

## MONKTON PARK PRIMARY SCHOOL

Minutes of the Virtual meeting of the Governing Body  
**Thursday 21<sup>st</sup> May 2020**  
**via Microsoft Teams**  
**To discuss the re-opening of Monkton Park School**

<b>Present:</b>	Sean Dennien <b>SD</b> (Co-Chair), Ian Sankey <b>IS</b> , Jonathan Watts <b>JW</b> , Justine Guillon <b>JG</b> , Jess Baldry <b>JB</b> , David Palmer <b>DP</b> , Barbara Hearn <b>BH</b> , Ed Bailey <b>EB</b> Chris Dutton <b>CD</b> and Steve Rafferty <b>SR</b> (Headteacher) Katie Kelly <b>KK</b> (Clerk to the Governors)
<b>1.1</b>	<b>Apologies</b> Rod Key <b>RK</b> , Jan Douglas <b>JD</b> and Matt Slee <b>MS</b>
<b>1.2</b>	<p>The meeting was called to discuss and approve the proposals to phase the re-opening of Monkton Park Primary school. SR distributed his Risk Management Plan &amp; Wider Opening Strategy document prior to the meeting to allow the governors time to review.</p> <p>SR talked through the document. The school plan to open on Tuesday 2<sup>nd</sup> June. The school would remain closed to all but Key worker (KW) on the Monday to allow time to respond to any last-minute changes from 28<sup>th</sup> May Government announcements. This is also in line with other Chippenham primary schools. Week one will see pupils from Y1 and Y6 return, from week two YR pupils will be phased back in completing mornings only. From week three all three year groups will be in fulltime. The school will open to pupils Monday to Thursday, Fridays will remain only open to KW children. This will allow the school to deep cleaned on Fridays. This will be reviewed after three weeks. JB asked if the staff would use Fridays as PPA time? SR advised that the teaching staff would use Fridays to continue the Home-schooling work for all of the pupils remaining at home. It would also give staff the time to adapt classrooms change resources etc in line with the ongoing requirements.</p> <p>JG asked what guidelines the school had been following. SR confirmed there had been lots of mixed advice. The government has provided guidelines, the National Association of Headteachers (NAHT) have provided particularly good advice and help. Both the National Education Union (NEU) and the GMB have also given balanced advice. The NEU produced a questionnaire for teachers to ask their schools prior to returning to work. Monkton Park can cover most of the points. The staff are happy with the answers. IS was pleased that the staff are happy, he felt this was a good starting point for returning.</p> <p>DP asked whether KW children in YR1 &amp; 6 would be kept separate from the remaining KW children on Fridays? SR confirmed that if there are enough pupils they would be taught in smaller groups. DP asked how many pupils they were expecting to return. SR explained that a letter had been sent out to parents to</p>

gauge initial thoughts, from this around 50% said they would be sending their children back, 25% said No and 25% were still undecided. However, from those results the 50% was not universal across the three year groups, with 32 pupils in Yr. 6 looking to return and only 10 in reception. A letter is due to be sent out tomorrow (Friday 22<sup>nd</sup> May) to ask parents for their final decision. Parents will be asked to stick by their decision for 2 weeks. EB asked what the tone of the letter will be? SR confirmed that it will be neutral, Parents will need to make their own choice. School will continue to support all of the families regardless of the decisions.

JB asked whether the classroom could accommodate the suggested 15 pupils. SR confirmed that there would be space for 15 children sat at desks 2 meters apart. Yr. 1 would be based in Otters and Hedgehogs and Year 6 would use Badgers, Squirrels and the Hall. Depending on the numbers of pupils returning he thought there would be 10-12 per class.

IS asked about the lunch arrangements. SR confirmed that Dolce will be able to continue providing lunches in the form of 'Grab Bags' All lunches will be eaten in the classrooms. JG asked if school lunches would be mandatory? SR advised that pupils would be able to bring in packed lunches from home, however they would need to be in disposable bags. Children will not be able to bring in lunchboxes or rucksacks.

There will a rota for outside breaktimes and the field will be zoned. The MDSA's will be returning. However, the final details outside breaks are still being finalised.

BH asked if the reading books would be off limits. SR confirmed that unfortunately the library and reading books would be off limits to begin with. All pupils would be provided with reading books in their personal stationery pack. SR then spoke about the return of Reception pupils. The children will not be sat at desks, they will have reduced resources that are all easy to clean. With the age of the pupils, there is no way to socially distance it is not appropriate. EB asked whether the staff would be able to maintain 2-meter social distance. SR said No, there would have to rigorous hygiene. SR is meeting with the Reception teachers to discuss this further. The indications are that there will only be a minimal number of reception pupils returning and therefore there may be only 10 pupils spread across 2 classrooms. DP asked if parents would be told about the social distancing? SR confirmed that this would be made clear in the letter.

BH asked if there had been any feedback from staff. SR said that the staff were positive. The main concerns from the teachers were about some of our "flightier" pupils who struggle with staying in one place and need considerable amounts of additional help. He (along with the SENCO) would be speaking to the parents of these pupils to make additional arrangements.

DP asked what the staff availability was like. SR advised they are using all of the available members of teaching staff and that there was little capacity for cover. Two teachers are shielding, and 2 teachers are vulnerable. Two members of staff will be able to go full time if necessary.

CD left the meeting, first thanking SR for his work under difficult circumstances.

SD asked if there were any further questions? DP asked if there was anything the governors could do to help? SR thanked the governors for attending the meeting today and supporting him at this difficult time. He asked if the governors would be willing to review and give feedback to the draft letter due to be sent to parents tomorrow.? The governors happily agreed to review the draft. SD asked if the governors agreed with and endorsed the proposals to re-open the school. The governors unanimously agreed. SD then closed the meeting by thanking SR, JD, and the rest of the staff for all of their hard work since the lockdown began. He thanked them for continuing to educate the pupils both online and in school for KW pupils. He then thanked SR for all of the incredible work put into producing a workable risk assessment and plan to re-open the school. The governors all echoed his thanks and asked for it to be passed on to all of the members of staff in the school. SR thanked the governors and said he would continue to update and advise as the situation developed.

**Date of next meeting** - The next FGM is on Thursday **25<sup>th</sup> June** 2020 it will be via Teams at 6.30 pm.