



MILLTHORPE SCHOOL

**Minutes of the Meeting of the Board of Governors
held via Video Conference on Monday 8th June 2020 at 6pm**

- Present:** Trevor Burton (Executive Headteacher) Simon Bull
 Renee Rainville (Chair) Tim Moat
 Bill Schofield Jane Terrett
 Dave Merrett Trevor Charlton
 Fay Bound Alberti Tim Hooper
 Amanda Stipetic Claire Smith
- In Attendance:** Gemma Greenhalgh (Head of School), Alex Collins (SBM)
 Sophie Triffitt (Clerk)

	Action
<p>1. Welcome & Introductions, Apologies, Declaration of Interests, Any Items for AOB The Chair welcomed everyone to the meeting. For the record of the minutes the meeting was held by video conference. Apologies for absence were received, with consent, from Roy Moore.</p>	
<p>2. Applefields Project Proposal – Review and Approval (previously distributed) The Chair explained that there is a need to review the project proposal. The Executive Headteacher noted that the original plan to complete by 1st September will likely be delayed to the 1st October and confirmed that Net Zero have agreed to include a no cost overrun clause to the contract to protect the MAT but CYC have not yet signed the Funding Agreement. Challenge: A governor questioned point 5.2 and asked if the annual rent of £4.5k against the total cost of £250k should be higher. The Executive Headteacher explained that the rental fee equates to 1.85% of the £250k cost and felt this was a fair agreement for the benefit of special needs students but would review with the Applefields Headteacher if governors requested it. Challenge: A governor asked if the agreement addresses fluctuation of annual rent if costings change. Challenge: A governor asked if it is possible to build in an annual review. The Executive Headteacher suggested that it was possible but contract changes with CYC could take a significant amount of time but he will raise this with the Trust. A governor noted the risk that a review could also result in a lower rent rate being set. The SBM noted that the rental charge and review is set up in a separate schedule that has not yet been drafted. The SBM explained that there is a contract to build and leasing contracts between the school and CYC / Applefields. Challenge: A governor noted point 2.14 and that Applefields students have already been in mainstream lessons and questioned how this is managed in already full classes. The Executive Headteacher explained that class sizes can't be reduced but it would be possible to say that Millthorpe can't accommodate Applefields students in certain classes due to size and need of the class. This should only be an issue due to the size of the rooms as Applefields students should be accompanied by their Teaching Assistant. The Head of School explained that there were some teething issues and concerns at the start of the programme but overall it has been a positive introduction to school. Challenge: A governor asked if the agreement could be negotiated to supplement the cost of teaching / support staff for mainstream classes to support the lessons that may go over capacity. The Executive Headteacher noted that the key issue is capacity of the classroom not teacher capacity. Challenge: A governor questioned if there is still a need for social distancing in September how this will effect Applefields students on site. The Head of School explained that children with an Education and Health Care Plan, Year 10 and vulnerable children are on site and Applefields students are looked after in their base by Applefields staff. Moving into September it will depend on what is needed but there could be a problem if the build is not complete. Challenge: A governor asked if the rental costs were agreed under normal operating before Covid-19. The Executive Headteacher confirmed the rental charge was agreed pre Covid-19 and explained the delays in CYC signing of the funding agreement and Trustees concerns of signing off the commitment to build without this funding agreement. The Executive Headteacher did not expect any additional costs for this project linked to</p>	

