

**Minutes Of Governors Full Governing Body Meeting  
held on Tuesday 26<sup>th</sup> May 2020, 7.00pm via Zoom**

<b>Present:</b>	Simon Smith	Headteacher	SS
	Richard Dodson (Vice Chair)	Foundation Governor	RD
	Andrew Kindness	Local Authority Governor	AK
	Sue Pakes (Chair)	Foundation Governor	SP
	Ben Bailey	Parent Governor	BB
	Nick Harris	Staff Governor	NH
	Emma House	Foundation Governor	EH
	Lisa Raison	Parent Governor	LR
	Joy Edwards	Foundation Governor	JE
	Allison White	Staff Governor	AW
	Liza Caddy	Parent Governor	LC
	Bev Coleberd	Foundation Governor	BC
	Rev Fiona Beale	Foundation Governor	FB
	Rev David Baldwin	Foundation Governor Ex Officio	DB
	In Attendance:		
	Karen Lovering	Clerk	KL

		Action
<b>20/033</b>	<p><b><u>Apologies &amp; Welcome</u></b> The Chair verified that everyone was alone.</p> <p>The Chair thanked the Headteacher for his hardwork, patience and thoughtfulness in putting together these arrangements for the school opening to more students, as this has not been an easy task and also to pass on thanks to all the staff for their constant support of the school and their willingness to engage in the planning of the reopening of the school.</p>	
<b>20/034</b>	<p><b><u>Return to School Arrangements</u></b> The Headteacher informed the Governors of the plan to restart the school on Monday 1<sup>st</sup> June to keyworker and vulnerable children as normal and to Y6 pupils. It was decided that the first week would only be Y6 pupils as it would be a good way to test the new working arrangements with the older pupils first and iron out any problems that had not been envisaged and then this would allow a smooth transition for the younger children in reception and in Y1 the following week, Monday 8<sup>th</sup> June.</p> <p>The Dorset Council Risk Assessment that was circulated would be sent off on Thursday. Parrett and Axe are one of the first schools to go back along with a few other schools in the West Dorset collaboration. The Headteacher expressed his thanks to the staff for engaging with him and helping getting the school back up and running to serve the community. Allison White, the NEU Rep, Julia Ives and the Headteacher also assessed the NEU Risk Assessment which was a lot more detailed. All equipment has been ordered, bespoke PPE and everything is now ready to go. The school will be very different for the children but the teachers are prepared and ready for it. If Governors could look through the document and if they have any questions or concerns about the school reopening as it is up to the Governing Body as well as the Headteacher to officially open the school. The Headteacher asked for any questions.</p>	

Signed.....Date.....

	<p><b>The Chair asked for an update on the numbers?</b> The Headteacher reported that initially 9 children in Y6 would be attending and then the following week a mixed group of 9/8 of Reception and Y1 children would attend. Although the take up isn't massive at the moment this will probably increase as times goes on. If the school get too many children requesting to come back to school, the school will have to go to some kind of rota system. Although DfE Government guidelines say not to do this West Dorset Council are already backing up the small schools to go to this system. Maximum number of children in a group is 10 not 15 as the classrooms are not big enough. The school can take about another 10 children and then after that it has reached capacity. If parents change their mind and would like to bring their children in, the school has asked for a 2 week notice period to allow a rota to be devised and that the school will need to inform the parents of the children already in to adapt their working shifts.</p> <p><b>A Governor picked up on the Emerging document that it said Wednesday 26<sup>th</sup> and should be Wednesday 27<sup>th</sup> and has this document been published?</b> Parents have already received this document.</p> <p><b>Governors also asked are the children of keyworkers in their own bubble?</b> Yes they are in their own bubble regardless of age with the vulnerable children, there will be 4 not 3 bubbles in the school.</p> <p><b>A Governor expressed concern with the Government releasing things quicker than anticipated, will the school be ready if full school attendance is expected before the end of term?</b> The school will require 2 weeks notice for this to happen to allow rotas to be made with County backing. It will be the discretion of the Headteachers and Governors, the DfE is for guidance only.</p> <p><b>Governors enquired about the school meals?</b> There will be 2 sittings. When KS1 children are back in school 20 meals have been ordered and vulnerable children in Y6 will have these meals as well. If they commit to coming back into school then they will not receive their FSM vouchers.</p> <p><b>Do each bubble have their own toilet and own equipment a Governor enquired?</b> Yes, each bubble has its own toilet. In KS1 they will have their own bowl so we can disinfect and wash up equipment and in KS2 they will have their own separate work area, pencil case etc. Staff will encourage and teach the children about social distancing but they will not be disciplined if they don't.</p> <p>Rev David Baldwin entered the meeting at 7.20.</p> <p><b>What happens if a child has Coronavirus in one bubble a Governor asked?</b> If a child displays symptoms then they will be isolated into Purple Room, a member of will wear full PPE until the parent arrives and they will leave by a separate exit to avoid contamination of anywhere else in the building. Then contact tracing will be used for all the children in that bubble.</p> <p><b>A Governor enquired if you will let all the parents know and is this displayed in the document?</b> The child will not be named but parents will be informed and the Headteacher will check that this in the documents.</p>	<p>SS</p> <p>SS</p>
--	---	---------------------

Signed.....Date.....

	<p><b>A Governor asked if a parent decides to take their child back out of school, then they would be classed as an absence, are the parents aware of that?</b> The Headteacher will check on this and put a notice out to all parents.</p> <p><b>However a Governor informed the FGB that as discussed in the Curriculum meeting if a parent takes their child out due to rising numbers of coronavirus that this wouldn't be classed as an absence?</b> The Headteacher confirmed that this was correct and it was hoped that the Government would make a decision on schools if this happened. Also the school fills in the attendance figures and we would use our discretion.</p> <p><b>Have any teachers expressed any apprehension at returning to work a Governor asked?</b> We did have a letter from the NEU to start with to say that some staff would not engage in the planning of the restart of the school however, the Headteacher met with the NEU Rep and with staff at staff meetings and they are now ready and willing to restart the school.</p> <p><b>A Governor asked about provisions for the staff, eg lunchtimes, coffee making facilities as the staffroom will be closed?</b> There will be coffee making facilities in the hall where there is a fridge and the hall is an area out of bounds to the children. There will also be a reflection area for staff in the forest school area. At lunch the Headteacher and a lunchtime supervisor will be on duty to allow staff to get a lunch break.</p> <p><b>Governors enquired if we know which other schools are opening on the same day as us in the collaboration?</b> The Heads from the collaboration have been discussing all items of restarting the schools regularly via Zoom and have written documents as a collaboration.</p> <p><b>A Governor thanked the Headteacher for his document which covered all eventualities and wanted to pass on his congratulations. However, what happens if the staff after a week or so think it is beyond what they can do, can you close the school again?</b> The Headteacher would have to call another FGB to discuss. If 2/3 of the teachers felt this way then the school would not be able to run.</p> <p><b>Are all staff going to be in asked a Governor?</b> Yes all staff in regardless of what bubble they have except one member of staff who has to be shielded will be in on Monday 1st June.</p>	
20/035	<p><b>A.O.U.B.</b> The Headteacher closed the meeting by expressing his gratitude for the support of the Governing body and to let the FGB know that whatever the staff are doing it is to keep the children safe and to serve the wider community and to hopefully go back to the 'new' normal.</p>	

The meeting closed at 7.30 pm.

Signed.....Date.....