

Plymouth CAST
Multi Academy Trust

Local Governing Board Meeting 115 – Thursday 14th May 2020
At Our Lady & Saint Patrick's Catholic Nursery & Primary School, Teignmouth
At 18:07–19:57

Attendance:	Mrs A Folland	Headteacher	AF
	Mrs L Coulter	Chair of Governors	LC
	Mrs V Ratcliffe	Co-opted Governor	VR
	Mrs R Gordon	Teacher Governor	RG
	Mrs E Hampton	Parent Governor	EH
	Mrs D Ford	Foundation Governor	DF
	Fr Mark Skelton	Foundation Governor	MS
	Lisa Kinsella	Clerk to Governors	LK

Apologies: No apologies.

No.	Description	Decisions/Actions
1.	Open Meeting: Due to the ongoing lockdown Governors met via a virtual meeting using Google Meet. There was no preset agenda although items to be discussed were set by Neil Maslen (NM), Education & Standards Manager, Plymouth Cast. AF opened the meeting at 18:07.	
2.	Lockdown: AF reported that the current situation with lockdown had been stressful for all involved. Boris Johnson, the Prime Minister, announced on Sunday 10 th May 2020 that it was hoped there would be a phased opening of schools from the 1 st June 2020. Since the announcement AF, RG and Rachel O'Sullivan (RO) have been working on a plan to open the school in line with Government Guidance. AF advised that from the first week of lockdown, which started on 23 rd March 2020 school was accessed by children of key workers and those children considered vulnerable. The staff have been amazing during this time. Teignmouth Community School (TCS) co-ordinated the Easter holiday provision. Approximately 5 children attended over the Easter holidays. Since returning after Easter, staff have been working on a 7 day rota with a 7 day break. Numbers attending school have been 15 at the highest, but generally 10 or under. Discussion moved onto part 2 minutes – item 1. AF advised that herself, RG and RO had met on site during lockdown and also via Google Meet. They had been working hard behind the scenes during lockdown. AF's office was now a shared office with RG and RO. All safeguarding paperwork has been pulled together into folders to be kept in a locked cupboard in office.	

During the last week in school AF advised that she was due to have a meeting with the Educational Welfare Services (EWOL). AF had concerns how EWOL hours were being used within the school. A new EWOL officer has been allocated. This is the same officer who has worked with St Nicholas, Exeter. A joint meeting is planned in June to look at the Attendance Policy and the Escalation Policy for Attendance. RO has also already sought help with the EWOL with some of the vulnerable children.

RO has been in contact with early help and the Safeguarding Curriculum has been worked on. Operation Encompass training has been rolled out to all staff. Operation Encompass is an initiative that enhances communication between the police and schools where a child is at risk from domestic abuse.

AF advised that work is being done on a Staff Induction Policy.

3. **Home Learning:**

AF advised that daily work had been set by the teachers during the lockdown. Almost all of the children had engaged with the work. Teachers had been pro-active getting in contact with parents that they had not heard from. Times Tables Rock Stars (TTRS) an online game for learning times tables had been a success. Companies had been contacting the school offering free online learning access. The website list was distributed to the teachers and they provided the information to families as necessary so as not to overwhelm and overload everyone with information.

EH raised the fact that some parents may not have had the time to do the work at home as they were busy balancing a work/home life. RG advised that it had been made clear to families that there was no pressure to complete the work. Families had been advised that work was to be completed at the families own pace and with what works for the family. AF advised that getting the balance right is very difficult. Some families will come back to school with gaps. It is a stressful and difficult situation for all families. AF said that from what she had seen and heard that families had been very responsive. DF advised that from her own personal point of view that the work provided for the year 4's was not too much but enough to interest the children if they want to expand their knowledge.

4. **Staffing during lockdown:**

The current year 6 and Foundation 1/Nursery teacher are supply teachers working with OLSP. Mrs Carter, the nursery teacher, works through Plymouth Supply Plus. They offered the furlough scheme. Mrs Carter took advantage of this offer and has been furloughed since Easter. Miss Mortimore the current year 6 teacher works through a different supply agency (Teaching Personnel) and was not offered the furlough scheme. Miss Mortimore and been in school during the lockdown.

Mrs Sanderson, who usually works in the nursery 2 days a week, has also been in school working.

AF advised that there were 2 teachers self isolating on medical grounds, 2 teachers who had felt unwell had been tested for COVID 19 but the results had come back negative, 1 teacher was self isolating as a family member has developed symptoms and there was a teaching assistant self isolating. AF advised that it was looking like there would be almost a full complement of staff to return in June.

5. **Re-open plan:**

AF advised that the nursery (Foundation 1), Foundation 2, year 1 and year 6 were expected back into school on the 1st June 2020. Plymouth Cast had requested an Action Plan which was due to be submitted by Wednesday 20th May 2020. AF advised that a 15 page Action Plan had been drawn up. A questionnaire had been e-mailed out to parents asking if they would be returning their children to school. The initial response did not look like many children would be returning on the 1st June although the deadline for replies was Friday 15th May at midday. DF advised that the link on the e-mail for the questionnaire was not working. RG said that DF could advise parents to e-mail into school and she would look into this and correct the issue.

AF presented the draft Action Plan. Staff had been identified as to who would be able to come into school and work. The self isolating staff would work from home to provide home learning to families not returning to school. AF advised that she must ensure that there is a paediatric first aider on site when there are children under the age of 5 attending. Jade Osborne will be on site and she is paediatric first aid trained.

Initial thoughts were that the Foundation 1 & 2 (F1 & F2) children together with year 1 would use the F1, F2 and year 1 rooms. AF advised they could have one group of 13 F1 children in the nursery (F1) end of the room and a further 6 F1's and 9 F2's in the F2 end of the room. There could be 13 F2's in the year 1 classroom. 13 year 1 children can go into class 2 and 12 year 1 children in class 3. Year 6 would be split into two classes of 10 children in classroom's 5 and 6.

This would leave space for 15 key worker children in the year 4 classroom. Any more than 15 and the hall will also need to be used as a classroom.

Devon Norse will be providing one choice of hot meal which will be in a takeaway carton with a disposable knife and fork. Children will eat in the classrooms.

EH asked how it will be possible to social distance the young children. AF advised that this would be done through learning and talking. There will be physical barriers erected that they will not be allowed to cross. Children are to stay in their confined area once in school. At break time and lunch time there will be no play equipment and the children will be rotated between the field and playground. The field and playground will be split in half so that the children stay within their bubble of 15's.

MS asked how will toys like Lego be managed. AF said that they would split the resources into three so they can be kept in each section. AF went on to say that by the end of June it is expected that all primary children should be back in school but that this all depended on the death rate with COVID 19. DF raised the point that the scientific adviser has not even assessed the return to school.

AF advised that school would be accessed by going up the driveway/car park and the exit will be down the footpath, working as a one way system. Dots, 2 metres apart, will be put outside the classrooms for the children to stand on before school starts. The children will be taken into school; hands washed and asked to sit in their spot. The system will be reversed for going home. For the children working from home, work will be set twice a week. Teachers will work out a learning plan for the return. EH said that this will be an emotional journey for the children returning. AF advised that in the first week they will be focusing on

mental health, relationships and worries.

AF advised that there will be a Google Meet staff meeting next Tuesday 19th May to go through the Action Plan document. PPE was being sought for intimate care although staff, were not to wear face masks in school. Staff meetings were to be held virtually. A newsletter will be issued to parents next Thursday outlining the plans. The plan needed to be approved by Neil Maslen and Kevin Butlin the Director of Education, Plymouth Cast before sending the information out to parents. EH asked if it would be compulsory for children to attend? AF advised that it is not compulsory for the children to attend. DF asked how long it will remain 'not compulsory' for families to return to school. AF advised that it will be for the remainder of the summer term. EH said that the return did not appear to be beneficial to the children.

AF went on to say that protective measures had been put into place; there would be hand sanitiser in every classroom. The top office (Chris Provins old office) would be used for any children who started to display symptoms. The next steps would be to look at the cleaning frequency.

AF advised that annual reports were being written by the teachers up to March. Teachers will not be taking home working into account.

EH said that given the ridiculous task that they had been given that the Action Plan looks great considering the whole concept of this was crazy. AF said that they would wait and see how the parents take the information and who attends on the 1st June. LC said that it looks like a lot of hard work and that they had done really well. When would Neil Maslen get back to AF? AF did not know when this would be.

AF advised that sanitisation may need looking at in more depth but she could speak to Paul Stewart, the Premises and Health and Safety Lead from Plymouth Cast. VR asked if the whole school was due back at the end of June. AF advised that this was the Government's intention. EH said that this depended on the death rate. VR asked how can you social distance 200 children? AF replied that you can't.

6. **Transition:**

AF advised that she had contacted TCS to find out what transition will look like for the year 6's.

The process for the new children starting in September needs to be refined. Parents will still be invited in but maybe in smaller groups.

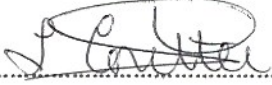
Talked moved onto the budget and the Part 2 minutes – item 2.

7. **Curriculum:**

AF informed the Governor's that the staff had been working on the curriculum during lockdown. A Vision Statement for the curriculum is nearly finished, Curriculum intent and a flight path documents are being produced. Teachers had worked very hard and were very proud of their Curriculum Intent document. The curriculum intent sets out the components of knowledge that have to be taught. The curriculum will be monitored more closely. Each subject leader met with the Senior Leadership Team (SLT) and AF was very proud of all of them. OLSP and St Nicholas were both working on the curriculum at the same time. A joint school SLT between both schools has been set up. They will continue working this way in September on the curriculum. AF believes that one Trust should be looking at ensuring the same experience and expertise across the Trust. AF is very excited about looking beyond geographical barriers and working with two schools and teachers

working altogether. Lots of work has been done on Curricular and Extra Curricular. There will be a residential programme introduced from September for years 2 through to 6. A new website was in the process of being built and it was hoped that in the future a calendar would be made available to parents with the dates of all activities so that parents were kept fully informed. DF asked if the residential was compulsory. AF advised that it was not.

Meeting closed at: 19:57

Signed by Chair 

Dated 15 / 7 / 20