



The Headteacher advised that the school recognised that some parents/carers might initially send their children back to school but then change their mind and determine that the children were best placed to stay at home and therefore, it was possible that pupils not accessing direct provision might change over time and therefore, it was important that the school continued to monitor provision to ensure that it met the needs of the pupils.

Governors discussed safeguarding and national guidance regarding vulnerable pupils and noted that there was a group of children that was not clearly defined eg by having a social worker or an Education & Health Care Plan (EHCP) and asked whether this group represented pupils that might be identified at the discretion of the school; the Headteacher confirmed that this was his interpretation of the guidance and the school was aware of pupils who would fall into this category. The Headteacher advised that the school had carried out home visits to families or pupils that they had not heard from and this had been reassuring. Governors asked if the visits were logged; the Headteacher confirmed that they were. The Headteacher also advised that he had benefitted from useful tips to improve making telephone contact with pupils eg through sending a text or an email before calling to make the child aware of the call in advance, which had reduced the number of visits that was required as pupils were more likely to answer the calls.

**b. Reopening of the school: plans and decision-making**

Governors were reminded that liability to determine when pupils should be invited back to school sat with the Trust Board as the employer and legal entity. Guidance published in relation to the CoVid-19 pandemic and proposed expansion of provision from 1 June 2020 should the government's key measures be met, together with the school's draft risk assessment for expanding provision provided by Judicium, the school's health and safety providers, had previously been distributed; the Co-Chairs summarised the key responsibilities of the Governing Body and the framework within which, the Governing Body needed to exercise its duty particularly in relation to oversight and monitoring of the risk of expanding provision and that how expanding provision would work in practice was a matter for the Headteacher and Senior Leadership Team (SLT) to consider and this was included in the draft risk assessment. The Co-Chairs also reminded Governors who were parents/carers, of the importance to differentiate between making a strategic decision compared to a decision whether or not to send their child to school on a personal level as a parent/carer. Governors asked if the risk assessment from the Local Authority (LA) had been received; the Headteacher confirmed that it arrived today.

Governors asked if the school had an indication of parental interest in pupils returning to school from key workers from June; the Headteacher advised that there had been 37 expressions of interest and therefore, class sizes were envisaged to be around 12 pupils initially. The Headteacher further advised that he had sent out communication with parents/carers of Year 6 pupils and although not all responses had been received, to date, there had been a relatively high level of interest which would increase the class sizes to approximately 28 (compared to 32 normally).

Governors asked if the school would need to complete and submit the LA's model risk assessment or was it able to use the template from Judicium; the Headteacher advised that, as an Academy, the school was able to use whichever format of risk assessment it preferred, however, the LA's advice was to cross-reference their model template against an Academy's own risk assessment to identify if there were any gaps that would be useful to consider and include. The School Business Manager (SBM) stated that initial consideration of both documents suggested that there was no material difference and both followed a similar framework.

Governors discussed the risks and national guidance at length including the risk of staff moving between pupils ('bubbles') etc. Governors recognised that, whilst it was important that the risks were mitigated so far as was reasonably possible, it was also important to acknowledge that it would be impossible to create an environment that would be completely risk free. Governors asked whether it was advisable to seek further reassurance from organisations such as Delegated Services; the SBM advised that whilst there was a significant amount of collaboration between schools, particularly with the Infant School, which was very positive, each setting was expected to work with their own health and safety providers.

Governors were clear that their main priority, apart from ensuring the health and safety of all those that came into school, was that any measures undertaken to support expanding provision did not incur additional costs that were not reclaimable and would put strain on future provision. Governors also agreed that whilst it might be beneficial to seek reassurance from other organisations if this was practical and useful, legal advice in terms of liability etc, should only be sought if there was a specific and clear reason for doing so due to the costs involved.

Governors discussed the school's risk register and agreed that it was important that it was as up to date as possible; the Chair of the Finance & Resources Committee confirmed that this had been shared with Ian Irvine to review; Hazel Phillips also confirmed that she would review it.

Governors discussed communication with parents/carers and agreed that it would be essential to ensure that parents/carers were kept fully informed eg by ensuring that all parents/carers knew that their children might be mixing with children of key workers who were able to access breakfast and after school club (not yet being expanded to all children).

Governors asked if the school's finalised risk assessment would be shared with parents/carers; the Headteacher confirmed that it would be made available on the school's website.

Governors noted that some schools were asking parents/carers to complete a form before their child was able to return to school confirming that they had talked to them about expectations in terms of potential changes to the Behaviour Policy (should these need to be made) or regarding ensuring their child adhered to hygiene/social distancing measures as well as confirming that they would take their child's temperature before coming to school etc. Following discussion, Governors agreed that it might be something worth considering, but that this should be a Headteacher decision to implement if it was useful and practical.

Governors discussed cleaning of the school and asked whether a deep clean would be carried out before expanding provision; the SBM advised that regular cleaning was already being carried out and as the areas that would be used for the expanded provision had not been used since lockdown and other areas would not be used for a reasonable period before expanding, then it was not felt necessary for a deep clean to be carried out at this time.

Governors asked whether staff training would take place for the new arrangements; the Headteacher confirmed that it would and summarised the anticipated training that would be carried out.

