

Thomas Alleyne's High School, Uttoxeter

Minutes of an extraordinary meeting of the governing body (held remotely via Zoom) on Monday, 6 July 2020 at 5.00pm.

Present:

Mr M Prescott (chair), Mr A Barton, Mr M Cruddas, Mrs P Curtis, Mrs B Davies, Mr T Hollins, Dr M Jary, Mr M Osborne-Town, Mr P Taylor.

Mrs J Rudge (Headteacher)

Also in Attendance:

Mr A Storer (Business Manager)

Mr R Sheldon (Clerk to the Governing Body)

Apology:

An apology for absence was received from Mr P Hudson.

Introduction to the Meeting:

The chair thanked governors for attending this extraordinary meeting of the governing body which had been arranged to consider the headteacher's proposals for the full re-opening of the school in September 2020. The headteacher had previously circulated Government guidance documents to support the planning for re-opening of schools.

Plans for the Re-opening of the School in September 2020:

As reported at the meeting of the governing body held on 15 June, the headteacher confirmed that 4 possible options for the full re-opening of the school in September had been considered by the senior staff team. In looking at each of the possible options the headteacher reported that consideration had been given to what other schools were doing and that significant work had been undertaken by the senior staff team to identify the preferred option. A report to outline a summary of the actions to respond to Government guidance for the re-opening of schools was made available to governors and the headteacher went through the detail of it. The 4 possible options considered were:

- Proposal 1 – 1-period day operating over a 50-day timetable.
- Proposal 2 – students stay in one zone in their year group with no specialist teaching rooms. Teachers to move across zones.
- Proposal 3 – 3-period day replaces the 5-period day.
- Proposal 4 – maintain current timetable and arrangements and rely on system controls applied through one-way system and social zones.

The senior staff team had fully considered each of the options, taking into account the system controls outlined in the Government guidance. The headteacher reported that the preferred option for the full re-opening of school in September was proposal 3 – a 3-day period to replace the 5-day period. A full explanation was given as to why this had been identified as the preferred option and reasons included:

- a) Site specific recommendations – the proposed option is better suited to a 14-19 school with a large number of students travelling by bus. It will keep year groups with specialist

teachers and a full curriculum on offer. Start and finishing times will be the same for all students but different lunchtimes for the year groups.

- b) Thomas Alleyne's specific plan – each year group (Y9 to Y11) will have three periods but with staggered break and lunchtimes. Discussion followed and governors requested that staff views be sought around the possibility of switching the identified periods for Y9 and Y11. The reason for this suggestion being the longer length of time after the lunchbreak for Y9 students, who will perhaps find it more difficult to maintain levels of concentration than the older students will.
- c) One-way system – summary given of the access through school.
- d) Lunch venues – theatre, Ede, canteen and staffroom for staff all identified as lunch venues. Chairs in staffroom to be replaced by those easier to clean.
- e) Cleaning – there will be four zones to be cleaned by cleaners and site staff. Two additional cleaners will be required to support the necessary extra cleaning.
- f) Canteen – to be cleaned by Chartwells.
- g) Vulnerable learners – the risk assessment is still to be finalised and Mrs Maingay and Mr Godwin are currently working on this. Everything will be in place by September to support the vulnerable students.
- h) Vulnerable staff – a recommendation is made for all extremely vulnerable staff to continue working at home. Governors agreed to this.
Support plans, and individual risk assessments, will be in place for clinically vulnerable members of staff required to be in school. Advice is being sought from Occupational Health to support the risk assessments. As an example of possible support measures to be put in place an outline was given of the risk assessment to support the headteacher's return to working in school. The headteacher gave an assurance that everything will be done to ensure that all staff feel supported when in school.
- i) Large gatherings of staff and students minimised – staff meetings will be virtual where possible and student assemblies virtual.
- j) Resources – students to work from prepared booklets and guidance still awaited on marking.
- k) Room layout – staff have been allocated their own room where possible.
- l) Cover – additional staff will be required to cover English and Science. Governors agreed to appoint 1 x English and 1 x Science teacher on one-year temporary contracts from September.

Having gone through the detail of the preferred proposal the headteacher confirmed that, if supported by governors, the arrangements would be put in place for the whole of the school year although subject to review to account for any change in circumstances around Covid-19 and Government guidance.

Further to discussions around the proposed option for the re-opening of school, governors also discussed a number of other associated issues, including:

- School Uniform – the headteacher confirmed that the school uniform policy would continue to apply, other than the need to wear a blazer. This would be reviewed in October. Staff would also be expected to change clothes on a daily basis.
- Risk assessment – governors recognised that this would need to be updated as necessary and subsequently approved by the governing body before the school re-opens in September.
- Non-attendance of students – the headteacher reported that Government expectations were for all students to attend school as normal from September onwards. The headteacher confirmed therefore that usual school procedure would be followed in the event of any student failing to attend.
- Start of the new school year in September – the headteacher reported that arrangements were in place for current Y8 students to visit school during the summer break to support transition. Y9 and Y12 students would attend school on the planned first day of the autumn term and that all other students would attend the following day.
- Student work assessment – governors recognised the importance of work assessment and asked if on-line assessment was being developed. The headteacher confirmed that various strategies for the assessment of student work were being considered and governors would be kept updated as appropriate.

It was resolved –

- i) That governors support the proposed option, as outlined above, for the re-opening of the school to all students in September.
- ii) That the preferred option of a 3-period day should remain in place for the whole of the school if possible, but subject to review.
- iii) That governors place on record their thanks to the headteacher and other members of the senior team for all of the work undertaken to identify the preferred option for re-opening and actions taken to support this.

Signed: M Prescott

Date: 21 September 2020