

# St Alban's Catholic Primary School

Minutes of the extraordinary meeting of the full Governing Body  
held remotely at 6.30 p.m.  
on Thursday 3 September 2020

## No. 2020/2021 – 1

**Present:** Lia Campos (LC, chair), Edward Acton (EA), Cristina Alves Martins (CAM), Patrick Coughlin (PC), Tanatsa Jingura (TJ), Joseph McCrossan (JMcC), Janet Muir (JMu), Sarah Smith (SS), Jo Wager (JW), Michael Yelton (MY), Rachael Beale (RB, clerk)

**Absent:** Canon Eugene Harkness

**Purpose of meeting:** to update governors on developments over the summer holidays and to provide an opportunity to ask any questions about re-opening plans.

Governors introduced themselves, as several new governors had recently joined, and welcomed the newest governors, Michael Yelton and Tanatsa Jingura.

JMcC provided an update on staffing. Miss Binnie has been moved from Addenbrooke's to a rehabilitation centre in Norwich, but at present the school is unsure as to her state. It is highly unlikely that she will return this year, if at all.

A full complement of staff has been achieved for each class. Miss Waterson is teaching Year 2, but is also doing a PhD and working part-time at the faculty of education. The school is officially employing her full time, with the expectation of releasing her as necessary to fulfil her responsibilities at the faculty. Mrs McCrossan, who is already known to the Year 2 class, will provide cover. It should be possible to have a better picture at half term as to a permanent solution; JMcC will be seeking advice from the HR team/occupational health.

TA hours had to be reduced by 76, as result of two statemented children leaving the school. One TA moved on to the secondary school with the child and has not been replaced. Two new EHCPs have been received this year. The school is maintaining the staff it has, and will not look to increase numbers in order to stay within budget. TA hours have been restructured, however, in order to assign them to specific children. The majority of TAs are with vulnerable children, and there is therefore limited capacity to look at interventions using TA resources, although there is hope that a small amount might be possible. The high degree of experience of the staff does mean that they are expensive, but the school does reap the benefit of this.

The school business manager would prefer to work a significant amount of time from home due to the office conditions and her overall productivity levels. JMcC will discuss this with her on Monday; he would prefer her to be in school at least once a week to keep in touch in person for budget monitoring reports and so on.

JMcC complimented the LA on the quality of their communications. Jonathan Lewis, director of services, has been fantastic, and has been sending regular updates throughout lockdown synthesising and summarising the necessary updates. At a recent headteachers' Zoom conference, he went through the latest guidance, and outlined the LA's position and that of the government. Documents recently supplied to governors show the thorough attention that has gone into preparing; these will go

out to parents on Friday to reassure them as to the safety measures in place, and to make clear the expectations of parents and pupils. Photographs of each classroom will also be sent out to reassure parents of the setup.

The school has been structured so that children do not cross over in their bubbles between the start and end of the day. Children will be arriving between 845 and 915 in staggered groups, through the two Union Road gates. Playtimes have been staggered to give each class 15 minutes of time without mixing; the experience before the summer holidays was that pupils respected the restrictions well. Hot meals will be served in the classrooms to KS1; Years 3–6 will be in the hall and then return to class, according to a timetable. Parents are in general not allowed in the playground, but reception parents will be allowed to come in through the side gate, in three groups, to bring children to school; there will be a gazebo for each group. Once children are more confident with arriving at school, parents will be encouraged to leave. The process will be reversed at pickup time.

In the classrooms themselves, there will be sanitiser stations in each room. Pupils will sanitise on entering and leaving the classroom; good handwashing hygiene is also being encouraged in the toilets. Children will also be asked to wash their hands before and after lunch. All pupils will face the teacher rather than sitting in groups; the teacher will not be visiting groups individually for their own protection, since teachers will not be wearing face coverings.

Will children wear PE kit to school or will they need to change? Pupils are asked not to bring bags, book bags and PE kit to school; for PE days they will be asked to come in in trainers, at least until half term, in order to relieve any anxieties about what equipment they might need to bring back and forth. How will children be transferred from breakfast club? City Kids is planning to re-open. There will be no after school clubs in school until half term at the earliest; City Kids will need to use the school hall as they need to keep their children in bubbles of 15, and the parish hall can only accommodate one such bubble safely. At present, 35-40 children have places and City Kids are not offering any new places. There will be one bubble in the parish centre and 2 in the school. The school kitchen will be used to serve snacks both for breakfast (from 715) and at the end of the day. Pupils at breakfast club will gather in the hall and wait until it is their turn to go to class. When transferring to afterschool club, they will gather in the hall from 315 in their year groups and will then be allocated to their bubbles. The first bubble will be between siblings, then KS1 and Ks2. Parents will drop off children for breakfast club in the KS2 playground, and will also collect from there, socially distanced. City Kids have been working with the school to order equipment and have been following the same risk assessment. City Kids' bubbles effectively cut across the school bubbles, although the school is actually one big bubble, practically speaking.

If a pupil has symptoms, they will be removed from the classroom and put into an isolated area (outside the head teacher's office). There was some discussion of perhaps using the multi-purpose room, but it was felt it was better to use the space near the head's office; panels will be used if required to cordon off the area safely, where the child will sit with an adult. The parent will be asked to get the child tested; if the parent does not have the capacity to do this, the school does have tests that can be sent home. The school will wait for the test result before taking action. The child will be asked to remain off school for 48 hours if negative; if positive, the class bubble will need to self-isolate for 14 days. If the pupil also has siblings, those siblings will also be expected to self-isolate, and will also be tested. If the result is negative, the sibling's bubble will not need to isolate. Potentially, there are issues with the City Kids bubbles. There is no expectation that the whole school will close. Will resources be uploaded in a timely fashion to support self-isolating pupils? Class Dojo will

continue to be used; homework will be set via Class Dojo and work will be uploaded to Class Dojo, so there shouldn't be any work missing. One governor felt that having information on the website was more helpful as Class Dojo got a little crowded over the summer term; the website and Class Dojo complemented each other well. The website was organised by date which made it easier to browse.

What information has been received about the speed of the test? The school has been told that they should receive results within a day. JMcC's son's partner had results within 24 hours. The parent is responsible for providing the result. The school can ask the parents to provide the result, however. The school has been given 10 tests and packs of PPE to support them. The advice from the LA is to ask parents for the result; if there is any doubt, the school may request evidence of the results, but the hope is that parents will mainly act responsibly. Is Addenbrooke's a testing site? Milton Road Park & Ride is a testing site; you may need to queue but access is relatively easy. Peterborough is above R=1, whereas Cambridge is not. Cambridge (as opposed to Cambridgeshire) has had 21 cases in the last week - 17 per 1000. The University is anticipating a rise in mid to late October as a result of the students returning. The LA will close schools if they have to, but will aim to localise it as much as possible. St Alban's' problem is that it does not have a natural catchment area; students may come from clusters that have a local lockdown. Some school families have in the past taken students in as lodgers, which is another risk factor to be considered.

How is the staff room being managed? Seats are marked as 'out of use'; because classes are staggered, not many teachers will be in the staff room at any one time. JMcC shared the draft of the letter that will be sent out to reception parents, and the staggered start, play, lunch and end times; he also gave an overview of the complicated timetable of cover for break and lunch times.

The school gates will have letters outside and prompts to get the children familiar with social distancing. Pupils were very good last term; parents are more of a worry!

If the parish centre is being used throughout the day, that is a concern - the school needs to be sure that there has been thorough cleaning before after school club arrives.

How are the staff are feeling about this? Every teacher has been able to get into school in the last few weeks and to acclimatise themselves. No teacher has said they are concerned about not wearing face masks. Staff seemed confident during the inset day today; they have seen the measures in place and feel happier. Generally staff seem quite pleased to be back based on how the first INSET day went.

Anne Fisher, the school improvement partner, was happy to sign off on all the risk assessment and documents.

Are there links with the PFA committee, if there are concerns about the new reception parents lacking social contact? There was a Zoom meeting for all new parents before the school broke up for the summer, which included PFA representatives. They plan to do all the usual things to keep parents included, but in a safe way.

Next meeting: Wednesday 7 October at 6.30, via Zoom.

New governors said they were happy to postpone any introductory visit to the school as necessary given the current circumstances.

**ACTION:** RB to send induction packages before next meeting.

For a school newsletter in the near future, it would be nice to include an introduction for all governors, with a line about them and what skills they're bringing. This could also go on the website. Link governors also need to be defined. Could the governor self-audit form be circulated again?

*Meeting closed: 7.35 p.m.*