



Present: Tracy Penfold (Chair), Phil Grundy (Principal), Alan Benton, Sophie Boyack, Dave Brown, Claudine Crossley, Ginette Hogan, Richard Palmer, and Christina Proffitt. Was Andy Sikora present?

Also in attendance: Nicky Hyde and Tom Capewell (Deputy Principals)
Tim Morris (Company Secretary/Secretary to the Board)
Sue Gill (Clerk to the Trustees)

Action summary:

3.3	Point 1 - School to add a line to include staff requesting an RA who were not on the vulnerable group
	Point 3 - School to double check the Public Health link re. self isolation
	Point 5 – start and finish times to be published to school community
	Point 13 – notices to be placed communal areas
	Point 19 government guidance to be added to the RA re. wearing of face masks.
	Point 33 school to write to parents re. wearing of PE kits

1. Welcome and apologies

- 1.1 The Chair welcomed everyone to the meeting.
- 1.2 There no apologies for absence.
- 1.3 The Clerk confirmed that the meeting was quorate with eight Trustees present.

2. Declaration of Interest

- 2.1 There was nothing to declare in regard to the agenda items.
- 2.2 Standing declarations were noted:
Tracy Penfold – governor on Opossum Federated Governing Board
Claudine Crossley – governor on Churchfields Primary School Governing Board

3. Re-opening of the school

- 3.1 The Chair informed governors that a risk assessment had been undertaken prior to the school opening next Monday 7 September 2020.
- 3.2 Attention was drawn to the Risk Assessment (RA) document circulated to governors prior to the meeting. This was used as a foundation of work done in preparation of the return of Years 10 and 12 in the summer term 2020. There were various amendments, which were highlighted. The Senior Leadership Team (SLT) spent time working on it earlier in the day, so there were additional amendments (highlighted in red).
- 3.3 The RA document was split up by the Chair and Trustees were allocated sections to look at in more details. Questions were drawn up and shared with the school. The purpose of the RA was associated with the return to school, how risks were going to be minimised and gaining the confidence of staff, students and parents. A briefing session was held with staff to give a summary of the document. On 3-9-2020 when staff return to school, the first part of the INSET day will be to go through the final RA document.

3.4 The RA consisted of 62 points, which are highlighted below:

3.5 **Point 1 (Extremely high vulnerability persons/groups exposed to COVID19)**

Q1: Point 1 - It was standard that people were aware of the government guidance.

Had individual RAs been carried out?

There had been specific conversations with those staff members who needed this. Sharon Croft had undertaken that and will improve the form that was currently being used. Individual RAs have been mostly for pregnant colleagues.

Q2: Was there an opportunity for people to request a RA if they were not in the vulnerable group i.e. high stress anxiety?

A: It was not thought that this was mentioned in the document, but the school would like to think that staff could request one if they wanted to. The Principal agreed that that this should be added to the document.

ACTION: School to add a line to include staff requesting an RA who were not on the vulnerable group.

Point 2 (Employee(s) who have contracted COVID 19 by any means) – noted.

Point 3 (Employee(s) are not aware of the need to self-isolate or how to self-isolate) - clarity was sought on the rules on isolation. It was noted that isolation was between 7 to 14 days, the updated version was now 10 days. The link to the NHS document was included.

Q: The flowcharts were noted. If there was to be a confirmed case or outbreak, was there a separate document that would state who was to be informed?

A: There was not a separate flow chart, but there was a link which included contact numbers etc. The school would have to inform Public Health England. Two cases constituted a spike and could result in the closing of a school.

ACTION: School to double check the link.

Point 4 (Reception/Areas) – Perspex screens had been installed in the reception areas and greater use of the intercoms. There had also been some further modifications to the area to discourage gathering of people.

Point 5 (Student drop off/Pick up) – when the Year 6 (now Year 7) students visited in the summer term, it was stressed to the parents that they would have to drop off and pick up their children from a distance rather than from the gate. It was reminded that students would be using different entrances and exits, so that year groups had particular spaces.

Q1: In order to avoid busy times on public transport, students will arrive at certain times. Could they arrive early and wait somewhere?

A: The school had not catered for that, as it was trying to achieve keeping year groups separate. It was noted that not every year group would be insulated and there would be physical contact with each other

Q2: In relation, would the start and finish times create a bottle neck with Handsworth Primary?

