

THE GOVERNING BODY OF BRENT KNOLL SPECIAL SCHOOL

Minutes of a special meeting to be held by video conferencing on
Thursday 11 June 2020 at 6:00 pm

	Initials	Designation	Term of Office End date	Attendance
Mr. Andy Taylor	AT	Headteacher	Ex-Officio	Present
Ms Lucy Govan		Co-opted Governor	10/11/2023.	Present
Vacancy		Foundation Governor		
Ms Jenny Jones	JJ	Staff Governor	10/11/2023	Present
Ms Eibhlis Fleming	EF	Foundation Governor	11/02/2023	Present
Mr. Simon Whitlock	SW	Co-opted	22/05/2021	Present
Mr. Oluwafela (Fela) Ajayi	FA	Parent Governor	25/09/2021	Apologies
Ms Cheryl Cowie	CC	Parent Governor	16/11/2021	Present
Ms Laura Deitz	LD	Parent Governor	02/07/2023	Present
Ms Loanntha Ebanks-Chambers	LE	Co-opted	13/02/2023	Present
Vacancy		Local Authority		
Vacancy		Foundation Governor		
Also present				
Ms Rachel Edwards Coutts	RE	Associate Member	02/04/2023	Not present
Mr. Mike Garrick	MG	Clerk	N/A	Present

1.0	<p><u>Welcome and apologies for absence</u></p> <p>The Chair welcomed everyone and thanked them for their attendance . Apologies for absence were received and noted from Fela Ajayi.</p>
2.0	<p><u>Wider Re-opening of the School – Risk Assessment</u></p>
2.1	<p>The Chair reminded that the purpose of the meeting was for governors to get an understanding of what has been done, the process undertaken in preparing the assessments around the wider re-opening of the school. Also, to provide the governors with the opportunity to ask questions.</p>
2.2	<p>The Head provided background information and took the governors through some of the key mitigation actions being taken to reduce the risks arising from COVID 19. He highlighted that the school had remained open throughout (with the exception of weekends and Bank holidays) for vulnerable children and the children of key workers.</p>
2.3	<p>The meeting noted that a number of risk reduction measures were already in place. A major factor in the planning for wider re-opening was the inability of children/students to understand and comply with social distancing. There were currently on average 15 students in school each day the plan for next week was to increase this initially to 36 and if all goes, well to 48.</p>
2.4	<p>The Risk Assessments undertaken were based on an LA template adjusted to the circumstances of the school and those of the students and the staff . Factors included the risk to the staff having particular regard to their health concerns and anxiety arising from the need to work in close proximity with students. The strategy was to address this by limiting the amount of time that staff spend on site by using a rota – system. The ratio of staff to students would be higher than normal to provide capacity in the event of any unplanned absence and also to support the additional/ requirements of the new arrangements. There were 12 teams of staff operating from 3 zones (Lower East , Lower West and Upstairs) each with an assigned outside area. It was explained that the groups will have between 5 -7 pupils , younger children in particular, will have most of their activities outside. Each group will have access to 2 adjoining classrooms .</p>

2.5	The school environment had been modified, in accordance with guidance , this included signage , laying out the routes around the site. No children would be travelling to school independently. Parents accompanying children were required to drop off and pick up their children at the door of the Reception. Children will be collected by a member staff at the door. The LA transport service was continuing to operate – there were 4 students on each bus.
2.6	The Head advised that the Risk Assessments would be reviewed weekly. Packed lunches were being provided and classes expected to eat their lunch in class . However, this would be reviewed in the light of the experience with a view to providing hot meals at a later date.
2.7	Information was provided about the amendment to the Behaviour Policy to make provision for enforcement around the potential refusal of students to comply with social distancing or other related requirements.
2.8	The Head explained that he worked with the SLT and staff in undertaking the Risk Assessments – he gave the examples of work done with regard to intimate care, the Premises staff around cleaning and changes to the site/environment and also with external contractors.
2.9	The Chair explained the structure of the Risk Assessment document . It was noted that the document was available in the Governors Area of the school website – in the Share point. There were 21 sections with links to other guidance and more detailed documents.
2.10	Q How are the decisions made about who should attend/come into school ? The Head advised that the priorities were those students that have social services involvement (on the Child Protection Register and Child in Need) plus the children of essential and critical workers. Weekly and more regular contacts were taking place between families and class teachers and tutors also, the DSL. If there were any concerns, individual students would be allocated places. The Head advised that , from a survey of families , that 25% were willing to come in , 50% would not send their children back and 25% were waiting to see how things work out before deciding.
2.11	Q How did the school get the data about who will send their children back ? The Head advised that this comes from a survey of parents and the weekly contacts with parents.
2.12	The Head advised that the school was providing additional support (Vouchers et-al) for those families who have had changes in their economic circumstances including those that have no recourse to public funds.
2.13	Q Are there any students due to leave the school at the end of term who will be returning ? The Head advised that a number of Year 11 students were amongst those who will be returning next week. He stated that the staff working with Year 11 were experienced in dealing with that year group and would be arranging to have these students in at some point before the end of term .
2.14	Q Risk Assessments - have the staff been consulted? The Head advised of their input in the formulation of the assessment and operational documents. There had been a number of questions , comments and suggestions from staff relating to operational matters . Going forward, an Executive Summary would be provided for staff and the risk assessments amended in accordance with any further guidance and/or as necessary because of operational changes.
2.15	Q What cleaning is being done ? It was stated that cleaning would be taking place throughout the day. It would be undertaken by the cleaning contractor with a checklist of what needs to be done working to guidelines for COVID in non-clinical settings. PPE was now also available in each classroom and a check list provided for teachers.

2.16	<p>Q How is staff wellbeing ? The Head advised that initially 40% of staff were at school, this had now increased to 90% . A number were shielding who have now returned . Risk Assessments had been done and staff morale generally good. Staff were now looking at what things will look like in September , considering a recovery curriculum . Ideas included producing a virtual tour for students and families to show what the changes are. Comment was made that some students have flourished during the changes and this needed to be reflected on in the plans going forward.</p>
2.17	<p>The Chair relayed to the committee that she had received feedback from Fela Ajayi (FA). His view was that the Risk Assessments were insufficient and inadequate and the issue of COVID 19 was not being addressed. FA had been asked to list the specific areas of concerns cross referenced to the Risk Assessment document. The Head advised that he was willing to address any concerns and reminded that the assessments would be reviewed weekly and adjusted in the light of operational experience. He explained that he had drawn on the briefing, guidance and template provided by the H &S adviser at the LA , assistance from the School's H &S consultant and also feedback from staff on the proposed changes at the operational level. Clarification was provided that a copy of the Risk Assessments document had been sent to the LA H &S Adviser and no issues raised.</p>
2.18	<p>Q Is the concern that the school's process are inadequate or is it about the LA template/guidance ? The Head advised that he could not be clear until the detail of the concerns are received. He advised that he had acted to take all reasonable steps to reduce risks . An example was provided of the input from staff in shaping the mitigation actions- for example on intimate care.</p>
2.19	<p>After discussion and consideration, the governing body unanimously AGREED and supported the Risk Assessment document presented by the School for the wider reopening of the school.</p>
2.20	<p>Q How can governors review and updates? The Head advised that as documents are changed and updated – PDF copies of the documents would be made available for governors in the Share Point on the School website each week.</p>
2.21	<p>There being no further matters to consider, the meeting ended at 7:03 pm</p>