

Minutes of a meeting of an Extraordinary Governors of Queen Elizabeth Grammar School, Penrith, held on Thursday 16th July 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 M Worrall (CoG)	Mrs T Boving-Foster (P) (Chair)
Dr J Jenkins (CoG)	Mr J Ray (CoG)
Ms J Mills	Mr A Worth (S)
Mr C Hansford	Mr M Bauer(CoG)
Mr P Airey	Mrs K Rae
Mrs J Scott (School Business Manager)	

Visitors: none

12 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.

1. Apologies for absence

Apologies for absence were accepted for Mr Shephard and Mr Miller.

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 informed Governors that the biggest change was the addition of the addendum that was produced by the LA in conjunction with the unions for full re-opening of the school in September. SLT have been through this document and Mr Buckland reported that it does not have to be in place until September and thus could change depending on any developments with the virus and Government updates over the coming weeks.

Questions and comments were invited:

- *What are the biggest changes to the premises risk assessment (TBF)?* All the dates have had to change. Cleaning is a significant change - have taken on an extra cleaner to be on site during the day to clean door knobs, toilets etc (PB).
- *What are the changes to transport arrangements (JJ)?* Due to small numbers presently attending, the buses are operating using social distancing. This will change in September and there will be a seating plan. Children will sit in their bubbles. In reality this is going to be tricky as needs to be coordinated with UCC. Additionally, this is something which the LA organise so reliant upon them and can be difficult to get information though Mr Dawson is working on this (PB)
- *Why will the type of lunch being offered be different to normal (JJ)?* Unlike UCC, QEGS only has one dining room and thus there are issues with capacity and limited space. There will be a need to have staggered lunch breaks with each group having a 20-minute slot in the dining room. Therefore, school is planning a more 'grab and go' style lunch to ensure every child gets their lunch and has time to eat it (PB)
- *The ParentMail was good, clear and shows the efforts of the school. How are staff (MB)?* Staff are really on board and co-operative. The biggest area of concern was cleaning and this is why taken on an extra cleaner. The government have said that from September there will be no extra money for schools. The school has looked at purchasing marquees and / or large sheds but the cost of this is too great (£30,000 for a shed) (PB).
- *Given there is the possibility of changes over the summer break, have SLT / staff been able to build in a space to have a much needed break (MB)?* Unless there is an emergency, the first meeting will be on August 20th (results day). Mrs Scott will be pushing on in school to make sure everything is in place for September (PB).
- *SLT are doing a great job and thanks extended (AW).*

It was unanimously agreed to adopt both the risk assessments under the caveat that any changes will be communicated to Governors and highlighted on the document for clarity.

5. Contingency Plan

This document is designed in case there is another lockdown situation and again it may well need to change before September. Questions and comments were invited:

- *Is it still the position that if there are a certain number of cases the school will close (MB)?* The school has to report any cases to Public Health England and ultimately they will advise. The advice will be dependent on the context, for example, if the cases were confined to a particular year group it might be that they have to study from home as opposed to a full school closure. (PB).
- *Is there any news on public exams for the year 2020/21 (MB)?* Not yet. There has been a consultation which closed today but it is likely that there will be the pressure to deliver the curriculum as normal (PB). Have submitted responses but doubt whether they will be listened to (AW).
- *Will staff have sufficient training on EduLink and Zoom so that a more uniform approach can be taken should the school close or partially close (TBF)?* There will be two training days at the start of term. EduLink will provide the consistency as when the lockdown started every department was using a different system (PB).
- *If the children have to isolate will they be given the curriculum online given they may be away from school for two weeks (TBF)?* That is the intention and this has been discussed at SLT. It will be hard work for staff to be delivering lessons both in school and online but there is no other option (PB).

It was unanimously agreed to accept the Contingency Plan subject to any changes being marked and communicated to Governors.

With regards to ParentMail, it was suggested that there be a depository set up on the website so that parents can access the information at all times. Mr Worth backed this up saying he had an anxious parent contact him worried they had missed something. **Action point: Mr Buckland will take this up.**

6. Notices

Mrs Boving-Foster closed the meeting thanking all Governors for attending at short notice. Thanks were also extended to SLT for their hard work and to all staff for ensuring that they always do their best for the children.

7. Date of Next Meeting

To be confirmed.

The meeting closed at 6.05pm