

BOW COMMUNITY PRIMARY SCHOOL
RESOURCES COMMITTEE - EXTRAORDINARY
Minutes 19 May 2020 - 6.00pm - Virtual Meeting via ZOOM

Present: Melanie Bishop; Richard Drake; Lesley Hodgson (Head); Anita Jellings; Tony Neal (Chair); Megan Heath (Clerk)

E.1	Apologies
E.2	School Reopening Plan
E.3	Date of next meeting

E.1 No **apologies** received.

E.2 School Reopening Plan

Schedule and pupil numbers

- Week commencing 1st June: There will be only key worker and vulnerable children in school. All staff will attend a meeting on the Monday morning concerning the operation of the school and to help all staff feel safe and included. This first week will also be used to plan; prepare the school; and ensure all equipment required and new signage is in place.
- Week commencing 8th June: Year 6 will be returning. This week will also be used to test and fine tune the risk assessments.
- Week commencing 15th June: Year 1 will be returning. Year 1 and Reception will be more challenging year groups to keep socially distant.
- Week commencing 22nd June: Reception will be returning.
- The number of pupils exceeds the recommended class size of 15. These cannot be accommodated safely in whole year groups, alongside the keyworker and vulnerable children. Therefore, the year groups will be split into 2 halves. The first half will attend on Mondays and Tuesdays, the second half will attend on Thursdays and Fridays.
- Wednesdays will be used to deep clean classrooms and equipment, for PPA and to give time for teachers to support children still working from home.
- A majority of pupils from these year groups will be returning. There are 3 NOT returning in Y6; 5 NOT returning in Y1; and 5 NOT returning in YR.
- These pupils are not returning due to: health conditions; safety concerns; and some unknown reasons. Concerns about safety will be ongoing, and we fully respect this.
- Some children with EHCPs will need an extra risk assessment before returning. This will include considering the safety of the one to one support, and the child's ability to follow instructions/hand washing/social distancing/etc. Some may be deemed unsafe to return.
 - LH is meeting with the SENDCo tomorrow to discuss these pupils.
- *Governors asked how many extra key worker/vulnerable children the school is expecting to attend from 1st June.*
 - LH stated that there will be 6 extra.
- *Governors asked why staff will be planning from 1st June and not from next week.*
 - LH explained how next week the school is closed due to half term.
- *Governors asked if we need the whole first week in order to plan and prepare, as some parents will need to go back to work.*

- LH explained that the school needs that first week in order to adequately prepare and make sure that the school has all of the statutory equipment in place (eg. Hand sanitiser; PPE; tape). There are supply issues with some of the required items and if they do not arrive before the first week they will be unable to open to more pupils.
- The idea of opening to the first group of year 6s on Thursday 4th June was discussed. Other local schools are rumoured to be opening from 1st June and this may cause confusion among parents.
- Governors agreed that the school should potentially open from 4th June, subject to all arrangements and equipment being in place. This is to be carefully and clearly communicated to parents to ensure understanding. The need to clarify the difference to other schools is also to be communicated.
- *Governors asked if not opening to more pupils on 1st June was down solely to procurement.*
 - LH explained that there is a huge number of things that need doing in order to open within the guidelines. Having most staff back in on the 1st June will enable these processes to happen more effectively. There is a chance everything could be ready for the Thursday but there is no guarantee.
- *Governors asked if this Monday-Tuesday and Thursday-Friday pattern will be carried through until the end of term in July.*
 - LH explained that it will be carried through until the end of June where it will need to be reviewed, due to the government currently suggesting that ALL pupils will be returning to school in July.
 - Governors agreed that a formal review of arrangements (including parent and children's views) at the end of June should be done and shared with FGB.
- *Governors asked if parents will be involved in the decision making around which pupils will go into which groups.*
 - LH explained that they are not to be involved. They want to try to avoid putting children together who are more inclined to get close to one another. The teachers will decide. As far as we are aware, this is the same in other local schools.
 - *Governors asked if teachers will take siblings in other year groups into consideration.*
 - LH explained that they will. They intend to have siblings in on the same days to help parents.

