

**WOODLANDS MEED  
EXTRAORDINARY FULL GOVERNING BODY MEETING  
Wednesday, 20th May 2020 at 6pm  
MEETING HELD MICROSOFT TEAMS DUE TO COVID 19**

**FGB present: Miriam Owen (MO), Adam Rowland (AFR), Simon Virgo (SV), Peter Clinch (PC), Sandra Boyd (SB), Robert Landauer (RL), Bill Hatton (BH), Heather Trott (HT), Alan Robinson (AR), Rose Griffiths (RG)**

**Clerk: Louisa Rydon (LR)**

**BUILDING UNIQUE FUTURES TOGETHER**

MINUTES	
<b>1.</b>	<p><b>Welcome, Introductions and Apologies</b></p> <p>Apologies were received and accepted from Marion Wilcock (MGW). As health and safety governor, SV was asked to chair the meeting.</p> <p>SV clarified that NGA advice had been taken by MGW regarding the decision to reopen schools. The advice was that it was an operational decision by the Head Teacher with full consultation with the governing body.</p> <p>However there is conflicting advice from other sources as to whose decision it is to open the school to a wider group. As such an extraordinary FGB had been called to ensure governors were fully aware of the steps being taken by WM, ask questions and feed into the plans and risk assessment. The extraordinary FGB is to ensure that all governors approved the risk assessment, plans and next steps involved in the decision.</p>
<b>2.</b>	<p><b>Declaration of Interests</b></p> <p>SB: chair of governors at Windmills</p> <p>AFR: Special Schools' representative on e-PD (enable learning) Board.</p>
<b>3.</b>	<p><b>Covid Phased Return Plan Risk Management</b> (appendix A)</p> <p><b>Risk Assessments – general (B), classroom (C), lunchtime (D), playtime (E)</b></p> <p>AFR thanked MGW and SV for the support they had given over reopening plans. Governors recognised the enormous amount of work that had gone into the risk management plan and assessments. AFR confirmed the documents were continually updated as further guidance was received. They were working documents to be adapted as more pupils returned to school.</p> <p>Following the parental survey 47% of parents did not want their child/ren to return before September at the earliest. 21% of staff were currently shielding. There had been an average of 20 pupils per day since 23/3 and currently 35 pupils were expected from 8/6. Governors supported the coded list prioritising pupils for return (appendix I) and the decision to allow priority group 2 to join the priority one group on 8/6.</p>
<b>4.</b>	<p><b>Covid Operational Model</b> (appendix F)</p> <p>AFR talked through the pod structure and how it could expand as pupil numbers grew. Chris Carter's return to school document demonstrated how different school was going to be and how challenging it would be for WM pupils. Governors applauded the plan to include returning to school as part of the curriculum.</p> <p><u>College site</u></p> <p>AFR stated that the risk assessment and plans related to the school site and the college site would remain closed for the time being. AFR further explained that the college site could be opened with 48 hours' notice.</p> <p>A detailed discussion around the college site included the following:</p> <ul style="list-style-type: none"> <li>• AFR felt that the priority groups 1 -3 could be accommodated at the school site</li> </ul>

	<ul style="list-style-type: none"> <li>• Governors felt that given the huge amount of work involved in risk assessing and planning for the school site that this should be the focus at the moment.</li> <li>• All appreciated that challenges in opening up the college site were very different to the school and required further consultation and a lot of planning.</li> <li>• Governors recommended that the college remain closed until September giving time to get everything ironed out and any lessons learned on the school site and looking at the college in August if appropriate.</li> <li>• HT felt that bump up days could effectively be run on Microsoft Teams as many factors would vary anyway between what the students class would look like now and post Covid.</li> </ul> <p>Governors asked AFR questions during the discussions around the documents presented</p> <p>Q: What happens if a staff member becomes ill in class? A: Follow national advice; take the pupil out of class with staff member who wears PPE. Testing and isolation to take place. If the test is returned as positive contact tracing teams would contact the school for further guidance on cleaning and isolation measures.</p> <p>Q: Have the risks around transporting children been considered? A: Yes, risk assessments have been completed by WSCC Transport and WM SMT . AFR stated that there will be no external trips from WM taking place until further notice which Governors fully supported.</p> <p>Q: What happens regarding PPE? A: AFR explained that government guidance around PPE was that it was only to be used for personal care and dealing with a student with suspected Covid symptoms. Staff team have been provided links to training to use and dispose of the PPE effectively.</p> <p>Q: Have you enough staff to fully staff each pod and run home learning including flexibility for absence. A: Sandra Feltham would continue to manage staff allocation. As numbers increased in school, different options would need to be followed. The school was being closed on 2/6 to facilitate staff training. MGW was attending to support and SV also offered to go in. Governors were very aware of the pressure on staff and felt the closure day was a good opportunity to address wellbeing and properly plan how the pods would work.</p> <p>Q: Governors appreciated that plans are very helpful but that it was imperative that SMT had a rapid feedback process allowing rapid adaptation of processes etc should things be identified as working well / where improvements or adaptation is needed. A: We have learned a lot during the first opening period and will continue to follow guidance and update processes.</p> <p>Q: Has the WSCC support been effective. A: We all respond to the government advice as it is given, meaning as a school we have considered our next steps before WSCC have been able to send out guidance. However, they have reacted well and we have been assured we are taking the right actions.</p>	
5.	<p><b>Re-opening and draft letter to families</b> (appendices G &amp; H)</p> <p>AFR continued to work on the letter and would add a section on the school closure. Following questions raised through AR by parents, AFR had written a FAQ (appendix L) for the website, which would be added to as new questions, arose.</p> <p>Governors asked that parents were strongly guided on ensuring pupils who should be self-isolating/shielding did not attend school.</p>	

	<p>Governors were aware that despite the robust measures in place through the risk management plan, risks could not be eliminated. AFR noted the high response to the staff &amp; governor consultation which had helped inform the management plan and risk assessments and that AFR/MGW were meeting with the school link adviser (Rachel McDonald) to go through the plan again.</p> <p>AFR reported that the WSCC link adviser had assured WM that the school was covered under the WSCC Insurance in the event of any Covid related incident. SV reported that MGW had written to Paul Wagstaff asking for a formal indemnity for governors and SMT regarding the decision to opening up the school as per government guidelines. Following the meeting MGW received the reply:</p> <p><b>From:</b> Paul Wagstaff &lt;<a href="mailto:Paul.Wagstaff@westsussex.gov.uk">Paul.Wagstaff@westsussex.gov.uk</a>&gt;  <b>Sent:</b> 25 May 2020 12:15  <b>To:</b> Marion Wilcock &lt;<a href="mailto:MWilcock@woodlandsmeed.co.uk">MWilcock@woodlandsmeed.co.uk</a>&gt;  <b>Subject:</b> RE: Indemnity for Governors on School re-opening</p> <p>Marion</p> <p>I apologise that I did not get back to you regarding your question re liability. However, I have now had this response from our legal team. I am told that Woodlands Mead is insured with WSCC and so the governors are indemnified already. However, they would need to follow our advice, put in place risk assessments and take all reasonable steps to be covered. I know that Adam has been working alongside all our headteachers of our special schools regarding risk assessing any return and all our schools will be engaged in discussion on their risk assessment to ensure that it has considered all aspects.</p> <p>Therefore, Marion, we have confidence in the school that, should plans be linked to the analysis of risk in any phased return, the governors would be covered by ourselves. Best wishes and I hope this alleviates any concerns you may have had.</p> <p>AFR reported on his communications with the Unions and had confirmed he would take on-board the further guidance provided by Unions, But that he would not be providing any union with additional information requests. His priority is to ensure all staff were kept safe and thoroughly informed using WM risk management planning documents.</p> <p>Governors unanimously voted to approve the management plan and risk assessments on the understanding they were live documents. They expressed their support and thanks to AFR, the SLT and entire staff team for the flexible and determined way they had responded to the pandemic.</p>	
6.	<p><b>Approval of Minutes dated 7<sup>th</sup> May 2020</b> (appendix J)  The minutes were approved and electronically signed.</p>	
7.	<p><b>Matters Arising/action grid</b>  Deferred to next committee and FGB meetings.</p>	
8.	<p><b>What impact has the meeting had on pupils?</b>  <b>Safety of pupils and staff was the priority in a phased reopening.</b></p>	
	<p><b>Dates for next meetings – all to be held virtually until further notice</b>  Strategy: Tuesday, 2<sup>nd</sup> June at 4.30pm, School  P,H&amp;S: Tuesday, 9<sup>th</sup> June at 4.30, College  L&amp;WB: Monday, 15<sup>th</sup> June at 4.00pm, College  Resources: Monday, 22<sup>nd</sup> June at 4.30pm, College  FGB: Monday, 6<sup>th</sup> July at 4.45pm, School</p>	LR

SIGNED.....*Marion Wilcock*..... DATE.....9<sup>th</sup> July 2020.....

**ACTION GRID 20th MAY 2020**

4	Governors to support on school closure day, 8/6/20	✓
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**OUTSTANDING ACTIONS GRID 7th MAY 2020**

6	Report to governors on Building Business Case and Development Agreement	✓
6	Gather information/experience on school modular buildings	✓
8	Additional clause on post 19 provision in strategy	✓
8	Add column for fundraising specific to college to fundraising plan	✓
8	Add self-governance quiz to Training Log	✓
8	Pupil voice to L&WB committee	✓
9a	Ensure SIA visit on sequencing/deep dive is rescheduled.	✓
9d	Governors to undertake NGA training and join leadership & webinar training. <a href="http://www.govern-ed.co.uk">www.govern-ed.co.uk</a>	✓
13	Add PPE to risk register	✓

Appendices

- A. Covid Phased return plan risk management
- B. General risk assessment
- C. Classroom risk assessment
- D. Luncetime risk assessment
- E. Playtime risk assessment
- F. Covid operational model
- G. Reopening
- H. Draft letter to families
- I. Pupil return, school, college
- J. FGB minutes, 7/5/20
- K. Pupil priority list
- L. FAQ