

LONDON BOROUGH OF RICHMOND UPON THAMES
Orleans Primary School
Hartington Road, Twickenham TW1 3EN

**Minutes of Full Governing Body meeting held on
Wednesday 20th May 2020 at 7.15pm via Google Meet platform**

Constitution, Membership and Attendance –

LA – 1	PARENTS - 2	CO-OPTED – 8	STAFF – 1 + Head teacher
Tony Bendelow	Rebecca Gibbs -RG	Alex Axiom - AA (Chair)	Jane Evans (Head teacher)
	Caroline Green – CG (Vice Chair)	Yeing-Lang Chong (YLC)	Naomi Owen (NO)
		Sarah Cullen (SG)	[Becky Bennett – Deputy Head (Associate)]
		Levent Gurdenli (LG)	
		Mark McKiernan (MMK)	
		Reegan Prinsloo (RP)	
		Michael Safo (MS)	
		Alan Watkinson (AW)	

(Bold=absent)

Also attended: Mrs V. Prince – Clerk

All Governors were present via Google Meet in line with amended Alternative Participation Protocol

Item		Action
1.	APOLOGIES <i>(statutory)</i> Apologies for absence were received retrospectively from Mr T. Bendelow (TB), who had been unable to join the meeting.	
2.	DECLARATIONS OF INTEREST Mr M. McKiernan had declared a possible interest in the review of the plans for the school to reopen as he is working on the Covid response at the DFE. Governors confirmed that they were all in a secure environment that protects confidentiality.	
3.	MEMBERSHIP AND CONSTITUTION There were no vacancies on the constitution and no Governors' term of office is due to end this academic year.	
4.	MINUTES AND MATTERS ARISING Governors approved the minutes of the meeting held on 12 th February 2020. The March meeting had had to be cancelled due to increased staff workload preparing for school closure. All actions that could be have been completed. It was agreed that any outstanding actions would be deferred to September. <i>Mrs Y-L Chong (YLC) joined the meeting at 7.20 pm</i>	Approve

