



Minutes of the Christ Church (Brondesbury) Church of England Primary School
Extraordinary GB meeting held via remote access on Tuesday 26th May 2020, at 5.30pm.

Name	Initials	Attendance 25/09/19	Attendance 04/12/19	Attendance 31/03/20	Attendance 20/05/20	Attendance 26/05/20
Governors						
Headteacher (1)						
James Kelly (head teacher)	HT	Present	Present	Present	Present	Present
Foundation ex officio (1)						
Mother Christine Cargill	MC	Apologies	Part of meeting	Present	Part of meeting	Present
Foundation PCC (2)						
Jason Kosky (Vice Chair)	JK	Present	Present	Present	Present	Present
Alison Schulte (Chair)	AS	Present	Present	Present	Present	Present
Foundation Deanery Synod (1)						
Robert Grover	RG	No	Present	Present	Present	Present
Ben Catling	BC	Apologies	Part of meeting	Present	Present	Apologies
Foundation LDBS (2)						
Fiona Dwinger	FD	Present	Apologies	Present	Present	Present
Jordan Cummins	JC	Apologies	Apologies	Present	Present	Apologies
LA (1)						
Naomi Moore	NM	Not in post	Present	Present	Apologies	Apologies
Elected parents (2)						
Karen- Louise Moran	KM	Present	Present	Present	Present	Present
Vacancy (1)						
Elected staff (1)						
Matt Booker -elected Sept 2019	MB	Present	Apologies	Apologies	Apologies	Apologies
Associate members (3)						
Lotis Bautista	LB	No	No	Part of meeting	No	Present
Keith LeBihan	KLB	No	Apologies	No	No	No
Vacancy (1)						
Observer/advisers						
Preeya Patel, Deputy Headteacher	DHT	Present	Maternity leave	Maternity Leave	Maternity Leave	Maternity Leave
Jacqueline Carrington	SMB	Present	Present	Present	Present	N/A
Lauren Sutherland	LS	Present	Present	Present	Present	Present
Clerk						
Lynda Rees	Clerk	Present	Present	Present	Present	Present

Part one - public

Item		Who	When
1.	<p>Welcome, Opening Prayer and Apologies for Absence</p> <p>The chair welcomed everyone to this GB meeting via remote access (Zoom) and MC opened the meeting with a prayer.</p> <p>AS stated that as this was an extraordinary GB meeting which had been arranged at the last GB meeting to specifically approve the Risk Assessment – Governors that were available had volunteered to make up the quorum for this meeting and apologies were therefore not required.</p>		



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	<p>AS thanked governors for attending this meeting at short notice and also taking the time to look through the latest Risk Assessment document and sending through questions/amendments prior to this meeting.</p>		
2.	<p>Declarations of Interest and notice of confidentiality (relevant to items on this agenda)</p> <p>AS informed governors of her appointment as a governor to St Cuthbert's and St Matthias Primary School (appointment date 17/10/18).</p> <p>AS reminded governors of the code of conduct and of the need to adhere to confidentiality where agenda items require this.</p> <p>AS added that as the remote access meetings are being held outside the school premises, governors must ensure they abide by the normal rules, procedures, code of conduct and the duty to maintain confidentiality. She added that governors must also contribute towards a safe and secure environment for the meeting by giving due regard to the schools policies relating to data protection and the appropriate use of ICT. Governors unanimously agreed to abide by the content of the NGA guidance on holding virtual meetings and the protocol outlined within the Appendix.</p>		
3.	<p>Risk Assessment Review/Approval</p> <p>AS stated that the Risk Assessment that had been circulated at the Special GB meeting held on 20 May 2020 (to ratify the budget) has had further work included since that time.</p> <p>AS also spoke about the NGA guidance on Covid -19 which gave reassuring words for Governing Boards in stating that the GB has collective responsibility for H&S rather than individual responsibility. The guidance also adds that the final decision on whether to invite pupils back into school rest with the school leaders as it is an operational decision.</p> <p>HT thanked governors for their comments and outlined his responses to the following questions emailed by governors as follows;</p> <ul style="list-style-type: none">• Can the school staff confidently manage the extra distancing measures? <p>HT – yes as much as we can, there will be signage around the school with adults reminding the pupils about social distancing. There will also be reminders for staff and any adults that come on the site during the day. Each staff member will also be managing a reduced number of children in their bubble – so should hopefully be more manageable.</p> <p>A governor added that the key word is whether staff feel they can confidently manage – and what the feedback had been from staff on this?</p> <p>HT stated the feedback has been positive from staff and there has not been any significant barriers or problems outlined by staff.</p>		



LS added that as the SLT team have been working together to anticipate as many possible questions that staff may have before any meetings are held with staff -this has included outlining to staff what the day is likely to look like when school opens again. HT added that Lauren, Lisa, and Alison (Chair GB) have worked extremely hard in the background to consider the possible questions and scenarios that staff might have or questions/ worries about once the school re opens.

HT stated that he will send the Chair of GB's letter out to staff tomorrow which also includes the volunteer governors contact details.

- Will the intensified cleaning be in place throughout the day?

HT explained that the school will be constantly cleaned, before the staff/pupils arrive in the morning, during the day, through the day, at lunchtimes and again at the end of the day. The toilets will be cleaned regularly during the day and the deep clean of the school will take place each evening and again on a Friday afternoon. There will be 2 cleaners on site together with the agency caretaker.

LS added that the timetable also includes provision for the support staff to assist the teacher in cleaning the surfaces and resources on a regular basis during the day.

HT added that the Nursery pupils will finish at midday, so the afternoon will enable the staff to prepare the resources and clean the area for the next day.

- Is the school confident that parents, especially those of EAL children, will understand the school's plans, procedures and crucially, what is expected of them if they or their child fall ill with symptoms?

HT stated that he has outlined in the letter to parents the process to follow if they or their child becomes ill – and has reminded them all to look at the video that is on the schools website to outline the steps to follow. There will also be follow up phone calls to parents to remind them of this process to follow.

HT stated that the guidance will be translated into Arabic verbally by a member of staff for parents.

A governor asked if the translation may also be required for other languages – HT will use google translate for Spanish/Portuguese languages – there are 3 parents across the year groups due to return to school.

- Do we have the numbers on how may pupils tend to take public transport to and from school under normal circumstances?

LS explained that the staff have phoned parents of the pupils in the year groups due to return – and those pupils not coming back are due to public transport concerns.



- The use of toilets – can the use of alternative cubicles ensure that the middle cubicles are locked to prevent pupils using these?

HT stated that he will arrange for the alternative toilet cubicles are locked to prevent use of these by the pupils and signage to state the toilet is out of use.

- Is there any kind of indication of how many parents will be sending their children to school after 1st June?

HT stated that so far to date – pupils that are due to return are 5 pupils in Nursery; 5 pupils in Reception; 6 pupils in Year 1 and 8 pupils in Year 6 but there are some parents that have not responded and further phone calls will follow up on these.

HT stated that based on the numbers of pupils due to return so far to date – will enable one bubble to be set up for each Year group.

- Is there an opportunity for parents to send their children into school at a later date if they feel anxious at the prospect of sending them from 1st June?

HT stated that the entry point will be Monday each week – so for example – if the pupil did not return Monday/Tuesday – they could not come in on a Wednesday – but would be allowed to come in the following Monday. This will also enable the school to prepare for a larger bubble if this is needed.

HT stated that he has expanded the sections which originally stated etc. – for ensuring key competencies for staffing levels and the Risk Assessment will be regularly reviewed and regularly updated.

- Can you reiterate how homeschooled children will be supported when all the teachers are in class from next week?

HT explained that the teachers will be posting daily links to their class pages to the resources that the Government recommend that pupils should use for the online learning. This would include the Oak National Academy, BBC Bite size and White Rose Hub – which are the resources the school has been using for English, Maths, Science, History and Geography. For the younger pupils – they can use the on-going phonics lessons currently being provided online by the school. There will not always be videos from teachers if they are teaching another Year group in the bubbles.

