



**SPRING COMMON ACADEMY
BOARD OF TRUSTEES' MEETING**

Wednesday 15th July 2020 – 6pm

Remote meeting held on Zoom due to the Covid-19 Pandemic social distancing requirements

MINUTES

Present remotely:

Judy Ward (Chair)	Kim Taylor, Executive Head (KT)
Sue Bailey (SB)	Rebecca Ward (RW)
Michael Westcott Rudd (MWR)	Ilker Yoney (IY)
Keith Strong (KS)	Wayne Palmer (WP)

In Attendance remotely: Nathalie Watkins (Clerk)

No.	Minutes	Actions
1.	<p><u>WELCOME AND APOLOGIES</u></p> <p>This was a remote meeting held on Zoom due to Covid-19 Pandemic social distancing requirements.</p> <p>Trustees had been briefed prior to the first remote meeting that they were to ensure that they were in a suitable location where they could not be overheard should confidential matters arise.</p> <p>Apologies were received and accepted from Taff Gidi and Jay Browning. No apologies were received from Lynda Adam but Lynda sent an email after explaining that she had not received the meeting link.</p> <p>The meeting was quorate with over 3 Trustees logged in</p> <p>The Chair welcomed everyone and summarised that the reason for tonight's meeting was to run through the documents and processes/procedures for fully opening the school in September under Covid-19 Govt guidance.</p>	

READ & AGREED AS A TRUE RECORD

Signed.....(Chair) Date.....

<p>2.</p>	<p><u>SEPTEMBER OPENING DOCUMENTS FOR REVIEW</u></p> <p>All documents had been circulated in advance of the meeting</p> <ul style="list-style-type: none"> • <u>Health & Safety policy update</u> <p>KT explained that this was written in collaboration with other special heads and LGSS Health and Wellbeing support. The document covers changes in guidance on how to deal with Covid-19. It incorporates July 7th guidance as well as more recent smaller amends. As there are continual amends coming through SCA have decided to train staff to the specifications in this version of the policy and any more amends will be passed on to staff in training in September.</p> <p>DECISION: Trustees approved the Health & Safety policy acknowledging that it will be a working document</p> <ul style="list-style-type: none"> • <u>Covid-19 Health & Safety Risk Management Assessment</u> <p>KT/JM are part of a group of Special Schools and LGSS H&S representatives who have created this document ensuring that it takes account of guidance from HSE, Public Health England and the Govt.</p> <p>A Trustee raised concerns that the document had not been completed as the 'Action by whom' and 'Action by when' columns were blank. KT explained that the majority would sit with the JM and SLT. ACTION: KT to complete the by whom and when columns prior to publishing on the school website</p> <p>DECISION: Trustees approved the Health & Safety Risk Management Assessment subject to the above action.</p> <p>A Trustee asked if a wider group of people than SLT should be responsible for cleaning outside equipment as it will be quite time consuming. KT explained that this responsibility would sit with the staff in each bubble. SCA does not have much fixed equipment so it will be staff's responsibility to clean any equipment their bubble uses outside.</p> <ul style="list-style-type: none"> • <u>Staff Operational Guidance and Timeline for Preparation for September Government Guidance Implementation</u> <p>Expecting to have 6 age related bubbles in September (a bubble timetable for reopening had also been circulated for Trustees interest). If a case of Covid is confirmed then only that bubble will need to isolate. A Trustee asked if there would be budget implications as a result of bubbles being unable to share equipment. KT affirmed, SCA have already had to order some additional equipment SCA loaned out a lot of equipment during lockdown so needs to recall it and if in a poor condition will need to replace it.</p> <p>DECISION: Trustees were comfortable with the content of the Operational guidance</p> <p>KT explained that the SLT were looking at fire safety amendments at present for September and this will be explained at next week's meeting. Also looking into the feasibility of sessional subject teaching.</p>	<p style="text-align: center;">KT</p>
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- Safeguarding and Child Protection Policy for Sept 2020

This is a locally agreed policy for Cambridgeshire and Peterborough from the Local Authority received by SCA a couple of days ago. Amends had been highlighted. Very little has changed since the last version. KT has added the additional wording used in the current SCA policy around safeguarding arrangements when offsite to this new version.

DECISION: Trustees approved the Safeguarding and Child Protection Policy

- EHCP Statement easements

KT explained what EHCPs were to new Trustees. KT explained that the easements granted by the Govt to say it was acceptable to not deliver all outcomes will end on 25th Sept at which point full provision is expected. KT sees this as a big issue and risk to SCA as all health services are currently only being provided remotely. With no school visits being done by speech and language therapists, physios etc the delivery of the health part of the EHCP will be hard to achieve. This is an issue for all schools who have SEND children not just special schools.

As part of a strategic group looking at this KT has produced a protocol for returning children from shielding. [A Trustee asked if parents were complaining about the lack of health provision.](#) KT said not at present as understand in the middle of a health crisis however when the easements are lifted in September they will understandably be questioning this. SCA is trying hard to get in contact with all health specialists who come into school to discuss them returning to school in September. The NHS however has not yet completed its restoration plan for September so there is little guidance available. [A Trustee asked about training that the NHS deliver to staff eg epipens.](#) KT explained that this was all available online for the theoretical work however staff need to be observed once or twice to have their competency signed off which is not currently possible.

- Parent Questionnaire

SCA have sent out a soft questionnaire for parents to complete to identify the barriers for parents with regards their children returning to school. Those who did not respond were called and the questions discussed on the phone. A Strategic Plan - Attendance and returning pupils back to school has been created based on the responses. 5 key reasons have been identified and processes to deal with these are being developed. The intention is to do an audit next week as to how many children are back at school (59 today) and then have a big push in September. KT acknowledged that it will be tricky in some circumstances (where health provision is expected) but is clear that the school will work very closely with parents and students to help with a return to school.

SCA have worked very closely, virtually, with social care to get children in to school however the school is aware of several Section 17 children whose parents do not wish them to return to school.

- SEN External Consultant's reports - Jan Martin's Note of Visit and SIS/SIP in touch visit report

KT and Chair were both very pleased with how positive this report was. Chair was

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	<p>pleased that Jan had spoken to so many of the SLT and that she had identified that the Academy was trying hard to get children back into education rather than just providing childcare.</p> <p>A Trustee asked if there had been an agreement that no targets would be set.</p> <p>A. Jan felt that the school was generating its own and was doing more than most other schools so they were not necessary at present.</p> <p>Chair asked if any Trustees had any questions or concerns regarding the full opening of school in September after the documents discussed in the meeting.</p> <p>There were no questions</p> <p>KT advised that she had also sent Trustees documents on Covid – 19 transmission information and new Test and Trace poster for the local area.</p>	
3.	<p><u>DATE OF NEXT MEETING</u></p> <ul style="list-style-type: none"> • 22nd July 6pm 	

Meeting ended 6.40pm

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Signed.....(Chair) Date.....