



**Alma Park Primary School**  
**Full Governing Body Meeting:**  
**Minutes Thursday 04.06.20 at 11.00pm**  
**Achievement Partnership Success**

**Present via remote meeting**

Ms Kate Hickman	Parent Governor
Ms Karen Houghton	Co-opted Governor (Staff)
Ms Sam Howell	Staff Governor
Helen Hulme	Parent Governor
Ms Tina Kirwin-McGinley	Assistant Headteacher for the sensory service / Co-opted Governor (Staff)
Ms Hannah McHugh	Parent Governor
Ms Monika Neall	Parent Governor (Chair)
Mr Charles Parfitt	Headteacher
Mr Ikhlas Ur Rahman	Co-opted Governor
Ms Carys Williams	Co-opted Governor

**Apologies:**

Mr David Cooke	LA Governor (Vice-Chair)
Ms Shazia Dar	Co-opted Governor

**In attendance:**

Ms Kathy Crotty	Clerk
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*Any text in red bold italics represents Governor question (Q); challenge (C); Governor and/or clerk support (S). Black bold upright represents decisions and actions.*

**1. Welcome & Apologies**

Apologies were received and accepted from Shazia Dar and David Cooke.

**2. Risk Assessment - Covid-19**

The risk assessment had been shared in advance of the meeting along with a joint union document. The Headteacher was confident all union responses and concerns have been addressed in the Alma Park risk assessment.

***C: Do you expect any amendments will be needed to this risk assessment?***

Yes, this will need revision as more children come into school and issues arise. The example was given that only today it was realised there was no provision for bikes and scooters in the one-way system.

***Q: Will the trade unions go through the checklist?***

The leadership is anticipating this to happen. This document can be audited at home and trade union representatives are welcome to walk around the school to check. The

UNISON school representative is not coming into school so Rena Wood (a full-time officer) has been invited to meet with the Headteacher.

Teaching time has been allocated to the NEU representative to undertake the audit. One of the NEU representatives is not coming onto school premises.

**Q: *Is there a trade union health and safety representative?***

The NEU safety representative is not yet trained. Governors were aware any agreed risk assessment should be passed by the trade union health and safety representative. The school does not have trained health and safety representatives.

**Q: *The union checklist asks about cleaning, are teachers expected to clean?***

Teachers and TAs are not expected to clean.

**Q: *TAs work closely with children and this will go against the two-meter distancing rule. Is this issue addressed in the risk assessment?***

The school does have children who need 1-1 settings and children with EHC plans. The guidance uses the term “best endeavours” to describe the expectations from the school.

The school anticipates a team-teaching approach.

**Q: *Do the HI (hearing impaired) children need 1-1 space?***

The arrangements will be similar to EYFS where they will be in their own bubble. Up to now there has only been one child in one room but the numbers of children coming into school will increase.

If there are any issues in the HI service, they will inform Charles Parfitt.

**Q: *Have UNISON been involved in this risk assessment?***

The school has invited the full time representative into school but have not met. Their involvement will be to audit this risk assessment and this can be done without a visit.

**Q: *Are you going to use staff in school who are not in a trade union?***

The school does not know which staff are in a trade union. There is time for the unions to raise concerns and the leadership is open to modifying actions and give assurances. The assumption is if you are fit for work you will be expected to work. The school is not expecting any staff to refuse to return to work and the school intends to address any concerns. The school wants trade union approval for the measures put in place to reduce risks of infection.

The staffing deployed for onsite provision does not include staff who are clinically vulnerable. There are some staff who are low risk who are not included at the moment but may be asked to work in school in the future.

**C: *What happens if you do not have not enough staff, what happens if there is sickness?***

This is addressed in the staffing deployment report and not in the risk assessment. There are two adults per group so this provides some contingency. There are also four staff onsite each week plus office staff. Staff not on site can be called in for the following day if needed. The staffing is currently strong.

**C: *If the Headteacher is sick, or if there is a school outbreak what will happen?***

This is included in the latest version of the risk assessment. The LA will be consulted if there is a diagnosis of covid-19 from a staff member. The LA has provided useful guidance covering this possibility.

The individual risk assessment for staff includes a self-declaration and the intention is for all staff to complete this. A staff meeting has occurred with office staff and this will be explained to all staff in meetings. Most staff will be declaring there are no underlying issues but provides a record for the school. The school has received useful guidance regarding addressing BAME concerns. There are no BAME staff over the age of 55. Any BAME issues will be addressed by the leadership. The staff with asthma have indicated they want to come into school.

**Q: Is this information from the LA or from central government?**

This has come from MCC

**Q: Will the cleaning staff complete the self-declaration?**

Yes, they will complete this self-declaration. This individual risk assessment will be completed before the school takes in more children.

**Q: Regarding the reading materials, is there a way for the children to be able to use books and then quarantine the books?**

It was agreed to amend the risk assessment to allow for daily reading books to be used and then put in a box for 24 hours.

**Q: Can children use the iPads?**

Children will wash their hands, use the device, and then put these away and they will not be used again for 24 hours.

**Q: Is the family pack in different languages?**

There is some information in some languages. The information has been designed to be short and simple to enable understanding? The English version is still in draft form. It was agreed to add "if you do not understand contact us". There are staff available to help with Urdu and Punjabi. The school is aware of which families may need translated documents.