Orleans Primary School FGB meeting 20th May 2020

<p>the risk assessment and developing the plan for reopening the school, stressing that this plan is specific to this school and will not look the same as any other school because every school has a different building footprint and staff profile etc. All classrooms will be in use for the bubbles of 15 children each from Reception, Year 1 and Year 2 and the key worker/vulnerable children. She had originally looked at 3 different scenarios, one of which was based on the rest of the children coming back in the next 4 weeks. However, AfC have advised Headteachers not to plan for that at this stage because it is not feasible.</p> <p>There will be staggered start and finish times each day for each bubble and where parents have children in different year groups they will drop off or collect all at the earliest start and finish time. The start dates for each year group have also been staggered over the first 2 weeks of opening with a view to inspiring confidence in parents. She outlined the plans for cleaning, noting that the new cleaning company has made a big difference to the quality of cleaning in the school and that the number of cleaners in school have been doubled to ensure all surfaces can be cleaned at the end of every day. All soft toys and soft furnishings have been removed as these cannot be easily sterilised, which means that both the sensory room and reading pod will be closed as they entirely comprise soft furnishings and are too small to allow socially distancing.</p> <p>The DFE have issued guidance indicating their preference that schools open to Nursery, Reception, Years 1 and 6 for 5 days a week. However, the risk assessment identified that the school can only open to Reception, Years 1 and 6 for 4 days a week. This is to obviate the need to introduce an additional staff member to the bubble on the fifth day when teachers have their PPA time. It also minimises the risk to staffing and enables each room to be deep cleaned on that fifth day. It was noted that this is also what St Mary's and St Stephen's are doing. The key worker provision will be Monday to Friday with a rota of staff who are not teaching the other year groups.</p> <p>JE explained that parents and carers will not be allowed on the school site other than to drop off or pick up and BB played a film to demonstrate the route for parents to enter and exit the school, with lines on the ground to ensure social distancing as parents queue.</p> <p>Q: Will Year 6 be walking on their own? A: No, we have advised Year 6 parents to drop their children off because we cannot be responsible for ensuring those children do not congregate on their way to school.</p> <p>Q: What happens if they miss their drop-off time? A: They will have to wait outside until someone can let them in. The drop-off times have to be strictly observed to ensure that the groups of 15 are kept as a bubble. We have decided not to use the dining hall because it will be too difficult to clean the hall in between uses so families will be asked to send a packed lunch.</p> <p>Q: Is ISS providing packed lunches for Free School Meal children? A: Yes.</p> <p>JE advised that, for staff wellbeing and to enable the school to be deep-cleaned, everybody will be required to be off the school site by 3.30. She stressed that this will be a very pressurised way for teachers to teach and a difficult adjustment as this is a very nurturing school.</p> <p>Q: What are the guidelines for comforting children who are injured or upset? A: Verbal reassurance for the older children. For the younger ones, it is very</p>	<p>Inform</p> <p>Inform</p> <p>Inform</p> <p>Account-ability</p>
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	<p>difficult to suggest to staff that they should not physically comfort a child so I cannot guarantee that staff will not physically reassure a child, particularly children with complex needs.</p> <p>Q&A: Governors asked and BB explained the arrangements for delivering First Aid for injured children. The Welfare Assistant will be in the Medical room during the day and then outside at playtime for any children who have minor injuries. Children who are taken ill will be sent to the DT room, which will be manned by 2 staff members on a rota, who can take the child's temperature and assess the situation if a child has come in with a cough etc. These staff will be given PPA kit and we will be drafting a slip to be sent home to parents with medical advice for next steps.</p> <p>Q: If they test positive for Covid, what happens? A: If they test positive, that cohort and that teacher go into isolation for 14 days.</p> <p>Q: In terms of the bubbles, can the staff members have no contact with any other staff while they are in school? A: The DFE advise against hot-desking so teachers who take PPA time must take if off site and not in the PPA room. Lunch and play times will be staggered and they will be on lunch break with at least one other person so that they are not completely isolated from other adults.</p> <p>JE outlined the plans for the different year groups, with Nursery bubbles being in for two morning or two afternoon sessions at either end of the week, to enable the room to be cleaned between the morning and afternoon session and deep cleaned on a Wednesday. Equipment will be rotated so that each group uses different equipment.</p> <p>Q: Do you know how many Nursery children to expect? A: About 25% are not returning but some parents were sitting on the fence. So we plan to repoll them during half term when there might be a clearer picture.</p> <p>JE explained the rationale behind the start dates and the start and finish times and outlined the staffing plans and which classrooms they will be in, stressing that the Nursery Nurse and the HLTAs running bubbles in Nursery, Year 1 and Year 6 are all very competent to lead a class. Two of the Reception bubbles will be led by Reception TAs and two by Reception teachers because it was judged to be more important to ensure that the younger children are with adults with whom they are familiar. Regarding curriculum, the focus will be on Maths and English in the morning and on PSHE and emotional wellbeing in the afternoon. Having consulted the teaching unions and AfC, JE and BB are confident this is the best plan for the school but want to ensure children understand that this will be a very different experience of school than that to which they are accustomed. BB showed a film demonstrating how the classrooms are set out to ensure social distancing and how classrooms will be entered and exited. Ms R. Prinsloo (RP) suggested sharing that video with staff as well so they are also clear on the process and layout.</p> <p>Q: How are the staff feeling about coming back? A (JE): Everybody is a little worried partly because of the continuous unhelpful coverage in the media. There is one who is particularly worried but BB has done her best to reassure her. (RP said that most are keen to be back on site teaching face-to-face and have been reassured by what JE and BB have told them.)</p> <p>Q: Do you have concerns about being able to implement full reopening? A: Unless the science says that 30 children can be in same classroom, then it would not be possible to be on the same site. We would then have to look at part-time rotas. It is difficult to arrange playtime so that 15 children can have space to</p>	<p>Account-ability</p> <p>Account-ability</p> <p>Account-ability</p> <p>Inform</p> <p>Account-ability</p> <p>Account-ability</p>
