



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

Thursday 21st May 2020 – 6pm

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

MINUTES

Present remotely:

Judy Ward (Chair)	Lynda Adam (LA)
Kim Taylor, Executive Head (KT)	Sue Bailey (SB)
Rebecca Ward (RW)	Jay Browning (JB)
Ilker Yoney (IY)	Taff Gidi (TG)
Michael Westcott Rudd (MWR)	

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>No apologies were received from Wayne Palmer or Keith Strong however the invite to the meeting was only sent at 9.15am this morning so Trustees agreed that it was likely that neither had seen the invite.</p> <p>The meeting was quorate with over 3 Trustees logged in</p> <p>The Chair welcomed everyone and KT thanked everyone for attending at</p>	

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	such short notice.	
2.	<p><u>INTRODUCTION TO THE MEETING</u></p> <p>The Chair summarised that the reason for tonight’s meeting was for Trustees to approve 3 documents:</p> <ol style="list-style-type: none"> 1) Update to Health and Safety Policy for Coronavirus – Covid-19 2) SCA’s Covid-19 Risk Management Assessment (Educational Settings) for proposed expansion of pupil numbers on 1/6/20 in line with Govt. requirements 3) Summary document of advice about who can and cannot attend the workplace due to continuation of the coronavirus outbreak. This is accompanied by the proposed letter to staff from KT about the document <p>The Clerk had sent out a brief summary of the need for the meeting with the invite and the Clerk and KT had sent out the relevant documents during the day.</p> <p>KT explained that the Govt. are making a further announcement on 28th May regarding the 1st June ‘reopening’ of schools so a FBT meeting has been put in for 29th May to discuss anything that may come out of this. Several councils have agreed that they are not working to 1st June deadline but as the R level is low in this area CCC are working to this date.</p> <p>Although the school has remained open to specific children outlined by the Govt. it has been working as a childcare provider rather than an educational provider. KT hopes to reinstate the educational focus from 1st June.</p> <p>KT confirmed that there have been no cases of Covid-19 in staff or pupils at the school.</p>	
3.	<p><u>UPDATE TO HEALTH AND SAFETY POLICY FOR CORONAVIRUS – COVID-19</u></p> <p>KT explained that this had been written in conjunction with other Special Heads who were all adopting this update.</p> <p>DECISION: Trustees agreed to accept the proposed Coronavirus – Covid-19 update to the Health and Safety Policy.</p>	
4.	<p><u>SCA’S COVID-19 RISK MANAGEMENT ASSESSMENT (EDUCATIONAL SETTINGS) FOR PROPOSED EXPANSION OF PUPIL NUMBERS ON 1/6/20</u></p>	

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KT explained that 'schools reopening' had now been rephrased to 'the expansion of numbers' as many schools have not actually closed for key workers' children. The Academy has worked closely with the Local Authority's Health & Safety team and other Special School Heads to complete this document.

KT explained that SCA is expecting an additional 10 pupils from 1st June to add to the approx. 20 students currently attending as children of key workers or on care plans. KT explained that the children and staff would be placed in groups or 'bubbles' not mixing outside of their group. There will be: one Reception bubble with 3 children in; two Yr1 bubbles each with 3 children in; one Yr6 bubble with 4 children in. [A Trustee asked where the figure of 10 had come from.](#) KT explained that it was from those eligible (ie Reception, Yr1 and Yr 6 pupils) where parents had said that they would like their child to return to school.

Today the school received an official letter from the NHS informing them which of their pupils are shielding. There are 43 names on the list (around 25% of the student body). KT explained that there was a similar percentage of staff shielding. These shielding children in combination with those already attending the school and the 10 set to return on 1st June account for around 45% of the school.

[A Trustee asked if any children coming back were on behavioural plans and if so how will this be managed.](#) KT explained that the school is not taking anyone back on 1st June with a behavioural plan and when this situation arises in the future a multiagency risk assessment will be required. There are however a couple of children currently attending school with behavioural plans and with these children there are needs to break the 2m social distancing guidance but PPE is made available. [The Trustee was concerned as the parents of these children may be the ones most in need of support.](#) KT explained that they still have access to Social Care.

[A Trustee asked if the school had given any thought to their pupils moving on to further education in September and the anxiety their parents may be feeling.](#) KT explained that all the students already have confirmed places for September. Many of the FE colleges are not planning on reopening until then. KT said that they will have to check in with parents in September (even though no longer SCA pupils) as there are very few staff available at

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present at these institutions.

A Trustee asked KT if she will have enough staff of all levels and areas to manage more children. KT explained that staff are currently working on a 4 week rota, working 3 days in their working week so there is plenty of resource available. It is KT's intention to gradually increase the pupil numbers at school reviewing the situation every fortnight. A Trustee asked how KT had decided who was coming back, as Special Schools did not have to follow the Reception/Yr1/Yr6 model. KT explained that these years were chosen for good reason by the Govt. KT decided, that as the younger children, in general, are the hardest to manage at home, to follow the Govt's. proposal for main stream schools.

Staff have been in school preparing classrooms this week and tomorrow Julia McIntosh (Head of School) will be doing some staff training. The remainder of the staff will undertake training during the w/c 1st June. The school does not want to delay the return for a training day.

