

**Minutes of Meeting of Full Governing Body Meeting held virtually via Zoom on
Thursday 18 June 2020 at 6pm**

Present: Jane Dixon (JLD); Peter Roberts (PDR); Derek Cross (DC); Keith Wilson (KW); Liz Currie (ESC); Tony Atherton (TA); Sue Doubell (SD); Jonathan Hodgson (JH); David Hall (DH); Gareth Harris (GH); Mohammed Hans (MH); Stuart Eakin (SE).

Non-voting: Cath Proud (CEP); Jody Dunn (JDN) (Clerk).

JLD opened the meeting and thanked all governors for their attendance.

JLD confirmed that the meeting was held virtually via Zoom in accordance with the powers set out under Article 105 of the Memorandum and Articles of Association of Heckmondwike Grammar School Academy Trust and further that under Article 114 the meeting was quorate with all governors present.

1. **Apologies:** None – All governors present.
2. **Declaration of Interests** – None
3. **Consideration of Final Plans and Procedures for Partial Re-opening of School on 22 June 2020-** (for discussion and approval).

JLD informed governors that she had had input in the writing of the risk assessment and had spent some time reviewing it ahead of the meeting. She was happy with it but was sure that things will come up and need changing as time goes on.

PDR explained that it had been a very busy couple of weeks getting things ready for the partial reopening of the school, including the physical environment, the paperwork, staffing etc. He went on to thank to Cath and the leadership team for all their hard work in putting the risk assessment together and also thanked Jane for her input in reviewing everything.

CEP added that it had been a real team effort, and wanted to thank Natalie in particular. As a new member of the team, she has not yet seen the school working with students in the building and has done a great job, working with the teams to put the risk assessment in place. Natalie will be a real asset to the team.

CEP confirmed that the risk assessment is very much a live document and will be under constant review, probably on a daily basis for the remainder of the term and weekly during the summer holiday in preparation for September. She then went on to talk governors through the document highlighting several sections in particular and welcomed governor questions.

- **National guidelines are updated daily and school lapses in following advice**

We continue to review the advice and guidance issued by the government, ASCL, Kirklees etc and have taken all points into consideration, however every school is different and each school will have its own bespoke plan. We have had a number of parental queries asking why students can't come in for full days or do what other schools are doing, however we have explained our reasoning for the timetable we have in place. There is a lot to consider and we will continue to consult both locally and nationally.

- **Premises - Fire procedures**

This will largely stay the same as our usual procedure. The reception signing in system for checking staff in and out and students will register on entry to building. There will be an SLT lead for fire evacuation each day of the Y10 & Y12 attendance. Staff and students will evacuate

to MUGA. MUGA has sufficient space to accommodate expected numbers of people in the event of fire evacuation, allowing for social distancing.

- **Premises - Coronavirus in school - Increased cleaning regime.**

When Y10 & Y12 students are on site, cleaning regime will be daily and, where possible between lessons. We will have no students in school (other than our “Valuables”) on Wednesdays to allow for a deep clean. Where possible, access to cleaned areas of school to be prohibited to avoid further cleaning requirements and allow site staff to focus on areas in use. Our cleaning team have been amazing and very diligent in cleaning the areas that have continued to be in use throughout the closure.

- **Infection control - Dealing with direct transmission**

We have asked parents not to send in students who are unwell or show symptoms and to isolate in line with Government guidelines, likewise, for staff. Staff, students and any visitors to the school will be temperature checked on arrival. Students exhibiting symptoms while in school will be isolated in a designated, well-ventilated room close to the exit until they are collected. Parents will be encouraged to access testing for them.

We are also asking staff and students to avoid public transport but where unavoidable to comply with guidelines on the wearing of face covers.

- **Infection control - Dealing with indirect transmission**

Hand sanitiser stations have been set up around school with information on appropriate use alongside. The number of stations is amazing, there is one everywhere you look. Catch it, bin it, kill it signage has been put up all around school. Both staff and students have been instructed to bring in their own snack/drink.

Q – How often will the sanitisers be refilled and do we have a good stock? With lots of people using them multiple times a day it will soon run out.

A – Yes, Elaine has sourced a new supplier and we have a regular delivery so we will never run out with the amount we will always have in stock. Cleaners will be circulating the areas in use and refilling them when needed throughout the day.

Q – When will students be told what rooms they need to be in? We don't want them roaming around if they are unsure where they need to be?

A – On arrival to their designated area, MUGA for Y12 and Middle Yard for Y10, students will be instructed to go to a 'dot' that will be painted on the floor, to ensure social distancing, they will then be taken into the building to have temperature taken; register and where they will be told which room to go to. During their first session they will watch a PowerPoint that will then give them their rooming for the remainder of the day.

Q – Can we change the wording of the sentence regarding encouraging testing to make this more clear and direct what we mean. – when students picked up we suggest to parents they get students tested.

CEP agreed to make the change.

Q - Are staff also having temperatures taken?

A - Yes, we will be telling all staff tomorrow in the staff briefing, and they will get the opportunity to have run through to understand what will happen. From Monday a member of staff will be in school from 7.30am checking staff on arrival.

