

Minutes of the Extra-Ordinary Meeting Thursday 13th August at 2pm using Google Meet

Present: Muir Mathieson (Chair), Stuart Wilson (Head), John Gilbert, Eilis Cope, Amanda Arrowsmith, Graham Ayre, Andrew Wilson & Caryn Roberts.

Apologies: Becky Castledine, Chris Baldwin, Alison Campbell-Black & Nigel Riglar.

In Attendance: Emma Gray & Glen Blamer

1. Apologies & Welcome

MM welcomed all the governors to the meeting.

Apologies were received from BC, CB, ACB & NR. These were accepted by all.

2. September re-opening

The risk assessment for September and 'Return to Work for Staff' documents had been circulated to governors prior to the meeting.

EG explained that the risk assessment for full opening in September was different than the one written in June. For this document, the template produced by the Health & Safety Executive for the workplace was used along with detail from the RA written in June. The RA includes details requested by staff union representatives during a meeting in mid-July to discuss a return to the workplace.

This risk assessment applies to students, staff, visitors and contractors. The proposed document also differs from the previous version as it looks at the situation moving forward, and should be sustainable for the long term rather than a short term solution.

It is a live document; as government guidance changes, the document will be updated to reflect this.

Details for the return to school have not yet been shared with parents due to the current focus on exam results and the frequently changing directions from Government. Detail will be shared with parents later next week after the Trustees have approved plans hopefully on Tuesday 18th August.

- *GB & SW joined the meeting at 2.05pm*

SW explained the practical details of how the school day will be managed next term:

Start of term

The start of the school year will be staggered so that all year groups can be inducted into the new way of working:

- Tuesday 1st: Inset Day
- Wednesday 2nd: Years 7 & 12 will be in school
- Thursday 3rd: Years 7,8 & 10 will be in school
- Friday 4th: Years 9 & 11 will be in school; years, 7,8 & 10 will not

All students will start school on Monday 7th September following their induction the previous week.

The school day.

The school day will still be split into five periods, with registration at 8:50am

Period 1 will run from 9am to 10am

Period 2 will run from 10am to 11.20am. This will include a 20 minute staggered break.

Period 3 will run from 11.20am to 12.20pm

Period 4 will run from 12.20pm to 1:50pm. This will include a staggered lunch break.

Period 5 will run from 1:50pm to 3:05pm. There will be a staggered 10 minute departure time with the first group being allowed to leave at 2:55pm

Designated classrooms

Each Year group is classed as a bubble and will be allocated a block of classrooms. There may be some movement between these classrooms within their bubble, but mostly it will be the teachers who move between classrooms.

Year 7 have been allocated the six downstairs classrooms in the South Block; Y8 will be located in the top of the South Block. Year 9 have been allocated 8 or 9 classrooms with limited access to science and DT practical spaces. Years 10 & 11 are allocated two science labs and D&T classrooms, as well as their own classrooms. Years 12 and 13 are mostly in the East Campus, as they need more classrooms, including priority access to science, art and DT.

Years 7&8 will have limited access to practical facilities

Year groups are bubbled in one specific, contained area of the site. They will have separate break and lunch times.

There will be less social distancing within bubbles. There will be 32 students in a class, though desks will be facing forwards. There will be a 2m distancing zone for teachers, which they must maintain.

There is not a final decision yet on how TA's should work; whether they need to socially distance in the same way as the teachers, or whether to bubble within a specific year group.

Following government guidelines, years 7-11 will wear the full school uniform as normal, however on the days when they have PE, they will wear their PE kit to school as there will be limited changing facilities.

Arrivals

There is no staggered arrival time. Arrivals are currently staggered, owing to the many different methods of transport students use to get to school; however, students will go straight into their classrooms rather than waiting outside and lining up.

Lunch

There is a maximum of 3 groups at lunch at the same time. This includes a 6th Form group, who have their lunch in the 6th Form block which is separate. There will only be 2 groups in the canteen at any one time. Food will be done on a 'grab and go' basis. Biometrics will be used, but will be sanitised after each use. There will be a water bottle filling station in the dining hall; there will be no water fountains.

There will be an 'order and deliver' food service to 6th Form Centre. Arrangements have been made with SHS to split the 6th form centre areas; Marling has use of the canteen area, so Marling students can eat their lunch in there.

Departure

Buses are not staggering their departures. We hope that buses will arrive by 3pm so that the released students are not on the pavement for too long.

GCC have written to schools and explained that students will be seated in their bubbles whilst on the bus.

- *CR joined the meeting at 14.19*

Challenges

It is felt that the main challenge could be maintaining student engagement owing to the nature of how the school day must be organised. Efforts have been made to try to help with this; for example, students will not be sat next to the same person all day every day. There will also be times when students will be unsupervised whilst teachers move between classes.

