



TAVISTOCK PRIMARY & NURSERY SCHOOL

Minutes of the Full Governing Board Meeting

Thursday 21st May 2020 @ 6pm

Please note: This meeting is open to the public. Meeting dates are published in the school newsletter and on the website. If you would like to attend please notify the Clerk to the Governors.

CHAired BY: Liam Cottrell	LC	CLERKED BY: Kirsten Wake	KW
PRESENT by Zoom: Liz Beckett (LB), Tim Bonney (TB), Liam Cottrell (LC), Pat Dickinson (PD), Caroline Down (CD), Sue Gawman (SG), Laura Handel (LH), Matt Morgan (MM), Darren Newland (DN), Nick Nottley (NN), Matt Page (MP), Lynnette Selbie (LS), Kirsten Wake (KW)			
APOLOGIES: None			
NIL HEARD FROM: None			

Item Ref.	Minutes	Action
FG19/20_33	<u>Apologies</u> None.	
FG19/20_34	<u>Attendance & Governors Business/Pecuniary Interest Register</u> None declared. Parent and staff governors declared interests in the discussions regarding wider opening.	
FG19/20_35	<u>FGB Meeting Format</u> Governors unanimously agreed to hold meetings via Zoom until lockdown restrictions have been lifted and until governors formally agree to meet in person. Governors agreed to consider the use of Zoom or Microsoft Teams in the future for governors who are unable to attend meetings in person.	DECISION c/f
FG19/20_36	<u>Vision – Where are we now?</u> Minutes of 3 rd December – Approved. Minutes of 31 st March – Approved. Minutes will be signed by the Chair in due course. Actions of 3 rd December – c/f.	DECISION DECISION c/f
FG19/20_37	<u>Governance – What still needs to be done?</u> Governors agreed that this meeting will focus on wider reopening and any other matters will be discussed in a future meeting.	DECISION
FG19/20_38	<u>Leadership</u> LS reported that the risk assessment has been constructed with our school in mind, taking into account the government guidance. It goes beyond the guidance and is	

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	<p>comprehensive.</p> <p>There will be a non-pupil day on 1st June, prior to the wider opening. A staff meeting, held in smaller groups, will be used to brief the staff on procedures.</p> <p><u>Questions from Governors</u></p> <p>Q1. Given that the government has said it is up to parents to decide if their children are to return to school, if a member of staff is not happy for their child to return and would need to stay at home to look after them, will that member of staff still be paid or furloughed or would they need to take unpaid leave? (EB)</p> <p>A1. This question will be answered later in the agenda.</p> <p>Q2. During this lockdown period there has been a significant increase in the time children are spending on social media and gaming platforms, have the school been reminding parents and children how to stay safe? (EB)</p> <p>A2. LS confirmed that parents are reminded every week about limiting screen time. LS agreed to alert parents/carers to online safety guidance in the next weekly Headteachers Update. CD suggested this internet site be shared with parents www.internetmatters.org</p> <p>Q3. Regarding vulnerable pupils who are expected to be in school, are all these children attending? If not what is the school doing to safeguard these children? (EB)</p> <p>A3. LS reported that more children have been invited into school as a result of reduced contact with school and some MASH referrals have been made. A useful psychology service in Plymouth booklet, about transition after lockdown, will be shared with staff on 1st June.</p> <p>Q4. Many families who were not thought of as vulnerable in March may now, through no fault of their own, fall into this category, does the school have any way of identifying these families? (EB)</p> <p>A4. LS confirmed that families of vulnerable children not currently attending school are receiving weekly telephone calls.</p> <p>Q5. It has been mental health awareness week, there has been 33% increase in calls to child line with issues from anxiety over the pandemic, to feeling angry and isolated. Returning to a very different way of working in the classroom may take a period of adjustment for pupils and staff, is there a support system in place for children and adults alike? (EB)</p> <p>A5. LS confirmed that staff will be supporting children returning to school and that the focus will be on settling children back into school.</p> <p>Q6. How will the social distancing be enforced amongst children / parents and what happens if an individual child / parent repeatably violates this? (TB)</p> <p>A6. Rules are set out regarding non compliance. Parents would be spoken to in the event of non compliance. On school site, if rules are continually broken, the child/parent would be banned from site.</p> <p>Q7. Is there enough capacity to continue to support children who need 1-2-1 help (as from my understanding most of the TA's will now be leading SIU's)? (TB)</p> <p>A7. Yes, nearly all staff members are returning. If we were at full opening, staff would return to usual roles.</p>	ACTION LS

