

**MEADOW VIEW PRIMARY SCHOOL  
VIRTUAL MEETING OF THE FULL GOVERNING BODY  
TUESDAY 9<sup>TH</sup> JUNE 2020 AT 5PM**



**MINUTES**

Present: K Smith, J Logan, T White, T Davidson – Hague, K Bromley, J West  
In attendance: A Blench (Clerk), D Sylvester (CEO JMAT)

**FGB1.APOLOGIES FOR ABSENCE**

- 1.1 To accept apologies for absence. Apologies were received and accepted from A Boyle.

**FGB2.DECLARATION OF PERSONAL AND BUSINESS INTEREST**

- 2.1 Individual governors to declare any personal or business interests on any item On the agenda. None declared.

TW welcomed D Sylvester to the meeting who was in attendance to give an update regarding academisation and answer any questions governors might have.

**FGB3.BUSINESS CRITICAL DECISIONS**

- 3.1 To consider plans for the phase re-opening of school from 15th June 2020 onwards. When we met on 20<sup>th</sup> May we were considering if we could open to more year groups from the 1<sup>st</sup> June 2020 and what plans we would need to have in place to support this. What has now happened is that we have opened to vulnerable children and children of key workers only from 1<sup>st</sup> June onwards. We have put these children into a bubble arrangement as suggested by government guidelines but have not as yet opened to any additional groups of children. We will look at a proposal for wider opening from 15<sup>th</sup> June in tonight's meeting.  
The experience since 1<sup>st</sup> June is that things have gone well. We have everything we need in place and all children have access to outdoor space. We had 13 children in school on 1<sup>st</sup> June which increased to 23 by the end of the week. We will have 46 children in this week which is partly due to use encouraging more vulnerable children to come into school. They have been taught in 5 bubbles. The children have been very positive. Especially Year 6 children who were so excited to be back. Staff have no issues and are as happy as can be expected given the risks. Staff are also happy with the plans that we have for wc 15<sup>th</sup> June onwards.

The plan for 15<sup>th</sup> June onwards is to introduce another bubble which will then bring us to full capacity. This will give each bubble 2 staff each and leave 3 spares for capacity. Such as back filling staff who find that they can't come in. The plan is to close on Friday lunchtime each week for a big clean to take place. The toilets are our biggest issue. Indigo and blue bubble share toilets, which staff will be cleaning, and we have all the kit needed for this. This is the same arrangement as for staff toilets. Everyone's confidence in the arrangements is growing as days go by. We initially considered opening 2 additional bubbles, but this would have left us without any contingency. We need 2 staff in each bubble, 1 to teach and the other to support and especially with escorting children to the toilet.

Governor question – who will the new bubble be for?

We asked the parents/carers of F1/2, Y1 and Y6 if they wished to take a place for their child. This generated 6 new vulnerable children and 9 who are not in the key worker or vulnerable categories. If we say yes to this, then we will be saying to parents that we are at full capacity. We will keep 1 space in each bubble for any vulnerable children who come in as additions.

Governor question – has the definition of key worker changed?

No, it hasn't, but what we find now is that as more adults go back to work the key workers don't have any childcare and now have to send their child into school. School has a list of all the key workers which was created on 20<sup>th</sup> March. All the children in school from 15<sup>th</sup> June will be children of key workers or vulnerable children apart from the 9 previously mentioned.

Governor question – what classrooms will you be using?

We have thought about using additional areas to give extra capacity such as the exhibition area. But this does not have an external door and the ventilation isn't good.

Governor question – are you using the double classroom at the end?

Yes, blue bubble is using the classroom on the right. Indigo are in what was Y3 classroom.

Governor question – did you consider using the hall?

Yes, we did but it does not have an interactive whiteboard and isn't as well equipped.

Governor question – if non-essential shops are opening from 15<sup>th</sup> June demand for school places will increase. Should we be using a hub model of provision like we did before?

