

Charlton Kings Junior School
Full Governing Body Meeting Minutes via Microsoft Teams
Thursday 21st May at 6.00pm



“Ensuring excellent outcomes for children”

Present		Also present	
Caroline Parker	CP	Rebecca Ragg	RR (Clerk)
Ian Davidson	ID	Anna Ferchow	AF (SBM)
Lesley Crompton	LC		
Peter Williams	PW		
Nick Jukes	NJ	Apologies	
Sheena Habben	SH	Mark Hawkins	MH
Gavin Roberts	GR	Russel Grimshaw	RG
Sue Selwood	SS		
Christopher Hunter	CH		
Andrew Lackey	AL		
Lee Pajak	LP		
Reece Nineham	RN		

1	Apologies and welcome	Action
	RG and MH are unable to meet – the meeting was called at short notice	
Promoting Outstanding Governance		
5	Health and Safety	Action
	<p>CP – Purpose of this meeting is for Governors to ask any questions they may have about the documents which have been shared before the meeting, with particular reference to the risk assessment which SS has drawn up to support the wider opening of the school on the provisional date 1st June 2020.</p> <p>CP- if Governors are in agreeance, we can then ratify the risk assessment having considered the questions. Governors have liability and responsibility for the Health and Safety of the school.</p> <p>GQ: Do we need to keep the ventilation system running in the ICT suite? Couldn't the children timetabled to use that space be educated elsewhere in the school and use laptops to support learning?</p> <p>ANS: SS The school have been using this room for the key worker children, so would need to keep them in the same space. In addition to this there are not enough laptops to go around as some have been given out to those needing support with home learning.</p>	