The pupils not coming to school (Years 2,3,4 and 5) may not see their own teachers as they may be timetabled to teach the other Year groups.

- How is the school responding where children, who have been classified as vulnerable, fail to attend? How many cases like this are there? How concerned should Governors be?

HT stated that the staff chase up with regular phone calls but most of the Government classified vulnerable pupils are in school. The school also has its own criteria which they



consider covers the vulnerable pupils and any vulnerable pupils are contacted and weekly phone calls are in place with families.
HT stated that for one vulnerable pupil the school were not receiving responses from phone calls and home learning work was not being emailed back to school – the school referred this issue to the Education Welfare Officer (EWO). After the EWO made contact with the family – the parent stated the phone was not working and home leaning packs were sent by the school. The pupil was referred to the EWO for a second occasion when parents failed to keep in contact with the school.
HT stated that the school currently has 5 vulnerable pupils that are attending, and the school is in regular contact with these families.

- Will pupils in Year 2,3,4 and 5 still have normal remote lessons set up and have the facility to email their work back to the teachers?

HT explained that if the expected numbers of pupils remain as they currently are – there will then be one bubble in each year group and the teachers in Year 2,3,4 and 5 will not be needed for extra bubbles to be set up so will stay as they are and continue with the home leaning.

- A concern was raised by a governor whether the school could cope with social distancing if all the year groups were expected to return to school before the summer break.

HT does not feel that the Government is planning to include more year groups to the school opening before the end of the summer term and the Head teachers weekly meetings with the Director of Children and Families do not seem to think this is likely to happen.

- Where staff who are deemed to be vulnerable decide to continue working, do you think it wise that we have assigned letter/waiver from that person in their file to say they wish to work.

HT stated that he believes there is one member of staff that may fall into the vulnerable staff category and he will talk to them tomorrow. If they choose to come back to school they could check with their Doctor.

HT will check with LDBS HR adviser if there is a standard letter template or whether the school prepares a letter that the staff member and head teacher signs. **Action HT**

- From a Health and Safety view we need to ensure that we have all the data sheets available at the school for all the products that we use i.e. sanitisers, cleaning materials and detergents. It is imperative that we do not use anything that we do not have a data sheet for.

HT stated that the school will have in place an updated cleaning rota but will check with the cleaning company that they provide the relevant data sheets for the school to keep on site. **Action HT**

HT

HT



- Should we not include something that says that parents need to contact the school as soon as a member of their household starts to show symptoms?

HT stated that he has included this paragraph in the letter that has been sent to parents which includes the paragraph that if their child is unwell at home or after school – they must refer to the guidance and let the school know immediately.

A governor stated that parents may be anxious with the extreme categories within the Risk Assessment document, but as a key worker on the front line, can see that the school has worked very hard on preparing for as many instances within the Risk Assessment as it can. The progress on this document has reduced some of the red categories and feels the school have done the best they can.

A governor also stated that they have seen the school in operation with the key worker pupils and how hygiene measures are very strict and social distancing measures in place and being adhered to.

- Will the drink bottles being used by pupils be labelled so that pupils only use their own bottles and will avoid them being accidentally swapped?

HT explained that all bottles will be labelled and will be monitored within the ongoing risk assessment process.

- Will the bubbles change for the Key worker pupils that are already in school?

HT stated that the majority of the key worker pupils will remain in their existing bubble – but the one Year 6 pupil will move back to their own Year Group bubble.

- Will PPE equipment be provided to staff if they request it?

HT stated that the school have a stock of PPE which is to be used by staff and he has told all staff to help themselves to the stock in school and when travelling on public transport so that they can feel safe at all times.

- The DfE action plan requires schools to agree what safeguarding provision is needed in school to support returning children – HT has arranged a meeting with SLT to go through the safeguarding requirements tomorrow.

- Will the behaviour policies be updated to reflect the new rules and routines necessary to reduce risk in the school setting.

HT explained that the behaviour policies will be adjusted accordingly. HT added that there will be pastoral chats with pupils and with fewer pupils the managing of any behaviour issues should be easier to do.