	<p>Covid-19.</p> <p>Challenge: A governor asked if the SBM will manage the onsite project. The SBM confirmed he would and CYC have appointed a project manager but this is mainly from a financial perspective.</p> <p>Challenge: A governor asked who is responsible for finances and overseeing the build. The SBM explained that the Trust through the CFO will be responsible for signing off the costs, CYC will agree with the contractor a monthly reasonable invoice, the contractor will invoice the Trust and the Trust finance team will have approval and issue invoices to CYC. The 1.5% management fee for Millthorpe management will be paid to the Trust and as far as the SBM is aware this will be passed onto the school.</p> <p>Challenge: A governor questioned if there is capacity at Millthorpe to manage this project given that the Deputy Head has left and the additional Covid-19 pressures. The SBM felt that there are legal complexities to the documents but the project itself is straightforward. Net Zero know the site and have prepared the ground for this part of the project. Supervising the project should be straight forward and the majority of the work will take place over the summer. Net Zero have developed Covid-19 procedures as they are already on sites across the UK and the process of assessing and monitoring work on site should be routine.</p> <p>Challenge: A governor asked if there are any concerns with the works carrying over into September. The SBM explained that this will be reassessed nearer the time but would expect the main structural work to have been completed with second fix and finish elements to be undertaken in September.</p> <p>Resolution: Governors unanimously approved the Applefields Project Proposal for approval by the Trust Board.</p> <p>Resolution: Tim Moat was appointed as link governor for the Applefields project.</p>	
3.	<p>COVID-19 Wider School Opening Risk Assessment – Review and Approval (previously distributed)</p> <p>The Head of School reported that there had been 203 responses to the Year 10 survey and 126 (62%) confirmed their return to school and 34 are yet to respond so attendance could be as high as 80%. Capacity has been built in to the plan to accommodate the full year group but it has been made clear that school will need 72 hours' notice for attendance planning. A Home School Agreement has been put in place and has not raised any concern.</p> <p>Challenge: A governor noted that age and race are not included in the hazard list. The Executive Headteacher explained that the Risk Assessment was not allowed to be amended at school level. The Health and Safety advisors have instructed that the headings cannot be amended or added to but any additions / comments are included in the additional information column. The Executive Headteacher will check with the Trust what the process is for amending the Risk Assessment as things change.</p> <p>Challenge: A governor noted that the classroom atmosphere will be very different and asked how that will be communicated to pupils before they come back to school. The Head of School explained that the first session back in school will be focused on wellbeing and transition to support the reintroduction to school.</p> <p>The Head of School noted that the reference to a Teaching Assistant and PPE on page 5 was linked to a student with additional needs and the wearing of PPE would have been a condition of providing support. School were awaiting advice on this but this student will not be back in school before the end of term.</p> <p>Challenge: A governor asked if the school will consider the use of face masks despite government not advising it at this time. The Head of School explained that the plans are in line with guidelines but staff and students will have the choice. If compulsory school would need to provide the face masks. The Head of School explained that there is a two metre square around each desk and a two metre marker line for teachers who will not be moving around the classroom as they would in primary school. The SBM noted that all schools in York are following the same risk assessment and if choosing to go against the advice and other schools in York there should be good reason. As there is experience of students being back in school there should be reasonable mechanisms to adjust practice in school.</p> <p>Challenge: A governor asked if the unions signed off the Risk Assessment. The Executive Headteacher confirmed that the message is that unions signed off the document as a basis for the production of school risk assessments.</p> <p>Challenge: A governor suggested including wording that the decision of compulsory face masks will be under review based on emerging evidence and advice. The Executive Headteacher noted that the school could not provide face masks to that level to reduce risk further.</p> <p>The Executive Headteacher noted that the risk under this risk assessment in school is very low and activity</p>	

outside of school is higher risk.

Challenge: A governor asked how non conformers will be managed. The Head of School noted the difficulty of not knowing what the students are doing outside of school and can only inform parents and students of the expectations but there will be staggered start and end times and managed entry and exit to school. The Home School Agreement states the school expectations but what students choose to do outside of school cannot be managed by school.

The Head of School confirmed that English, Maths, Science, History and Geography will be delivered in school.

Claire Smith left the meeting at 7.10pm.

Challenge: A governor asked for an update on vulnerable staff. The Head of School confirmed that two members of staff were officially shielding and in the extremely vulnerable category and are not being asked to come in. Discussions have taken place with staff in the clinically vulnerable category to address any concerns. There is strict social distancing and plans to minimise the number of occasion's staff are in school and colleagues seem to be reassured. The Executive Headteacher explained that there are some child care elements to be considered as some primary schools are not opening on certain days so rotas have been reviewed to support staff but if there is much wider opening it will be difficult to manage staffing.

Challenge: A governor asked what the capacity is with social distancing. The Head of School explained that until more is known further plans cannot be made.

Challenge: A governor asked if there was a risk with having microwave and fridges in the library as opposed to opening the staff room. The Head of School explained that there is no need for lunch facilities for Year 10 staffing due to the timetable but is in place for teachers working with key worker children.

Challenge: A governor noted that the Risk Assessment references cleaning schedules but there is no detail on these schedules. The Head of School explained that there was limited time to have the Risk Assessment ready and the schedule was part of the action plan. The SBM confirmed that the schedule is in place and the Site Manager is taking staff through the schedule on Friday and staff will be directed to duties. The schedule is based on guidance for cleaning educational establishments with a focus on cleaning all areas that are touched and toilets will be regularly cleaned.

Challenge: A governor asked if the electronic entry system will be in use. The Head of School confirmed that the electronic entry system will be on for the closed buildings and turned off for the open buildings for the start and end of sessions but turned back on when lessons start to secure the site. The advantages of the Year 10 model is that staff can manage entrance and exit without use of the finger print system.

Challenge: A governor asked how door hygiene will be managed. The SBM explained that any doors that can be safely left open will be, including classroom doors to reduce the need to touch doors. The only doors with regular contact during the day will be toilet doors but the person going in will be washing hands on exit and door cleaned when toilets are cleaned regularly throughout day and at the end of every session. There will also be staff duty to monitor toilet entry and protocols and system in place for hygiene including hand gel on entering classroom.

Challenge: A governor asked what provision will be in place for those not coming into school to ensure they do not fall further behind. The Head of School explained that attendance in school is to supplement the online learning and resources would be available for children not in school. The remainder of the work will continue on Class Charts. The time in school per subject is low and little can be put in place to prevent students falling behind but there may be lessons to be learned from those in school to help all students.

The Head of School informed governors that school is looking to move to Google Classroom for easier and more interactive engagement over the summer and hopefully deliver staff training before the summer. The delivery and content of work has developed over the closure period.

Challenge: A governor asked if it is possible to have a periodic open / question and answer / discussion session. The Head of School explained that this will become more problematic as more teachers are coming in to teach Year 10, key worker and vulnerable children increasing the time in school. The variety of different circumstances and fixed teaching times would also make this difficult to manage.

Challenge: A governor asked if there is a long term plan to deliver technical subjects remotely. The Head of School confirmed there is no plan at this stage and explained that the decision to work in bubbles directed the subject delivery. Delivery of Design Technology will be dependent on what is happening in September.

Challenge: A governor raise concerns about relying on the testing and track and trace system in the early stages for those displaying symptoms and questioned if the action should be as if a positive result is assumed. The Executive Headteacher noted that if someone has symptom they have to stay at home until a test result which reduces risk but the risk cannot be fully eliminated.

Fay Bound Alberti left the meeting at 7.39pm.

Challenge: A governor asked if alcohol based gel will be in use. The Head of School confirmed that alcohol based hand gel will be used as the risk to Year 10 students of using it is low. The Head of School explained that there will be a timed hand wash on entry to school, students will then move into lines and as they enter the classroom they will use alcohol based hand gel and there will be a timed hand wash on leaving school.

Challenge: A governor asked if the school has all the PPE supplies needed for this risk assessment level. The Head of School and SBM will be on site this week to sort out health and safety, PPE packs and marking out. First aiders have access to PPE and there will be a facemask / glove pack in each classroom box for an emergency.

Challenge: A governor noted the reference to visitors and contractors and asked if there is a screen in reception. The Head of School explained that staff will be based well away from the reception and are not anticipating many visitors.

Challenge: A governor asked if PPE disposal is being addressed. The SBM explained that only first aid staff will be using PPE and training will be delivered in line with government guidance.

The Head of School reported that all staff have completed online first aid training.

The SBM confirmed that the Net Zero Risk Assessment has not been received but they have confirmed this will be in place for works starting.

Challenge: A governor asked what ventilation there will be. The SBM confirmed that all classrooms being used have opening windows but he can't confirm air change measurement. The vast majority of the rooms had windows replaced as part of the CIF programme and are modern windows designed to promote air circulate and classroom doors will be open. The Quad area has windows that can be opened at the top and bottom for maximum ventilation.

