

## Minutes of The Devonshire Hill Nursery and Primary School Full GB Meeting

**Date:** Wednesday 27 May 2020  
**Time:** 6pm  
**Venue:** Virtual Meeting

**Present:** Julie D'Abreu (Headteacher)  
Steven Lock (Chair of Governors)  
Giuseppe Sollazzo  
Steven Feldman  
Michael Cutting  
Penny Woolley  
Sarah Male  
Shaheen Ferdous

**Also Present** Gary Wong (SBM)  
Corinne David (Clerk)  
\*denotes absent

### 1. WELCOME/INTRODUCTIONS AND APOLOGIES FOR ABSENCE

- 1.1 Chair to welcome everyone to the meeting.
- 1.2 No apologies for absence were received.
- 1.3 The Clerk confirm the meeting was quorate with 8 Governors.

### 2. DECLARATIONS OF INTEREST, PECUNIARY INTEREST OR OTHERWISE IN RESPECT OF ITEMS ON THE AGENDA

- 2.1 There were no declarations of interests made in respect of any of the agenda items.

### 3. CORONAVIRUS UPDATE

- 3.1 The GB received a verbal update from the Headteacher on DHNPS response to the ongoing pandemic and plans to reopen the School on 1 June 2020.
- 3.2 **Q: What have the numbers of pupils been coming to school and what are the indications of pupil numbers coming back on 1 June?**

A: Currently the School would be open to staff on 1 and 2 of June and open to pupils on 3 June. The numbers of key worker children coming to school during the first week of lock down was very low, to the point that there was no demand towards the end of that week so the provision was closed. The School has contacted all families in Reception, Year 1 and Year 6 to establish what demand would be for provision. The numbers of children and staff that have been confirmed were:

- Nursery: 3 children. 1 nursery teacher and 1 support worker.
- Reception: 13 children. 1 Reception teacher and 1 support worker.
- Year 1: 10 children. 1 Year 2 teacher has agreed to cover the Year 1 class, with a support worker that knows the cohort.
- Year 6: 12 children. 1 Year 6 teacher and a member of staff from the Pastoral team to support transition.

The home learning plans have been confirmed. The School has been in contact with all staff. The majority of staff have been supportive. HR advice has been sought for 12 members of staff: six teachers and five support staff members.

3.3 An invite has been sent to all staff to come into school on 1 June at 10 o'clock to have a session on the risk assessment, Health & Safety and what that would mean in the school setting. There will be a Q&A session. For staff that are teaching there will be an opportunity to arrange their classroom. The invite was sent out during half term meaning the response have been variable. Gary Wong and Graham Patterson have been in school making the necessary arrangements. Movement around the School has been mapped out. The SLT have had lengthy discussions around the risk assessment, which is under constant review. The Headteacher noted that she was pleased and proud of DHNPS staff who have been quick to respond to queries, willing to undertake work and appreciative of the work undertaken by the SLT. Noted that further guidance had been received from the unions. NEU guidance on vulnerable workers was noted as:

<https://neu.org.uk/media/10781/view>

3.4 Headteacher informed Governors that no BAME concerns had been raised from staff, just personal concerns

3.5 The current staffing model required:

- 4 teachers
- 3 support staff
- 1 member of the Pastoral Care Team
- 1 member from the SLT
- 1 member from the admin team.

3.5.1 The Headteacher noted that all members of the SLT have requested to be onsite for the first few days to support the reopening of the School.

3.6 **Q: Is it a good idea to have all members of the SLT on site in the first few days, due to the possibility of contracting Covid-19?**

A: The staffing structure is about finding a balance. However, I have also had the same thoughts about not wanting all member of the SLT on site at the same time, to manage the risk of infection. There is a staffing plan to rotate SLT members.

3.7 **Q: Does the School have cover for any teacher, if they are unable to come to work?**

A: Yes. Teachers that are not physically in school understand that there may be requests to come in and teach should a teacher who is teaching can't come back.

3.8 **Q: How many keywork / Vulnerable children will be in?**

A: Arrangements have been made for the child of the Year 6 teacher coming in. There is one family (critical worker) that has 4 children; no other requests from families for a critical workers place have been received. Rachel Bates will be conducting conversations with families of Vulnerable and EHCP children. Requests have been received from Children with EHCP, however they will require a separate risk assessment plan which will be agreed between the school and family; they won't be in the first wave of children. The School has been keeping in contact with those families.

3.9 **Q: What is the worst-case scenario if there isn't enough staff / SLT to physically come into school?**

A: If the School was open, then for operation safety the requirements of the H&S risk assessment would have to be met. If the requirements of the H&S risk assessment were

not met then the School would have to close. Within the model the School would not be open on Friday to staff and children. Every Friday the SLT will be reviewing and reassess the situation. Implementing the risk assessment will be challenging; there will be a short review every day and a deep review on Friday.

### 3.10 Safeguarding

The GB discussed safeguarding noting safeguarding was paramount. Three members of staff are DSO, ensuring sound capacity. Safeguarding meetings and work with agencies have continued throughout the lock down. There is an assumption that there will be an influx of safeguarding cases once children start coming back to school. Haringey and Social Service have allocated a Social Worker to each NLC, in the anticipation of an increase of Child Protection cases.

### 3.11 **Q: Has Haringey released any statements?**

A: Haringey's Lead Member for Children Services and Director have sent out a joint letter to all Headteachers and Chairs of Governors'. No specific direction was provided, just an acknowledgement of the current situation and challenges faced. The Headteacher and SBM have attended a meeting lead by Haringey on risk assessment. Haringey are letting individual schools and GB to determine whether they are happy for their own school to open. Support will be provided as long as the decision is in line with risk assessment.

