the virus. We can only maximise hygiene in school and maintain a 2-meter distance including staff.

Q= How will parents drop off and pick up their children?

A= They will remain outside and the point of entry there is a wider pavement with markings for 2 meters to queue. Each group has a separate drop off time and parents will remain outside; children will be handed back at the gate.

Q= is it worth speaking to the council about the widening the pavement?

A= We were asked by Haringey about what we needed, and we responded, but they said that there is no money to help with road markings. We will continue to chase this up with Haringey.

Q=The recycling centre is now open . Will that present a problem?

A=The recycling centre is not too busy. Currently one can only attend if one has made an appointment but we need to keep an eye on this

Q= The risk is rated 1 (high) for giving first aid to someone who is a COVID 19 suspect?

A= It was rated for when we are having close contact, but we can bring it down by using PPE. We have identified a room to take a child to with suspected COVID 19, and will be using gloves, glasses and an apron which will bring the risk down. The first aiders are now happier to administer this in a separate secure room.

Q= Are first aiders within the groups classified as being at a greater risk?

A= We have received the PPE supply this week; the first aiders watched a video about applying masks. The room will be cleaned after the child leaves. Administering first aid could be for a graze. If a child has suspected COVID 19 symptoms we would not administer first aid, but take them to a separate room and call their families and decide if their bubble group needs to be sent home to wait for the child to be tested.

Q= Which symptoms are you looking for?

A= Coughing and a raised temperature. We are not confident about establishing if a child has lost smell/taste.

Q= Some countries ask every parent to email that their children's- have none of the symptoms every morning?

A= This would be a heavy admin load dealing with the emails every morning. We remind parents not to bring their child in with symptoms. We generally ask them to contact us by emails and phone about any issues. Overall, we want to make School as pleasant as possible for the children coming in with staggered times. For this to be well managed to not affect the timings for the second and third groups. All staff



will be at the gate we must manage this well and for families to understand that they cannot chat at the gate. We will communicate this in the newsletter. Temperature checks may not show when someone is unwell.

Q= As a control measure for a suspected child, should the staff member who has been with that child be tested?

A= They should be wearing PPE gear which should protect them, and anybody can request a test if they are concerned.

Q= Can you suggest testing?

A= We have spoken to staff about the tests, including the first aiders, who are mostly office staff. We will include this in the RA.

Q= What advice will we give for children that may go home on their own?

A= The week before Year 6 come back, we will send a letter to parents outlining their responsibilities. We do not want children to go to eg the common and need families to take responsibility for these measures.

Q= What about young children that need support and need a hug, because they are distressed?

A= We have had information about young children coming back. The curriculum is about recovering from the situation including wellbeing for children. They will be in small groups with 2 adults for 10 children and adults will be able to reasonably reassure children as appropriate. It will take time to get children settled. The learning mentor will be on site for 3 days a week, and we can access the counsellor from a distance. The SLT are back on site every day, each bubble has an Assistant Head (AHT) assigned to them.

Q= What about children and staff with asthma and health conditions?

A= We know our children with health conditions and many families will decide if they should come in. The office staff ensure that the first aid is up to date. Staff did individual RAs and notified us about risks. We have had HR advice about staff. Some have partners with chronic illnesses, childcare issues, and GP advice saying that they are vulnerable, but without shielding letters. To have all 3-year groups back we will need all staff in School which is not possible at this stage. The numbers in Year 1 have increased from 22 to 29 and from Monday others could come in with increased



demand. If this happens, we will have to arrange staffing, training and get the rooms ready. It is possible that the key worker group could increase or decrease.

Q= What is the maximum number that we can have with 2-meter distancing for 3-year groups?

A= The maximum number is 40 children per year group, to enable 10 per class group. There is no guarantee that we will have the staffing for this and may need to consider a rota system for children to only come in part time, or for alternate weeks. We ideally want children to be in all week, for consistency and continuity for the children.

Q= Is there any guidance about uniforms, including washing of clothes?

A= There are no recommendations about this, and we would not impose this.

Q= Can we provide the packed lunches instead of asking families to?

A= The lunch provider contacted us, but we do not know what the take up would be. We discussed this at the NLC, and most schools will be having packed lunches. The issue is about different groups coming into the dining hall. We have increased the cleaning.

Q= What is if their lunch is unhealthy?

A= We will call parents as we usually do.

Q = Are there things you learnt from the children already in School?

A= Younger children want to be close to staff, we had to adapt to step back. We cannot pre-empt this, especially with Reception children but they will have a lot of outdoor play. We can plan to socially distance, but in reality, they will not stay 2 meters apart and we have to keep a level head about how it works. The welcome and activities will help. We will remind all that when children go to the toilet they go alone. For year 6 they need time to talk about what they are going through.

Q= When will we communicate with parents?

A= We sent a letter to Year 1 parents to say which bubble their child will be in and the time to come into School, with a reminder about packed lunches. Plus, the general newsletter said that on 15 June Reception children will be able to return and that we will be providing further information later. We are calling families and sharing information. Home learning is changing for the other year groups, we are



joining Google Classrooms, children will need passwords to access it and be able to see live lessons.

