Woodchester Endowed C. of E. (Aided) Primary School

Minutes of FGB Risk Assessment Zoom meeting held at 4pm on Friday 28th August 2020

Present: Lynn Pennington, Tessa Pemberton, Nina Robinson, Emma Limburn, Helen Evans, Ann Bijkerk, Sally Bull

Apologies: Natalie Elliot, Rev Peter Francis

Purpose of the meeting

To consider the Risk Assessment and Stay Safe documents created by the Headteacher in preparation for the full return of pupils on Wednesday 2nd September with opportunities for governors to ask questions.

Both of these documents had been distributed to governors via email on 24th August.

Headteacher's Introductory Comments

- The Risk Assessment had been sent to the LA as required. Only one minor alteration was requested.
- Following discussion with the LA, LP had removed the matrix rating risk as this is no longer considered appropriate.
- The planning is very similar to that in June but this time First Aid training is being updated on the INSET day and in the afternoon tape, signage and posters will be renewed where necessary.
- There had been a change to the guidance on toilets which is now not as restrictive as toilets can be used by more than one bubble. LP will clean the toilets at lunchtimes.

Governor Questions

Q As the Wave room will be used for isolation if required, will it be out of use as a classroom?

A No. It will be in use as normal and will have to be vacated if required – and then cleaned and left unused for 2 or 3 days.

Q Who pays for PPE?

A The LA provided a very small pack but the school has bought some for themselves. The LA may provide a little more. The Covid expenses sheet has been submitted but the government appears to be backtracking on a promise to pay. LP is most concerned by limited access to sinks for handwashing. There are sinks in all rooms but washing will inevitably cause some disruption. Plastic bowls are a possibility. Hand sanitiser will be available.

Q What does the PPE consist of?

A Face masks, aprons. The school has bought a small number of visors. They have plenty of anti-bac liquid which is easy to order. No teachers have asked for PPE.

Q Will any social distancing be possible in Ash where children do not all sit at tables?

A Ash class will be bigger than last year, creating a challenge. There will be some desks and chairs. The outside area will be used to relieve pressure on space in the room. Social distancing is difficult with this age group. For all other classes, children will sit side by side and facing the front, except for a table for Year 1 teaching in Beech. Beech will not use the staffroom.

Q Can governors come into school?

A Guidance says volunteers can come in but visits should be minimised. There is potential to start governor visits again but LP suggested waiting a few weeks before coming in to let the routine be established.

Q Are all staff coming back?

A Yes, including a member of staff who has been shielding. Occupational Health have been involved and there will be a weekly review with this person.

Q What will happen with parents who want to talk to staff?

A In the first instance, they should speak to LP at the gate or phone. This will be followed by a Zoom meeting or socially distanced meeting in a well ventilated area in school.

Q How will the signing in process work?

A The signing in sheet has been altered to comply with NHS Test and Trace requirements. The office staff will fill in details. Staff must also sign in daily so that LP has an accurate and easily accessible record of who was on the premises if required.

Q Is it really impossible to maintain bubble separation in the breakfast club?

A This involves are very small number of children (2 or 3), some of them siblings. All hygiene routines will be followed.

Q Where will lunch boxes be stored?

A In the child's own space, under the desk. UFSM will be handed out by catering staff.

Q No toilet is specified for years 3 and 4. Is this an oversight?

A There are not enough toilets for each bubble to have exclusive use of one lot. Toilets will be cleaned regularly.

Q Will there be extra mental health support available for staff and pupils?

A Assessing the children's emotional needs will be a priority in the first week. There have not been problems amongst those who have already returned. Wendy, the Direct Worker, can offer individual support and provide ideas for the whole staff to use with classes. Marianne undertook ELSA training last year. For staff, there is a free 24/7 helpline with details on display in the staffroom. It was felt that the 3 sessions for pupils who did not come back last term had had a very positive effect and will give them enthusiasm and confidence in returning.

Q How will the staggering of arrivals and departures work?

A The staff carpark and front entrances will be used to speed up entry. There will be challenges but teachers will be in their classrooms waiting so pupils can come straight in where siblings are dropped off together. This may all be more challenging when parents can no longer park

on the green. Playgroup parents have been told to stick to their allocated arrival and departure times to avoid a clash.

Q Do we advertise vacant governor positions with new parents?

A We have 10 new starters in addition to 21 in Reception this year so the role could be mentioned in the newsletter.

Q Will there be after school clubs?

A LP is looking to use Atlas to run an after school activity on Thursdays to be conducted in bubbles.

Q What about use of the hall by other organisations?

A The Brownies and Girl Guides will follow procedures for distancing, hygiene and cleaning laid down by their organisations.

Catch-up funding

LP reported that there had been news on this. £80 per pupil may be available. It may be delivered in dribs and drabs through the academic year. The money can be used for professional fees.

Reception/Year 6 Buddies

LP inquired if there was governor support for this to go ahead with social distancing measures and meetings conducted outside during playtimes. There was enthusiastic support for this system which gives Willow children responsibility and provides emotional support and a sense of belonging for the Year R pupils. The teachers of both classes are very keen for the pairing to go ahead.

Atlas will come in again this term. Faye Cottrell is to be contacted.

Date of next meeting: will be 14th September at 7pm pm Zoom, unless another meeting is required by LP before then. LL is working with IT support to investigate the use of Microsoft Teams for teaching in the event of another lockdown and we may use this for the next meeting.

The meeting ended at 5.25 pm.