

Full Governing Body Meeting
MINUTES
Wednesday 03 June 2020, 1.30pm via Microsoft Teams

Please note that advice given by governors at this school is incidental to their professional expertise and is not being given in their professional capacity. Governors respect the confidential nature of discussions and do not disclose governor business or decisions. When minutes of governing body meetings, Part 1, are approved they are made available to any member of the public who requests sight of them and are posted on the school website.

Attendees: Greg Clements, Helene Goddings, Emma Hardy (Co-Chairman), Mel Isherwood (Co-Chairman), Dan Keat, Andrew Stear (Headteacher), Helen Szczepanski

In attendance: Rachel Dunnage (Clerk); Lorraine Breen, School Business Manager (SBM); Nicola Jones, Deputy Headteacher

Meeting is quorate 7/7

	TOPIC	ACTION <i>Who & when</i>
1.	APOLOGIES: None received, all members are present.	
2.	DECLARATION OF INTEREST (<i>conflict and pecuniary</i>) Governors declared no interests in specific agenda items at this meeting.	
3.	EXTENDED SCHOOL OPENING: RISK ASSESSMENT Governors reviewed the risk assessment and associated documentation prepared by the senior leaders in preparation for the extended opening of the school. They confirmed that they had read in advance: <ul style="list-style-type: none"> i. Covid Health & Safety Policy for Schools & Education Settings Jun 2020V1 ii. COVID_19_template_risk_assessment_schools (3) iii. COVID-19 First Aid policy Addendum iv. Infection Control Policy Jun 2020 V1 v. Milford School Protective Measures Risk Assessment 13 May 2020 V1 vi. Supporting Pupils with medical needs and Administration of medicines Jun2020 <p>AS explained to governors that the risk assessment and suite of documents are very much live; staff and parents are clear that plans may well change further and even at short notice.</p> <p>The original plan outlined to governors has proved to not be possible due to staffing issues and so we have had to change the composition of our pods and survey parents and told them that their children may not be able to be with friends and that they may not be able to decide to send their children at a later date. We have gone from a possible 9 pods down due 7 with the possible potential to create an 8th pod. Additional points to note are:</p> <ul style="list-style-type: none"> • Parents do seem to accept that if the general situation changes we will need to change our approach. • Staff have thought very carefully about the composition of the pods. A latecomer pod might need to be a mixed group of YrR and Yr1 children. • The staff will continue with their home learning provision. • Staff will be trained in the specific guidance of their year group. • AS has updated the document to parents as recommended by GC. <p>Governor questions <i>Looking at the stress and anxiety area of the risk assessment, where will the senior management team receive their emotional support?</i> We are very lucky that we have very supportive staff and parents; we have our unions and employee assistance support to access as well. Planning to open the week later has helped calm all the staff stress levels as it has allowed us the time to be confident that our plans are as clear as they can be and that the school building is properly prepared for children coming in, with its barriers and cones and tapes. A parent has helped sourced this equipment for us and will help us</p>	

	<p>put it in place – his company has said they will even make a donation to the school’s costs for these items if the government doesn’t come up with the money.</p> <p><i>Are there any Godalming Learning Partnership (GLP) schools open this week?</i> AS is not sure; he left the GLP HT WhatsApp group before half-term so that he could concentrate on rest and Milford. RD reported that some schools are and the feedback so far is generally positive, that children are less worried about coming in to school than adults, and that they have already had to make amendments to their protocols and processes.</p> <p><i>Do we have any children with medical conditions requiring specific training?</i> Yes, but these children have been allocated to the same members of staff they would normally have and so additional staff training is not required. Another child with specific medical needs is unlikely to return to school unless pandemic conditions alter significantly.</p> <p><i>When will parents be told the intention is that children will come in in their own clothes?</i> We have decided children should wear their own clothes to school so that they can put on a clean set each day. We are also asking that parents allocate children a pair of active shoes that can be worn only for school use i.e. not brought in to their home. Parents will have all this detail in their packs at the end of the week. Children will not be permitted to bring in belongings from home.</p> <p><i>Are you still planning on preparing children for how the school will look before they come in?</i> Yes; photos are being taken as the school areas are finalized but the video may not happen. Children will receive these as part of the parent packs and it will include the range of stickers that the children will need to recognize.</p> <p>GC judges the school to have done an excellent job putting all these documents together; he has reviewed a huge number of risk assessments in his work role and Milford School’s is up with the best.</p> <p>Governors recorded their support for the school’s assessment of risk and the resulting decisions about how to extend the opening of Milford to additional pupils.</p>					
4.	<p>To note any Part 2 business Governors confirmed no items to be considered Part 2 business and excluded from the public minutes.</p>					
5.	<p>DATES OF NEXT MEETINGS AND FUTURE AGENDA ITEMS</p> <p>a. Dates:</p> <table><tr><th>DATE</th><th>FOCUS</th></tr><tr><td>08 Jul</td><td>As required by the pandemic.</td></tr></table>	DATE	FOCUS	08 Jul	As required by the pandemic.	
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Meeting ended 2.30pm

Chairman's signature: *Mel Isherwood*

Date: 08.07.20