

Heathwood Lower School
Minutes of the Full Governing Body Meeting
Held on Thursday 21 May 2020 at 5:00pm
(virtual meeting using Google)

In attendance:	Susanne Dove (SD)	Headteacher
	Paula Bangs (PB)	Co-opted Governor(Chair)
	Rose Gunter (RG)	C-opted Governor
	Hayley Fitch (HF)	Co-opted Governor
	Elaine DiCocco (ED)	Staff Governor & Assistant Headteacher
	Paul Dicker (PD)	Staff Governor & Assistant Headteacher
	Beth Sedgwick (BS)	Parent Governor
	Jonathan Young (JY)	Parent Governor
	Sarah Sandiford	Clerk

No	Item	Action
1.0	<p>Welcome and Apologies for Absence PB welcomed everyone to the meeting. Carol Wyatt would join the meeting technology permitting.</p>	
2.0	<p>Declaration of interests There were no declarations of interests for the meeting.</p>	
3.0	<p>Possible school re-opening PB and JY had joined SD to tour the school earlier in the day and to review all the new arrangements in relation to COVID-19. Some photographs were circulated to demonstrate some of the work that had been done and how the school would look to returning pupils.</p> <p>SD advised that a huge amount of work had been done by the staff to make the school safe but also still as welcoming as possible in the circumstances. Governors expressed thanks and gratitude to the staff for all their work and effort.</p> <p>PB and JY had gone through two health and safety checklists and had only picked up a couple of very minor points.</p> <p>Governors had had sight of the school risk assessment document in advance of the meeting.</p> <p>SD gave a brief overview of proposed operational arrangements. Key worker and vulnerable children would return on 1 June, in two small groups plus one group in the pre-school. Two groups of up to 11 mixed year R/year 1 children would return on 8 June, one group doing Mon/Tues and the other Thurs/Fri, with a deep clean and a change of resources on the Weds. This was maxing out available space and available staff and there was no room for any more children.</p> <p>Staggered times would present too much difficulty with limited staffing so the intention was for different groups to use different entrances. Each group would have a separate outdoor area and all would have access to the field.</p>	

Signed as a true and accurate record

Chair:

Date:

Prepared by Sarah Sandiford, Clerk to the Governing Body

	<p>The pre-school was full with 8 key worker children so there was no capacity for any more children to attend.</p> <p>Concerns were expressed about children coming in with symptoms. BS offered to do a case study example to encourage testing (for over 5s). It was suggested that parents needed to understand that if one child in a group showed symptoms, the whole group would need to close down and self-isolate.</p> <p>Children could bring a packed lunch or the kitchen would provide one.</p> <p>Any staff shortages would mean closure of a “bubble”. It would be mainly support staff with the children, but with a teacher responsible for that group’s learning who would join the group every day by remote meeting. Only 3 teachers were available to work as others were clinically vulnerable. Teachers would therefore focus on home learning for the majority of the children.</p> <p>SD confirmed that the local authority would not visit or do their own risk assessment, but that they had provided the risk assessment template. SD would finalise the section on clinically vulnerable staff who chose to be on site the next day.</p> <p>A question was asked about transition arrangements. There was no space or staffing capacity for any other children to return to school even if guidance changed.</p> <p>A parent letter would go out on 22 May and the risk assessment would be published on the website.</p> <p>Governors asked about staff wellbeing; there were some anxieties but they were all willing to come back to work.</p>	
4.0	<p>AOB</p> <p>Budget HF and PB had approved this – there was no deficit and a small carry forward predicted into 2022/23. Loss of income due to COVID-19 had been estimated. The October budget would be more accurate.</p> <p>Schools for the Future SD had attended a meeting earlier today. There was a new lead officer at CBC. A lot of frustration had been expressed.</p> <p>Recruitment SD advised there was a cleaner vacancy which was needed to be filled by 1 June and declared an interest, as her daughter had applied. SD would not take part in the interview and selection process.</p> <p>Parent calls The school would aim to continue these on a fortnightly basis.</p> <p>Next meeting The next meeting was suggested for Thurs 11 June at 5pm but SD would let Governors know of any major issues in the meantime.</p>	

Signed as a true and accurate record

Chair:

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5.0	Close of meeting The meeting closed at 6:20pm.	
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Chair:

Date:

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