



**Markeaton Primary School, Bromley Street, Derby DE22 1HL**

**MINUTES  
Full Governing Board Meeting**

**Thursday 21<sup>st</sup> May 2020 at 5.00 pm via Teams**

<b>Item</b>	<b>Topic</b>	<b>ACTIONS</b>
29/20	<p><b><u>Present – This was a virtual meeting due to the Coronavirus crisis</u></b></p> <p>Steph Marshall Power, Chair (SMP), Ian Johnson, Headteacher (IJ), Nicki Jenkins, Vice Chair (NJ), Joanne Fleay (JF), Laura Martin (LM), Louise Wilber, Staff (LW), Matt Ball (MB), Lauren Gascoyne (LG)</p> <p><b>Clerk:</b> Billie Welford</p> <p><b><u>Apologies for Absence –</u></b> None.</p>	
30/20	<p><b><u>Review of Membership</u></b></p> <p>In light of the current situation regarding COVID-19, SMP reiterated that she will no longer be resigning from her role as Co-opted Governor/Chair. The vacancies will be addressed at a later date due to the current Covid 19 crisis.</p>	
31/20	<p><b><u>Declaration of Interests</u></b></p> <p>Governors were asked if they had any interests to declare regarding the content of this meeting. None declared.</p>	
32/20	<p><b><u>Review of minutes from FGB 23 April 2020</u></b></p> <p>The minutes had been circulated to Governors prior to this meeting.</p> <p><b>The minutes were accepted by all Governors as a true record of the meeting. They were signed and dated by the Chair.</b></p>	<b>Accepted</b>
33/20	<p><b><u>Matters arising</u></b></p> <p>All governor bios and photos have now been submitted and will be sent to Elaine to upload to the school website.</p> <p><b>No further outstanding actions.</b></p>	
34/20	<p><b><u>Any changes from Government/LA/NGA/schools</u></b></p> <p><b>NJ asked if Derby City Council was supporting the decision to reopen schools on 1 June. IJ said that there had been no news around this and felt that all councils should make a blanket decision. LM asked if it was worth Governors contacting DCC but there was a unanimous decision made that this would not be worthwhile.</b></p>	

35/20	<p><b><u>Current plans for phased reopening</u></b>  IJ had uploaded a letter to parents, a timetable and a risk assessment. Governors were asked if they had any questions relating to these documents. There were no questions at this stage.</p>	
36/20	<p><b><u>Current staff/pupil numbers from 1 June</u></b>  IJ informed Governors that as of 4pm today he had received 141 of 180 responses from parents. He felt that there would be about 100 pupils returning to school on 1 June, around 75%. School was planning for 180 to create some flexibility. Children would return on a rota basis initially. 90 of them in on Mondays and Tuesdays. Closed on Wednesdays for deep cleaning. Another 90 will be in on Thursdays and Fridays. Staff can successfully support SEN children but if any of the staff become ill then cover will need to be in place. A team of 3 kitchen staff will be in and packed lunches will be served in paper bags. 8 of the mid day team are happy to return and so will the cleaners. IJ gave thanks to Ade and Sally for the amazing work that they had done regarding the cleaners. Extra hours will be given to cleaners when children are ill. Different protocols will be in place if the child is suspected of having Covid 19. If a child needs escorting to a room then they will use PPE and expect the parent/carer to collect them and take a test to see if they are Covid 19 positive.  Governors discussed the procedure that school should take if the child is suspected of having the virus. MB felt that the bubble should be closed and quarantined until the result comes back. NJ said that if anyone is in contact with a suspected case then they should self isolate until a negative result is confirmed. NJ also asked about the availability of PPE. IJ said that he had most items except aprons. NJ to send a list of local suppliers to IJ.  SMP queried what will happen about the parents who have not responded. IJ has sent out another text today.  Regarding class sizes, IJ is planning for 10 in each classroom. If there are fewer in some groups he has no intention of merging groups. To protect the bubbles children will have to remain in the same groups. Regarding staffing, there is the flexibility to recruit another YMCA but this is expensive. Some of the agency staff who were furloughed have also asked to return. Governors felt that this was all positive and agreed to the plan of action.</p>	<p>NJ</p> <p>Agreed</p>
37/20	<p><b><u>Risk assessment/H&amp;S updates</u></b>  SMP said that the risk assessment was complete but she will add key worker bubble to it.  LM asked if staff are feeling confident now. LW said that she herself was unsure but felt that the comprehensive plan has given her confidence to return. SMP asked if a walk round video could be made in order to prepare the children for return to school. IJ has already done this. The video shows a panoramic view of the lines outside school and of an adult going out by the one way system. Children will be able to see the social distancing. NJ said that she is also happy for her own child to attend. IJ said that a staff member has suggested a questionnaire for the children next week prior to returning to school. A letter is being sent to parents tomorrow. SMP asked what would happen if the parents don't respond. IJ said that he would then have to find a way to contact them. IJ said that there is a staff meeting next Wednesday in the school playground. This will enable him to explain the new system to staff.  LW asked what would happen if the child is reluctant to return to school and this is shown in their behaviour. IJ said that there was no plan yet but said there is a need to be very strict with the start times. There are no spare staff to deal with this sort of thing either. If the bubbles are jeopardised then we would have to refuse to let the child return. NJ said that parents must be made aware of this.</p>	<p>SMP</p>

	<p>IJ said that staff had discussed balloons as a welcome back gesture to make things as nice as possible. LG asked about the recovery curriculum. IJ said that those children in school will be the guinea pigs. EE is hosting a Zoom meeting for staff but it can't yet be delivered remotely.</p> <p>MB said that a lot of work had ensured that parents are comfortable with the return to school. Limiting the capacity in classrooms has also ensured reduced risk to staff and pupils.</p> <p>IJ said that the LA advice is to get full support from the Governing Board and then to communicate to the wider community. The Governors expressed full support. MB said that it is a credit to all involved with the planning of the phased return. Well done to all.</p>	
38/20	<p><b><u>Next steps for communications</u></b></p> <p>Governors agreed to send a letter to parents prior to the reopening - to be sent home 28/29th May. SMP to draft for governors/IJ approval.</p>	
39/20	<p><b><u>Determination of confidentiality of business</u></b></p> <p><b>No confidential matters identified.</b></p>	
40/20	<p><b><u>What difference has this meeting made to our pupils?</u></b></p> <p>Governors have ensured that children will have a safe environment to return to. Governors have also ensured that there will be a maximum of 10 children in each group and that staff have the ability to work safely with them.</p>	
41/20	<p><b><u>Date of next meeting and items to include</u></b></p> <p>FGB 5 June 2020 at 4.00 pm (at end of 1<sup>st</sup> full week back)  Resources 25 June 2020 at 5.00 pm  FGB 16 July 2020 at 5.00 pm</p> <p><b>Full list of 2019-2020 dates on Governorhub.</b></p>	

The meeting ended at 6.00 pm

Signed \_\_\_\_\_ Dated \_\_\_\_\_