A Trustee asked what KT saw as the biggest risk. KT explained that it has been mentioned that schools may be asked to stay open over the summer and if this is the case, paying staff and getting enough staff to run the school would be tricky. KT suggested that if it was done as a short break out of school/childcare club that would be more manageable as parents could use some of their direct payments to fund this.

Another concern of KT's was that once the school gets to 75% of students they will not have enough classrooms for social distancing. The leadership team have been looking at other spaces in the school, assessing their suitability to be used as classrooms at this point, though this is likely to be a while off.

A Trustee enquired about the availability, use and cost of PPE for the school. KT explained they have PPE and costs for this are being covered by the Govt. however it will need to be built into the budget. Government advice at present is for no PPE to be worn at school, except for the supervising of children with the Coronavirus symptoms from the guidance. Pupils with aerosol based medical procedures such as suctioning are shielded and not in school.

A Trustee asked if funding will be withdrawn from the school for those

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pupils shielding. KT said this was not the case and there was a law in place to protect this.

A Trustee asked how long the children on the NHS list were shielding for. KT explained that a start date was provided but the school have been told that pupils remain on the list until the school receive notification from the NHS that they can come off it. KT has asked the local Authority to provide a letter or guidance to this effect as there may be families who feel that their child can go back to school and no longer needs to shield but the school will have to turn them down using risk assessment.

There have been lots of statements from Unions, a Trustee asked if there have been any union issues at SCA. KT responded that there had been none as yet and that she feels that there is a lot of goodwill among the staff. The Academy has treated staff well, only requiring them in school every 4th week for 3 days and lunches have been provided for them.

DECISION: Trustees agreed to back the school management team to open on 1st June 2020 based on the risk assessment document and information provided by KT, Executive Head. The Chair expressed her absolute confidence that KT and the management team have done everything possible to make the setting safe for students and staff. Chair asked KT to pass on the Board's thanks to everyone working at SCA for all their hard work.

KT stated that she has a PPE meeting on Friday with health services. Trustees wanted to know if masks were to be worn by staff. Masks are to be worn where a risk assessment deems it necessary, for example if a child is spitting or if a medical procedure is required that is aerosol based. Masks will not be worn in general. KT felt that this may have to change if those currently shielding return. A Trustee suggested that plastic shields had been seen as less worrying to young children than masks as the mouth can still be seen.

A Trustee asked if there will be a staggered start to the day so not all children are arriving at once. KT explained that EY's will have their own gate and then Education Transport that bring many children to school have a code of conduct that is to be followed by children regarding the number of children in vehicles and the behaviour in them. Students will remain in the vehicle when they arrive at school and then be collected by teaching

	<p>staff from the car. Those coming to school with parents will start at 9.30 rather than 9.10 to stagger arrivals.</p> <p>Lunchtime and break time rotas have been looked at so as to ensure all staff get a break and there is no infringements of bubbles.</p>	
5.	<p><u>SUMMARY DOCUMENT AND ACCOMPANYING LETTER TO STAFF OF ADVICE ABOUT WHO CAN AND CANNOT ATTEND THE WORKPLACE DUE TO CONTINUED CORONAVIRUS OUTBREAK</u></p> <p>KT explained that this document was to support the Head of School and the letter to staff from KT was to explain that this will be the guidance document used by the leadership team from 1st June 2020.</p> <p><i>A Trustee asked what support the school is providing to staff especially around their mental health.</i> KT explained that staff can be put in touch with EPM, the Academy's HR provider, to receive 6 counselling sessions. Apart from this the leadership team are trying to maintain very good communication with all staff and ensure that they signpost staff to appropriate support available in the community or via the NHS as required.</p> <p><i>A Trustee asked KT what the school was doing about any staff that were very anxious about returning to work but did not have any medical reason preventing them returning. The Trustee wanted to know how their wellbeing was being looked after.</i> KT explained that there had been a few staff members feeling like this early on but with plenty of talking and reassurance there were now only a couple of staff in this position. These staff have medical conditions but they are not considered to be conditions that require them to shield; however they feel they should be shielding. KT explained that they have no reason not to be in so they would be required to come in and socially distance but that the leadership team would ensure that they signpost staff to appropriate support and also take time to alleviate fears by explaining precautions being taken. The approach to staff will be on a case by case basis as circumstances differ.</p> <p>DECISION: Trustees approved the summary document and accompanying letter regarding who can and cannot attend the workplace due to the Coronavirus outbreak. KT explained that she was not looking to send this to staff until after the briefing from the Govt. on 28th May in case any changes are required but thanked Trustees for signing it off so if no amends are required it can be sent out immediately following</p>	

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	the briefing.	
	<p><u>AOB</u></p> <p>Several Trustees were keen to purchase Zoom so that meetings were not limited to 40 minutes and they were not cut off mid flow. KT said that she would look into it but advised that the Council recommends that Microsoft TEAMS should be used rather than Teams. The Trustees pointed out that to use Teams you need Microsoft 365 that not everyone has access to.</p> <p>ACTION: KT to liaise with Judy Ward and Sue Bailey regarding progressing this.</p> <p>There has been a new meeting scheduled for 6pm on Friday 29th May to review any changes that may be needed following the Govt. briefing on 28th May.</p>	KT
6.	<p><u>DATE OF NEXT MEETING</u></p> <ul style="list-style-type: none"> • Friday 29th May 6pm via Zoom • 23rd June 6pm • 22nd July 6pm 	

Meeting ended 6.50pm

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