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	<p>enjoy outside play.</p> <p>Q: Going back to the look of the school, will you ask parents' help in explaining this to their children.</p> <p>A: The video we showed you was for Year 6 pupils so they would know what to expect. But for younger children we have made it very clear in the letters to parents and we have asked parents to explain it to them.</p> <p>Q: Are we expecting any real mental health concerns among children? Do we have a clear strategy if a child is emotional?</p> <p>A: We have an Educational Psychologist (EPs) we can consult and we will be practicing RP's mindfulness techniques with the children. And we are looking at different books teachers can share with children. We are also looking at discussion time in the afternoon and we will be vigilant about any children who may not want to share within the classroom. When children come back we are expecting a large number of disclosures – the Met police have reported a huge rise in domestic violence so we have displayed the relevant contact numbers on the school website and around school. The biggest impact is expected to be among the under-24s, especially teenagers who really need peer-on-peer contact so we will be particularly focusing on that with our Year 6s who are on the cusp of being teenagers.</p> <p>BB reported that she is undertaking training with the EPs for boroughs and will ask what support is in place for the adopted children and what support Richmond is offering. It was noted that all the staff allocated to the bubbles know the children so it is not that they will be with unfamiliar children.</p> <p>Q: Is there a process to continually review this and update the plan as necessary?</p> <p>A: We will look at it after the first day We will be reviewing the risk assessment on a weekly basis so we can take into account what is and isn't working.</p> <p>Q: What would it take to come back to the GB in that scenario?</p> <p>A: I suppose if there are parents who are not happy, they may write to Governors. Or is there is illness among staff. I will be writing a bullet-pointed summary each week for staff so I can share with Governors.</p> <p>Action: JE to send weekly bullet-point summary to Governors</p> <p>Q: Are Richmond giving any advice on supporting staff?</p> <p>A: Our SIP has a weekly communication and I've had to go through her and she's fed back to AFC. We have regular briefings and we can send in questions. We are waiting to hear final confirmation on 28th May whether we are opening and then I am sure AfC will issue more advice</p> <p>Q: You talked about siblings being collected together, does that apply to drop off?</p> <p>A: Yes</p> <p>Q: For children of keyworkers who will be in on Fridays - will they join their year groups and then be in the key worker group?</p> <p>A: Key worker provision will be extended. On Friday they would be in their own bubble with their TA and 3 or 4 of the children from their bubble. There is no bubble-mixing.</p> <p>Q: For those kids who stay at home, how is provision for those who choose not to come in?</p> <p>A: The advice has been that, if a family keep their child off, we will be directing them to the Oak Academy. The quality of the content of Oak Academy is very good. We will be providing Music, French, RE, Mindfulness and PE videos on Fridays for all children, including those in Reception, Years 1 and 6. For those year groups who are not coming back they will continue with the same model as currently. RP reported that the feedback from her cohort is that children had more</p>	<p>Account-ability</p> <p>Account-ability</p> <p>Account-ability</p> <p>Account-ability</p> <p>Account-ability</p> <p>JE Account-ability</p> <p>Inform</p> <p>Inform</p> <p>Account-ability</p>
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	<p>than enough learning to keep them busy and teachers have also been signposting them to the range of quality content out there.</p> <p>Comment: Governors agreed that overall it sounds like a robust, well thought-through plan and offered any help that could provide further confidence to parents. It was suggested that it be added to the letter that there has been a robust discussion with Governors. JE confirmed that there is a lot of detail in letters to parents and RP said that teachers do understand. Governors agreed that it is best to err on the side of over- communication to reassure parents and suggested the following:</p> <ul style="list-style-type: none"> • Bullet-point all the considerations that had been factored in to ensure parents understand how much thought has been given to this • Ensure that the Class Reps managing the class WhatsApp groups fully understand all the arrangements and the rationale and target them to help reinforce the message – a Google Meet chat with Class Reps was suggested so they can also ask questions and cascade down reassurance. <p>Action: JE and BB to organise Google Meet with Class Reps</p> <ul style="list-style-type: none"> • Governors commented that videos will help parents visualise the provision and JE confirmed that the rest of the videos will be filmed on Friday. <p>Q: Are you going to tell them in the letter which staff member and class they will be in? A: We were going to identify according to whether a child is in Group A/B etc The 15 in each bubble has been decided by teachers based on a range of considerations and they are not entertaining any discussions about friendship groups etc because the priority is their safety.</p> <p>Q: Are other schools taking a similar approach to children who stay home ? A: We have coordinated with St Mary’s and St Stephens, the closest schools to us to ensure that we are all taking a similar approach.</p> <p>Q: There are some people worried about preventing a second wave; are we providing any reassurances to parents that we are doing everything possible to alleviate that in addition to cleaning? A: We are taking children’s and staff’s temperatures, sterilising the equipment especially for the younger years and limiting what is used. We will be monitoring both children and staff very carefully but realistically it is simply not possible for Reception or Nursery-aged children to socially distance hence the bubble system. There is already rigorous handwashing system in place that is fully embedded and we will remind children.</p> <p>Governors agreed that the plan is robust and that they fully support it.</p>	<p>Support</p> <p>Support</p> <p>Support</p> <p>JE/BB</p> <p>Account-ability</p> <p>Inform</p> <p>Account-ability</p> <p>Account-ability</p> <p>Approve</p>
<p>8. 8a</p> <p>8b</p>	<p>FINANCE</p> <p><u>Budget</u> CG highlighted that the closing balance differs from the AfC balance by £2K so that discrepancy will have to be resolved. In the meantime, SL will have to manually input the different number and this was minuted at the F&P meeting. Governors ratified the final budget 2020-21 as reviewed and recommended for approval by F&P.</p> <p><u>SFVS</u> Governors ratified revised SFVS</p>	<p>Approve</p> <p>Approve</p>

