

**Minutes of Meeting of Full Governing Body Meeting held virtually via Zoom on Thursday 4 June 2020 at 6pm**

**Present:** Jane Dixon (JLD); Peter Roberts (PDR); Derek Cross (DC); Keith Wilson (KW); Liz Currie (ESC); Tony Atherton (TA); Sue Doubell (SD); Jonathan Hodgson (JH); David Hall (DH); Gareth Harris (GH); Mohammed Hans (MH); Stuart Eakin (SE).

**Non-voting:** Cath Proud (CEP); Jody Dunn (JDN) (Clerk).

JLD opened the meeting and thanked all governors for their attendance at such short notice.

**JLD confirmed that the meeting was held virtually via Zoom and at short notice in accordance with the powers set out under Article 105 of the Memorandum and Articles of Association of Heckmondwike Grammar School Academy Trust and further that under Article 114 the meeting was quorate with all governors present.**

1. **Apologies:** None – All governors present
2. **Declaration of Interests** – None
3. **Proposals For Partial Re-opening of School to Allow for Face to Face Contact Time for Years 10 and 12 on 22<sup>nd</sup> June**

JLD outlined that we really had three phases for school in relation to the Covid-19 pandemic; that we had been in the response phase, that we were now beginning to move to the recovery phase and the 'new reality' phase of what school might look like in the autumn term was something we would discuss at a later date.

JLD advised governors that the purpose of this meeting was a one-item agenda to discuss and vote on the proposal to reopen the school to some Year 10 and 12 students and staff. The finer details of the plans, systems and risk assessments etc will be discussed at the next planned full governing body meeting on 18 June when we would need to be satisfied that all reasonably practicable steps to put sensible measures in place relating to health and safety, infection control had been taken.

PDR was invited to set out proposals and firstly thanked everyone for attending the meeting at short notice and provided governors with some context to the current situation.

PDR confirmed that remote learning is going well; school is getting some great feedback from parents and the vast majority of students are engaging well. There is a minority of students who are finding it difficult, however school is doing all it can to support them. There are some students who are not engaging as well as they should be and staff are following these up and supporting them. This is much more difficult remotely to do remotely

School is now receiving more requests for 'live' lessons and is currently looking at the different ways in which this might be done whether that be live video/audio lessons or live text chat lessons. Further training is being provided to those staff who need it.

It is proposed that Year 10 and 12 students come into school building for some face-to-face time with teachers. These will be tutorial style sessions, providing an opportunity for teachers to clarify and give support on any topics students may be struggling with etc. Due to availability and timetabling, it may not be possible for all students to see their own teachers; however, they will see a subject specialist who will be able to support them with any issues.

In addition to learning support, school believes this will also have a positive impact on student well-being providing them with an opportunity to catch-up with their friends and teachers in a socially distanced way and to reconnect with the school community before September.

PDR referred governors to the letter they were provided with ahead of the meeting and proposed that it be sent to parents/carers ASAP in order to establish how many students would want to take up this offer of some face-to-face time in school.

PDR said that student numbers were required in order to inform the final risk assessments and organise the timetable. A similar exercise has recently been carried out with staff, so school now knows how many staff will be available to return to work.

PDR then handed over to CEP to provide governors with further details regarding the proposal.

CEP indicated that school have looked at planning from a number of angles, with the safety of our staff and students being the driving force. Government guidelines suggest a maximum of 25% of each year group being in the building at any one time therefore school is using this as the basis of the planning.

CEP then talked governors through a number of elements of the proposed plan including:

- Staggered start, finish and change over times
- 'Study Pods' (groups in which students will remain in for the duration in school). These will be made up of between six and nine students.
- Each student will come in twice over the 4 week period for one day to look at their core subjects and the other their options. On the core subjects day, they will remain in one room and the teachers will rotate. On the options day the students will have to move rooms.
- Students will have the opportunity to have a session with their SSM or form tutor.
- School is currently assessing room capacity, but plans to use classrooms in the Crellin and Powell blocks as these are best for ventilation, have wider corridors and will accommodate a one-way system.
- This week staff have completed a survey to provide information surrounding their current circumstances. 127 staff have completed the survey so far and only 16 are unable to return to work. Everyone else is either willing to come back into school full time or part time on a rota basis, therefore there will be enough staff to accommodate plans.
- Key worker and vulnerable students will continue to come in as they do now, however they will be in a separate building with separate access etc. At the moment, only have a handful of these are attending but school is planning for the likelihood that this will increase with people returning to work etc.
- Staff coming into school to have face-to-face contact with students will still have their remote classes, however they will be advised on and helped to manage this so for example they set extended pieces of work/projects for the days they are in school so they don't need to worry about setting work remotely as well.
- The two training days planned on 18<sup>th</sup> and 19<sup>th</sup> June will now be used to provide further training and guidance around 'live' lessons for those who need it and to brief staff on the details of the risk assessments, circulation routes, etc.
- School are looking into the possibility of getting a fogging machine to deep clean rooms quicker.
- All classrooms and corridors will have sanitiser stations and hand-washing facilities will be available.
- Students will be asked to bring their own resources, pens etc., so no items will be shared
- The risk assessment will be a live document that is constantly reviewed.

