

**CONFIDENTIAL MINUTES OF THE MEETING OF THE  
HANDSWORTH PRIMARY SCHOOL GOVERNING BODY  
HELD ON 20 MAY 2020  
AT 6.30PM  
BY VIRTUAL METHOD - ZOOM**

Present: Ms Jennifer Smith (Chair – Parent Governor)

**Co-opted Governors:**

Ms Katherine Bromley  
Ms Mary Wilson  
Ms Elizabeth Winder  
Mr Richard Trainor  
Mr Gabriel Gottlieb  
Ms Alina Harris  
Ms Jennifer Smith

**Local Authority Governor:**

Ms Stacey Dobbs

**Headteacher:**

Ms Claire Nairne

Clerk to the Governors: Mrs Pauline Dorney

Also present: Ms Afua Addai-Diawuo (Observer)  
Deputy Head Teacher

**Summary of agreements and actions:**

Minute Ref.	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
3	Amendments as discussed to Risk Assessment to be completed.	Headteacher	ASAP
3	Amendments as discussed to Letter to Parents	Headteacher	ASAP
3.8	Typo errors to be emailed to Headteacher	Gabriel Gottlieb	ASAP

**1. WELCOME AND APOLOGIES FOR ABSENCE**

- 1.1 The Chair welcomed all those present to the meeting.
- 1.2 Apologies for Absence were received from Anna Devereux-Murray and accepted.
- 1.3 There were no apologies for absence not accepted.
- 1.4 The Clerk confirmed that the meeting was quorate.
- 1.5 There was one item to be discussed under Any Other Business.

**2. DECLARATIONS OF INTEREST**

- 2.1 There were no declarations made pertaining to any of the agenda items for this meeting.

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**3. SCHOOL PLANS FROM 1/6/2020**

- 3.1 The Chair suggested that the Headteacher would run through the documents to be discussed this evening with a question/answer session afterwards.
- 3.2 The Chair stated that she had accepted that all Governors were anxious, had strong feelings about the current situation and appreciate that the School has been put in a very difficult position. The purpose of the meeting this evening was to review and agreed the Risk Assessment; and the accompanying information; and determine whether Governors had everything they needed to make a decision. The accompanying documents would be discussed and perused accordingly.
- 3.3 The Headteacher had previously shared the following documents with Governors:-

Risk Assessment

This document explained the risks that the School would be presented with and the mitigating actions. This document had been produced by the Headteacher and Mary Wilson with referral to the Local Authority's Risk Assessment recently received and based on the most recent guidance published by the Department for Education. The Local Authority will audit and authorise the Risk Assessment. The Risk Assessment is the basis for the plan for wider opening of the school. The Risk Assessment has been shared with all staff with input invited and will be shared with all parents via the school website.

Thanks were conveyed to Mary Wilson for her input.

The Headteacher stated that the plan would be, after this meeting, to review practical arrangements with the Dale, the Site Services Manager. As part of this review, Dale and Mary will ensure that the contract and service level agreement with the cleaning services are fit for purpose and will report back to governors. It was noted that there is a heavy reliance on the current Site Service Manager to ensure these plans work.

Governors reviewed parental feedback, gained from a survey recently circulated. The majority had commented that they had faith in the school to make the right decisions and provide the safest environment possible. Approximately 70% of those parents who responded stated that they were likely to send their children to School. Some parents stated that they were awaiting further advice from the Government. Governors noted that that the numbers could fluctuate as parents are asked to return to work or feel more comfortable with the current situation.

The current proposal put to Governors plans for a partial opening on 1<sup>st</sup> June 2020, however, Governors and the School also reserve the option to review this should circumstances change.

Governors also considered feedback from the meeting between the Head Teacher and approximately 50 Handsworth staff, where the processes for reopening on the 1<sup>st</sup> June 2020 were presented. Since this meeting, staff have contacted the Headteacher by email stating that the School are taking a very sensible approach. One member of staff has contacted the School stating that she knows the School is doing their best but is also considering advice published by the NEU and, therefore, may not attend School. Governors noted that, should Unions advise staff not to attend School, this may impact staff availability. The Head Teacher confirmed that she had received HR advice form the LB Waltham Forest. Governors agreed to review the plan again if staff availability is impacted.

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3.4 Letter to Parents

A draft letter for parents had been circulated to Governors prior to the meeting. At the time of circulation, it contained confirmation of the staff allocated to year groups. As this was subject to change, it was agreed that it could be removed and provided to parents prior to opening.

The Head Teacher and Governors discussed the feasibility of opening Nursery and agreed that provision could not be offered at this time due to lack of staff availability. Plans would be reviewed once the School is in a position to do so.

The Head Teacher advised Governors that the Letter to Parents had been shared with the SLT and one member of staff. Positive feedback to key messages had been received – thanks were conveyed to Richard Trainor for his input in this regard.

3.5 Frequently Asked Questions

A draft version of the FAQ document for parents was circulated prior to the meeting for comment. Governors made suggestions, however, it was agreed that the information was clear and should be provided to parents.

3.6 All three of these documents (Risk Assessment, letter to parents and Frequently Asked Questions) need to be in place to be able to proceed.

The Headteacher invited comments/suggestions from Governors.

3.7 QUESTIONS/ANSWERS FROM GOVERNORS:

3.7.1 Risk Assessment:

**Question:**

What would happen if Dale was sick and could not come to work?

**Answer:**

We have Garvin, who deputises for Dale. This information should be included within the Risk Assessment.

**Question:**

How many teachers are in the Union – NEU?

**Answer:**

Most staff have union membership. Governors were reminded that should the School receive Union advice that teachers do not come to work Governors should be prepared for that.