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	<p>Q8. What effect financially has this had on the School? As staff will have to come in earlier to prepare, are they paid for this? (TB)</p> <p>A8. SG confirmed that, because most of the staff are back our staffing costs aren't too much more. Government did say that staff could claim additional costs. The free school meal scheme, Edenred, was poor, so the scheme Wonder, which was already being used by school has been used instead and has worked well. The financial implication to the school is that Edenred vouchers are paid immediately by government, but with Wonder the school will have to apply to government for reimbursement.</p> <p>Q9. How much is financial risk? (NN)</p> <p>A9. £9,000 for free school meals. However, it is low risk as the costs are likely to be reimbursed by government. There are some additional costs to cover staffing for extended hours, but no actual figure yet available.</p> <p>Q10. How will the SIU's be chosen – friendship groups / performance etc? (non-governor question, can we name them after scientists / doctors?) (TB)</p> <p>A10. LS confirmed that pupils have all been allocated back to their year groups. Y6 split into 4 groups. The exception is that, in order to minimise risk to households, siblings and staff parents have been grouped together in a class, where possible.</p> <p>Q11. How will the staff allocated to lead an SIU be chosen?</p> <p>A11. Leadership – most teachers are back, so will lead the SIU's.</p> <p>Q12. If a child / teacher displays symptoms, will parents of the other children in the SIU / class/ year group / school be informed? (TB)</p> <p>A12. Procedure regarding symptoms will be followed as before the lockdown.</p> <p>Q13. Will parents in that group be told? (TB)</p> <p>A13. LS confirmed that has already happened, and yes, parents within that group would be told. The whole school would not have to be closed.</p> <p>Q14. If a staff member displays symptoms, are they paid for the time off / will this class as sick if they turn out not to be infected / will the school insist on testing if the timescale comes down? (TB)</p> <p>A14. SG confirmed that the member of staff would be sent home. They will be paid. There is an expectation to get themselves tested. Staff can self certify for 5 days, which should be enough time to test and receive test results.</p> <p>Q15. Can the sick leave be repeated as often as needed? (TB)</p> <p>A15. SG confirmed that it could.</p> <p>Q16. What is the current advice from the Unions to their members? (CD)</p> <p>A16. LS confirmed that no specifics have been received. Staff have no more information than is already reported in media. Unions issued a ticklist for teachers to check their schools risk assessment and we have all the points in place on that ticklist.</p> <p>Q17. Do we have any staff in the shielding group and if so can their roles be adapted to be able to work from home? (CD)</p>	

