St Michael's Church of England, VA, Primary and Nursery School

FGB minutes 2nd September 2020 via Zoom

COVID Risk Assessment

Attendees: John Neenan, Julie Phillips, Chris Marriott, Mary Evans, Eleanor Milligan, David Hibberd, Olivia Corfield, Georgina Chapple

Apologies: None

Also Attending: Fiona Tibbitt (clerk)

Key: Challenge, Support, SIAMS

OC welcomed everyone to the meeting. There were no business interests relating to the meeting.

JN announced that Peter Martin has stood down as governor due to work commitments. He expressed his thanks for all Peters contributions to the governing body.

The risk assessment document was shared with governors, JN explained it was the same document that had been shared before the summer break and any new information was highlighted in yellow. The H&S governor CM has been through the document with JN and approved of the measures in place.

Governors looked through the document raising the following queries:

Does the school only have the 3 automatic hand sanitisers? It was confirmed there are plenty of spare hand pump sanitisers as well and 10 litres of top up hand sanitiser gel.

Has the information been shared with parents and staff?

Yes, in July and again on 24th August, the signed off risk assessment will go onto the website with the start of term information.

It was confirmed:

- There will be a fire drill on 18th September.
- The COVID secure document needs to be signed off by the Chair of Governors placed in view on the school grounds.
- Visitors coming into school will need to sign to say they are fit and healthy, phone numbers and details will be taken for track and trace and they will need to wear a face mask whenever they are moving around the school.
- Hand-dryers can be used.
- Bubbles will be crossed in tea and breakfast club; this cannot be avoided.
- Singing can be taught in groups of no more than 15 if the children are not facing each other. This will be discussed in a staff meeting.

Governors queried if communication with parents via email is suitable for all parents. JN explained the school had to go paperless during lockdown and this had worked well. The school needs to be as paperless as possible for infection control.

Governors asked if face to face conversations with parents can still happen; JN confirmed they will, socially distanced and outside if possible. Barriers are in place to ensure all parents stay 2 metres away from staff and they will not be coming into classrooms.

It was noted there will be some anxious parents nervous for their children, the teachers hope to reassure the children and parents.

Final logistics of getting the children into and out of school during the staggered start and closing times are still to be confirmed. Beech class do not have their own outside door, so this is being considered.

TAs that are on 25 hours a week will be offered a day off in lieu if they are regularly needed to stay late to help with home time.

It was confirmed that:

- The trim trail will be used and is under discussion.
- Children will put tissues down the toilet after blowing their noses.
- The Ark will be used by only one bubble a day and cleaned the following morning.
- PE staff training will take part, socially distanced.
- The residential trip is under review.
- A letter will be sent to parents on 3rd September with more information for the start of term.

Governors discussed how to help parents who are high risk; there will be social distancing on the playground and parents are being encouraged not to arrive early and hang around and to leave as soon as they have dropped their child off. Parents can also wear facemasks if they wish.

Governors agreed with JN that it was unnecessary to ask parents to buy new trainers in a specific colour for PE days as this would give them extra expense at a difficult time.

Governors agreed the staggered start to the reception class was a sensible idea. It was suggested the that the flow chart for what to do if there is a case of COVID could be put on the school website.

The Privacy Notice has been updated to allow for track and trace, JN confirmed the school would phone anyone who may have been in contact with a COVID case in school.

JN confirmed:

- The DofE attendance form still needs to be completed each day.
- Staff will do their best to social distance from each other and there will be a limit on how many can be in the staff room at any one time.
- Staff members at higher risk will have individual risk assessments.
- Tea and Breakfast club staff have read the COVID food regulations.
- The safeguarding and behaviour policies have been updated and the changes will be discussed with staff.
- Well-being of children and staff will be paramount.

Governors queried what could be claimed back financially, FT advised cleaning products, screens etc. could be claimed for but not loss of income or extra staffing costs.

Governors thanked JN and CM for all their work.

All agreed the risk assessment was fit for purpose and the school could open. OC will sign the COVID secure document before the term starts.