- Q: Will you be undertaking any routine temperature testing of staff or visitors?
- A: No, Public Health England have stated that this is not a reliable test and therefore schools do not have to do this.
- Q: Will full PPE be available for staff?
- A: There will be full PPE available for those members of staff dealing with health issues. It needs to be medically disposed of after use. Appropriate staff were trained on this during the partial school opening when Y10 and Y12 attended.
- Q: What happens regarding the bubbles in school and busses?
- A: We need to make it clear that when students enter and leave a bubble that they are proactive in sanitizing, to try to avoid cross-contamination. School buses will also bubble, but we cannot control public transport.
- Q: How will you manage the 'at risk' pupils?
- A: We are aware of some Y10 and Y12 students who didn't attend last term and there are some high risk students in other year groups that we know of. We have been working with these known students and have put measures in place to support them. Currently they are all planning full attendance in September. If we become aware of any further 'at risk' students then we will work with them too.
- Q: What will happen later in Autumn, if there is an increase in cases locally and parents decide not to allow children to attend school?
- A: The biggest risk at the moment seems to be Swindon; a local lockdown may be imposed, but my understanding is that students still have to go to school during local lockdowns. The Government have said that all students have to attend school full time.
- Q: What is your ability to make decisions in these situations?
- A: We have to follow government advice. We would re-inforce all messages about staying safe and personal hygiene. If a student shows any Covid-19 symptoms, we will send them home. If we have a confirmed case in school, we will contact Public Health England who will explain what needs to be done and who to send home etc...
- Q: Will you increase the requirement to sign in and out of certain areas of school to allow for track and trace? For example, do we need to record if someone was in South Block for a prolonged period?
- A: No, we will know the timetables who was where, when. We are not reassigning teachers. Teachers will be socially distanced by 2m so we believe that will not be included in the track and trace.
- Q: If someone shows signs of illness and live in Swindon, what is our obligation that they get home safely?
- A: According to Public Health England (PHE), they would not be a confirmed case at that point. Our expectations are that a responsible adult would collect them immediately; this is no different to the current situation. Our assumption is that at this age, children should have the means to get home alone if necessary. EG to check with PHE whether we can send them home on public transport.
- **Action (SDB37):** EG
- Q: What will happen about appeals and re-sits for the exams? Does that add complexities to how things are managed next term?
- A: There may be quite a lot of appeals as things stand. Very few students were considering re-sitting as an option, and I think that will be the same for GCSE next week.

A short discussion was had about the A Level results for the school and what is known of the appeals process.

The governors offered their congratulations to staff and students for the A level results.

There were no further questions. SW asked the SDB whether they were happy to make the recommendation to the Trust for Marling to open to all students in September based on the risk assessment and what they had heard during this meeting.

➤ GA proposed the recommendation; this was seconded by MM and unanimously agreed.

SW explained that there may be changes once schools starts, when the proposals are put into practice. We are fully staffed for September and we are not currently aware of anyone who will need to be in quarantine at the start of term.

Q: How do we manage staff and students who have recently returned from holiday abroad and should be in quarantine

A: We will not know who should be in quarantine or not. The letter to parents will state that they should follow Government guidance about quarantine, but we don't want to put specific detail as it changes so often. If we were aware of someone breaking regulations, we would send them home. We will promote the importance of personal responsibility both inside and outside school.

Q: How do the Unions feel about the return to school?

A: We have been working with the school union representatives throughout. The documents have been drawn up in conjunction with them.

3. AOB

3.1 Y7 Admissions 2021

The Government released guidance to delay the Y7 Admissions test so that children could get back into the rhythm of education before sitting the test. Gloucestershire Grammar Schools have agreed to move it back to the 17th October. We have notified candidates. However, the Government have insisted that the Admissions Policy is compliant with this amendment, so JG & SW have updated the Policy which has been sent out to relevant bodies who are able to comment.

3.2 Regional Schools Commissioner

We have been advised that we should have sought permission from the RSC to increase Y7 PAN in 2016 and Y12 PAN in 2019. They have recognized that it is not our fault that this has not been done, but they do require a retrospective application as their paperwork states that the net capacity in our funding agreement is 800 students, but we now have 1150. Entering into a new funding agreement with DFE to increase overall PAN to 1150 will increase the net capacity for Gloucestershire schools.

3.3 Roof issues

There has been a small roof collapse of a link corridor between two buildings on the East Campus. The roof has dropped by a couple of inches. It is currently secure, but there is a small amount of asbestos in the area and we would not want to open it to students in September. There are other routes students can use. EG is putting in an emergency funding bid to the DfE to try to fix this as soon as possible. It doesn't affect the ability to use any classrooms.

MM thanked the SLT for all their hard work getting the school ready to open safely in September.

The meeting ended at 3:15pm.



22nd September 2020