

Ashton Hayes Primary School Full Governing Body Meeting

Meeting of: Full Governors Part One – BY ZOOM	Term: Spring Term 2020
Place: Ashton Hayes Primary School	Date: Monday 25th May 2020 4.00-5.00pm
Present: Mr Matt Hover (Headteacher) Mrs Sharon Varey (Chair) Mrs Ann Lowry (Vice Chair) Mr David Wilson Mrs Tracy Snell Miss Beth Carter	Mrs Margaret Papworth Mrs Mary Jefferson Mrs Ruth Mason Mr James Lutton Mr Matt Denman Mr Jack Mellor
Apologies: None	In Attendance: Mr J. Gilbert Ms Vivien Couche (Clerk)

Item	Minute
1.0	Welcome <ul style="list-style-type: none"> MH introduced the meeting, explaining its purpose being to reaffirm school’s position regarding reopening in light of the risk assessment undertaken.
2.0	Minutes of last meeting and matters arising <ul style="list-style-type: none"> Governors confirmed their approval to the minutes from the last meeting. <i>BC clarified whether children of key workers in different year groups would be reintegrated with their year groups or kept as a separate bubble.</i> MH confirmed they would be reintegrated where possible. He also clarified that drop offs for siblings from more than one year group would take place at the same time.
3.0	Headteacher’s Update <ul style="list-style-type: none"> MH advised Governors that a lot had happened since their last meeting on 19th May. Yesterday, school received guidance for Early Years returning. He summarised that school had reflected on the proposal discussed at the last Governors meeting and concluded that it wasn’t the safest option to bring Reception children back first. Governors had agreed that from a safety perspective, it would be preferable for Year 6 to be the first to return to school. MH noted that he’d emailed Governors to request their response to a proposed plan of action, for Year 6, then Year 1, then Reception children to return, with the Reception children returning part time in two rota-based bubbles. MH noted that CWAC had asked for schools’ responses to government guidance, from which it became clear that approximately 1/3 were able to reopen in line with guidance, 1/3 could only reopen for key workers and 1/3 could partially reopen. CWAC’s strong guidance to all schools then shifted to an 8th June date for reopening. MH summarised school’s proposal is now: <ul style="list-style-type: none"> – Year 6 to return 8th June – Year 1 on 15th June – Reception to return w/c 22nd June in two bubbles, attending Monday & Tuesday or Thursday & Friday, with Wednesday set aside for cleaning.

- MH noted that class spaces have been set up for Year 6, with a deep clean already undertaken and the classroom checked over by Mr Morris. MH and JG have marked out 2m spacing at the front of school for safe drops offs and pick ups. MH showed Governors a graphic of school's layout, highlighting the one-way arrangement in place for entry and exit. He confirmed that Year 1 and 6 will use the gate by Buzzard classroom for drop off/pick up and Early Years will use school's front entrance.
- MH confirmed that information will be sent to parents to clarify expectations and timings. ***MJ suggested clarification be sent to parents about no cars being permitted to use the drive at school for entry/exit.*** MH agreed that at set times, the drive would be out of use for cars. ***TS asked for photos to be sent to parents to accompany the plan, to ensure complete understanding.*** MH agreed and confirmed that school would also be using spray paint and stickers to mark out safe distancing. ***JG suggested asking parents of returning children if they need extra accessible parking,*** MH confirmed he would do, although he noted that no taxi users are anticipated in the returning cohorts. **Action on MH re communication to parents.**
- ***TS reminded MH of the plan to share a film on social media to prepare children for how school would appear when they return.*** MH agreed and noted that plans are in place for 3 films, the first covering entrance/access, the second for Year 6 and the third film for EYFS. ***BC requested that the returning year groups' class teacher/bubble leader make the films,*** which MH confirmed he was happy to delegate. MH will make the entrance/exit film, BC will make the film for Year 1. ***MJ requested that the films be quite upbeat in style, having seen some films from schools which have featured quite sad music etc.*** All agreed and noted the importance about reassuring the children about the prospect of returning.
 - MH confirmed that information sent will also cover what the children need to wear and what to bring e.g. packed lunches, as well as an updated behaviour policy and revised home-school agreement for parents/carers to sign, which emphasises the importance of handwashing and hygiene.
- ***SV asked whether MH wants a Governor to come into school as an extra pair of eyes to review arrangements in place.*** MH confirmed he feels confident about the measures planned but if a Governor would like to come and review them, they would be welcome. MH added that he would be managing the front entrance and would welcome a Governor to accompany him for that, MP and SV confirmed they would be happy to do that and to coordinate a schedule with other Governors to provide good coverage. **Action on MP and SV to send out the schedule to Governors.**
- ***AL queried whether children would enter as a group or individually,*** MH clarified they would arrive and be walked around to their classroom by a staff member individually. The other staff member for that bubble would remain in the classroom. Markings and staggered timings for drop off should ensure children keep at a safe distance. He reminded Governors that all details are covered in the risk assessment.
- ***JM queried whether there'd been any feedback from parents to the letter sent about reopening?*** MH noted some positive responses from Year 6 parents indicating confidence in the proposed approach, otherwise parents have generally been quiet. ***BC questioned what would happen if the return date for Year 6 is pushed back again, would school continue with the same approach to phased return?*** MH commented that the approach would be up for discussion, potentially combining Reception and Year 1 rather than stagger their return. He noted that no decisions will be made before 28th May when the R rate is known. ***BC commented that enabling Year 6 to return first is a good idea, in effect trialling the process for other year groups.*** MH noted that other schools are taking a similar approach e.g. Manley and Helsby Hillside. He added that it is not uncommon to interpret government guidance and decide on the best course of action for school based on its unique characteristics.
- ***AL questioned whether staff are happy with the proposed approach.*** MH commented that staff are happy with what has been thought through and that he plans to have a staff Zoom to talk through plans, to ensure everyone is OK with these. He commented that he believes it will be challenging for

staff, who are a social group, from the perspective of their wellbeing and the restrictions on e.g. using the Staffroom. However he commented that there are ways to keep the team together and having a cohesive staff group is important. BC agreed and commented that MH has done well so far.

- **MP questioned whether the key worker children who've remained at school will need preparing for the return of other children?** MH agreed and noted they would be moving into the Hall from tomorrow, enabling school to prepare for 8th June return.
- **DW queried whether the burden on class teachers who are continuing to set work for children to complete at home but are still involved in the bubbles for returning year groups would be too much?** MH commented that he has considered this and for this reason has two staff members in each bubble, to give staff the opportunity to also focus on the children who are not yet returning e.g. BC leads Year 1, JG maintains focus on Years 2/3.
- MH confirmed that he is preparing communication for parents to be issued on Wednesday, working with JG on this. MH noted he feels confident in the measures taken and **SV agreed the right approach would be to see what happens on 28th May from a government guidance perspective.** Going forward, MH will update SV in order that she can relay information to Governors and organise a further meeting if needed. MH commented that he feels that school's approach is well supported by CWAC.
- **SV expressed thanks from Governors to MH, JG and all staff for the work that they're doing.** MH appreciated the comment and noted he feels school is being well backed by Governors through this process.

End of meeting – no Part Two discussion.