A: This was a consideration, but the school took the view that it needed to arrange a system for Highams Park only.

ACTION: Start and finish times to be published.

Point 6 (Dining Hall arrangements) – the dining hall arrangements had been structured so that one-year group at a time would be using the dining hall. Logistically it would be hard to juggle 240 students going through the dining hall, as they could not all fit in there at any one time. Surfaces would be cleaned for each cohort. Everyone agreed that it would be interesting to know how many students would be buying lunch or whether there would be an increase in packed lunches. All food from the school would be individually wrapped and packed. Students would have use of the hand sanitisers before picking up the food.

Q1: Would the school consider other areas to open a servery?

There were different points. The sixth form had its own servery. It offered similar food as in the main school. The sixth form will have a one-hour lunch break and it was anticipated that a lot of the students will be going off site during this time to purchase food. The Year 11 students will have use of the Youth Centre during the lunch break.

Q2: The capacity in the dining hall has been increased, what is the number?

A: ~~This was done by eye, there were no set numbers.~~ The canteen can hold 100 to 120 people (150 maximum).

Q3: How will the tills be operated?

A: Various options had been looked at. Biometrics was currently being used and will continue to be used for those students willing to do so. The canteen staff will wipe this down after every use.

Point 7 (Till Operators/Kitchen staff) – The school had moved from class sizes of eight students to 30. It will be difficult to maintain social distancing, as the students could not be more than 2m apart. With everyone returning to school, there was a need to ensure that the adults also had the opportunity to distance from the students. Each classroom was marked out with a teacher zone. The classroom setting would mean that students and the teacher would be at least 1m apart. Teachers were feeling comfortable about moving around the classroom. Teaching Assistants (TAs) will have to work in a different way to support students in the classroom, this would have to be co-ordinated with the teacher.

Point 8 (Classroom layouts) - lessons will be less conventionally delivered. A Trustee wanted to know how the school would manage to keep students separately from each other (linked to points 9 and 10). There was a huge shift trying to deliver the curriculum as normally whilst taking sensible ways to reduce risk. The reality was that students would come into contact with each other, but within the school, this will be controlled. It was questioned how teachers could assist students, but they would be sensible when giving assistance where appropriate. Students will mix within their age bubbles. All equipment used will be cleaned between each year group.

Q: Will the students be facing each other when participating in Drama lessons?

A: The students will be doing more aspects like facial expressions, dramatic skills and sitting on chairs. DT lessons would be using oblong benches instead of students facing each other. Cookery lessons, the students will be more than 2m apart in same year group.

Point 9 (Student movement around the school) – it was accepted that so many subjects would not be taught in the same classroom. A one-way system will be introduced so that there would be a reduction of interaction between age groups.

The principle will be for the students to move to lessons straightaway. There will also be seating plans in every classroom in order to track and trace.

Point 10 (Class line-ups (Playground)) – the mark ups in the playground will no longer be used for lesson line up.

Q: Will the Sixth form students who have silent study periods be required to remain in school? Will there be a change in the policy?

A: There will be flexibility to release students when they are finished for the day. It was imperative to maintain dedication to study at home.

Point 11 (Lifts) – the lifts were rarely used. However, when used they will be cleaned.

Point 12 (Medical rooms/First aid) – as above the Medical rooms will be cleaned after every use. If someone was displaying COVID 19 symptoms, they would be kept isolated from others in the school.

Q: What was the threshold if a displayed one of the symptoms i.e. coughing, would their temperature be taken?

A: In the main approach, any suggestion that a student was displaying the symptoms, home would be contacted to collect them and advised that the student undertake the medical test. This would have to be reviewed if numbers increased.

Point 13 (Staff bases) – This could potentially be the biggest obstacle. The necessity for students to stay apart had decreased, but the emphasis to keep staff and adults apart had increased. For example, a large department like English would only be able to accommodate three to four teachers in the room at any one time. It was also not possible for every member of staff to have their own space to work.

Q: Similar to small shops who do not admit more than four people at a time, would there be a notice around the communal areas?

A: There were notices on the toilets, but communal areas could be marked out.

ACTION: School to add notices around the school.

Point 14 – The playground had been divided up for different Year groups.

Point 15 (Doors internal/External) – noted.

