

MINUTES
of the Extraordinary General Meeting of the Directors of Osprey Learning Trust
held on Friday 4 September 2020 at 9.30 am
via MS Teams online due to COVID-19 social distancing restrictions.

Present:		
Name	Title/Role	Initials
Jan Caig	Chair of Governors, Kenn and Kenton Federation	JC
Pat Henchie	Director	PH
Valerie Jeffrey (via phone)	Director	VJ
Katy Quinn	CEO	KQ
Paul Lilley	Director	PL
Nick Tallamy	Chair of Directors	NT
Katie York	Director	KY
Gaby Willis	Clerk	GW
Apologies:		
Chantelle Mashiter	Director/Chair of Audit, Risk and Finance Committee (but hoping to join at 10 am due to another meeting)	CM
Vic Millard	Chair of Governors, TCS	VM
Sam Trevorrow	Director	ST
Absent:		

Action

NT opened the meeting at 9.30 am and thanked everyone for attending.		
04.09.01	<p>Apologies for Absence: VM, ST and CM. NT stated that CM had to attend another meeting and hoped to join the EGM at around 10 am. There were comments to minute as follows:</p> <p>ST has read through the risk assessment on the portal and has no substantive comments or suggestions to make. Each assessment is thorough and incorporates current guidance on best practice, but naturally each academy will need to monitor how the proposed measures work in practice and whether they are, or could be made more effective (e.g. whether time periods for staggered drop offs/pick-ups, breaks and lunch are sufficient or whether one-way systems work swiftly (don't cause confusion or create crowding in areas) etc).</p> <p>VM notified NT he was unsure of when the meeting was and that he didn't receive the invite. He is fully aware of the risk assessments and fully supports the assessments as they stand.</p> <p>It was noted that KY had not been able to access the portal and as a result had not had an opportunity to review the documents. GW confirmed she had received an email from KY this morning and had deleted and re-created KY's user access which should now work.</p> <p>Action: KY to advise GW of any further issues.</p>	KY/GW
04.09.02	<p>Risk Assessments of All Schools: Cockwood – NT stated this was the risk assessment used at the end of last term as opposed for current term so there were very few if any changes. Only foreseeable change is number of pupils coming in to Cockwood as at the</p>	

	<p>end of last term numbers were limited whereas at the beginning of this term school is open to all pupils. Risk assessment and view and concerns remain the same.</p> <p>Q: Staggered starting times - The RA at the moment doesn't include what those will be for students above Year 1. Will those be added in?</p> <p>Action: An appendix will be added to highlight those staggered starts and information will go on the portal when available. GW to advise by email when these are available to review.</p> <p>KQ referred to Cockwood using the village hall to create some additional space and requested confirmation and reassurance that school parameters are being applied and that all is in place for using a community facility. NT stated that the agreement is that until Christmas the hall is allocated for the sole purpose of school work through the school day and won't be hired out in the evenings. This has taken into account the risk assessment for community space which was released by Devon County Council and been cross referenced with risk assessments that would be needed for the school, and both items are checked off. The leaning is towards school risk assessment and treating the hall as an additional classroom as opposed to community space. KQ commented this is a great local solution for Cockwood. The Headteacher and COO met with the village hall committee and thanks were given to VJ and the committee for making this possible. VJ confirmed she sits on the village hall committee and has worked closely with the Head of Cockwood to ensure there is exclusive use for the school. Everything that needed to be removed to meet guidelines has been done, it has been well received by other hall users and a catch-up will be held in October. NT noted that the hall committee have been very helpful and the community has come together to help the school. The school have use of the hall through Devon County Council most days so this is just an extension of that arrangement. KQ expressed thanks and appreciation to VJ for her help with this.</p> <p>NT asked, in no particular order, if there were any questions or queries on any of the risk assessments.</p> <p>JC – No further questions on Cockwood. What is the progress with outside handwashing facilities at Kenn and Kenton?</p> <p>KQ confirmed the same builders are doing both the sinks and the repair to a wall. There are reassurances from them that the sinks will be installed by Wednesday 9 September when the children return to school. There has been an issue of the supplier obtaining the sinks due to an increase in schools adding handwashing facilities. As a Trust, trough sinks have been installed at KK and ML and Cockwood have found an alternative solution.</p> <p>JC stated for KK risk assessment the information on pupils unable to follow the guidance needs details added, and there is no mention of what both halls will be used for as they are deemed too small for PE. Will there be any use of the halls for any other purpose? The TCS ER assessment needs clarity on how the bubble mixing will work for things such as assemblies, sports, etc and also how year group bubbles are organised for lunch and break times. Query on TCS ML assessment about use of gazebos.</p> <p>KQ clarified that the ML PTA have purchased some gazebos and the field has been marked into areas to allow the use of outside space as much as possible. The gazebos will give protection from the sun and rain; although if there is heavy rain the children will remain in their classrooms.</p>	<p>NT/GW</p>
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	<p>JC noticed that ML was the only assessment to give action required about symptom isolation and forward-facing sitting in class. Should the other risk assessments also mention those points? In addition, ML mentions reading books. What extra precautions are in place for teachers who share a classroom? Three points to be considered in relation to everyone are: forward facing; specific action for child showing symptoms for rest of their bubble; and reading books and teachers who share a class.</p> <p>KQ agreed – it might be that other schools aren't using reading books, instead using e-books for example. ML had previously not but have now put in a system where books can be quarantined for 72 hours which follows the guidance. Front facing desks is a recommendation not mandatory and will depend on the space available in schools. Agreed the assessment should include what schools should do if a child has symptoms, until they can be collected and taken home. Where they go, who goes with them, what protective equipment those members of staff have. Cleaning afterwards, etc.</p> <p>Action: To go back to the other schools for consideration and addition to their RA of procedure for child showing symptoms whilst waiting for collection.</p> <p>Discussion around procedure at Kenn and Kenton with teachers sharing a classroom as there will be instances. KQ advised it would depend on when sharing, and the cleaning rota that is in place. Expectation is classrooms will be cleaned once or twice during the day. If staff are sharing a class either acknowledge you haven't got that, or say yes we have and this is how we are going to deal with it.</p> <p>NT suggested the flow chart provided alongside the risk assessments from Public Health England is a worthy print out for the school offices to have in place and follow the rules set out there. Forward facing seating is a government guideline that will no doubt change. Each individual school needs to do the best they can in maintaining some kind of social distancing and forward facing rather than face to face seating in the space they have available.</p> <p>NT stated ER have details with regards to the bubbles being in year groups and curriculum section within risk assessment that lays out certain contact sports, demonstrations, experiments in science etc are not taking place due to close proximity of students. Each individual subject and lesson has been covered. KQ advised that changing rooms for PE will not be used and students have been told to come in on PE days in their PE kit and stay in that kit all day. This will be looked at again at Half Term and Christmas. Information on non-contact sports has been released by Sport England. Gym facilities are not in use but the sports hall will be used for permitted things such as singles badminton. This is not just Devon-wide but national and all schools KQ has spoken to are doing something similar.</p> <p>Action: KY to email any queries or questions to NT and KQ now that she hopefully is able to access the documents on the portal.</p> <p>VJ confirmed she has read the RAs and think as Directors there is an element of trust and schools have worked incredibly hard to get to this stage. Realise recommendations and guidelines and some things are mandatory and each school is different. Think what we have is very, very good.</p> <p>PH stated the work in the schools has been incredible with changes constantly. Agree with ST's view that there should be built in reviews and requested a review by Half term</p>	<p>NT/GW</p> <p>KY</p>
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would be very helpful to look at the success, even if monitoring and change happens through the weeks.

NT agreed with the suggestion of dated reviews and suggested a significant minuted review every 2 weeks up to half term and then a significant review from LGBs at half term who then report back to the Board.

PL expressed overall concern to remember that the children are the target audience for this and it needs to be a workable format. Also important for the individual responsible for managing this that appropriate behaviour is adopted and it is not considered a police state - still want education at the epicentre of everything. There will be challenges in terms of mental health and the wellbeing of students is paramount. Needs to be a reasonable amount of work to support the individuals that are undertaking this - everyone in the classroom and the management. Consider the attitude, behaviour and language used to make sure we have a more business as usual approach. Want schools to be responsible, conscious and caring of health whilst ensuring the students are looking forward to coming to school every day. Need a degree of normality. NT agreed this is extremely important.

NT - my view of risk assessments, understand target audience comment, these documents need to be our legal basis and this is the reason for meeting. Directors are legally responsible for implementing these risk assessments. Lot of work has been done through assemblies and class teachers speaking directly to students to put in language appropriate for different year groups to understand. Secondary school students will be more aware of what is happening and the news and they will start to bring in the language about it into class and conversations amongst their peers. Need to be mindful of worries there. Support for management is important and Directors all need to be aware that it will be extremely difficult for the first few days; people are going to be very aware of the slightest cough (which we get every term anyway) and we are now hearing there are different symptoms for children to adults. Will be different and difficult and it is expected some students may go home more than come in. Thank you for your comments Paul.

KQ – No specific comments on the risk assessments as have been doing walk arounds with the Principals of ML and ER this week and hope to get out to Kenn, Kenton and Cockwood – theirs are largely unchanged from the summer. Question for the Board is around the review of these documents. Things will change and evolve. **As a group of Directors, with LGBs also included, what is our review process and who is accountable for doing that? For 2-weekly reviews at LGB will we set this up and keep the place on the portal for sending those? Am I responsible for sending updates through to Directors? Will we put in a more formal review for the Board meeting on 6 October?** LGBs have a role as they are close to the schools, but Directors are accountable and responsible for the risk management of our academies. Would like to be able to go back to the LGBs and school leaders and give them a timeline for the autumn term which can change if necessary. This gives them the feeling of a communication line. Independent reviewer (Sally Timmins) has confirmed responsibility lies with the whole Board.

PH stated it is very important for the school leaders to know we are all in this together. A timeline of dates for reviewing is important. School leaders on the front line need to be protected.

	<p>Action: Agenda item for Full Board meeting on 6 October to review changes (not full content) and agree how to continue monitoring going forward. Request amendments be highlighted in yellow to track changes easily.</p> <p>NT advised Cockwood LGB appointed a COVID governor at the end of May who is specifically responsible for COVID responses. JC stated at Kenn and Kenton this would go in with health and safety governor who needs to be appointed at the first LGB meeting of the year.</p> <p>Action: GW to note Health & Safety Governor needs to be appointed for KK.</p> <p>Discussion around frequency of review and concern expressed for putting pressure on school leaders with getting information out in advance of the Board meeting of 6 October. Agreed in the first 2 weeks things will change quite quickly, followed hopefully by a period of calm and keeping things going. Important for LGBs to maintain communications with the head teachers in between that fortnight with regular conversations about how things are going. Important local governors show support and discuss where things in risk assessment need to be changed or not. It is not proposed or anticipated that a full re-write will be necessary; more tweaks as situations arise.</p> <p>Action: LGBs and school leaders to be advised LGBs to review in 2 weeks and if drastic changes are required to documentation they can be added in. Heads to retain ownership of the RA documents and GW to be on hand to help where needed.</p> <p>It was noted that the risk assessment forms are all used at Devon County Council and all Head teachers in the group receive Devon updates. Some deviance as all settings are different but all are using the Devon template as a starting point.</p> <p>NT proposed a vote as to whether the Board accept the risk assessments as they currently stand.</p> <p>For: 7 Against: 0 Unanimously agreed.</p> <p>Action: LGBs and school leaders to be advised. Email to be sent giving main bullet points from the meeting. GW to draft email and send to NT for approval.</p> <p>NT thanked everyone for coming and stated he will be in touch before the Full Board on 6 October.</p> <p>Meeting closed at 10.15 am.</p>	<p>GW</p> <p>GW/JC</p> <p>NT/GW</p> <p>GW/NT</p>
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