**Q: Number 22 stated if a child cannot be settled the staff are to call the Headteacher. Is there a way to manage the leadership crossing bubbles?**

Adults are going to avoid going into different bubbles. The trade union advice is to call the leadership if children are not settling. It was acknowledged reception children might be upset.

**Governors discussed the management of cross contamination, and it was agreed to allocate one leader to each class.**

**Q: Will the children with behavioural needs be in school in this first wave?**

The school will undertake best endeavours but there might be instances where restraint is needed and this is not possible so a risk assessment is needed for these children. There is a LA risk assessment addressing staff needs when working with children with behavioural needs. This will be reviewed. Different cohorts will have different risks as some children are more tactile.

Given the children have been at home for some time the expectation is reception children might struggle. If a child refuses to leave their parents, staff will not be able to touch the child and so the children may have to not come into school and will be invited to try again the next day. Emotional needs will be part of the risk assessment.

**Q: Do these risk assessments need to be completed this week?**

There are not so many children needing a risk assessment and parents are aware a risk assessment is needed.

**Q: What is an assembly in this situation?**

This will be undertaken remotely and zoomed into classrooms.

**Q: Will there be webcams to enable two-way communication?**

There are laptops with cameras which are not great but will work. The Headteacher is going to deliver an assembly remotely. Staff are going to deliver remote story time and French lessons using this method. Laptops will be linked to the whiteboard.

**Q: Is the bungalow included?**

Yes, it can be as the technology includes the bungalow

**Q: The NEU checklist states there needs to be a system for staff to feedback what is working well and not working well in the risk assessments. How will this operate?**

Staff have been invited to comment on the risk assessments and have staff have emailed in concerns and this has led to an enhanced risk assessment. Staff can contact the leadership at any time of the day. Staff meetings will also address any arising issues as normal.

***Q: Governors questioned the filling of sinks with hot water, will children be using the same water?***

Governors discussed if water above a temperature kills the virus and understood soap and water is the key, not the temperature. The school has spoken to a plumber for quotes to install sinks (troughs) in the playgrounds. Reception children can wash their hands in the outside sinks. The assumption is this is sufficient. Water does not have to be hot. It was stated the germ leaves the hands but may remain in the water so hands need to be washed in running water.

**It was agreed to amend the risk assessment to state an adult will turn tap on and off for handwashing on entry to school.**

***C: Governors noted the short times scales and were content staff were able to be in school this week to prepare and be comfortable with the practicalities before the children arrive. The goal posts keep changing and the time is compacted, is there enough time?***

The classrooms are ready. There were 10/12 staff in the staff room today.

***Q: How many days a week are the children in school?***

Five days, this was increased as the cleaning rota can meet the needs.

***Q: Governors asked about PPA time for staff?***

There is INSET time on a Wednesday and there is planning time.

***Q: What is the expectation of staff, is it to undertake teaching or well-being activities?***

The intention is for teaching and learning to occur and planning will be needed. The first week will include more time spent on well-being and the new routines. There will be reading, writing, and maths using smart boards. Teachers not on site can provide the planning for that year group. Staff have 40 minutes extra each day and more time on a Wednesday. This is a working model and will be reviewed and this can be changed.

The issue of fairness was raised and addressed and the school doing its best to accommodate health needs and this might not be equitable. The leaders are mindful of this and accept this is not perfect, but this is a starting point. The person planning has to provide all resources. It was suggested that the staff planning do not expect to be providing resources. This will be made explicit at the staff meeting and a general email will be sent to clarify this after this meeting. This is clearly stated in section 29.

Parents present were asked if they prefer educational learning for children returning and parents expressed the view the reasons for returning children are more related to psychological and well-being issues than educational. It was expressed the children in school should do no more or less than children at home. It was fairer if the same work was issued. Staff are keen to engage in learning but children must not feel this could be done at home. Staff felt home learning will be less than school as the school learning has more resources and the teacher will bring more adaptation to the needs of individual children. It was acknowledged this is a difficult balance. Governors stated the SLT communication with families and teachers must leave no doubt that more learning will occur in school.

***Q: Governors asked about intimate care and asked if children are not toilet trained, will they be allowed into school?***

All children are toilet trained and this needs to be addressed for the September intake.

The Headteacher informed Governors the HSE or trade unions could deem the risk assessment to be insufficient and this could delay to admittance of more children into school. The SSQA from LA has had received this risk assessment and the school has not yet had feedback.

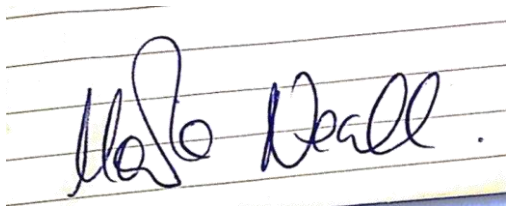
There are staff meetings occurring today, tomorrow and Monday. Parents will be informed the school will be ready to admit more children on Tuesday.

**Governors formally thanked the leadership team for their work on this excellent document.**

**Governors approved the school risk assessment subject to amendments**

**3. Dates of remaining Meetings**

Staffing and Budget Thursday 11<sup>th</sup> June at 11am  
FGB Thursday 25<sup>th</sup> June at 11am.



**Signed**.....  
(Monika Neall Chair of Governors)

**Date:** 25<sup>th</sup> June 2020

*Meeting ended 12.00*