



The Vineyard School Governing Board

Friars Stile Road, Richmond TW10 6NE

Minutes of Extraordinary Full Governing Body meeting held on 20th May at 6pm via conference call

Governors	Chloe Garth (CG)
Present:	Amy Salem (AS)
	Firas Ali (FA)
	Ruth Whymark (RW)
	Anke Monestel (AM)
	Fern Carter (FC)
	Simon Williams (SW)
	Graham Stewart (GS) Chair
	Melanie Bywell (MB)
	Lynne Woolley (LW)
	James Lane (JL)
	Kirsty MacEachen (KM)
	Antony Cook (AC)
In Attendance:	Daisy Dempster (DD) – Director of Learning
	Jan Liebmann (JL) – Director of Learning
	Charlotte Axbey (CA) – Assistant Head Teacher
	Richard Rosewell (Associate Member) (RR)
	Anna Mantle (Clerk)
Absent:	Tara Lawson (TL)

Meeting started at 6.05pm. The meeting was convened via Zoom video conference call in accordance with the alternative meeting participation protocol agreed at 1 April 2020 FGB meeting.

Item	Action
1. <u>Apologies for Absence</u> Received and accepted from Tara Lawson. Antony Cook had sent his apologies since he was not able to join the meeting from the start. The meeting was quorate throughout.	
2. <u>Governors' Declaration of Interests</u> No direct or indirect pecuniary interests were declared.	
3. <u>Purpose of the meeting: Review and comment on the school's risk assessment prepared in anticipation of a 1 June return to school of Years Reception, 1 and 6.</u> The following papers and documents had been circulated ahead of the meeting for prior review: <ul style="list-style-type: none">Phase 1 plan to re-open school for FGB	

- NAHT advice for school leaders on phased return to school
- Anonymised responses to return to school survey
- Risk assessments x2
- Draft FAQs
- Sample of parent comms from another school
- Schedule of arrivals and departures
- Daily schedules for KS1, Y3 and Y4, Y5 and Y6
- Staffing rota
- Links to latest DfE guidance

GS outlined the purpose of the meeting. Thanked governors for attending at short notice and thanked the school for their hard work in getting the risk assessment ready in such a short timeframe.

RW confirmed that the risk assessment under review had been completed by Svetlana Sanders (School Business Manager), Richard Rosewell (Deputy Head Teacher) and David Hayes (Site Manager). It takes into account available DfE guidance regarding shielding and vulnerable individuals as well as cleaning and hand-washing guidelines.

Governors had read the documents in advance.

There was significant discussion regarding whether the risk assessment should go beyond the DfE guidance and follow WHO guidelines which require self isolation for longer and demand that the cocoon isolates in the event of a suspected case amongst one of its members. It was agreed that the school would adopt the highest level of security in order to minimise risk and cross contamination at school.

Governors agreed that the school's policy would be to treat each cocoon like a family and therefore demand that all members self isolate until testing negative or 14 days elapses if one of their number develops symptoms.

There was discussion about tests. Governors expressed concerns that without efficient track and trace capabilities set up, it was risky to open school. They discussed whether they should delay school opening until sufficient tracking capabilities are established.

Governors discussed widening the list of the range of symptoms that should be considered a suspected Covid-19 case to include the full list published by the WHO. Having explored the WHO list, it was agreed to adopt a two tier approach. Immediate self-isolation and closure of the cocoon for any of the severe symptoms on the NHS list (as it stands and evolves), and self isolation of the individual child or adult if presenting with "milder" symptoms on the broader WHO list.

It was suggested that the school should insist that everyone is tested in the event that a member of the cocoon develops Covid-19 symptoms. Governors were divided in opinion. Some felt uncomfortable with the school recommending procedures over and above the NHS requirements, since the test is invasive and requiring pupils who are not displaying symptoms to be tested could do more harm than good. **It was agreed to require individuals to self isolate for 14 days in the event of displaying symptoms and only to allow an earlier return if a negative test result is received.**

RW indicated that the school was proposing a one week on, one week off rota as a means of future proofing the approach in order to accommodate a phased return of the whole school, as set out in the government's objectives. This is different to the DfE guidelines and differs to the approach taken by other local schools.

RW also informed governors that since DfE guidance is to encourage the return to full time learning for YR, Y1 and Y6, it states that home learning will be no longer required for these year groups after 1 June. The Vineyard's approach of having one week in school, one week home learning means that a rigorous

	home learning schedule will be maintained and available to support children from vulnerable groups and any cocoons forced to self isolate.	
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7pm Chloe Garth leaves the meeting. Antony Cook joins the meeting. The meeting remains quorate.

