

**FULL GOVERNING BODY MEETING**  
**THURSDAY 21st MAY 2020: 1.00PM VIA VIDEO CONFERENCE**

<b>Present:</b>	Anne Cronin (AC), Bridget Ditcham (BD – Chair), Keith Hay (KH), Michael Jones (MJ), Caroline Norris (CN), Louise Pitt (LP), Helen Price (HP), Katharine Rooney (KR), Belinda Rowland (BR) and Heather Williams (HW).
<b>Clerk:</b>	Rebecca Marr
<b>Present:</b>	Michelle Law (ML) and Carol Simpson (CS)
<b>Circulation:</b>	All Governors, Michelle Law and Carol Simpson.

Item No.	Agenda items/Discussions	Action
1.	<b><u>Apologies</u></b> Paul Jones was not present at the meeting.	
2.	<b><u>Declaration of interests</u></b> A declaration of interest was made by MJ, RM, LP and HP as they have a child in one of the 3 year groups being discussed.	
3.	<b><u>Approve the minutes of 23<sup>rd</sup> April 2020</u></b> The minutes of 23 <sup>rd</sup> April 2020 were proposed by AC and seconded by KR. <b>The minutes were unanimously approved.</b>  <b>Next steps:</b> 1: To sign the minutes	BD
4.	<b><u>Discussion around the school re-opening</u></b> Guidance to schools, a draft risk assessment and draft re-opening plan had been circulated to the Governing Body before the meeting.  The Chair of Governors gave a report to the Governing Body; the highlights of which were: <ul style="list-style-type: none"> <li>• The school has been open since the lockdown for the children of key workers and vulnerable children so we are discussing the extension of the re-opening to include pupils in Foundation, Year 1 and Year 6.</li> <li>• The vulnerable and key worker children of Colleton and Polehampton are being cared for together; with both sites being used on alternate weeks.</li> <li>• The aim of the meeting is for the Governing Body to reach a consensus, if possible, on whether to extend the opening of the school, and if so, on which date.</li> <li>• All staff were thanked for their hard work in coming into school to work with the pupils and supporting pupils and parents at home with remote learning. Particular thanks were given to CN and ML who have worked tirelessly since the lockdown with hardly a break. Martin Higgs was also given particular thanks for his work done to keep the site open.</li> <li>• The guidance changes almost daily and that has been a challenge.</li> </ul>	

Signed:.....  
Chair

- The Governing Body has a statutory responsibility to keep the school open for the children of key workers and vulnerable children. The Governing Body were updated on the work the school has done in this regard. All vulnerable children have been offered a place at the school and the numbers attending are increasing. All of the vulnerable children attend on a part time basis.
- The Government has only given guidance to schools to open to pupils in EYFS, Year 1 and Year 6 so it is for the school to determine whether it is safe to open. A steer from the government whether or not they are of the opinion it is safe for schools to open is not expected until 31<sup>st</sup> May.
- The Governing Body were informed of discussions with the Union representative and with Wokingham Council.
- Wokingham Council are wholly supportive of what decisions each school takes as they realise that each school is different and a blanket approach will not work.
- The school wishes to open when the Unions are satisfied that the school is safe and when the school is set up to ensure safety in accordance with the draft plan.
- Parents have been consulted.

Q: Have we an indication of the number of pupils likely to return?

A: We have only had replies from circa 50% of the families. In Foundation Stage out of 46 children, there have been 23 responses with 10 wishing to return, 6 are not returning and 7 are unsure. In Year 1 23 responses have been received out of 47 children. 12 wish to return, 5 are not returning and 7 are unsure. In Year 6 there have been 30 responses out of 51. 18 have indicated that their child wishes to return, 2 pupils are not returning and 10 are unsure. We have asked for all responses by the end of 22<sup>nd</sup> May to allow us to start organising the pupil groups.

Q: Has the date been pushed back because of the unions?

A: We respect the unions and all of our staff are encouraged to be part of a union. We have to be sure the safety requirements are met before we open the school to more pupils. We are fortunate our staff engaged with us about the extended opening. We however need to change the layout of the school, put a lot of equipment away, and make up individual packs for each pupil and that cannot be achieved by 1<sup>st</sup> June. For these reasons we think it be more feasible to consider the earliest start date as 8<sup>th</sup> June.

Q: Is there a minimum of children needed to justify extending the opening?

A: No just a maximum of 15 pupils per 'bubble'.

Q: Will these 'bubbles' be separate from the key worker children?

A: Yes. If a child can either be in the key worker bubble or the year group bubble we will consult with parents on an individual basis on which bubble they would like their child to go into. They cannot be in both bubbles.

