



The Vineyard School Governing Board
Friars Stile Road, Richmond TW10 6NE

Minutes of Extraordinary Full Governing Board meeting held on Thursday 9th July at 6pm via conference call

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

Meeting started at 6.05pm.

Item	Action
1. Apologies for Absence The meeting was called at very short notice. It is understandable that some governors were not able to attend.	
2. Objective of the meeting: <i>To review the proposed arrangements for the full re-opening of the school in September.</i> It is not a requirement for governors to sign off the operational arrangements, however it is important for governors to have oversight of the plan. It is a legal requirement to update the school's risk assessment. This is being carried out by Svetlana Sanders (School Business Manager) and David Hayes (Site Manager). RW presented an overview of the plan for re-opening the school fully in September. She explained that there were elements of the government guidelines that were yet to be published, therefore the plan would have to be	

adapted to follow them when they are made known. However, she emphasised that the core objectives of any plan to re-open school were:

1. To fulfil their duty to provide children with the full hours of a full-time education from September and to ensure that children catch up both with national, age-related expectations and, in the case of higher prior attainers, with the progress they would have made during the last six months if they had been in school.
2. To maintain a focus on staff wellbeing and support staff to feel confident to return to school. (The proposed plan had been shared with staff and feedback has been positive.)

Overview of the plan:

- Year group cocoons to accommodate multiple sets of twins and triplets in school, as well as allow year group teachers and subject specialists to teach across the cocoon. It also recognises that friends mix outside their class groups outside of school, and allows the wraparound care provider (Koosa Kids) to operate efficiently. It also makes year group assemblies possible.
- Contact between cocoons will be avoided and movement around school limited.
- Staff will be distanced, as far as possible, from children (first row of desks set back from the front)
- Children in Years 2 onwards will be sat at desks facing forwards. Will interact in pairs, side to side, but will not be facing each other (WHO guidance indicates transmission of the virus is less prevalent when individuals are not front-facing).
- Classrooms will be well ventilated with windows and doors open.
- Reception and Y1 will be set up with free flow, following separate EYFS guidance. Children will be encouraged to play outside and social distancing is not required between children.
- Staffroom use and staff interactions will be minimised and social distancing amongst adults maintained at all times.
- Active engagement with test and trace will be encouraged. Children or adults showing symptoms will not be permitted to return to school without a negative test.
- Timetable will be changed to accommodate a staggered start and lunch reduced to 30 minutes in order to maintain the correct amount of teaching time and recognising that social distancing is challenging to maintain during free play, therefore focused activities will be organised during lunch break.
- Cold packed lunch will be provided by the caterers (for those choosing school lunch) for consumption in the classroom.
- Prompt drop off and pick up will be essential. Zero tolerance of late arrivals will continue.
- Children will bring their own resources (pen, pencil etc.) and teachers will be discouraged from taking books home.
- Marking will be done using the visualiser and involve whole class “live” feedback, minimising teacher contact with the books
- Must insist that children who are “under the weather” or displaying any symptoms remain at home. Remote learning will be available immediately for children who are required to self isolate but are well enough to learn.
- Lunch for children receiving free school meals will be provided on Wednesdays.

RW shared the proposed timetable and thanked Jan Liebmann for her tireless work putting it together.

The proposed timetable allows extra time at the end of the day and proposes a half day on Wednesday for individual/small group concentrated tuition and catch up programmes. RW explained that the school has a legal duty to reduce the teachers’ timetable by 10% for planning and preparation (PPA). The proposed timetable allows for PPA and deep cleaning on Wednesday afternoon, as well as bespoke interventions. There will be a bridge between lunchtime and after

school club provided by Koosa Kids. The advantage of this proposal as well is that the High Level Teaching Support Assistants (HLTSAs) who usually cover classes to release teachers from PPA will be able to provide support in classrooms where there is no permanent teaching assistant cover outside of designated support for children with special needs (i.e. all classes except YR and Y1). HLTSAs will be able to help with intervention work to accelerate learning across the school.

Governors asked how Wednesday afternoon had been chosen. They asked whether parents had been consulted.