Staffing

- *Governors asked about returning staff numbers.*
 - LH explained that there are 3 who will not be returning yet. 1 has a GP letter; 1 has an elderly live-in relative; and 1 has a chronic illness.
 - LH has not spoken to all of the MTAs yet.
 - 2 of the staff members above can work from home.
- *Governors asked how the school pays for absence relating to COVID-19.*
 - LH explained that the absent TA can work from home. The MTA will need to be covered by TAs and Teachers.

- The school can claim back Covid related expenses up to £30k, and this means that if needed, supply cover can be brought in to cover staff unable to attend school owing to Covid.
- *Governors asked if the current home schooling arrangements will still be in place for those pupils staying at home.*
 - LH explained that the teachers cannot be expected to plan for lessons both in the classroom and online. Pupils will be signposted to online learning platforms. Teachers will have limited time on Wednesdays to engage children not in school.
 - *Governors asked if the teachers that are not in school could cover the online learning.*
 - LH explained that all the teachers will be in. 3 of them will have classes in school and the other 3 are covering the key worker/vulnerable children.
 - *Governors asked if they expect concern from parents at the drop in quality of the home schooling arrangements.*
 - LH explained how it is difficult to cover both in the classroom and online.
 - Parent governors suggested that drip feeding the suggested platforms into the home learning packs now will help prepare parents for the change. LH agreed this should be done.
 - LH explained how the teachers have been good at keeping in touch with pupils during the closure, however parents will need to be prepared for this to slow upon reopening.
 - Parents need to take the quality of education into consideration when deciding on whether to send their children into school.
- *Governors asked about the school office staffing arrangements.*
 - LH explained that the office will be manned every day until 2pm. This will be shared between 2 out of the 3 office staff (one is working from home).
 - Parents will not be allowed in the building, unless for a prearranged appointment.
- *Governors asked if LH or other staff will need extra support due to health issues.*
 - LH explained that she does have a long term chronic illness, but she also acknowledged that other staff members with chronic illnesses are continuing to work. She does not currently feel comfortable staying at home.
 - LH and AJ have discussed this issue. It is the responsibility of the individual to inform the school of any illness. The governors and schools duty is to ensure that all staff understand the risk and the importance of safety, etc.
 - It was noted that this illness is not going away and the winter months will be more challenging. If staff numbers decline dramatically in the winter then the school will need to review the safety of remaining open.
 - The importance of being prepared was noted. Staff must feel confident.

Parent Communications

- *Governors asked if the school intends to clearly communicate what school life is going to look like for the pupils, in order to prepare the pupils and help the unsure parents make an informed decision.*

- LH explained that the school is going to be communicating with parents soon.
- *Governors asked if the phased return would be referred to in the communication.*
 - LH explained that it would. They will explain the stages; what steps have been taken; and the guidelines. Parents should completely understand.
- *Governors asked if this information should go onto the school website.*
 - LH explained that the letter to parents will, however the risk assessments will not.
- *Governors asked when the final risk assessment needs returning to County.*
 - LH explained that there is no set date.
- *Governors asked about school transport arrangements.*
 - LH explained that she still needs to discuss this. They need confirmed numbers and they also need to know about what cleaning regimes the transport company adheres to. The school anticipates that many parents may opt to drive their children to school instead.
 - Catering also needs to be followed up, once confirmed numbers are received.
- Governors agreed the need to get the parent communication out before Friday, due to it being half term next week. This needs to state that the plan is 'subject to the approval of the full governing body and any further directions from the government/County'. The day after the full governing body approval meeting, Friday, was deemed too late to be communicating.
- *Governors asked how we can help.*
 - LH stated that it would be helpful if TN would go through the risk assessments with her, once completed.

Recommendation to FGB:

The Resources Committee recommends going ahead with the schedule prepared by LH, amending only to bring forward the start date of the year 6s to Thursday 4th June, subject to necessary arrangements being complete.

Actions Arising:

LH to consider opening to Y6 from 4th June and allow for this possibility in letters to parents
 LH to ask staff to 'drip feed' BBC Bitesize and other materials into home learning
 LH to engage with parents and county regarding school transport options
 LH to draft the Risk Assessments and communications to parents
 LH/TN to review the Risk Assessments prior to submission to County

E.3 Next meeting

- *Governors were asked if they feel we need to reschedule the next resources meeting.*
 - Governors agreed that we should go ahead with the meeting as scheduled in order to update policies and discuss learning walks.

Date of the next meeting is 16.06.20 at 6pm.