Q: If the unions tell teachers it is safe to go ahead can teachers still stay at home and will that be a problem for us?

A: It will not be an issue for us. We are aware of the members of staff that need to remain at home. We have enough staff currently for the three year groups to come into school although this could change if, for

Signed:.....  
Chair

example, staff fall ill.

Q: The plan refers to frequent wiping of surfaces but does that apply to toilet seats or is the risk of transmission low?

A: We are fortunate that the draft plan has been devised as a result of weeks of working with the key worker children and we have a routine. We have covered all of the obvious items in the plan.

Q: How have the key worker children adapted to the new learning environment?

A: The group has grown to as many as 25 in on one day. We have used the plan and have used videos to take them through the changes.

Q: Have you got plans to update the website as the guidance refers to communicating with parents?

A: Details of the remote learning are on the website. We think that we communicate very well with parents and we have received some positive feedback. We send a briefing to the parent body daily.

Q: Are there any proposals to change the plan to accommodate the return of Years 2 to 5?

A: The remote learning will still continue as will the support given to those pupils and parents.

Q: Will it be curriculum based work you'll be teaching to those pupils that return or is it work to tick over?

A: The Senior Leadership Team are discussing how to replicate the remote learning with the work done in the classroom. The main work for the children returning will be to get them back into a school routine. There are no statutory items in the Summer term which we have to teach the pupils.

HW joined the meeting (1.30pm).

In Older Team we will be covering PSHE and the core curriculum skills in maths and English. These activities will be replicated in the remote learning and pupils/parents will be supported in that learning.

The school was asked if they could reassure parents that if they did not send their child back to school that their child would not fall behind.

Q: Are the end of year school reports still going out to parents?

A: Yes although the assessment will be as of March and not the end of the summer term.

Q: Will parents be also informed about their child's teacher for next year?

A: No – this will be sent at a later date when we are more certain about what is happening.

The Governing Body were asked if there were any objections to extending the opening of the school for those pupils in EYFS, Year 1 and 6 on 8<sup>th</sup> June. The Governing Body unanimously reached a consensus that they fully supported the school in extending the school on 8<sup>th</sup> June if it was safe to do so. It was noted that this is not a definite date but rather a date the school is aiming for.

Q: Will parents be informed about the possible date of extended

Signed:.....  
Chair

opening as being 8<sup>th</sup> June?  
A: Yes.

5. **Pupil matters**

**5.1 Safeguarding including Attendance, Bullying, Exclusions and Prevent** – The Governing Body were advised that 9% of pupils were identified as being vulnerable. This has increased to 11% during the lockdown period. Initially only 3% of families took up the offer of attending school. This has increased to 28% of families all on a part time basis. All of the external agency meetings are still happening. The school has set up a family support email and families are using this to seek additional support.

The pupil premium pupils have been given food vouchers and help with IT to enable remote learning to take place.

Engagement with home learning is being monitored and phone calls are being made to families where there was no identifiable engagement.

Resources have been delivered to pupils as well as being left outside the school for collection.

6. **Staff wellbeing**

A couple of staff wellbeing newsletters had been circulated prior to the meeting. HW was thanked for her contributions to the newsletter. All the Team Leaders are in touch with their team and other members of staff. The uncertainty surrounding opening has not helped staff wellbeing. Governors were asked to contact their link member of staff to offer support.

Q: How are the staff managing the extended opening; are they comfortable; is there anything governors can do to assist?

A: Governors can reassure staff of the plan and be appreciative of the hours worked and the amount of things the staff have done for pupils/parents.

Q: Would a survey of how staff are feeling be worthwhile to identify any members of staff that may be feeling anxious returning to work in the school and is there any support from the government?

A: Wokingham Council have a lot of support on their website and Twyford Parish Council has details of support on their webpage. The staff have daily briefings. ARC is ready to offer support to pupils. The new supply insurance offers independent support for staff and their telephone number has been circulated to all staff.

It was noted that the Andy Clinic at Reading University and the ELSA support group has lots of valuable resources for children with anxiety.

7. **AOB**

None.

8. **Date of next meeting: 2<sup>nd</sup> July 2020**

It was agreed that a meeting would be required before 2<sup>nd</sup> July to assess the extended opening and any more government changes. This is likely to be the week beginning 15<sup>th</sup> June. BD and CN will discuss when a meeting is needed as the circumstances unfold after half term.

Signed:.....  
Chair

Governors were thanked for their support, particularly BD who has been an incredible support to CN and ML.

The meeting ended at 2pm.

Signed:.....  
Chair