The Headteacher stated that the Local Authority would deal with any issues regarding the HR side of matters.

**Question:**

Was a Risk Assessment completed for the School being at full capacity?

**Answer:**

No - it says that if the School are asked to bring in more children then another Risk Assessment would have to be completed. This is just for Nursery, Reception, Year 1 and Year 6.

**Question:**

Have parents been asked to check their child's temperature before entering the School.

**Answer:**

We have not included this stipulation in our guidance. Staff are able to take temperatures at school.

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**Question:**

Has anything been stated in the Risk Assessment about the physical layout of the school enabling or hindering social distancing and access to outside areas

**Answer:**

We have included information showing the tables and where children will be seated but once the classrooms have been set up photographs will be taken and submitted with the Risk Assessment to the Local Authority by the 25<sup>th</sup> May 2020. The Local Authority will Quality Assure the Risk Assessment accordingly.

It was noted that the Local Authority will be inserting two metre lineage at the entrance gates where parents tend to queue. The School has also included within the Risk Assessment the markings installed for hand washing, etc.

**Governors ratified the Risk Assessment.**

3.7.2 Letter to Parents:

The letter to Parents states - under extra precautions – “All windows and doors in the classrooms to be kept open” - “ALL” should be deleted.

**ACTION: Headteacher**

**Question:**

The letter to parents states:-

“If a child or adult becomes unwell with COVID19 symptoms, this could mean that the whole bubble is sent home to self-isolate for two weeks”.

We have stated something different in the Risk Assessment because it was taken directly from what the Local Authority advised which was:-

The Headteacher advised that the statement says “to seek advice” with another sentence added saying “which could mean that the whole bubble would be sent home to self-isolate”. Under any normal circumstances, if you have been in contact with someone who had been diagnosed you are supposed to self-isolate which was suggested to be added to the Risk Assessment.

**ACTION: Headteacher to update**

The Headteacher stated that if anyone gets a positive test then rewording of this should be included within the letter to clearly state that if anyone has been tested positive with COVID19 then the whole bubble would be sent home.

**ACTION: Headteacher**

Referral to the Government advice was considered beneficial when it comes through.

When one individual tests positive or negative they may have members of the household that tested positive. Everyone needs to be open and honest. Testing times have been very inconsistent. The symptoms were considered important as the testing is voluntary. Maybe it would be beneficial to decide on these cases individually as the testing procedure can be quite invasive.

Nursery opening

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The Headteacher stated that the staffing could change dramatically and there is concern in this regard. It was considered best to advise parents that the Nursery could open initially and reassess the situation should there be problems with staffing the Nursery.

The good thing about the Plan is that the School can take a very staggered and cautious approach. Social distancing would be very challenging and the Government have stated this.

Discussion took place amongst Governors on this issue.

The Headteacher will keep the comments in the original letter.

**ACTION: Headteacher**

**Question:**

The Government has acknowledged the fact that social distancing for Primary Age Groups cannot be expected. This should be included in the letter.

**ACTION: Headteacher**

**Question:**

Can we commit to children having a consistent teacher for the period of time they are in School?

**Answer:**

As for the staffing, every bubble of children has their teacher or their LSA so every Group has an adult with which they are familiar. However, there is concern that if the School commits to names of staff taking the groups; this could change in the future and this could cause disappointment. It was suggested not supply names for the time-being.

**ACTION: Headteacher**

The Letter is very clear and reassuring to parents.

It was agreed that Gabriel Gottlieb would email the Head Teacher with some suggested edits that had been noticed.

**ACTION: Gabriel to email the Headteacher**

**Question:**

The letter does not state that the After School Club will be closed.

**Answer:**

It is in the 'frequently asked questions'.

**Question:**

Have we thanked the parents for their hard work in schooling their children at home?

**Answer:**

There has been comments of this nature on the School's Website and via Newsletters.

**Question:**

What was the response rate to the Parental Survey?

**Answer:**

147 replies had been received which relates to 180 pupils.

The feedback was very detailed. Overall the parents were very supportive of the School.

Comments/suggestions were invited from Governors by email to the Headteacher urgently.

*Liz Winder left the Meeting at 7.20pm.*

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Thanks were conveyed to the Headteacher and SLT for their very hard work during these challenging times.

**4. DATE OF NEXT MEETING**

4.1 Full Governing Body Meeting 14 July 2020 6.30pm

Agenda item:  
Cleaning Contract

**5. ANY OTHER BUSINESS**

5.1 Mary Wilson advised Governors that she had received confirmation of the Cleaning Contract. The School has ten hours of cleaning per day – 8 hours in the morning and 2 hours in the afternoon. No additional hours would be required.

This item would be discussed further at the next meeting.

5.2 The Headteacher advised Governors that the Keyworker Children’s classroom had not received a deep clean recently. The Headteacher had asked Keyworkers and parents from vulnerable groups how they would feel should the School close one day per week to undertake the process of a regular deep clean of their children’s classroom. Their reply was very positive and were in agreement. This would have to be discussed with the SLT.

It was proposed that the School would open for four days per week Monday to Thursday. Friday would be a preferred time for closure. This day suits the key worker parents.

It was decided to discuss this further before a definite decision could be made. There are many factors to consider.

**Agenda item**

5.3 The Chair advised Governors that the School had received notification from one parent relating to a link sent out to parents containing language that had not been moderated. The School dealt with this complaint satisfactorily.

The Chair thanked everyone for attending the Meeting.

The Meeting closed at 7.35pm

Chair: ..... (print)

..... (sign)

Date: .....

Chair’s Initials: