

**THORNDOWN PRIMARY SCHOOL  
& THORNDOWN PRE-SCHOOL  
Full Governing Body (Full GB)**

<b>Membership of the Full GB of Thorndown Primary School</b>			
Vicci Godbold	Head	Peter Smith	PS
Jane Ainscow	JA	Jon Lee	JL
Helen Cooper	HC	Rob Jagger	RB
Claire Gerrard	CG	Jill Foster	JF
Frank Newton	Chair	Heather Wood	HW
Dawn Mills	DM	Cathy Sweet	CS
Derren Jones	DJ	Natalie Bates	NB
Andrea Dollard	AD		

**Minutes of the Full GB Meeting held on Thursday 21st May 2020 at 6:15pm**

Order	Item	Action	Lead
<b>1</b>	<b>Apologies for absence and declarations of interest</b>		
1.1	Governors Present: Claire Gerrard, Helen Cooper, Vicci Godbold, Frank Newton, Andrea Dollard, Peter Smith, Richard Boughey, Heather Wood, Cathy Sweet, Jane Ainscow, Jon Lee, Jill Foster, Dawn Mills and Rob Jagger.		
1.2	Non-Governors present: Jenn Dover was present acting as clerk.		
1.3	Apologise for absence, with governors' consent, were accepted from: Natalie Bates. Derren Jones was marked as absent.		
1.4	The meeting was quorate with 14 governors present and with Frank Newton as Chair.		
1.5	Declarations of Interest: Rob Jagger's wife is employed by the school. There were no other declarations of interest by members of the GB in respect of any item on the agenda.		
<b>2</b>	<b>Head's Report</b>		
2.1	<b>General Updates:</b> Following the nationwide Government announcement made on 10th May that schools would be reopening on 1st June an official decision from the LA will be made on 29th May. This is following scientific data which will be released to the LA on the 28th which will inform the decision. The school was planned and ready to go. VG stated that the health and safety of all the pupils and staff were the priority in regards to re-opening. Pupils will be taught Reading, English and Maths, with a emphasis on well-being and preparing for being back in school. VG will be holding meetings with staff on 21st May to explain the back to school plan. To ensure staff have a half term break the school will be opened in a phased return, with Year 6 and Year 1 returning first, followed by EYFS later in the week.		

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2.2	<p><b>Bubbles:</b> Pupils returning to school will be put into 'bubbles', these will include a set amount of pupils (as per the number in year group) alongside a set teacher, teaching assistant and midday supervisor. The membership of these bubbles will remain static and there will be no mixing between the bubbles. VG gave a breakdown of the structures and staffing of each of the bubbles, including those in pre-school. The Midday Supervisor for each bubble will get the pupil packed lunches from the hall and return these to the classroom as there is not enough space to allow bubbles into the hall respecting social distancing (as well as allowing adequate timing for disinfecting the hall between bubbles). For breaks each bubble will have a designated space on the playground/field where they are to remain. All breaks will be staggered.</p>		
2.3	<p><b>Key Workers Club:</b> Those who are eligible to attend will be moved from the Foundation Stage area to the Year 3 classrooms, where they will be put into bubbles (in year groups). There will be an update on the criteria for key workers from the Government, which will affect the numbers. The Key Workers club will only be available for part of the half term to ensure there is adequate time to complete a deep clean of the classroom prior to the EYFS pupils returning to school. The club will also not be running over the summer holiday to ensure staff can have a deserved break. A decision is yet to be made regarding whether the Kingfisher Holiday Club will run over the summer.</p>		
2.4	<p><b>Premises:</b> HC has been ordering resources for the school including hand sanitiser for the outside of the building. Provisions are to be put into place for the rubbish, as pupils will now be required to use hand towels, which will be isolated for 72 hours before putting in general waste (if in that time there have been no cases of COVID-19). Each classroom will have a care package which will include PPE and disinfectant etc. If there was to be a pupil or staff with symptoms they would be placed in isolation and asked to get tested. The bubble they came from would then be closed down for 72 hours prior to a deep clean, whilst the members went into isolation. There will be minimal door usage, with non fire doors being propped open where appropriate. CG explained how the dropping off of pupils will be carried out, in that during a 15 minute window pupils will enter via the side entrance, go straight to their designated door, and then adults will leave via the pedestrian gate near pre-school ensuring a one way flow system. VG ensure governors that during the lockdown HC and the caretaker have carried out the required health and safety checks, such as fire alarms.</p>		
2.5	<p><b>Friday Closures:</b> VG has decided for the well being of the staff the school will not be open on a Friday to pupils other than Key Workers. This will enable staff to spend time planning for the following week as well as ensuring those pupils who are working from home are receiving feedback and extra input on the Class DoJo. The Governors agreed with this suggestion as they understood the pressures on the teachers during this time of lockdown.</p>		

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2.6	<p><b>Governor Questions:</b> The Governors asked the below questions throughout the discussion on the plan for re-opening:</p> <ul style="list-style-type: none"> <li>● HW asked if HC was able to source PPE for staff? To which HC confirmed they have.</li> <li>● HW asked how the purchase of resources has affected the school budget? HC stated they she has set up two ledger codes to use for the purchasing of COVID related items so these will be transparent to the governors. The DfE have also asked schools to keep a spreadsheet of expenditures. This spreadsheet will also include a loss of income regarding the closure of the Kingfisher club.</li> <li>● CS asked how the cleaning of the school would take place, to which VG confirmed the extra big clean would take place on a Friday when there is a limited amount of pupils alongside daily cleaning.</li> <li>● JA asked how the EHCP children will be catered for, to which VG confirmed that the SENCO has been in contact with those pupils on an EHCP.</li> <li>● CS asked if the Foundation Stage pupils would need to remain at their desks. VG stated that the bubbles will be flexible in where they learn but they would remain in their bubbles at all times, whether this was inside, outside or at the forest school area.</li> <li>● CS asked how many staff are currently unable to work due to shielding? Which VG confirmed there was one member of staff and HC has completed a risk assessment for those staff who are vulnerable.</li> <li>● JA asked if any parents have requested their child wear a mask in school, to which VG confirmed that no-one had requested this. It is also not a requirement, according to the government, as the school is being made as safe as possible for pupils.</li> <li>● JL raised a query regarding liability insurance regarding any cases of COVID-19. VG stated that the LA have received the schools risk assessment and therefore, the LA insurance covers the liability not the individual school.</li> <li>● HW asked what provisions were being made to cater for the pupils mental health. VG confirmed that the SENCO has sent relevant information to all staff as well as the LA sending out resources.</li> </ul>		
2.7	<p>The Governors were in agreement regarding the plan for re-opening the school and thanks were shared to VG and the staff for their hard work throughout the lockdown and preparing for re-opening. VG also shared her thanks to the Governors for their support of her and the school during this time. VG will circulate the school re-opening documents to the governors following the meeting, which will include the risk assessment for the governors to read.</p>		