9.	STRATEGY	
9a	<u>Key Performance Indicators (KPIs)</u> Governors noted the KPIs for each committee and agreed to review in Autumn.	
9b	<u>Scheme of Delegation</u> Governors accepted this and agreed to review in Autumn	Consent
9c	Governors were reminded that their role is strategic rather than operational	
10.	GOVERNOR VISITS Governors noted the following visit reports: a) SMSC b) Maths c) Curriculum d) Health & Safety CG asked and JE confirmed that the work is going ahead on Year 2 classroom flooring in summer holidays	
12.	GOVERNOR TRAINING AND DEVELOPMENT AfC training has moved online for the foreseeable future. All booked training had been cancelled by AfC. The Clerk has undertaken online training in The Governance Role in Risk Assessments for Reopening Schools and briefing sessions on Governance Role during School Closures.	
13.	ANY OTHER BUSINESS	
13a	Governors noted that AfC are proposing to fast-track the ban on driving down Hartington Road from 1 st June – the temporary arrangements will differ from the eventual arrangements in that they are asking school to manage barriers. They have asked for details of numbers of children expected to attend school before providing further details. Governors asked how this would impact on residents of Hartington Road as it would not be helpful to inconvenience residents. Action: JE to ask Lauren to clarify how this would apply to residents of the street and feed back to Governors.	JE
13b	Governors agreed to the Chair objecting on behalf of the Governing Body to the proposed mobile phone mast on Amyand Park Road.	Consent
14.	GOVERNORS TO CONSIDER Governors agreed they had achieve the following at this meeting: <ul style="list-style-type: none"> Reviewed and agreed a plan for school to reopen Reviewed and approved a budget to ensure the financial sustainability of the school 	
15.	DATE OF NEXT MEETING The next meeting will take place at 7.15 pm on Wednesday 15 th July 2020.	

Meeting finished at 9 pm

Signature: _____

Date: _____

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Actions Arising:

Item	Action	By Whom	By When	When complete
7d	<ul style="list-style-type: none"> Send weekly bullet-point summary of how reopening is going to Governors Arrange Google-Meet with Class Reps about arrangements for school reopening 	Jane Evans Jane Evans/ Becky Bennett	Ongoing 31/5/2020	
13a	Ask Lauren Drake how the residents will be affected by the School Streets plan to close Hartington Road to motorists	Jane Evans	31/5/2020	

Agenda Items Arising:

Item	Action	By Whom	By When
9a	Review KPIs	FGB	Autumn 1
9b	Review Scheme of Delegation	FGB	Autumn 1