Following a lengthy discussion, Governors agreed that it would be useful if the risk assessment was finalised by the school by Friday with an additional meeting of the FGB taking place on Tuesday 26 May 2020 at 11.00am with a view to stress-testing the risk assessment and making a decision on expanding provision so that information could be shared with staff and parents/carers on Wednesday 27 May 2020 to allow as much time as possible to prepare for the potential reopening of the school if this was agreed.

### **c. Finance and staffing update**

The finance documents for January and February had previously been distributed together with an email from Avon Pension Fund. The email included a letter that explained the impact of the McCloud judgement and the Fund's change of policy on exit credits. Governors noted in particular that the school's current and future employer contribution rates and deficit repayment rates included provision for McCloud and were based on the latest actuarial valuation (August 2019). The issue of exit credits was part of the negotiations for the renewal of the contracts for school lunch provision with Edwards & Ward and for cleaning with Glen. The SBM confirmed that she had already discussed the impact of the policy change with APF and their advice was that the renewed contract with Edwards & Ward should state that the schools retain the pensions liability and exit credits (in line with the new policy). The current contract was silent on pensions liability and this would also be rectified.

Governors further noted that as the school was part of the LA's Trading with Schools (TWS) cleaning contract, the SBM had asked their procurement team to let her know how they would be addressing the policy change within the renewal contract as clearly, if schools were retaining the pensions risk, this should be reflected in lower costs from the contractor. A response had not yet been received but would be forwarded to Governors as soon as it was received.

The Headteacher summarised details of the number of staff that were being shielded against CoVid-19 as well as those that were at moderate and low risk. The SBM advised that there were no significant costs associated with the lockdown at this time.

The SBM advised that in terms of financial reporting, the Department for Education (DfE) had suspended several of the financial returns that the school was usually required to submit. However, the school was still required to submit a 3-year Budget Forecast Return by the end of July. Therefore, on this basis, Governors agreed that the draft budget and 3-year projections should be presented to the Finance & Resources Committee meeting on the 19 June with the recommended budget and projections presented to the full Governing Body (FGB) on 15 July, which would support a submission of returns by the end of July as required.

Governors were particularly pleased to note that the Deputy Headteacher was proactively supporting the wellbeing of staff during this difficult time and the WhatsApp app was being well received. Governors thanked the Deputy Headteacher and all staff for their hard work and dedication during this difficult time.

	Governors asked whether discussions had taken place with staff regarding how the appraisal process might be impacted by the lockdown; the Headteacher advised that conversations had been held, however, at this stage, there were too many unknown factors to give staff any clear reassurance of the process and how progress might be measured including how measures might be used to inform setting objectives for next year. It was hoped that this might become clearer before the start of the new academic year.	
4	<p><b>For Noting</b></p> <p><b>a. Correspondence and AOB</b></p> <p>There was no correspondence or any other business to consider.</p>	

**Minutes agreed by the Governing Body and signed by the Chair of Governors:**

**SIGNED:** ..... **DATE:** 15 July 2020

**Next Meeting:** Tuesday 26 May 2020 at 11.00 / Wednesday 15 July 2020 at 19.00

Meetings 2019/2020	Date
Full Governing Body	Tuesday 26 May 2020 at 11.00
Henleaze Campus Collaboration Committee	Wednesday 10 June 2020 at 11.00 (Claremont School) <b>TBC</b>
Finance & Premises Committee	Friday 19 June 2020 at 09.30
Pupil Progress & Curriculum Committee	Wednesday 1 July 2020 at 09.30 <b>TBC</b>
Full Governing Body	Wednesday 15 July 2020 at 19.00 <b>TBC</b>

Meetings 2020/2021	Date
Finance & Premises Committee	Friday 18 September 2020 at 09.30
Pupil Progress & Curriculum Committee	Friday 25 September 2020 at 10.00
Full Governing Body	Wednesday 7 October 2020 at 19.00
Henleaze Campus Collaboration Committee	Wednesday 4 November 2020 at 11.00 (Claremont School)
Finance & Premises Committee	Friday 20 November 2020 at 09.30
Pupil Progress & Curriculum Committee	Friday 27 November 2020 at 10.00
Full Governing Body & AGM	Wednesday 2 December 2020 at 19.00
Finance & Premises Committee	Friday 22 January 2021 at 09.30
Full Governing Body	Wednesday 27 January 2021 at 15.00 (development day)
Henleaze Campus Collaboration Committee	Wednesday 24 February 2021 at 11.00 (Claremont School)
Finance & Premises Committee	Friday 12 March 2021 at 09.30
Pupil Progress & Curriculum Committee	Friday 19 March 2021 at 10.00
Full Governing Body	Wednesday 24 March 2021 at 19.00
Finance & Premises Committee	Friday 7 May 2021 at 09.30
Full Governing Body	Wednesday 19 May 2021 at 19.00
Henleaze Campus Collaboration Committee	Wednesday 16 June 2021 at 11.00 (Claremont School)
Finance & Premises Committee	Friday 25 June 2021 at 09.30
Pupil Progress & Curriculum Committee	Friday 2 July 2021 at 10.00
Full Governing Body	Wednesday 14 July 2021 at 19.00