JLD said that this was very helpful and at the next meeting on 18<sup>th</sup> June governors would require further detail and would for example want to look at and discuss the risk assessment, health and safety plans, infection control etc.

JLD then asked ESC for her thoughts and views, being both a senior member of staff and a parent

ESC told governors she was desperate to get back into school and see the students. She said she would really appreciate the opportunity to give students some support and reassurance. She said she felt this was the general feeling among staff. As a parent, she knows her daughter would really benefit from some face-to-face time with teachers too. She is coping with her work but would benefit from a wellbeing point of view.

JLD then asked if governors had any questions:

Q. What would happen if someone became ill/started showing COVID-19 symptoms while in school?

A. We have a well-ventilated room close to the exit that would be used as a 'sick room'/waiting room whilst parents came to collect a child. The member of staff dealing with any students showing symptoms will be wearing full PPE.

Q. What will we offer to those year 10 and 12 students who decide not to come in to school?

A. We are currently looking at this but we need to know numbers before making any final plans. We may look at online groups such as videos on Teams, live chats or phone calls to supplement the remote learning already in place.

PDR added that having these sessions in school will put more pressure on staff, but as CEP mentioned earlier staff will be able to set larger pieces of work so they have a little more breathing space on the days they are in school. ESC added that more time and flexibility in setting work would be appreciated.

Q. Are we going to be flexible in terms of students attending as the letter states they cannot keep changing their minds?

A. Yes, this is why we are planning for maximum numbers, and then it will not cause an issue if they decide not to come. We are doing things differently to most other schools where there seem to be plans to get students in on a daily basis for half-day sessions.

JLD added that it is important we remain flexible as the government and other guidelines are constantly changing

Q. What is the plan for lunches, will we provide them?

A. As students won't be doing full days we won't need to provide lunch, we will ask them to bring their own snack for break time. We will provide some emergency 'grab bags' for those who need them.

Q. What are we saying about public transport?

A. As our students come from various areas lots of them rely on public transport - this will probably be a big factor in dictating the numbers that choose to come in. We feel many parents may choose not to send them due to having to travel via public transport.

Q. What is happening about transition days for year 6 coming into 7?

Unfortunately, we won't be able to accommodate having them come in to school as we usually do; instead this will all be done virtually. We will be setting them up on Teams so they can meet their form tutors etc. and we are putting together lots of videos etc. While we are working on all of these things behind the scenes, the students and parents aren't aware as yet so we need to get a message out to them and may be their current primary schools, to manage expectations.

Q. Do we have anywhere to store bikes if students decide to travel by bike?

A. Yes we have bike sheds.

Q. Would it be possible to issue all students with their own hand sanitisers?

A. We would like to do this however, the mini ones are very hard to get hold of. Students are welcome to bring in their own if they wish but plenty will be provided in school as well as hand washing facilities.

JH noted a couple of points for consideration; however, most of them had already been touched upon already by CEP. He added that he was very supportive of the plan and it was good to see how well things were being managed, including staff wellbeing. JH noted how much the school meant to him and how proud he was. He thanked PDR, CEP, SLT and all staff for everything they have done and continue to do in these difficult and challenging times. He also congratulated CEP on her new role.

MH added that we felt the school were doing an excellent job in managing the situation and that the regular letters to parents/carers were very well received.

PDR thanked JH and MH for their comments and added that it is a fantastic team effort from all of SLT and staff.

A discussion was had around staff wellbeing and how stressful and difficult these working circumstances are. CEP told governors that managers are urged to stay in touch with their team members and staff are encouraged to speak up if they need support etc. ESC added that SLT are being very supportive and team meetings are very beneficial.

Governors were asked to confirm by show of hands whether they agreed that a letter be sent to parents/carers in order to ascertain the number of students in Years 10 and 12 who plan to come in to school, so school could proceed with plans to re-open. All governors raised their hands in agreement.

Governors were also asked whether they agreed that years 7, 8 and 9 should continue with the remote learning as they have been. Again all governors indicated agreement by a show of hands.

JLD re-confirmed to governors that the finer details and the risk assessment would be discussed at the next meeting at 6pm on the 18<sup>th</sup> June and thanked everyone for their time and support.

The meeting closed at 6.55pm.