Going back to hubs wouldn't create extra capacity as all schools have the same issues around capacity. We will get more requests, but we have to draw a line at what will keep us safe. We can't move staff around as this will increase the risk of cross contamination. It is not possible to have all staff back in school.

Governor questions – is the issue staff or capacity? Can't agency staff be brought in?

School has considered this, but it wouldn't give us continuity and agency staff wouldn't be familiar with the space or the children which could increase their anxiety.

Governor question – do you have a message prepared for parents if you get challenged regarding capacity?

School has been very open with parents throughout close down about the challenges. JL has prepared a letter which emphasizes all the good things which have been going on.

D Sylvester mentioned that schools in JMAT have an average capacity of 30% using this model and that MVP is no different from other schools. All schools in JMAT are getting to capacity and will be sending letters out to parents to this effect now. The difficulty is parents' expectations and if employers say that they must come back to work now. D Sylvester stated that he was very impressed with the risk assessment and arrangements made at MVP, which he had seen on a recent visit to school. He wished to pass on his praise to the team.

Governor question – when we last looked at plans, we were looking at a return of FS, Y1 and Y6, what are we looking at now?

We are proposing a wider opening to children of parents in those year groups who want to send their children. This equates to an additional 9 children other than vulnerable children and essential workers children.

Governor question – how many extra vulnerable children might come back?

School has 6 pupils with EHCP, of which all 6 are staying at home. 1 is due to come back next week. School has had conversations with the remaining parents around expectations and it was agreed that the children are best staying at home. This is because they would struggle with the new and different environment and rules. 5 children are on CP (Child Protection). 1 is in school and another wants to come in. 5 children are CIN (Children In Need). 4 of these are still at home. 2 will be coming in next week and the other 2 are shielding and won't come in for this reason. 8 children are from families accessing early help. 1 is at home and the other 7 are in school.

In total we have identified an additional 33 children as children we have concerns about. 17 of these are in school now and we expect another 3 to come in next week.

Governor question – when we get to capacity or its exceeded what criteria do we use to allocate any spare spaces we might get?

We will say that we are full. We will have 1 or 2 spaces in each bubble which we will reserve for any additional vulnerable children.

School has done its research into the interest in places with all parents this applies to. Those who have expressed interest in accessing a place are as follows: -

F1 – 7, F2 – 18, Y1/2 – 10, Y3 – 11, Y4 – 7, Y5 – 8, Y6 – 11. We can meet these requests if we open indigo bubble.

Governor question – how can we deal fairly with any requests for places after we are full?

D Sylvester mentioned that JMAT had written an admissions policy for its own schools to cover this question. A copy of the policy had been sent to the LA. Clear communications with parents is the key. The trust has not had to use the policy as much as it thought it would, so far.

Governor question – are there more than 9 wanting to come back?

This is all factored in the figures which have already been issued to governors. The pupils left in the vulnerable groups will not come back in for the reasons stated above. They are shielding or have health issues.

Governor question – are you sure we have catered for all the essential workers children?

Yes, KT has looked at the list carefully and made sure that the status is evidenced/appropriate. A lot have decided to keep their children at home, as they don't want their children to be at school. We have made clear that key workers children and vulnerable children are the priority.

Governors expressed concern regarding vulnerable children who are not coming into school. It was stated that school is going out of its way to support them. All get a phone each week from the wellbeing team. Additionally, any pupil who doesn't submit a piece of work done at home by Wednesday each week, will get a phone call on the Thursday or Friday to check that they are alright. So, some will get 2 calls per week. Some are not telling us the truth and we have found out about a domestic violence issue through project encompass which the parents haven't mentioned to school. The communications between TK, JL and social services has improved as we have progressed through lockdown. Things aren't going left unchecked.

Governor question – if we are basing our capacity upon 10 per bubble, if a vulnerable child wants to come back is there room?

School is not happy to exceed 15 per bubble. If we were desperate and we needed to accommodate more, we could find a way and utilise other spaces.