Q= What is the mood amongst staff?

A= We have kept in touch with staff with through AHTs as the contact point for wellbeing. Since Easter, the weekly SLT meetings have been looking at wellbeing and messages. The Phase meetings are being held weekly including with staff training and CPD. Staff have been giving their concerns and we have been giving feedback. We had a Google meeting with all staff who also have been in contact with unions. The ongoing communication has helped with our duty of care and staff have raised concerns including about PPE, some have been wearing gloves and masks because of their home situations. Staff who travel on public transport have had concerns and we have supported them. When they are in school, they are reassured about the measures that are in place. We have had no incidents for staff and children in the School to date. All concerns have been responded to and ~~only~~ staff who cannot come in when partners are ill or who are pregnant are covered in individual RAs. Staff are being signposted to support groups. Staff who have not been coming in are more anxious than those who have seen how it can work. As we need more staff, they can raise any issues that they have. Once they have been in in School, they have seen how well it works in School as a safe environment. We are looking at emotional wellbeing with regular contact with staff to support them and to give a voice to raise concerns.

Q= What are we doing with the RA?

A= The Chair and Headteacher will sign it and send it to Haringey for quality assurance. When it is amended we will add the points and share it with the Chair.

Q= The wording needs to be clearer about parents not entering the playground?

A= The latest version is clearer about this.

Q= How did we decide what to say about the first aid assessment?

A= This was from DfE guidelines and was adapted for the School, we will send the first aid assessment to the Chair and to Haringey to quality assure it.

- 3.11** Governors **supported** the Risk Assessment and the plan to open as outlined by the Headteacher, starting on 8 June 2020 with Year 1, then the following week with Reception and Year 6 the week after.

4 MINUTES OF THE GOVERNING BODY MEETING HELD ON 26 FEBRUARY 2020 AND MATTERS ARISING

- 4.1** The minutes of 26 February 2020 were agreed as a true and accurate record; signed off by the Chair, duly returned to the School for safekeeping.
- 4.2** The actions from the 26 February 2020 minutes were not mostly completed or out of date because of the lockdown and any outstanding actions will be addressed in future.

5 HEADTEACHER'S REPORT

- 5.1** **Governors noted that the Curriculum Committee is planned for Monday 8 June at 3.15 pm and will be open to all governors. The meeting will look at changes to external learning.**

6 BUDGET 2020/21 APPROVAL

- 6.1** Governors received the CFR budget report, the final draft budget and the surplus/deficit plan template.
- 6.2** CS advised that last year the School had a surplus which was discussed in the Management Committee meeting.
- 6.3** Katie Wetherill (KW), School Business Manager advised that many of the budget items were rolled over from last year and is looking at bought in services for value for money.
- 6.4** The budget has been adjusted for the closure, pupil meal and clubs' incomes have been reduced. Expenditure was reduced by £18k for catering costs, but £1.2k will be paid for running costs. The catering service was not financially viable, and staff were furloughed, but FSM families receive weekly £15 vouchers.

Q= Have the families been receiving the FSM vouchers?

A= Yes, we continuedd to issue the vouchers over half term, and majority rely on them. They were issued up to end of the school year.

- 6.5** Governors noted that there are 3 NQTs and 3 TLR teachers, and the School will have 5 TAs for children with EHCPs, and a 3-day week post to cover PPA time.
- 6.6** KW advised that the surplus will be allocated to projects, £25k for the ICT equipment upgrade and £10k extra for Early Years resources. The final figure budget £19k in year deficit includes the £35K.
- 6.7** KW advised that Years 2 and 3 of the budgets show a deficit, which reflects the higher staff costs, which will be looked at this year. Plus, the School will look at the SLAs that are in place, including photocopying. KW has started discussing the quality of the provision with the provider of the after-school clubs.

Q= The budgets in Years 2 and 3 are worrying, the main costs are staffing as discussed in the Management Committee?

A= We must ensure that we continue to pay our current contractors and will make savings with agency staff. But long term the main savings that can be made are with staffing. But this year staffing is needed. We are hoping the DfE will give financial support to schools with extra COVID 19 costs.

6.8 **Governors approved the 2020/21 budget.**

7 **POLICY REVIEW:**

7.1 Governors **ratified** the addendum to Child Protection Policy including remote learning.

Q= Is there a plan to change the behaviour policy because of what is happening in schools?

A= The expectations will remain the same. We have reviewed the behaviour policy and it does include what is required. **We will send the behaviour policy to the Curriculum Committee meeting.** It is important to clarify the policy and expectations on their return.

Q= Will School Home agreements change?

A= We reviewed this and will share the amended version with all families in September.

8 **2019/20 GOVERNING BODY DATES**

8.1 The following date was noted:

- Wednesday 8 July 2020.

Meeting ended at 11.40 am.

Signed..... Dated.....

Caroline Schloss – Chair - Alexandra Primary School

List of agreed Actions

Item	Action	By whom
3.9	Send the first aid assessment to the Chair and to Haringey to quality assure it.	MD
5.1	The Curriculum Committee will look at changes to external learning.	GB
7.1	Send the behaviour policy to the Curriculum Committee meeting.	MD