### 3.12 **Q: What is the procedure if a family member of a staff member or child displays symptoms of Covid-19? What level of risk is the school happy to have?**

A: If a person shows symptoms, then that person goes into isolation, if that person has a test which comes back negative then they can return back to the bubble. The advice was taken directly from the Government. The Chair of Governors noted that within the Boleyn Trust if one person in bubble has symptoms then the whole bubble goes into isolation?

**ACTION**      Steven Lock to share the Boleyn Trust's response if a person shows symptoms of Covid-19.

3.13 Governors discussed how parents would inform the School if a member of their household had symptoms of Covid-19. Noted that parents need to understand that they have a duty of care to disclose the information to the School for the wellbeing of the wider community. The School was reviewing documents that could be used for parents to sign as a commitment that they would inform the School of any changes in health. The Headteacher informed Governors that the community had trust in the School.

3.14 Every Reception, Year 1 and Year 6 family has been contacted. Generally, families want their children to come back because they want them to have an education, some wanted their children to come back to see their friends. Further details of the reopening will be shared with parents in community languages. Governors acknowledged that the School was best placed and knew the best methods of communication with their families to ensure all their obligations were understood. Noted that only 34 children out of 400 were coming back to classroom teaching. Families had expressed contentment with the online learning.

3.15 The GB sought a change to the risk assessment, that if a person in a bubble showed a symptom of Covid-19 then the bubble was shut down and put into isolate for 2 weeks. Families would then have to isolate in line with government guidance. Noted in

Singapore a person has to have 3 negative tests before they are allowed to come back to work.

**Governors AGREED to review the bubble shut down with new data and more reliable testing was available as it was felt that the Risk Assessment would be strengthened.**

3.16 The GB discussed the behaviour of children that were coming back to school. Noted that there had to be clear expectations of their behaviour, with a policy in place to address behaviours. There would be an agreement in place between the School and families that if a child breaches that code of conduct then they would return home to online learning.

3.17 **Q: If an Insurance liability case is brought against the School, does the current insurance cover such cases?**

A: Assurances have been received from the insurance company that as long as the DfE guidance is followed then the policy would cover any claims.

3.18 **Q: Will the School continue to use Google Classroom for those children not returning?**

A: Yes, staff will be continuing to set work and monitor online learning.

3.19 The Headteacher informed Governors that staff returning to class have been told that Fridays are to be used as PPA time, whilst the building is deep cleaned. Staff working from home will support the home learning of those children not in school, but whose teacher is at school. For example, the Year 1 class teacher working with the Year 2 children of the teacher in school teaching the Year 1 children. Teachers and all support staff are working together.

3.20 The GB discussed the mental health of staff. The School had sent all staff information about where they could seek support and advice from the employee assessed programme. Haringey and HEP had been very helpful and prioritised mental health and wellbeing of staff, parent and children. Staff had attended training. The Pastoral Care Team had been in contact with parents and sign posted them to advice and support networks were appropriate.

3.21 **Q: What models are other local schools employing to reopen?**

A: The Headteacher have been attending regular meetings within NLC, there is an awareness of what other schools are doing. There is a local agreement that schools make their own decisions about their intention to open. Other NLC have worked differently. In one NLC all members have agreed to open on a certain date. Some NLC have agreed a model of opening, some schools are opening on Monday & Tuesday for bubble group A, closed on Wednesday for PPA and a deep clean and open on Thursday & Friday to bubble group B. Other schools are having a part time rota system. Noted that after a couple of days there was no demand for key and critical workers provision in DHNPS, other schools had a large demand. DHNPS are also targeting the full time 30 nursery places as these tend to be working parents and probably need to get back to work.

3.22 Sarah Male, new Parent Governor, was welcomed to the GB and invited to provide an overview of her perspective of home learning.

3.23 The SBM informed Governors that the School would be making amendments to the Safeguarding policy, the intimate care policy and behaviour policy, to reflect new working practices.

3.24 **Q: Will there be PPE for nursery staff?**

A: A section of the risk assessment deals with use of PPE. PPE would only be used under certain circumstances. DHNPS has stated that if a staff member wishes to wear a face visor then they can; however, a face mask wouldn't be helpful for learning. The School has followed all guidance and has a stock of PPE for use by staff.

**The Chair of Governors proposed and the GB AGREED to APPROVE the Risk Assessment subject to the following amendments:**

- 1) **The SLT will be on a rota and never all be in school at the same time.**
- 2) **If someone, or a family member of someone in a bubble displays any symptoms of Covid-19, the bubble is closed down for 14 days and all members isolate in accordance with government guidance. If that person has a test which comes back negative, upon evidence being submitted to the School the bubble could return back.**
- 3) **Families sign a behaviour contract agreeing to appropriate pupil conduct whilst on the school premises. If a child breaks the behaviour contract, then they will be asked to go home and be moved onto home learning format.**
- 4) **Families to sign a home school contact agreeing that if any family member exhibits symptoms of covid-19 they will report it to the School.**

**4. AOB/DATE OF NEXT MEETING:**

4.1 **AGREED to have a virtual meeting on 5 June 2020 at 1pm to establish how the first week of school teaching went and review of the risk assessment.**

4.2 Noted the date of the next Virtual Full GB meeting was: 24 June 2020 at 6pm.

4.2.1 Agenda items for the next meeting:

- Formal agreement of the budget
- Staffing matters including staffing restructure.

The meeting finished at 7:20pm. Steven Lock thanked all Governors for attending the virtual meeting

Signed: ..... Date: .....

Steven Lock, Chair of Governors