Point 16 – (Playgrounds) – noted

Point 17 students will have a staggered start. The Principal will take the opportunity to talk to each year group to explain expectations. Meetings have been held with all Heads of Year (HOY) to develop a culture of care and respect where safety and hygiene are concerned. HOYs will present induction sessions for each year group alongside SLT members and meeting with tutor teams on a regular basis to ensure that these briefings continue to remind students about hygiene.

Q: When will the students be returning to school?

A: Years 7, and 12 on 7-9-2020 and Years 10, 11 and 13 on 8-9-2020, Year 8 on 9-9-2020 and Year 9 on 10-09-2020.

Point 18 (Contractors) – noted.

Point 19 (PPE) – it has been left to individual schools to decide how they want to manage the wearing of face masks. This subject had been discussed in detail. It was decided that students and staff could wear face masks if they wished. This would give them comfort and create the least amount of resistance to get on with learning. The wording might need to be slightly amended to include government guidance, especially if there was a local lockdown.

ACTION: **School to add government guidance.**

A Trustee thought it was wise to let staff and students wear face masks if they wished, they will not be instructed to wear them. There will be some challenge to those students who will wear balaclavas, scarves and branded facemasks, which were all inappropriate to wear at school.

Point 20 (Cleaning including disposal of rubbish) – this had not changed much from previous guidelines. During the lockdown when Years 10 and 12 were in school, each classroom was cleaned between use. They will not be cleaned between periods 1 and 2, as attendance will increase. Trustees noted the need to maintain more safety and that it will not be possible to clean classrooms after every use.

Point 21(IT Equipment /IT staff Touch screens) – this was self-explanatory. There was potential weakness cleaning of the keyboards. Tubs of wipes will be available in every IT room and students can clean the keyboards before use.

Point 22 (Hot desking) - staff will be using their own desks which will be cleaned at the start and end of the day.

Point 23 (Staffing) – noted.

Point 24 (Assemblies) – large assemblies will not be held. It was thought crucial to build ethos and shared understandings. Two tutor groups will have assemblies at any given time. House and Year messages will also be delivered. Assemblies could be reduced to every three weeks to run alongside the tutor groups. SMSC will continue.

Point 25 (Car parking) – noted.

Point 26 (Fire evacuation procedure) – this will be done in smaller groups.

Point 27 (Key worker and vulnerable student provision) – this was not happening at the moment.

Point 28 (Student / Staff drinking stations) – there was a common-sense approach, students will be encouraged to bring their own water bottles.

Point 29 (Use of communal equipment including textbooks, exercise books and handouts) – the school has had to look at how to achieve the safe transfer of exercise books and handouts etc. The school was mindful of taking some steps to minimise what was passed between people.

Q1: Emphasis on continuing with digital resources?

A: It was sensible to use that as long as possible. The value of work produced by the students had been looked at and feedback given had been more difficult to provide remotely. Now that everyone was back in the classroom, this would be easier for teachers to give feedback.

Q2: The student will email the teacher with their work and it would be marked and sent back and stuck in a book?

A: This had already been happening during lockdown and in some cases, teachers have had to do assessments in that manner. The school was getting a balance-

A Trustee stressed that they wanted this communicated clearly to students, to let them know that it was acceptable for example to write an essay on a laptop rather than on paper.

With regards to handling resources, it was noted that it was 72 hours for resources covered in plastic and 48 hours for other resources.

Point 30 (Dealing with dangerous student behaviour)

Q: What was the level of severity of those who intentionally cough on someone?

A: Yes, but this would need to be dealt with in a measured way and considering the event and circumstances.

Point 31 (Use of toilets) – there will be increased cleaning. Some toilets will be reallocated and used at different times for different year groups. There will be sufficient toilet access for the male students.

Point 32 (Availability of hand sanitiser in each classroom) – this will be placed in every classroom.

Point 33 (School uniform) – full uniform will be reintroduced.

Q: On the days that students have PE, could they wear and keep the PE kit on during the day or would they be expected to change?

A: There was not absolute clarity about what was best. The current view was that students should bring in their kit as usual and change when they have their PE lesson. The school was looking at how to reallocate changing areas which will reduce some of the time for PE lessons. This issue had not been looked at in great detail. It was agreed that if students were careful, there should not be an issue. Trustees noted that the school will write to parents to confirm this.

ACTION: School.

The sports hall and changing facilities was one of the newest areas in the school and can accommodate half a year group changing at a time.

Point 34 (Testing) – discussed. Trustees thought that people should take responsibility to think about symptoms. Staff and students will be reminded about testing and the government link

Point 35 (Guidance to staff and students on how to use public transport and travel to and from school) – this was in the public domain and made accessible. Staff and students were encouraged to travel sensibly.

Point 36 (Briefing to staff on new procedures) – there had been ongoing briefings with staff.

Point 37 (Hand hygiene) – reminders were shared with staff and students on the effectiveness of hand washing etc. and the correct way to wear face masks.

Point 38 (Monitoring of attendance) – from 1-9-2020, students' attendance was compulsory.

Point 39 (Deployment of TAs) – Trustees noted the new way that TAs will be working, whilst maintaining social distancing.

Point 40 (Intimate care) – Staff supporting students requiring intimate care were following an appropriate risk assessment.

Point 41 (BAME staff and students) – noted with no change. This was discussed in detail at the last meeting.

Point 42 (Supply teachers) → It is very unlikely that the school will not need to employ supply teachers. However, members of staff who were in complete isolation could teach a class virtually and a covering teacher would be in the classroom. This process of teaching will be monitored and could be used in the future for any of those teachers who were quarantined.

Point 43 (External Educational visits) – no educational visits were taking place.

Point 44 (Library books) – the school as looking at other ways around the taking out of library books. Currently, the library was not opened to students and staff.

Point 45 (Prayer room) – this will remain closed and re-opened once it was safe to do so.

(Extra-curricular activities) – were currently not being run.

Point 46 (Music lessons) – a middle ground will be found to deliver lessons. It was reminded that there should be no singing, and all appropriate musical instruments/equipment would need to be cleaned after use. The curriculum content of lessons will be reviewed by the HOD.

Point 47 (Technology lessons) – Trustees noted where the practical lessons will take place within the school.

Point 48 (PE lessons) – a more detailed risk assessment was produced.

Point 49 (Science lessons) – the key points to the lessons were noted.

Point 50 (Art lessons) – the key points and the use and cleanliness of equipment were noted.

Point 51 (Drama lessons) – key points to the detailed risk assessment were noted.

Point 52 (Individuals who are unwell and displaying symptoms of COVID 19) – this highlighted the importance of testing.

Point 53 (Break times) – this will be staggered by year group. There were still some amendments to be made to this.

Point 54 (Lunch times) – same as above.

Point 55 (Parental visits to school) – this was discussed earlier in the meeting. Visits were by appointment only.

Point 56 (EHCP plans & associated provision) – the school will make every effort to fulfil the requirements of each EHCP when the current suspension ends on 25-9-2020.

Point 57 (On line learning as a result of pupils or staff shielding or self-isolating) – this gave greater clarity on how this will occur should there be a need. Virtual lessons could be set up via Microsoft Teams and work was available on firefly. There were various combinations, which included lessons being delivered on Microsoft Teams and face to face lessons at the same time. Some lessons could be pre-recorded.

Point 58 (Support for students who are reluctant or anxious about returning to school) – it was communicated to parents the expectations around school attendance for this academic year. Attendance would be tracked.

Point 59 (Adults maintaining as much distance as possible from others) - some of this was discussed earlier in the meeting, highlighting the need to maintain social distancing.

Point 60 (Increased risk for staff who are pregnant) – pregnant women were part of the vulnerable group and would have to strictly follow social distancing. Resources were available to support and guide staff.

Q: If women were in the first trimester could they be forced to disclose their pregnancy before they wanted to?

A: They were able to have discreet conversations which were well managed. Staff were comfortable to inform the school. The first conversation would be with their direct line manager and historically, they had been dealt with well.

Point 61 (Supporting staff) – staff had been advised of measures put in place and have been involved in the process.

(Limiting paper communication) – noted.

- 3.6 The Principal informed Trustees that by the end of the week information the RA will be disseminated to colleagues in a manageable package. The Chair thanked the SLT for the informative document. It was acknowledged that this was a live document and would be subject to change. Trustees were all in agreement for the RA to be signed off. The review dates will be assigned to SLMT members.

The meeting closed at 7.10pm.

Chair: (print)

..... (sign)

Date: