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## Summer 1 2020 Extraordinary Meeting Minutes

### London Borough of Richmond upon Thames

Minutes of an extraordinary meeting of the Governing Body of **Chase Bridge Primary School** held virtually via Google Meet on Wednesday 20 May 2020 at 6.30 p.m. The meeting was called by the chair with less than seven days' notice due to the urgency of the business.

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Present: Mrs Janet Scott (Chair) Ms Emily Tafler  
Mr Michael Ashe Ms Lorraine Templeton  
Ms Una Blair Mr Greg Twitcher  
Mr Mike Dormer Mrs Sue Wood  
Mr Andrew King (Headteacher) Mrs Eleanor Wright  
Mr Jonathon Lisseman

Also attended: Mr Brian Ostro, Deputy Headteacher  
Mrs Caroline Chadwick, Assistant Headteacher  
Mrs Kate Gauvain, Assistant Headteacher  
Ms Iris Klever, Assistant Headteacher  
Mrs Sarah Fleming, School Business Manager  
Miss Beryl Hawkins, Clerk to the Governors

*These minutes should be read with the supporting documents. Copies will be filed in the minute book and on <https://governorhub.com> unless otherwise stated*

No.	Minute	Supporting Documents	Action
1.	<b>Welcome</b> <b>a. Apologies</b> Apologies for absence were <b>received</b> from Fr David Cloake and James Lovatt. Harj Singh Mann and Joanna Wilkinson did not attend. <b>b. Declarations of interest</b> There were no declarations of interest. <b>c. Quorum</b> It was noted that the meeting was quorate.		
2.	<b>Plans for the phased re-opening of the school following lockdown, including risk assessment</b> Andrew King and the senior leadership team gave a presentation to governors on action and considerations in preparation for the phased re-opening of the school. Andrew stated that: <ul style="list-style-type: none"><li>Advice and guidance from central government was being updated on a daily basis.</li><li>New government advice, received on the day of the meeting, appeared to shift the emphasis onto the return of Years 1 and 6. In view of this latest advice and the evolving risk assessment the school would probably re-open for only these year groups initially.</li></ul>	<ul style="list-style-type: none"><li>Presentation slides to governors on actions and considerations for re-opening the school</li><li>COVID-19 draft Risk assessment for re-opening the school</li><li>Letter from NEU dated 18/5/20</li><li>Presentation to staff on plans for re-opening, 18/5/20</li></ul>	



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	<ul style="list-style-type: none"> <li>The school was engaging well with unions and meeting representatives to address concerns.</li> <li>The guidance and logistics were highly complicated and preparations had only been possible with a huge amount of effort.</li> <li>A further letter would be sent to parents to provide more detail on how the phased return would work.</li> <li>The risk assessment was constantly being updated and adjusted to address new advice and concerns and as detailed plans were worked out.</li> </ul> <p><b>Staff survey</b></p> <p>Sarah Fleming reported that staff had surveyed their classes and prepared a breakdown of vulnerable, extremely vulnerable, and changes to roll numbers and had flagged any particular concerns.</p> <p><b>SEND/Vulnerable pupils</b></p> <p>Kate Gauvain reported that:</p> <ul style="list-style-type: none"> <li>Families of all vulnerable children had been contacted before the lockdown and none wanted their children to attend school.</li> <li>Regular communication had been maintained with the families of vulnerable children and support given, such as extra resources and books and Zoom meetings were being developed.</li> <li>For some families the arrangements were no longer working and some children were not engaging with home learning; staff would be reviewing to see how they could best support these children.</li> <li>For children with an EHCP (Education, Health and Care Plan) a more detailed risk assessment would be carried out, in consultation with parents, to see how needs would be best met; plans would be written up.</li> <li>There was an increasing desire for children to return and an understanding that school would be different.</li> <li>Parents of eligible children can ask for their child to return to school at any time.</li> </ul> <p>Andrew stated that:</p> <ul style="list-style-type: none"> <li>As the date of return could not be confirmed before 28/5/20, the school was aiming for a phased return from 8/6/20, in order to provide a measure of certainty before half term and give parents and school time for planning.</li> <li>Numbers of children of key workers and vulnerable children were already increasing and efforts would be made to bring in more children who would benefit from being in school.</li> </ul> <p><b>Home Learning</b></p> <p>Caroline Chadwick stated that:</p> <ul style="list-style-type: none"> <li>Staff had been engaging in online learning development using SeeSaw and Tapestry.</li> </ul>	<ul style="list-style-type: none"> <li>Letter to staff from headteacher dated 15/5/20</li> <li>Letter to parents from headteacher dated 15/5/20</li> <li>Letter to parents from Charis Penfold about schools re-opening</li> <li>Letter to chairs from Charis Penfold about schools re-opening</li> </ul>	



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	<ul style="list-style-type: none"> <li>The school was entering its third week of online learning: 98% of pupils were engaged – some were working above expectations; comments from adults exceeded the number of pieces of work submitted, with a number of different adults commenting in some cases; 39 children had not done an activity and the school would be looking to address this; staff were using expertise from EYFS staff, who already had experience of using Tapestry.</li> <li>The next step would be to personalise SeeSaw by posting individual activities.</li> <li>Links were being added to increase activities that maximised use of the home environment.</li> </ul>		

*Caroline Chadwick left the meeting at this point.*

	<p><b>Q: Is it right you have no final plan for the phased re-opening?</b></p> <p><b>A:</b> Yes. The aim will be to begin opening to classes on 8/6/20 – probably for Years 1 and 6 only – this view has only materialised today after the latest advice.</p> <p>It was <b>agreed</b> that governors should submit comments to Andrew on the risk assessment.</p> <p>Andrew stated that he had received two messages from parents with a detailed description of their expectations; many positive returns had been received.</p> <p><b>Q: Have you been able to get mental health support when needed?</b></p> <p><b>A:</b> Therapists from Nightingale Hospital have been welcoming and supportive, offering virtual consultations and creative support; staff have welcomed their support.</p> <p><b>Q: Have AfC offered a general view on schools re-opening?</b></p> <p><b>A:</b> The two local MPs met headteachers and will lobby the leader of the Council for clear advice on safe re-opening. Ian Dodds, Director of Children’s Services, and Charis Penfold, Director for Educational Services, AfC, are generally supportive of re-opening; they recognise that schools’ arrangements will need to differ, taking into account available staffing, physical layout and type of school, and want to work to support re-opening.</p>		<p><b>Governors to submit comments on the risk assessment by email.</b></p>
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*Michael Ashe left the meeting at this point.*

	<p>Andrew stated that he would issue an update on 22/5/20 and there would be another meeting the following week; there were too many unknowns to make a final decision.</p> <p>The governing body broadly supported a return of Years 1 and 6 from 8/6/20, subject to further government</p>		
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	<p>advice on 28/5/20 and satisfactory completion of the risk assessment. The governing body <b>agreed</b> that:</p> <ul style="list-style-type: none"> <li>• Governors should email any queries on the plans presented.</li> <li>• Parents should be informed that governors have been re-assured by the intense amount of preparation to ensure that the school is able to safely give a view on how it will operate.</li> <li>• Governors should decide on 22/5/20 whether a further meeting is needed.</li> </ul> <p>It was noted that a further letter would be sent to parents on 22/5/20 confirming the plan and that a separate communication would be sent to parents of children in Nursery and Reception to explain why these children would not be returning on 8/6/20.</p> <p>Staff were thanked for all they were doing to support pupils and families and bring about re-opening.</p> <p>A governor stated that while she appreciated the reasons for prioritising Years 1 and 6 the school needed to be aware of the danger of increasing the attainment gap for younger pupils.</p> <p><b>Q: Is 8/6/20 a consistent return date across the borough?</b></p> <p><b>A:</b> Not at the moment. We have a SIP meeting with Charis Penfold tomorrow and can discuss where we are. We will not re-open for specific year groups on 1/6/20 and re-opening on 8/6/20 is contingent on a number of things being in place.</p> <p>The risk assessment will always be a working draft as it will need constant review.</p> <p>Sarah explained that the risk assessment was based on a template provided by AfC and that she had used it with Caroline and Kate to look at a school day; the plan links back to the Health &amp; Safety plan: the presentation gives an idea of how it will work.</p> <p>Andrew stated that the NEU had produced an extensive helpful checklist and that the school had checked against every point.</p> <p>Mike Dormer <b>agreed</b> to join the SIP meeting on 21/5/20.</p> <p>Janet <b>thanked</b> staff for their efforts and governors for attending and contributing to the meeting.</p>		<p><b>Governors to email queries on the plans</b></p> <p><b>AK to inform parents of the governing body's confidence in the school's preparations</b></p> <p><b>Governors to decide if a further meeting is needed to review the risk assessment</b></p> <p><b>MD to attend SIP meeting on 21/5/20</b></p>

The meeting ended at 3.20 p.m.

**Next Meeting: Wednesday 24 June 2020 at 6.30 p.m.**