JMAT bubble sizes vary between 8-12 in their schools. Their view was that it is logical to keep to the findings of the risk assessment, otherwise there is no point in having it. This reassures staff and pupils. Keeping some spare places is logical. This is for 5 weeks at the moment.

Governor question – 10 in all the bubbles?

The risk assessment says 15 in blue, 14 in indigo/green/yellow, 15 in F2 and 10 in F1.

Governor question – could we get funding for supply staff from somewhere?

It was suggested that contacting the Regional Schools Commissioner may be an option.

It was noted that adults accessing the site can be an issue and this has been addressed through a 1-way system, including walking around the outside of the building.

Governor question – have the government funded laptops arrived yet?

They have arrived and will be distributed soon. It was noted that in conversations with parents regarding home learning IT issues were not a barrier.

Governor – how are families identified for laptops?

Using the criteria set down by government. Any family with a social worker involvement who had no access. The social workers identified families as well as school doing this. 3 were allocated to our school.

### 3.2 To consider the re-opening risk assessment document

Governor question – will the closure of school on Friday afternoons cause any issues for parents?

This hasn't been discussed with parents yet but will be once approved. Some parents might have issues, but we will work with them to manage these.

Governor question – why does it have to close?

It is better to have areas free of children when cleaning is taking place to lower the risks. Also, teachers are entitled to Planning Preparation and Assessment time and by closing we will allow this to happen at the same time. This has been managed differently up to now, but when we have more children in school it will be important to have this structured time. D Sylvester commented that many JMAT schools are doing the same.

Governor question – will the free school meal children get something to eat on a Friday?

They will get a grab bag which can be eaten in school or taken home. We have staggered lunch breaks from 11.40am and by 12.30pm the site will be clear.

Governor question – do we have any risks for BAME community members at MVP?

School does have a BAME community. We have considered this and spoken to other schools about this. We have come to the conclusion that the measures we have in our risk assessment will give BAME an appropriate level of protection and there aren't any additional measures we can put in place for BAME staff/children.

Governor question – we noticed that the document says that if any pupil or member of staff needs a COVID test then JMAT will arrange the test. Why JMAT?

This need changing as what will be done is that staff will book their own and we will arrange tests for pupils if needed.

Governor question – is the test booked for the whole family?

No just for the pupil. If it is a test which shows COVID is present we would follow government guidance.

Governor question – couldn't we look at bringing pupils in on rotas so that we can get more into school?

This is only relevant if we get more who want to come back. We are accommodating all who have told us they want to come back. There are concerns for staff in rotating groups as this increases the risks of transmission of the virus.

Governor question – how are the really young pupils working?

They are working in small groups within the base. Each has their own resources and are moving around the unit as a group. There is lots of reassurance being given to children.

Governors approved the plan and risk assessment. Subject to the removal of the violet bubble. This is to open up another bubble from 15<sup>th</sup> June onwards, which would allow additional key workers children vulnerable children to be accommodated. This would also enable the additional pupils in FS, Y1 and Y6 who had requested a place to be accommodated. It was noted that the plan would still have capacity for additional vulnerable children to attend, if the situation should change for them. Governors noted that there could be no other groups accommodated outside of this plan.

The feedback is that children have enjoyed coming back when they do and settle in well. In foundation unit we will have 8 in a bubble and stagger start times to avoid a big influx. Y6 are easier to manage.

Governors had received the recent guidance from the Director of Public Health in Rotherham which was broadly supportive of Head teachers' decisions regarding opening to more pupils. A view was expressed that Rotherham LA had not been as supportive as neighbouring LA in terms of the sharing of information and advice. Governors agreed that the health situation needs careful monitoring and that if things change either within school or locally the plans can be changed.

#### **FGB4.CARE FOR VULNERABLE CHILDREN**

- 4.1 To receive a verbal update on arrangements for children with EHCP, social worker involvement, children of key workers and child with an Early Help worker.

School has a welfare team, who are contact with children and families, recording information on CPOMS and sharing with social services and other external agencies.

Governor question – does the Home Study Policy need governor approval?

No, it doesn't. Curriculum policies are approved at Head teacher level.