3.	<p>Governors reviewed the detailed assessment to manage risk throughout the school day, including arrangements to drop off and pick up children.</p> <p>Governors asked how the school proposed to meet the needs of children with special needs.</p> <p>CA explained that individual risk assessments had been drawn up to support SEND children.</p> <p>Governors asked how the school would support vulnerable children to access school in light of the strict policy to prevent late arrivals from accessing the site.</p> <p>RW explained that these families were already receiving support and that they would work with them individually to assist them in getting their children to school in time.</p> <p>Governors asked how confident the school is that the timeframes for drop off and pick up can be met.</p> <p>RW explained that there would be a walk through on Monday 1st June and Monday 8th June on each cocoon's first day in school. The reason for proposing that the younger children do not start until 15th June is so that the Y6 cocoons can test the process and pathways in the first weeks.</p> <p>There was a discussion regarding the decision to only allow one parent and no siblings to accompany children to school. It was suggested that a badge be distributed to families who have asked for permission to bring siblings because they have no alternative childcare. There was discomfort expressed by some governors at using a badge to single out individuals in this way. It was explained that the sentiment behind the badge was definitely not meant to stigmatise, rather to ask for clemency and spare individuals from criticism from the wider community. It was agreed to discuss this further to agree the best way to progress.</p> <p>Discussion moved onto the provision of PPE. There will be PPE provided for first aiders' use. Governors were reassured that the school could access the PPE it requires to help staff to feel confident and that the school was procuring only what was essential.</p> <p>Governors discussed the plans to take the temperature of all children on arrival at school. It was explained that this process would greatly help to build staff confidence. They discussed the logistics of this, including both staff and children wearing face coverings until a normal temperature had been taken, and agreed the process.</p> <p>It was agreed that the risk assessment would be reviewed seasonally and in light of any further pandemic waves. RW explained that the school was well set up now to support high quality home learning and would continue with this provision.</p>	
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7.25pm Fern Carter leaves the meeting. It remained quorate.

3.	There was also discussion that the risk assessment would have to be revised if the track and trace approach under pilot on the Isle of Wight is implemented more widely.	
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7.30pm Simon Williams leaves the meeting. The meeting is still quorate.

3.	<p>Having reviewed the risk assessment in detail, governors were asked whether they felt comfortable with it. They agreed that, taking into account the school's staffing demographic, pupil and parent demographic and the socio-economic background of the surrounding community, the school finds itself at the lower end of the risk scale. They felt reassured that the risk assessment and proposed measures would minimise the risks as far as possible.</p> <p>There was a rigorous discussion about the alternatives available to the school. Governors expressed concern at the mental health impact on children who will have had no formal education for months. They discussed if there were other methods to maintain continuity and contacts, above and beyond the extensive efforts already being made by the school. Governors also discussed the value that a phased return (such as the one proposed) would have in providing best practice guidelines for a full return to a school environment in September under social distancing circumstances. Staff present agreed that it would help to manage staff anxiety to test the proposed approach with a smaller number of pupils now, rather than attempting a full school return in September with no prior experience. They also expressed that Y6 are keen to return before they go to secondary school.</p> <p>Governors asked about the numbers of children expected to return to school. They had received the anonymised responses from a parent survey in the papers. This indicates that just over 50% intend to return their children to school.</p>	
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7.50pm Melanie Bywell and Charlotte Axbey leave the meeting. The meeting remains quorate.

3.	<p>There was a discussion about the timelines and whether they are achievable. AS indicated that plans are in place and assuming the government gives the go ahead for 1st June date, the school is ready.</p> <p>Governors voted unanimously to re-introduce pupils to the school following the schedule and risk assessment presented to them.</p> <p>They thanked RW and the staff for all the hard work that had gone into the thorough preparations.</p>	
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8pm Jan Liebmann leaves.

3.	<p>There followed a discussion about the requirement for clear communication to go out to parents, emphasising that the final decision remains in the government's hands.</p> <p>Governors asked about what will happen for Years 2 – 5 since it is not clear in the timeline.</p> <p>RW explained that at the current time the Unions and LA advice is not to engage with planning for other year groups. The school has put some planning in place to manage their return this term, if the government decides to proceed with this.</p> <p>It was agreed to cross reference the letter being prepared by the Directors of Learning to parents, with the letter being sent by governors and the Head Teacher to the parents, to ensure consistency of message.</p> <p>Daisy Dempster to share the draft.</p> <p>GS, RW and KM to meet on Thursday 21st May to discuss finalising the communications.</p>	
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8.12pm Meeting ends.