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	<p>SS – the school has been divided up into different areas and outdoor spaces.</p> <p>Governors in agreeance that the measures SS has put in place such as the home/school agreement and the risk assessment are very good and thorough.</p> <p>GQ: In section 2 of the risk assessment, it states that the majority of people do not need PPE, where has this statement come from? Is this school or Government advice? ANS: Government advice</p> <p>GQ: There is a risk of low staff numbers as specific staff are with specific groups in specific rooms – the whole group would have to not be in – has this been spelt out to parents yet? ANS: SS not yet however the next task is to give out instructions to parents.</p> <p>LP – Offered to share with SS a list of FAQs which can go out to parents.</p> <p>SS raised concerns that if the number of key worker children increases then this will have an impact on what the school can offer for the Year 6 children due to come back on 1st June.</p> <ul style="list-style-type: none"> • CKJS is currently offering to cover classes everyday of the week for when the Year 6 children return, on the basis of the current keyworker children numbers who have been in school during the lockdown. • AL confirmed that GCHQ staff will be advised in the coming week to come back into work if they can and to approach schools to investigate if there is capacity for their children. • LP clarified the priority is the keyworker children, we have to have places for them. We are unable to redeploy teachers from one bubble to another (further discussion on next page). Also, we can't assume a set number of keyworker children currently. • SS the current list of keyworker children is the one that was put together when the country first went into lockdown. It could be potentially up to 139 children, and if this is the case CKJS would be unable to do what's currently planned and would have to offer part time places. • SS raised the issue that it is difficult to plan for currently as the numbers keep changing. • LP highlighted that it is essential not to make assumptions about the numbers potentially coming back in. If the school suddenly has more keyworker children, then the offer to the Year 6s may well have to be part time – 2 days each week, with the other half of the children attending the other 2 days a week. <p>GQ: How many parents have refused to send the children in? ANS: SS, seven have said no and eight are undecided.</p> <p>A discussion took place between LP and CP about whether it is possible/safe to</p>	<p>SS</p> <p>LP</p>
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<p>allow staff to work in different bubbles during the day/week. It seems both LP/CP have had guidance from the LA on this but have been advised differently. LP is to email the LA tomorrow to get some clarity on the mixed messages.</p> <ul style="list-style-type: none"> • CP suggested that the social distancing that is recommended is to minimise the cross contamination between groups. • RN – Siblings will also need to be thought about within bubbles. • LP summarised that although the bubbles may lack integrity, it is important to note that the degree of this is being managed as best it can. <p>Russel joined the meeting briefly.</p> <p>GQ: Are there any concerns over the use of the outside doors in this planning? Does it pose a flight risk? Particularly the doors at the front of the school, can the pupils get out?</p> <p>ANS: SS the children will be supervised at all times, the car park gates will be open during the day but this area is also supervised. The children coming back will be mostly Year 6s (unless more keyworker children require places).</p> <p>There has been a letter written by the Governors to the Government to highlight the schools concerns about the current plans for wider opening of schools.</p> <p>LP shared that the unions advice had changed as of yesterday, and is now placing responsibility on the Head Teachers to manage staff needs in a bid to prevent staff from striking. Which is making the situation impossible to implement. It means having to ask staff who are clinically vulnerable to send their children into school, which looks very unlike school at the moment. Perhaps this move should all be at a safer time.</p> <p>GQ: Who has to come back in?</p> <p>ANS: SS shared that there are now two categories; extremely vulnerable (those having received a letter from the government) who are advised not to come in, and vulnerable who are now advised that there is no reason why the child shouldn't come into school.</p> <p>There was a discussion around the fact that parents won't be fined if they choose to not send their children in, and that the advice for vulnerable children/families has changed, it is now only extremely vulnerable who should be shielding.</p> <ul style="list-style-type: none"> • ID commented that following the schools risk assessment, it would be up to the parents to do their own risk assessment for their families. As a school we cannot eliminate risk, but we can manage it. The risk assessment and the letter to parents gives families a framework and they can assess their own risk. • LP commented that the home/school agreement was really important. Also, that there was unlikely to be any litigation on the school about Covid-19 cases as it would be impossible to know where a child or staff 	LP
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	<p>member came into contact with the virus.</p> <p>GQ: How many Year 6s and teachers are classed as extremely vulnerable? ANS: SS conversations have been had with parents/families who are in this category. Staff who are extremely vulnerable are not counted in the Rota. Those in the medium band of clinically vulnerable are working from home and supporting home learning. So, we are mitigating this risk by not having extremely vulnerable staff or children in school.</p> <p>Governors discussed how the guidance on who is extremely vulnerable has changed. Clinically vulnerable people need to speak with the GP to get some clarity as some are more vulnerable than others.</p> <ul style="list-style-type: none"> • CP commented that unions are saying schools should not be insisting that staff come in if vulnerable. • RN commented that it was important to not increase the anxiety of staff. • CP has redrafted a letter and sent to all Governors to look at. • ID commented that the news today changed the wording of when schools were likely to open to “from the earliest June 1st”, so perhaps this date may change. • SS suggested that Year 6s could come in from June 2nd, to enable the school to see what the numbers are like and to ensure all items on the risk assessment have been put into action. June 1st could be just the keyworker children. <p>GQ: What is your biggest risk? Children that are there today will mix with the other children? ANS: SS having to prioritise keyworker children and not knowing how many of those children we may need to accommodate. If the number were to significantly rise then we would not be able to cater for all the year 6s. Vulnerable staff are not in, extremely vulnerable staff are not in. We will have to offer a different format to the Year 6s if the numbers of keyworker children increase.</p> <ul style="list-style-type: none"> • SH commented that perhaps we should have a limit on the number of keyworker children we can accommodate before needing to change the current plans, a Plan A and a Plan B. • CP concluded that the Governors need to agree the risk assessment with the information that is available currently and then liaise with the Head Teacher when the guidance changes. <p>GQ: Can we teach remotely via Teams/Skype? ANS: Not practical</p> <p>GQ: Is it written down anywhere that the Head Teacher can make a decision to be able to shut down aspects of provision should we reach maximum numbers?</p>	
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	<p>ANS: Yes</p> <ul style="list-style-type: none"> LP commented that there will be increasing pressure on clinically vulnerable staff to come to work as staffing will need to increase to accommodate socially distanced children. Unions are currently supporting this. <p>GQ: Can you as a Head Teacher look out for those who are vulnerable? ANS: To a degree, there is a financial risk for the long term if staff are to be off for a long time due to vulnerability. Currently those staff are paid. Paid full pay for six month and half pay for six months, although the staff would not be sick, they would be medically unfit to attend.</p> <p>CP – asked if there were any other questions.</p> <p>GQ: Could the parents be encouraged not to come into the building? ANS: The screen is up just for the “just in case” scenarios and parents will be told not to enter the building otherwise.</p> <p>GQ: Are we still doing a summer holiday? ANS: SS commented that following NAHT guidance, the school has planned for the next three weeks, and then after that it is likely we will need to increase capacity. We will need to plan for that once we know more details. The common local format is for half the children to come in for two days, then a cleaning day, then the other half of the children to come in for the remaining two days.</p> <p>RN – a week in a week off would offer children more contact time e.g. 50%. CP commented that we would need to work in partnership with CKIS with regards to siblings. ID commented that CKIS do not have enough room. SS offered that CKIS information has been placed on Governor Hub should any Governors wish to see the details of how they are managing more year groups.</p> <p>Governors agreed that the risk assessment is thorough and fit for purpose given the information we currently have. Governors recognised that it is a working document, which will need to be amended as the advice changes and in discussion with local Head Teachers.</p>	
6	Matters carried forward which are not covered elsewhere	Action
	None	
7	A.O. B	Action
	<p>CH – The current Covid-19 situation will give the school clear passage for needing more space, should the building plans be pursued so it can move forward?</p> <ul style="list-style-type: none"> AF commented that she had emailed the company a couple of days ago, 	AF

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	<p>the pre-planning application has been done, the planning stage now needs to be done. The email was sent to see how quick the school can move forward with the planning stage.</p>	
	<p>The next meeting will be held on...</p> <p>The meeting closed at 7pm</p>	

<p>Relevant papers attached:</p> <ul style="list-style-type: none"> • • 	<p>Signed by Chair of the committee:</p> <p>Date:</p>
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