

**Meeting of Full Governing Body
20th July 2020
Virtual Meeting via Zoom
5pm**

MINUTES

Governors Present:	Mick Baker, Jane Dickson (Chair), Les Gunbie, Vanessa Hickey, Matt Hillier, Reg Hook, Jennifer John, Dick Knight, Millie McDevitt, Rosie Reekie, Bronagh Shevlin, Haydn Stride, Derek Swindells
Officers Present:	Teresa Dee (Clerk)
In Attendance:	Richard Baker, Roshan Dias

	<u>Agenda item</u>	<u>Action</u>
1	<p>Introduction</p> <p>a) Welcome The Chair welcomed all to the meeting.</p> <p>b) Apologies for Absence Apologies for absence received from Alison Frost, Jane Pegler and Jenny Poore.</p> <p>c) Declarations of Interest No additional declarations made. The register of declarations was included within meeting papers.</p>	
2	<p>Last Meetings Dated 6th July 2020</p> <p>a) Approval of Minutes The Full Governing Body reviewed and approved six pages of minutes from the meeting held on 6th July 2020.</p> <p>b) Matters Arising Not Included Elsewhere on Agenda None</p>	
3	<p>Chairs' Update</p> <p>The Co-Chairs of Governors provided an overview of their collaborative approach to Chairing advising that meetings would be chaired on an alternate basis and asking that any communication be addressed to them both. They thanked Jenny Poore the outgoing Chair for her contribution.</p> <p>It was confirmed that Governor email accounts had been moved to Office 365 with the aim of using the applications within it for communication, document storage and video conferencing from September. There was concern expressed that not all Governors might have the IT skills to access more applications without some difficulty, training was therefore requested and a link to technology assistance at the school. Governors were advised that when signing onto the Stringer Learning Gateway they would find a link to Office 365, guidance on setting up emails and using Teams. The school IT help desk would be available for support by emailing helpdesk@dorothy-stringer.co.uk</p> <p>The Co-chairs provided an update following their attendance at the secondary chairs' meeting.</p> <ul style="list-style-type: none"> • Wellbeing of Headteachers a priority for the Local Authority with strategic partners expected to check in on Heads on a weekly basis. • Transport issues had been discussed but not fully resolved. • Potential for staff anxiety returning to work. • Ofsted not expected to undertake routine inspections for a while. 	

Signature.....Date.....

	<ul style="list-style-type: none"> Local Authority looking at seeking donations of reconditioned IT from local companies for distribution to disadvantaged children. Focus on the educational aspects of return to school by Local Authority as there was a confidence that schools were managing the health and safety risks well. <p>Governors asked whether there was any reference to the issues of social distancing when all children were returned to school and in response it was reiterated that the Local Authority had expressed confidence in how the schools were managing health and safety issues through risk assessment processes.</p> <p>There was further comment about how the campus provided further risks with so many children being in same area. The Headteacher advised that the fencing and gates at the school had now been installed and in addition to the staggered start and end times the risks had been mitigated.</p>	
4	<p>Reopening September 2020 - Risk Assessment</p> <p>This agenda item had been included as the Governing Body needed to be aware of the operational decisions being taken by the school and to be assured that an adequate risk assessment has been conducted, and that protective measures put in place to reduce risks to children and staff. Governors were advised that there had not been sufficient time to fully complete a risk assessment for the wider reopening from September due to a delay in receiving the model from the Local Authority. School leaders instead shared the instructions for return to school on screen. The following points were highlighted:</p> <ul style="list-style-type: none"> Principle of one metre distancing rather than two. Work in year group bubbles as much as possible. Lunch times and school day staggered to ease mixing of bubbles. Safe areas being designated in school for each year group. Return to wearing of uniform. Encouragement to students to walk to school in a social distanced way. Bus companies had advised maximum of 35 people on each bus which might cause challenges. Handwashing system at start of day with hand gel available in each class. Taps being changed over summer holiday. One way system to remain in place All desks faced forward with two student on each side by side. Students expected to bring own equipment. Two year groups at break time with the canteen for one and a catering pod for the other. At lunch just one group going through canteen and payment cards introduced. Assemblies to be run remotely through teams. Not able to clean the rooms between each class during the day. Face masks would not be required to be worn in school however parents had been advised to purchase one in case guidance changed. Students would not be asked to remove masks if they preferred to wear them. Sports hall to be used for larger groups, i.e. inset day, year 7 meet and greet. Staff areas designated with maximum occupation. Protocol designed for teaching assistants working on a one to one support basis. <p><u>Governor questions and comments</u></p> <ul style="list-style-type: none"> What was the current position on Covid testing? What happens if an individual gets a positive test result? Were the school being given a number of tests to send home? With classes moving from one room to another had the school thought about issuing antiseptic wipes for students to wipe down equipment between use. What was the school strategy in cases of local lockdowns? It is assumed that the plans shown on screen translate into an updated risk assessment , Could Governors have a copy of this and where was the school currently at regards consultation with staff, unions and local authority in relation to risk assessment? Had the school collaborated with other schools in developing plans? 	