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	<p>A17. LS confirmed that some staff are in this group and it is being discussed whether they can carry out some work from home.</p> <p>Q18. Has there been any information from the DfE regarding when a definitive decision will be made about IF schools will even reopen? Especially as the govt admitted yesterday 1st June 'May not' happen- surely they'd have to give schools some notice if the decision is reversed? (CD)</p> <p>A18. LS confirmed that school did not receive any information from the DfE, prior to the announcement in the media. CD commented that school are carrying out alot of preparatory work to set up wider reopening, without confirmation that it will actually happen. LS reported that the final decision will be made on 28th May for a wider reopening, which will be effective for 1st June, if it goes ahead. The preparatory work has been done, so we will be ready even if the start date is postponed.</p> <p>Q19. In view of the fact that some authorities are not recommending opening yet, what is Devon County Council saying at present? (PD)</p> <p>A19. Not clear at the moment. No lead from DCC at present.</p> <p>Q20. I believe you have been consulting with parents in the years that are due to return to school in June. What has been the response? What % of parents are for or against, and are they stating their reasons? (PD)</p> <p>A20. Y6 50% yes, Y1 45% yes, Yr 49% yes, Nursery 30% approx.</p> <p>Q21. Will the early Friday finish be every week, or just the first week? (MP)</p> <p>A21. Every week, because the daily clean down and additional prep takes at least 2 hours. Also, equipment will have been left for 48 hours after it has been cleaned. Teachers need time to plan home learning and contact pupils who are not at school.</p> <p>Q22. Are you phoning all those not coming in? (MP)</p> <p>A22. LS confirmed that school is identifying those that are vulnerable and phoning them. Also, some face to face visits have been carried out. Resources, sign posting and emotional support have been provided to some families.</p> <p>Q23. Teachers will be doing alot of extra work. That is an extra pressure for well being. (PD)</p> <p>A23. LS confirmed that teachers have been tasked to plan for their year group, then teachers leading SIU's will use the home learning activities in school, so that all the children are working off the same learning plan. LS confirmed that her opinion is that the workload is manageable.</p> <p>Q24. Can we share planning with a local school, to ease workload? (TB)</p> <p>A24. LS replied that our teachers are planning for our children, using their knowledge of what they have been taught. Curriculum planning is very unique for each school, so it is felt that sharing planning with other schools would not work.</p> <p>Q25. What are the feelings of the relevant staff about a return? Are they mostly in favour or not? (PD)</p> <p>A25. We have 70 members of staff. 8 either hold exemption; live with someone who has exemption letter; or they are clinically vulnerable because they have an illness on the list. Those 8 have been told not to come in and will be on full pay. This represents 11% of workforce.</p>	

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	<p>The results of the staff questionnaire were that 10 will not risk returning to work. The procedure, guided by HR advice from DCC, will be that school agrees to those members of staff not returning to work but they will not be paid at the moment.</p> <p>Q26. Are we asking parents who intend to send their children to school in early June to positively respond that they understand and will comply with what is expected from them? (NN)</p> <p>A26. No.</p> <p>Q27. Can you send out a parentmail notice- 'by bringing your child into school, you agree to follow rules' (MP)</p> <p>A27. SG to look at the possibility of sending this to parents.</p> <p>Q28. Is the number of children using the toilet at any one time going to be overseen; especially initially? (NN)</p> <p>A28. C15 will have one cubicle. Only one child allowed in at a time. Controlled by teachers. SG confirmed break times and lunchtimes have been staggered to minimise number of children using toilets. There will be supervised hand washing 8 times a day. SG confirmed that all the classes already have antibacterial handwash in their doorways, so children are used to using it. LS confirmed, encouragement will be used to social distance, but cannot be enforced.</p> <p>Q29. Does anything need to be done in the staff room to make it easier for members of staff to use the facilities whilst maintain social distancing eg plastic disposable mugs for cups of tea etc? (NN)</p> <p>A29. Staggered lunches are being used. Most staff have their own mugs. Staff will be asked not to sit in groups. Cleaning spray will be available by the water heater, to clean it before each use.</p> <p>Q30. Is the field in use? (MP)</p> <p>A30. LS confirmed that the field will be used by separate groups, as per a timetable.</p> <p>Q31. Am I correct in presuming that although problems with / between children will be managed in the normal way, there isn't any scope to move a children from one group to another? (NN)</p> <p>A31. Children will not be moved into other groups. They may be moved into LS office, or may be sent home.</p> <p>Q32. Is it intended that the furloughed staff are able to return to work should the school re-open? (NN)</p> <p>A32. After school and breakfast club will not open in June. Some staff will complete other roles that they have within school. Kitchen staff can be furloughed. One member of staff has agreed to be furloughed.</p> <p>Q33. Do you have enough staff volunteers to return to work to make re-opening for the identified years a practical proposition, and do you have enough slack to cover for individual short term absences? (NN)</p> <p>A33. Yes. If there is a problem within one SIU then the whole SIU goes home. The groupings which we have require all space and staffing, so cannot open up anymore than we have currently planned.</p>	<p>ACTION SG</p>

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	<p>Q34. Are the LEA aware of that – government said intention was that all children would be in school for 3 weeks? (NN)</p> <p>A34. Yes. Plans will need to be revisited following any future announcements/ guidance from government.</p> <p>Q35. Is the policy of a max of 15 children in a SIU sacrosanct? Especially if subsequent to re-opening other children's parents wish them to return.</p> <p>A35. Yes, 15 is the maximum number of children allowed in one SIU.</p> <p>Q36. Have you got a feeling of how much scope there is to expand the re-opening of the school to other years (implementing the same processes as for the initial re-opening), should the Gov't determine this is their policy, or even , should parents ask this question?</p> <p>A36. Already covered under Q34.</p> <p>Q37. Have school identified families which aren't too good with IT? (LC)</p> <p>A37. LS reported that school has encouraged home learning to be off the computer. There are levels of information about families which would be useful to have and we should look into that for September. We have worked with some families to help them access IT – 14 families are eligible for computers, which have been supplied.</p> <p>Q38. Risk assessment – how have staff reacted?</p> <p>A38. LS reported that she has received positive feedback. Staff can see why school have put specific steps in place. The risk assessment has been tweaked as comments have been received from staff.</p> <p>Q39. Health and safety – are there qualified first aiders on site? (LC)</p> <p>A39. Yes, we are still compliant. Only 1 class doesn't have a first aider. SG will be designated first aider for that class. LS confirmed that all health and safety monitoring has been carried out by SG and Nathan Montgomery. There will be a fire drill in the first few days of return to school.</p>	
FG19/20_39	<p><u>Safeguarding</u></p> <p>Q40. Is there always a safeguarding lead accessible? (LC)</p> <p>A40. LS or LH have been at school throughout the lockdown. The quantity of safeguarding work has been huge. This period has shown the gaps that we have in society for some of our children. Social care has been asking school to invite children in care to school. Devon LA – their gaps in care have been apparent.</p> <p>Governors agreed to adopt the revised safeguarding guidelines. Governors unanimously agreed.</p>	DECISION
FG19/20_40	<p><u>Monitoring</u></p> <p><u>Health and safety</u> Discussed in Q39.</p> <p><u>Staff and governors well being</u> LS reported that some staff are concerned about returning to work. SLT have been in discussion with them. Those not returning are feeling guilty about not coming back so we need to be aware of that.</p>	

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	<p><u>Well being</u></p> <p>Q41. Is the budget sufficient as it stands? (LC)</p> <p>A41. SG reported that she may need to move amounts in cost centres in the Autumn Term. Will share spreadsheet in the Autumn Term that shows where savings have been made. Governors might want to think about how to use savings for looking after staff well being.</p> <p>Q42. Any predicted changes to pupil numbers as a result of COVID19? (NN)</p> <p>A42. SG reported that we have not received requests from parents not to send children to school in September.</p> <p>Q43. Did we successfully recruit new teachers for the next academic year? (MP)</p> <p>A43. LS confirmed that 2 new teachers have been recruited and that their details will be shared in due course.</p> <p>Q44. Will facemasks be allowed in school? (TB)</p> <p>A44. LS confirmed that children and staff will not be wearing facemasks. They are not required in schools, except in the following circumstances: administering first aid, or if someone is identified with symptoms.</p> <p>Q45. When will you plan for September? Is there time to plan if September is not back to normal? (TB)</p> <p>A45. LS confirmed that planning will take place in July and August and will be guided by DfE documents. The risk assessment is a dynamic tool.</p> <p>DN confirmed that he felt the schools plan for wider opening is good, and that no more could be done than is already planned.</p> <p>DN confirmed that the tent outside the NHS building by school, is not for testing, but that people being seen at this site may have symptoms. Steps are in place to avoid this area and avoid peak times of its use when entering/leaving school.</p> <p>LS reported that a restorative curriculum is being discussed with staff to support pupils who have not had home learning.</p> <p>LC gave a big thank you to LS, senior leadership and all staff, for all their hard work and commitment. He suggested that governors should put together a letter of acknowledgement of effort to staff.</p> <p>LC will be in contact with LS regarding wellbeing and CD and EB will continue to monitor safeguarding.</p>	

DATE OF NEXT MEETING: Full Governors Meeting, TBC

These minutes are agreed

*Without amendment / with the following amendments (*please delete as appropriate):

Signed:

Dated: