

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

**Date:** Friday 5 June 2020  
**Time:** 1pm  
**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 The Chair welcomed everyone to the meeting.
- 1.2 No apologies for absence were received.
- 1.3 The Clerk confirms 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. REVIEW AND FEEDBACK OF THE RISK ASSESSMENT

- 3.1 The Headteacher provided a verbal update for Governors on the School's plan to reopen to Nursery, Reception, Year 1 and Year 6 pupils.
- 3.2 The opening of the School had been delayed until the 15 June. The Unions had received prior versions of the Risk Assessment (RA). There were some minor procedural amendments, but no further comments. An updated RA had been submitted to the LA, who suggested minor amendments, e.g. to provide an explanation of abbreviations. Judicium had included information and further actions for BAME colleagues around being a vulnerable group. All staff had reviewed and had provided feedback to the School. The updated draft had been submitted to the NEU today as good practice. The RA will be reviewed on a daily and a weekly basis by the staffing team.
- 3.3 **Q: Has there been a response from the LA?**  
  
A: The RA was sent on Friday which was turned around very quickly. Updates to the RA included references to the behaviour and intimate care policy. The RA and policies have been updated and uploaded on to the website.
- 3.4 A FAQ regarding the reopening and procedures was produced and circulated to all staff. Photos were taken to show what social distancing would look like in a classroom and around the School.

3.5 Forty staff members have confirmed their attendance to a training session on Monday 8 June at 10am. The session would include a Q&A session, a briefing on Health & Safety and guidance on supporting children back to school. The information had been uploaded on the Governors shared drive. The site management team have been helping to get the school ready, including: setting up classrooms, setting up corridors, playgrounds and putting up posters and guidance.

*At 1:20pm Steven Lock's signal drop and was disconnected from the meeting. Steven Feldman took over as Chair.*

**3.6 Q: Does the School know how many children will be in?**

A: To date the numbers confirmed are: 17 in Year 6, 10 in Year 1, 14 in Reception and 6 in the Nursery. Most of the families are those that had confirmed their child (ren) attendance 2 weeks ago. There had been further families in touch since. All the letters have been uploaded onto the website. If a bubble reaches 15 and further children wish to attend then a new bubble will be created when feasible. The School will be closed on Friday for PPA, cleaning and review of the RA.

3.7 The Headteacher informed Governors that the School was open to key workers this week. There were 2 teachers and 2 support workers in; all had received H&S training. There had been 1 child in. From the 8 June 14 children have confirmed their attendance in the key worker bubble. The School has set up two teams to work with the keyworker group: group A and B.

**3.8 Q: With 40 staff members coming to the School on Monday, does that mean there will be enough staff to open the following week?**

A: Yes. There are 2 support staff members and 2 teachers who won't be returning, but will continue to work from home. The provision will grow as more children and teachers come in and new bubbles are created. Noted that staff want to come back and get back to the new normal.

3.9 Rachel Bates will be calling all the families with an EHCP or those families in the process of having an EHCP assessment. Those children will have individual RA ready for when they come back to school.

3.10 Governors requested any learning from any other schools to be shared at the next catch up meeting.

**ACTION**      Any learning from other schools to be shared with Governors.

**4. AOB/ DATE OF NEXT MEETING:** Catch up meeting on: Friday 12 June at 1pm.

Next Full GB meeting on 24 June 2020 at 6pm.

- 4.1 Agenda items for the next meeting:
- Formal agreement of the budget.
  - Staffing matters including staffing restructure.

The meeting finished at 1:30pm. Steven Feldman thanked all Governors for attending the virtual meeting.

Signed: ..... Date: .....  
Steven Lock, Chair of Governors