JH pointed out that the risk assessment was really robust and comprehensive, and covered lots of concerns that he had previously had, but had two points to raise:

We need to ensure we are not exposing ourselves to risk by propping fire doors open – CEP confirmed that it would only be classroom doors being left open. Fire doors would remain closed and cleaners would be cleaning handles frequently.

TA suggested that the wording in the risk assessment should reflect this. CEP agreed to amend it.

JH then asked how Covid associated additional costs are being funded. CEP explained that there has been talk of a government COVID fund. We are not sure if this will be granted as yet but Natalie has already started to log the costs related to COVID that are over and above our normal spend and has back dated this to 1st March. There has been lots of discussion around the budget and safety, but the safety of staff and students is paramount. We have invested in cleaning equipment, PPE, additional resources etc all of which has been recorded. Natalie is on it. JH suggested that a narrative be added to the log to explain the decision making at the time.

Q – We have a ‘deep clean procedure’ but that can mean different things. In order that everyone knows how this differs from a ‘standard clean’ and knows what is expected it might be an idea to record specifically what this entails.

A – This is a good point and will raise it with the site manager.

- **Infection control - Managing staff & students in school**

You will note that this section is still orange, but this only relates to the one section regarding the markings on the floor. This has been held off due to the weather today but will be in place by Monday. If the bad weather continues, we have a back up plan to put out cones.

Remote working for staff will continue where possible but we will need more staff in the building to ensure supervision on corridors / areas etc. Rotas will be sent out to reflect this. When staff are on site, we will use larger rooms for meetings and will temporarily re-locate some staff into better ventilated spaces. Staff will be asked to avoid congregation in any areas including staff rooms. Social distancing will be adhered to on site, with signage in central areas on floors or walls.

We have different entrances and staggered start and end times for students. Parents have been asked to ensure students are not dropped off earlier than planned start time / collect later than planned end time. Y10 & Y12 students split into small groups (study pods, maximum 9, and kept in a separate area of school to vulnerable / key worker children. Classrooms are set up for social distancing.

Students have been advised to bring in their own resources and are allowed to bring electronic devices if needed. Staff are also being asked to bring own laptops if needed.

A one-way system has been implemented with barriers to entry into certain areas and toilets will be monitored to avoid overcrowding. Students are not required to wear uniform and dress code has been relaxed for staff to smart casual to allow ease of daily laundry.

No catering on site as students asked to bring in packed lunch. Students will not be allowed to use water fountains. Staff in appropriate PPE will use the water fountains to provide water refills for the students. Staff on site asked to bring in own cups / water bottles.

- **PPE**

The Local Authority has provided an initial supply of PPE and we have ordered our own supply. PPE is to be single use only.

- **Access to learning**

Teaching staff will continue to identify curriculum priorities and ensure plan in place to provide adequate learning materials and to ensure education can continue to be delivered to all pupils who will continue to learn remotely. We are looking at ways in which we can be more flexible to allow teaching staff to juggle this new way of working, modifying marking deadlines etc. We know how hard all staff are working so we want to be as flexible as possible to allow this amazing standard of work to continue.

When asked about the challenges for staff, ESC confirmed that juggling all the different aspects of teaching has been the biggest struggle and said it would be a good ideal to communicate to all staff, students and parents that remote lessons are likely to be more relaxed, with different deadlines moving forward due to some staff being in school as well as continuing to provide online teaching. Both staff and students will need the reassurance.

PDR confirmed he has drafted a letter to go out the following day explaining just that; making all aware of the change in style as the bulk of learning for all students including those in Y10 and Y12 will remain remote learning with for example more extended project time/ work, longer deadlines etc.

Access to IT provision has been evaluated and appropriate hardware has been supplied to students and staff to ensure that no barriers to learning online exist. Many staff have devices that don't have a mic or video functionality, so we have provided them with a school laptop. We have done the same for students who didn't have a device. Thankfully, we have been in a position to do this, and were not dependent on the government scheme as those still haven't been issued.

- **Safeguarding & Child Protection**

Our usual procedures and processes remain in place.

- **Staff & Student Mental Health & Wellbeing**

Form tutors make regular contact with their form groups and chase up any concerns. SSMS regularly maintain contact with vulnerable students and any students where there are existing or new mental health concerns. The counselling caseload continues with new referrals via the usual processes in place for students and staff.

Line managers are maintaining regular contact with their teams and referring any issues of concern to HR and weekly staff briefings on Zoom take place. Remote access to the life coach is available.

JLD added that staff are doing amazingly and told governors she had thanked them all at the staff briefing on Monday.

DH said that he feels really assured and confident that everything has been put in place to ensure the safety of staff and students and we are setting an amazing example. He went on to thank CEP and all staff of their hard work

JLD echoed DH's points. She added that we need to remain flexible as things will change.

All governors then voted in favour of the partial reopening of the school and confirmed they were happy and satisfied with the Risk Assessment and the plans put in place.

A couple of further questions were then raised.

Q. Will we be surveying students to find out how they are coping?

A. Yes, we will be doing this during the face-to-face sessions.

PDR concluded the meeting by thanking governors and asking them to continue passing on any feedback they have or hear about in the community.

CEP confirmed she would make the minor suggested changes to the risk assessment before passing back to JLD for sign off.

The meeting closed at 7pm.