

**WILLAND SCHOOL**  
**EXTRAORDINARY GOVERNING BODY MEETING**  
 MINUTES OF MEETING 28<sup>TH</sup> MAY 2020

Present: Mr R Carswell                      Chair of Governors  
 Miss A Hawkins                      Headteacher  
 Mr. T Child  
 Mrs L Cole  
 Mrs Durovic  
 Mrs. S Manley  
 Miss L Ruffle  
 Dr. E Santos  
 Mr D White

Miss A Leather                      Deputy Headteacher

Absent:                                      Rev. S Talbot  
     Dr. R Collins

Item Discussed	Action/Resolution	Gov. Action Prop/Sec
1. Apologies for Absence	Dr. Collins	
2. Declaration of Interests	Mr Child, Mrs Durovic, Mrs Manley and Mr White registered an interest as parents.	
3. Arrangements for re-opening	A survey was sent to Key Worker parents today to confirm places needed. There are a total of 96 which means that seven groups are needed to accommodate them. However, this would leave no spaces in the groups for any pupils who may require places later. If an eighth group is used then the number per group reduces to an average of 12, which would be more manageable and allow extra spaces. This would mean that the Year 1 children would not be able to return. Mr Carswell asked what the ideal number would be in each class according to the risk assessment. Miss Leather explained that it depends on the room, but about 10-12 would be manageable so going to 12 would be going to the maximum limit. Dr. Santos asked what the group size would be if 7 groups were used. Miss Hawkins said that it would be full (15) in each group. Mr Child explained that they would not all be full all the time as it depends on the parents shift patterns but these spaces cannot be utilized by other children as the bubbles must remain distinct. Mr Carswell said that the proposal for Governors is that school should have all Keyworkers children and then include Reception children but that there would be no room for Year 1. Mr Carswell asked whether DCC had given any advice. Miss Hawkins said that there was no pressure for any system of re-opening as long as it was in accordance with in the risk assessment. Mr White asked whether the Reception children would then be able to attend for more than two days a week. Miss Leather said that the staffing levels would not allow for this. Mr White said that this needed to be explained carefully to parents. Dr. Santos re-iterated that safety has to come first and asked what the potential was for an increase in the Keyworker children. Miss Hawkins said that she has been working with the information that was originally given by parents at the beginning of lockdown, although not all eligible	

	parents had requested a place at that time. With this plan there will be some scope for additional Keyworker children, but added	
4.	<p>Will be some scope for any extra Keyworker children, but added that she could envisage that at some point the school would be full and unable to take any further children, under the existing plans and based on the risk assessment. <a href="#">Dr. Santos asked if there were available spaces, whether Key Workers from other schools could be referred to the school.</a> Miss Hawkins said that this was very unlikely. <a href="#">Mrs Manley asked whether all the vulnerable children were taking up their places.</a> Miss Leather said that the number of vulnerable children who need to return potentially would increase with time but having eight groups should allow spaces for any who need to come back. This will be reviewed each week. There is also a possibility that when parents are told that Year 1 will not be coming back, more Keyworkers may come forward. <a href="#">Mr Child asked how big the classes would be if all the Keyworker, vulnerable and reception children are all in school.</a> Miss Hawkins said that they are averaging 12 with the Key Workers and vulnerable children if there are eight classes and that the Reception classes would average 14 if all the pupils came back, although several parents had said that their children would definitely not be returning at this time. Mr Child said that this suggested that the class sizes would be of a similar size at about 12. He re-iterated if the additional Keyworker group was not included, this would put the class numbers up to about 14 a class. The Governors unanimously agreed that the extra Keyworker group is needed.</p> <p>Before the return of the Reception children the Governors agreed to review the risk assessment and look at lessons that have been learned from the increase of Keyworker children to ensure that this next phase can be done safely. Mr White suggested that a letter should be sent to parents immediately to confirm this to both Year 1 and Reception parents. Miss Hawkins said that a survey will be sent out to Reception parents to assess what need there will be. Mrs Manley suggested that many parents may not have decided yet what they will do. Mr Child said that with the return of the Reception children, confidence will likely improve and more children may want to come back as time goes on.</p>	TC/DW
5. Risk assessment	<p>Miss Hawkins and Miss Leather asked the Governors to ratify the risk assessment which had been circulated to them earlier. It has been amended to allow children to bring in their own soap and hand cream if needed and that chairs will not be stacked at the end of the day to allow them to be cleaned.</p> <p>Mr Child asked that contact details should be updated for those children who will be in school.</p>	TC/DW