

# MINUTES OF MEETING



**Nottinghamshire  
County Council**

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**Name of organisation:** Beeston Rylands Junior School  
**Meeting title:** Weekly Update Full Governing Body  
**Date and time:** Wednesday 15 July 2020 at 5.30pm  
**Location:** Virtual – Zoom

## Membership

'A' denotes absence

	Mrs J Moss (executive head teacher)
	Mr G Williams
A	Mr J Harper
	Mr C Jones (chair)
	Mrs L Shepherd
	Mr S Williams
A	Mr A McPherson
A	Mrs L Sharples
	Mrs K Naylor
A	Councillor Mrs K Foale
	Mrs D Baguley
A	Mr J Wynn
A	Mr M Jackson
A	Mr C Aldridge
A	Mrs C Turner
A	Mr D Todd
A	Mrs S Osborne
A	Mrs J Barratt

**In attendance** Minute Clerk: Mrs J Gibson

**Apologies** Councillor K Foale, Mr J Wynn & Mrs L Sharples

**Action**

## FG/XX/20 Covid 19 update to all Governors

The Executive Headteacher advised that all documentation seen by staff had also been sent to the governing body. The biggest change has been the risk assessment, individual ones have been completed and relevant staff consulted. The biggest change which all staff need to be fully up to date with is engagement with NHS test and track.

In September the cleaning regime will remain as now and school will have staggered start and end times. Track and trace needs to be followed really clearly, afternoon register will include a check with every child that they are feeling well. School can no longer be flexible with children and temperature, before parents would give them calpol and send them in, now they need to go and get tested. School need to be vigilant with this particularly at the end of next term going into Spring when there could be a second wave. This procedure will have an interesting impact on attendance figures.

New signing in slips for visitors have been produced which will have a contact number for the NHS track and trace, this information will be kept for 14 days. The answerphone message will ask parents to leave details of their child's symptoms and the text sent to parents of children not in school will also ask for details. Updates of symptoms will be required on a daily basis.

An action plan has been devised for remote education as this needs to be available to provide immediately particularly if a whole 'bubble' has to isolate. Learning packs will be produced every week and will be available each Monday morning.

**A governor queried attendance reports currently produced which show % attendance, should this be the same and acknowledge fluidity or should there be a fine tuned weekly report to governors.** The Executive Headteacher agreed this report can be produced. The weekly pattern of attendance is looked at by school towards the end of the Autumn term as attendance is often reduced at the start of term due to holidays, and this can be bought forward.

JM

If a bubble is locked down Zoom will be used for 3 meetings a week with the teacher (as long as the teacher is well). All teachers have been tasked to set up an education zoom account as an interim way forward until Microsoft teams is available.

**A governor queried if there would be communication to parents regarding early Autumn term.** The Executive Headteacher advised plans were already in place for this.

JM

A video has been made of how the Infant school will look, parents have not taken notice of information sent out with more than one parent taking their child into school etc. All available staff will be on the gates/grounds to help, teachers will need to be in the classroom with their children.

The Executive Headteacher and governors had a lot of discussion around communications which, all agreed, should be clear, consistent and not ambiguous. A communications plan to be drawn up for information sent by text or email, possibly daily to begin. Ensure children are asked to read these messages with their parent/carer as the children will be fully aware of the rules. A three word snappy phrase should be adopted for example stop look think which would advise about keeping a safe distance at all times. This could be done like a marketing campaign with posters outside school.

JM

The Executive Headteacher advised a lot of positive work has been undertaken at home and this will need celebrating once back in September. **A governor queried if there were any children not potentially coming back.** The Executive Headteacher advised there was one significant special needs child who may not.

**A governor queried if the weekly learning packs will reflect the work in school.** The Executive Headteacher said yes White Rose was being used at

school and will be utilised to provide the same access at home. This will set up good systems for the future.

**The chair asked if there were any comments on the risk assessment.** None were raised.

**A governor queried if staff had brought in and were happy with plans.** The Executive Headteacher confirmed they were, they had all been through the plans and the remote education plan was likely to be part of the appraisal. There will be frequent staff meetings to identify any children struggling and where any difficulties arise.

**A governor queried if there were plans for September.** The Executive Headteacher said there would be a catch up meeting Wednesday of the first week and the zoom meeting will continue for 2-3 weeks. Consideration could be given to combining staff and governors meeting, governors will be invited to a Tuesday staff meeting for an insight.

JM

**A governor queried how transition had been.** The Executive Headteacher said it had gone very well and staff really enjoyed it. The vast majority invited attended meetings and the Year 6 Leavers assembly went well, if felt like the end of Year 6. Parents have been supportive.

**Confirmation of date and purpose for next meeting**

The governing body –

**agreed the following dates for future meeting:-**

Date to be confirmed, early Autumn term

**The meeting closed at 6.15 pm**

Signed .....(chair) .....Date