The Executive Headteacher confirmed that in school union reps have been consulted and it will be shared with regional union reps. The initial risk was high but implementation of control measures reduces risk to medium.

Jane Terrett left them meeting.

Challenge: A governor asked if all actions scheduled for last week and today have been completed. The Head of School reported that any outstanding actions are scheduled to be completed by the end of the week.

Challenge: A governor asked if there are any vulnerable students in need of risk assessments. The Head of School confirmed that risk assessments are in place for identified students including SEND students and some children had risk assessments to understand if they can manage in this context.

The Head of School explained that despite pupils being at home 80% of the time school are not allowed to send pupils home so would need to use fixed term exclusions so have amended the Behaviour Policy to reflect this and certain intentional behaviour will result in immediate fixed term exclusion. Unintentional behaviour would lead to parental engagement and if continues result in a fixed term exclusion. Students will be in class for such a short period of time but disruptive behaviour will be managed through a reminder, warning, escalation to a senior member of staff and if the behaviour continues a fixed term exclusion. There are four children in Year 10 who will have removal to home written in to their risk assessment as part of management of behaviour.

The Head of School confirmed that detail of the actions and process will be monitored when students are in school and senior staff will be on site to see the plan in practice. Changes to the national picture would potentially change the processes in place.

Challenge: A governor requested that the decision on compulsory facemasks in enclosed spaces for both students and staff be raised with the Trust Board and be under regular review.

Challenge: A governor asked if a governor could visit school to see the risk assessment and actions in practice. The Head of School explained that staff have been put in bubbles with specific groups to minimise any cross over and felt this would put the bubbles at risk.

Challenge: A governor asked how practice can be monitored and evidenced. The Head of School offered to

	<p>send a walk through video to governors.</p> <p>Resolution: Governors agreed the Risk Assessment (1 against, 8 in favour) but requested regular review and to add or modify content in light of implementing in practice.</p> <p>It was noted that the vote against was not a reflection of the work from SLT but the governor did not feel they could vote for wider reopening at this point based on the track and trace system and response level to a suspected case.</p> <p>Challenge: Governors wanted confirmation there is sufficient PPE in place.</p> <p>Challenge: Governors requested regular updates on wider reopening and wanted to be able to reverse the decision in light of further information.</p> <p>Governors recorded their thanks to the Head of School, Executive Headteacher and SLT for their hard work in completing the Risk Assessment and putting Covid-19 practices in place.</p>	
4.	<p>Any Other Business There were no items for discussion under AOB.</p>	
5.	<p>Future Meetings 16th June 2020 6th July 2020</p>	
Meeting end time 8.24pm		
<p>_____</p> <p>Ms Renee Rainville Chair</p>		<p>_____</p> <p>Date Signed</p>

Action Plan following the Meeting of the Local Governing Body on Monday 8th June 2020

	Action	Agenda	Person	Date
1.	Include Pupil Premium destination data and transition plans on Pupil Premium Link Visit.	4.1 (25.02.20)	PP Link Governor	June 2020
2.	Link Governor and SBM will meet to review health and safety management.	5.2 (25.02.20)	SBM / Dave Merrett	June 2020
3.	Confirm governors are on the parent communication distribution list.	2 (14.05.20)	HofS	May 2020
4.	Safeguarding Policy addendum and Staff Code of Conduct Mobile Phone Addendum to be added to the document folder on Decision Time.	2 (14.05.20)	HofS / Clerk	May 2020
5.	Share the risk assessment and reopening plan with governors and governors be invited to provide advice and ask questions.	3 (14.05.20)	HofS	May 2020
6.	Make a formal request for the Trust to consult fully on the levy and central budget for 2020-21.	3 (14.05.20)	Chair	May 2020

Future Agenda Items

June 2020	July 2020
Tour of new buildings Extracurricular audit and participation rates Option Choices for Year 9 Finance Review Form for the Trust	Governance Review Action Plan timescales.