- 4.2 Retrospective approval of the COVID 19 addendum to the school safeguarding policy

This was discussed and approved at the last meeting. Since that meeting it has been amended to reflect plans for a wider opening of school and needs approving again. JW as safeguarding governor has reviewed the amended policy and is happy with it. It was agreed that the amended policy would be circulated to governors for comment.

Action – TW to circulate amended safeguarding addendum to all governors.  
Governors to send their comments back to TW.

## **FGB5.FACILITIES**

- 5.1 To receive a verbal update of how school is operating for children/staff who are in the building and remote working staff.

Covered in discussion at 3.1 and 3.2 above.

## **FGB6. SUPPORT TO PARENTS AND CHILDREN AT HOME**

- 6.1 To receive a verbal update on the support that school is able to give to parents/carers/children whilst at home

It was noted that there are more children at home than are in school. Governors were given sight of the school home learning policy prior to this meeting. School has a team of staff supporting home learning. School has tried to be realistic with families with children at home. They have been sent a home learning plan/timetable. This suggest 1.5 hours per day spent in literacy/numeracy/phonics/reading activity. Access to online materials has been provided. We have tried to support children to learn independently of their parents/carers and tried not to put pressure on children. There is an optional afternoon activity which is accessible to all age groups. There is a timetable which parents have said is great and helps them to achieve some structure to the day with their children. The policy has started to be implemented this week of submitting pieces of work to the home learning team each week. Families will get an email response to work submitted. If nothing comes through from families, this is followed up with a text/call.

*Governor question – are children now learning new material?*

This is more about re-enforcing what has already been covered in school. Governors expressed their pleasure in seeing children work shared on twitter.

*Governor question – is there any activity going on which brings the two communities together? E.g. children in school and home learners?*

No there isn't at present. JL agreed to take this suggestion away and discuss what could be done with the learning teams.

Action – JL to think about how the two learning communities could be linked together.

## **FGB7.WELLBEING**

- 7.1 To received feedback on the wellbeing of staff and children  
School is working hard to keep the staff community together. A weekly zoom staff meeting is held. There is some non-covid related staff illness at the moment. Staff

have the education support phone numbers for counselling and support. Senior team wellbeing is now a bit better now we have got the pupils back in school and settled.

Governor question – do staff have access to PPE?

Yes, we have sufficient. We mainly use gloves and have not needed to use face shields yet.

## **FGB8. MINUTES OF THE LAST MEETING**

8.1 To receive and approve the minutes of the meeting held on 20<sup>th</sup> May 2020

The minutes were approved without amendment.

D Sylvester gave governors an update on academy conversion progress for MVP. This is all in the hands of Rotherham LA and the PFI financiers. No progress has been made since March 2020. The DfE are looking to a 1<sup>st</sup> November or 1<sup>st</sup> December 2020 conversion date. We would love this to be sooner but there is nothing we can do to bring this any nearer.

Governors acknowledged the support which David and JMAT colleagues have been given MVP and expressed their thanks.

Governor question – does the delay to conversion date have implications for our budget?

Yes, it will, and budgets will be discussed at our next meeting.

Governor question – what is JMAT view on the recent media discussions regarding trust taking control of local governing bodies?

JMAT has not changed its stance or values. We believe that local voice and engagement is crucial and that LGBs should retain their powers. We have not gone back on this and don't wish to. We need to work hard to ensure there is unison and good conversations between the trust board and LGBs.

Governor question – what can we do instead of the governor awards this year?

JL agreed to look into what could be managed as an alternative option during lockdown.

## **FGB9. CONFIDENTIAL STAFFING MATTER**

9.1 Confidential – recorded in part B

## **FGB10. CONFIDENTIALITY**

10.1 To determine any confidential items.

It was agreed that the discussion at 9.1 would be included in the confidential minutes.

## **FGB10. DATES OF FUTURE MEETINGS**

10.1 23<sup>rd</sup> June 2020 at 5pm. The meeting closed at 19.45