HT added that he will speak to the SENCO and look at the risk assessment for individual children. If pupils are not behaving – the school will contact the parents to explain that any unmanageable behaviour will result in pupils not being able to remain at school at



this time. Their behaviour would make it unsafe for them to stay in school as they cannot be taken out of their bubble for behaviour management issues.
HT will include the risk assessment for vulnerable and special needs pupils in the behaviour policy.

A governor asked if the Risk Assessment document will be published for parents which if doing so could remove the level of risk chart -as this is not included on the LA Risk Assessment template.

Governors can use the level of risk chart to measure how the risks are being evaluated and how the risk is being controlled.

- For the staffing levels in the Risk Assessment- if a staff member in a bubble is unable to come into work – what will then happen?

HT explained that it would depend on whether the staff member was absent for a day or whether the absence would be long term. For short term – would need to close the bubble if other staff were covering the other bubbles but for a longer term – would need to get designated agency cover or another member of staff attending from the home learning system.

- What provision has been made for staff to have support for mental health and wellbeing during these unprecedented times?

HT stated that he has provided links on the school website for staff – which includes the guidelines and slide show from Brent Education Psychology service. He will also cover this matter at the Inset day on Monday 1st June and will talk to staff about any successes from the online learning provision or work in school with the key workers/vulnerable pupils. He will also discuss with staff how we can all share our knowledge and monitor mental health problems with the pupils. These discussions will include looking at the methods and tools that could be used to help and support the pupils.

- There may be environment concerns for the pupils coming back to school to a different set up than what they were previously used to.

HT stated that he will look at doing a welcome back video for pupils in the bubbles and prepare a video montage of clips of pupils and staff to share what they have been doing and how the staff have been thinking of them all. The video clips will enable the pupils to see all the staff in the school.

There were no other questions raised by governors, so the Chair of the GB asked governors to agree on the following 2 statements;

- a) That governors are happy with the Risk Assessment as far as they possibly can with the few modifications outlined from the discussions at this meeting



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- b) In light of the Risk Assessment and Action Plan governors can support the decision of the phased re opening of the school as it stands with all due diligence having being carried out through the planning processes and Risk Assessment- which will be continually monitored and reviewed.

Governors unanimously agreed to the above statements for a) and b) above but added a caveat that the school team have done all they possibly can with completing an extensive Risk Assessment and Plan to prepare for re-opening and are as confident as they can be that the school team can do the best they can under the circumstances. A Governor added that the school team have done a fabulous job in preparing the Risk Assessment document and the preparations for the school re-opening – but must also include a caveat – if the system is not working or do not feel safe – then not to be worried and have the courage to say this at the end of the day.

Governors agreed that it is important that the Risk Assessment is reviewed daily/weekly to ensure it is reflecting the needs of the pupils/staff and the required safety measures are in place - HT stated he will review the provision on a daily basis and will make minor changes where needed but if there are any major changes required – i.e. too many pupils/ less space or less staff available – may then need to rethink how to move forward with the changes and the decisions that will then need to be made.

HT stated that he will communicate to the staff – to let him know of any concerns they may have and ask them to monitor the situation each day.

A governor spoke about the track and trace system – once it is in place – it is important that parents inform the school immediately if there is anyone in their household displaying the Covid symptoms. The school can then take steps to close that bubble and identify when it can be re-opened after 7/14 days isolation periods - depending on whether the tests are negative or positive.

HT thanked Governors for all their support through the questions and challenges to the ongoing Risk Assessment document and plans for preparing for the reopening of the school as it is important that the school gets the Risk Assessment as right as it possibly can.

4.	<p>AOB</p> <p>No matters were discussed under this agenda item</p>		
	<p>The public meeting closed at 6.35pm</p>		
5.	<p>Confidential matters</p> <p>No matters were discussed under this agenda item</p>		



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APPROVAL OF MINUTES BY THE CHAIR OF THE GB

These minutes are an accurate representation of the Extraordinary GB meeting which took place on Tuesday 26th May 2020 via Zoom at 5.30pm.

Signed..... Date.....

Alison Schulte

Chair of the GB

Christ Church (Brondesbury) Church of England Primary School