

Minutes of a meeting of an Extraordinary Governors of Queen Elizabeth Grammar School, Penrith, held on Thursday 4th June 2020 at 5.30pm as a virtual meeting.

Present

| | |
|---------------------------------------|---------------------------------|
| Miss R McMann (Clerk) | Mr A Martin (S) |
| Dr E Mawson (Deputy Head) | Mr P Buckland |
| Mr G Miller (P) | Mrs T Boving-Foster (P) (Chair) |
| Mr M Worrall (CoG) | Mr J Ray (CoG) |
| Dr J Jenkins (CoG) | Mr A Worth (S) |
| Ms J Mills | Mr M Bauer(CoG) |
| Mr C Hansford | Mr R Shephard |
| Mr P Airey | Mrs K Rae |
| Mrs J Scott (School Business Manager) | |

Visitors: none

14 Governors in attendance

Quorum per article 114 – 7 Governors
(one half of the governors holding office rounded up to the nearest whole number)

GbS – Governor by Statute
MaG – Member appointed Governor
CoG – Co-opted Governor
S – Staff
P- Parent

Please note that this was conducted as a virtual meeting via Zoom due to the Covid-19 outbreak and closure of schools. Housekeeping rules were established.

Introductions and welcomes were made to the new School Business Manager.

1. Apologies for absence

Apologies for absence were accepted for Mr Bauer (work commitment)

2. Declaration of Interest in Agenda Items

There were no declarations of interest in the agenda items.

3. Any changes to the declaration of Business Interests

There were no changes to the declaration of interests.

4. Risk Assessment

Mr Buckland gave an outline of the intention for school to open for short days (9.30am – 11am, Monday to Thursday). He outlined the rationale for this as follows:

- This has been done after talks with UCC to co-ordinate buses and it is important to incorporate buses so that no student is disadvantaged
- A shorter day without the need for breaks or to provide lunch makes it much less risky for students with less temptation for social distancing rules to be broken
- There is no new work for students – this time is to consolidate learning, have some contact with teachers and thinking about going forward as September is still an unknown
- This does not replace the online teaching and learning – it is an addition to it
- This timetable allows the afternoon to be spent giving the rooms, corridors etc in use a deep clean and Friday will also be used as a day for a deep clean.
- All these measures satisfy the government's requirements

Questions and comments on this were as follows:

- *Who is undertaking the cleaning? Will there be a cost involved meaning the budget needs to be adjusted (KR)?* Orian are doing this. They have been in doing things and school has outlined a plan with them which they are happy with. This is at no extra cost (PB). Have spoken with the cleaning supervisor and obtained what supplies are needed and put an order in (more paper towels, additional 48 bottles of hand sanitisers) and are moving forward with very detailed plans (JS).
- *What is the advice regarding the lifespan of the virus on a hard surface and does this mean that a deep clean is required on a Friday in school (JR)?* The advice is 72 hours so possibly do not need a deep clean. However, would rather do too much than not enough and make sure everyone feels safe and confident coming into school (PB)
- *Does not seem that the school will be going much over budget in doing this (KR)* No and can claim back if substantial (PB)

The two risk assessments were taken in turn and has these had been previously circulated questions and comments were invited on each before a vote taken as to whether or not to ratify these documents. These documents were sent by the LA and some columns were pre-populated. It was also noted that the version sent to Governors had been seen and passed by the Local Authority.

.

Premises

- *Will the school be supplying handkerchiefs (PA)?* There will be wipes available in every room. The guidelines are to sneeze into elbow. Toilets will be made available for each room (PB).
- *Kitchen listed as a hazard but this is closed so should this be removed (CH)?* The canteen is being used as a room and also later in the process it may be that it opens (EM).
- *What about the children with medical needs who require food (TBF)?* This is being monitored by Mrs Chapman and Mrs Bellas who are dealing with students with specific needs (PB)
- *Unclear as to who has the specific paediatric first aid training referenced (AW)?* As this was a document from the LA, some of this relates to primary schools. Staff with first aid training have the relevant qualification and Tracey has volunteered to come into work.
- *Is all PPE available and ready (TBF)?* Yes will have everything in time. The school is trying to make things as normal as possible – staff will not be wearing face masks and not encouraging the students too but will leave it down to personal choice.

It was unanimously agreed to adopt the risk assessment.

Operational

- *An incorrect date to change (PA)* This was noted.
- *In the event of an emergency closure concern over what would happen to those children who use school buses (KR)* It would be dependent on the reason for the closure but would keep children in the rooms that they are in until they can be collected. In the event of a fire-drill would meet on the field and can socially distance there (PB). It would not vary too much from what the school would do normally in the event of an emergency and would ensure every child is safely collected (EM). There is a contact number also to use in the guidance (PB).
- *If there was a confirmed case would the school be shut down (TBF)?* Would have to ring the number in the guidance to confirm this but suspect that would be the case (PB).

It was unanimously agreed to adopt the risk assessment.

Headteacher's Update

Mr Buckland reported that the school is fully staffed and again welcomed the appointment of Mrs Scott to the Business Manager role. There is still some tidying up to do with learning support roles as there are four pupils with needs in the next Year 7 intake. This will mean recruitment to the equivalent of 1 FTE.

In response to Mrs Boving-Foster's question the signing off of grades was almost complete and are happy that these are a true reflection.

Mr Hansford asked for an update on how Zoom lessons were progressing as other schools seem to be ahead and people naturally make comparisons. Mr Buckland responded that Mr Martin had tested this with a Year 12 History class first. After long discussions this will start rolling out with Year 12 students - there are still a couple of GDPR issues to look into. Mr Buckland went on to say that he has set an aspirational target that by the end of term, every subject should have a Zoom lesson once a week. The school is satisfied that safeguarding is met in delivering these lessons.

In light of this Mr Hansford queried that if this works could these lessons replace the need for students to come into school? Mr Buckland felt that whilst this was interesting and valid point, in his view seeing teachers is more beneficial to the students – it will be a great boost in preparing them for the next school year.

With regards to the Zoom lessons, Mr Miller sought assurance that no child is disadvantaged by this due to having to share a machine with another sibling in the household for instance. Mr Buckland reassured that initially this will have a trial period and communicate with parents. All lessons are be recorded so can be accessed at a different time if necessary. Additionally there will be a timetable in place, though at first there will naturally be some teething problems. The school has already ensured that all children have a laptop.

Ms Mills fed back that she had contact with parents who praised Mr Worth for taking time to ring households and this has made a huge difference. Mr Worth said that this is in the context of him having more time than other teachers due to the practical nature of his subject. Mr Buckland gave his praise to Mr Worth. He also reported that the school has got a new system (edulink.com) which consolidates all platforms and homework into one place and parents can access this too. This will be free this year with payment for it starting in September. Governors are welcome to look at this website to see how it works.

14. Notices

There were no notices. Mr Worrall encouraged that Governors to complete their skills audit and Safeguarding training.

Mrs Boving-Foster closed the meeting thanking all staff for their hard work in making school a safe place. She wished all staff the best of luck with the opening of school and that if any help was needed from the Governors to please ask.

15. Date of Next Meeting

9th July 2020 – the exact details of this to be confirmed.

The meeting closed at 6.20pm