RW explained that the senior team had considered a number of options, including Friday. They had chosen Wednesday because it makes sense from the perspective of hygiene and deep cleaning (since the virus dies out on surfaces over the weekend anyway). There are also a number of part-time teachers who are not on site on Fridays, which would not facilitate year group planning. RW also explained that the school has detailed CPD sessions planned and it is essential that all staff are able to attend. She also stated that anecdotally companies were not requiring staff to return to work in offices until 2021.

Governors commented that the plan made sense. Some indicated their personal preference for Friday, but understood the school's rationale.

Governors asked how the school planned to identify which children required assistance.

RW explained that the school would use a standardised, itemised online assessment once children had settled back at school and use the results to benchmark progress against their previous key stage assessments. She expected children to bounce back quickly and she also expected to be surprised by the exponential progress some children will have made because of the concentrated, one-on-one support they have received at home. She indicated that it was the school's responsibility to make sure all children were back on track to meet age related expectations, resume their higher prior attaining progress where appropriate and ensure that children who have made exponential progress during lockdown continue on the same trajectory.

Governors asked whether this would include government funded tutoring.

RW said that the school would use their own staff to deliver the interventions. The details of the government funding is not available at the moment.

Governors asked whether the school needed to consider additional procedures to make track and trace effective.

RW said that they would know who had been in contact with whom because of the timetable. There would be no volunteer parents on site to start with. One parent will be encouraged to pick up and not to linger on site.

GS stated that the school will have to defer to Public Health England in the event of a positive test and that they will decide how to deal with matters. RW indicated that this is an area where more information is to follow, however she agreed that Public Health England will be responsible for making decisions about closure of cocoons and/or the school in the event of positive tests.

Discussion moved onto the provision of education for SEND children. All SEND children will attend in September. RW thanked CA for the huge amount of work she had completed preparing individual risk assessments for each SEND child, and providing an exceptional level of support to these children and their families throughout the whole period.

CA explained that some children would need a managed, staggered re-entry to school. She expressed concern that new starters will not have had the preparation visits in advance that they normally would and therefore start of term may be harder than usual.

Governors asked whether it was a definite requirement to provide an immediate default to home learning, since it is a huge effort to run a parallel online school.

RW explained that she had received information about Oak National Academy online learning which will be continuing. This can be blended with the curriculum and BBC Bitesize material. PPA time will be focused on preparing resources for online and classroom delivery. An earlier class finish will also allow the teacher to stay in touch with remote learners. Google sites will be used to support this.

Governors discussed that the clear communication of this plan is very important. Important to note that children are not receiving less teaching time – the days in school will be more intensive.

7.05pm Antony Cook leaves the call

KM emphasised that this should be made clear in parent communications.

7.10pm Anke Monestel leaves the call

There was a discussion about the key messages that need to be emphasised, and agreement that a date for review should be agreed. It was also agreed that the plan should be communicated to parents as soon as is practical to allow time for planning etc.

RW said that she had received positive feedback about the school's communication of the partial re-opening of school, so she would follow the same format (send out letter and pack of information, followed by Zoom calls for interactive Q and A).

Governors asked whether they had to sign off the plan and risk assessment.

GS explained that he had consulted with NGA and had been advised that these are operational matters and therefore the responsibility of the Head Teacher and senior leadership team. However, it is good practice to involve the governing body and keep them apprised of the situation. The risk assessment and plan are likely to evolve over the summer, following updated government guidance that is expected in a few specific areas.

RW reassured governors that they were consulting with their Health & Safety Advisors, as well as carrying out bespoke individual risk assessments for staff according to ethnicity, age, gender, pregnancy, obesity, underlying health conditions. She explained that on the whole the staff are young, healthy and fit so the risk is very low.

7.40pm Kirsty MacEachen leaves the meeting

There were no further questions.

Governors thanked RW and the team for all their hard work over the past few months. They recognised the immense pressure that they have all been under and the challenging uncertainties that they have faced. They also expressed their gratitude for the innovative approach the school is taking to manage the whole school re-opening safely and with the children's best interests at heart.

RR wanted to highlight the contribution Jan Liebman and Amy Salem had made. He said they had both gone above and beyond, particularly since they are both leaving at the end of term.

RW thanked governors for their support and flexibility.

7.45pm Meeting ends.