	<ul style="list-style-type: none"> • The letter to parents was comprehensive and school leaders were thanked for it. Could something in summary be included on the website? • The issue of masks was likely to arise further following the introduction of compulsory face coverings from 24th July which the school needed to be prepare for. • Parental feedback had been positive and many of the potential questions had been pre emptied in the planning. <p><u>Responses to Governor questions and comments</u></p> <ul style="list-style-type: none"> • Current advise was that schools should not temperature check students. If anybody was displaying symptoms they were expected to stay at home and get Covid tested. If symptoms developed during the day individuals would be sent to the medical room. • Public Health England would be contacted when a positive result was notified and guidance provided at that time would be followed. The current advise would be not to close the school. If there was an outbreak mobile testing units might be sent to the school. • There had been a suggestion that schools would receive home testing kits , no further information had been provided on this. • Currently antiseptic wipes were being used for year 10 in ICT rooms. The potential cost and waste of rolling out to the whole school would be too great, regular handwashing would be used as an alternative precaution in keeping desks and equipment clean. • Staff have laptops available from September for delivering live lessons via teams for any type of lockdown. The only issue might be provision of free school meals as the current government voucher scheme would finish on 31st August. • On the whole unions were happy with what the school were proposing, the Local Authority had not requested sight of the risk assessment. All staff had seen the plan and departments were working on their own individual more detailed safety plans. The only response from parents so far was around the issue of year 9 leaving school later in the year and in darkness after the half term. • Each school had a different set of issues and processes needed to be individualised to suit. Some schools were introducing facemasks. There had been some shared discussions on transport issues. • School leaders were going to write again towards the tail end of the summer holidays as a reminder with the key parts of the risk assessment published. • It was possible that some children would not come to school, pastoral contact would follow to find out the reasons behind non-attendance and provide support as required. Children that had returned to school seemed appreciative of being able to be back and attendance so far had been good. <p>6.05pm – Haydn Stride and Derek Swindells left the meeting.</p>	
5	<p>Business Manager’s Update</p> <p>The Business Manager provide a verbal update on finances covering the following points:</p> <ul style="list-style-type: none"> • Outturn report to be provided to Governors within following two week. • Supply costs likely to be higher than budgeted due to the original formula set. • Lettings were likely to start again as groups of 30 were now allowed to train in football subject to risk assessments being in place. Swimming also looking likely for August though the building works in that area might start in September. • Covid related costs around £8000 which could be claimed against a central fund possibly up to £5000. • Catch up funding announced at £80 per student to be offset against the usual year 7 catch up. Discussions had commenced on the structure of catch up interventions, potentially small group tutoring. • The Let’s Dance event held in March had resulted in around £40k income that had not been paid yet and was potentially a risk as there had been no response from the Dome. Governors noted that the Dome had furloughed a large number of debts and the Chair agreed to follow the matter up through her own contacts. • Easy fundraising being considered as an online project to raise additional funds under the banner raise “£2020 for 2020” with income raised to go towards additional counselling services for students. <p>ACTION - School fundraising lead to be invited to meeting in September.</p>	MH

	<p>6.18pm - Richard Baker left the meeting</p> <ul style="list-style-type: none"> • Departmental capitation budgets had been reduced by 40% due to part closure of the school during the school year and any built up surpluses had been removed. Heads of Departments were able to make bids for funding for projects out of centrally held funds. 	
6	<p>Meeting Dates The Governing Body meeting dates for the period August 2020 to July 2021 had been circulated . The Chair advised that a decision had been made for each meeting to be a Full Governing Body meeting with the ability to make decisions. Additionally the Business Group would recommence its regular business and meetings with the additional members as previously agreed. There would be two additional meetings before usual business commenced from the meeting on 28th September.</p>	
7	<p>Any Other Business</p> <p>a) National Tutoring Programme Les Gunbie provided a brief summary of discussions he had had with the member of the leadership team with responsibility for Pupil Premium.</p> <p>ACTION - Loretta Long to be invited to attend the meeting on either 24th August or 14th September to talk to Governors about proposals on catch up tutoring.</p> <p>b) Communication There was concern expressed that communication around the change to the Chair of Governors at the current point in time might raise questions in people’s minds as to whether it was in some way related to the pandemic and that some reassurance that the change was part of normal process was appropriate.</p> <p>There was a further point made about whether any consideration had been given to avoid transmission of any concerns about students being behind on their learning. The Headteacher advised that at the inset day there would be a topic on curriculum recovery.</p> <p>The Co-Chairs were to draft a letter of thanks and gratitude to staff on behalf of the Governing Body.</p> <p>c) Governor Declarations Governors were asked to consider carefully the declarations they made in September referring to the guidance provided.</p> <p>Meeting ended at 6.46pm Date of next meeting - 24th August 2020 at 5pm.</p>	MH