

**Anglian Learning
Extraordinary Trust Board
Meeting Minutes**



29 May 2020

Virtual meeting via Google Meet

Trustees Present

Claire Lawton (CL Chair), Jonathan Culpin (JC CEO), David Lamkin (DL), Ken Murphy (KM), John Morgan (JM), June Cannie (MJC), Sue Speller (SCS), Richard Cowling (RC), and Helen Abrahams (HA)

Others Present

Prue Rayner (PR Director of Primary Education), Duncan Cooper (DC Director of Secondary Education), Charity Main (CM Finance Director), and Sarah Golding (SG Clerk)

Apologies

1.	Acceptance of Apologies for Absence	ACTION
	There were no apologies.	
2.	Declarations of Interest with regard to agenda items	
	There were no declarations of interest with regards to agenda items.	
3.	Minutes of last Meeting	
	The minutes from 21 May 2020 was agreed as accurate records.	
4.	Matters arising not on this agenda	
	There were no matters arising.	
5.	Update on national developments since 21 May 2020	
	<p>JC referred to the SAGE Committee papers which were released on Friday and shared with Trustees which included the modelling of various scenarios. The summary does not indicate that the opening of schools is not safe. The Government is increasingly not discussing that all primary school pupils are to return to school this summer, due to the realisation of logistical challenges if social distancing is to be maintained.</p> <p>The DfE have released the guidance for secondary schools which includes face to face learning and strengthens the focus on remote learning. There is a reference to a quarter of pupils, either Y10 or Y12 or both to be allowed into schools at any one time. The Trust will now begin to guide the secondary schools with some form of opening from 15 June 2020. The Trust are looking for a common approach for the secondary schools.</p>	

Confirmation from the Government was received yesterday that they believed the 5 tests had been met which confirmed the Prime Minister's decision last Sunday that the opening of schools can proceed. The test and trace programme was also announced but this is not expected to be rolled out fully until the end of the June and the app is also expected to be rolled out nationally. There is nothing from the Government as yet to suggest that school opening cannot proceed. Additionally, there is no evidence locally of a rise of the infection rates and therefore nothing to warrant not opening schools in the Suffolk, Cambridgeshire and Essex area. In conclusion there is nothing to prevent us from proceeding with the Board's decision of last week to widen the opening of schools from 3 June 2020. The independent SAGE Committee were more cautious, but the official guidance from the Government is that schools should reopen at the beginning of June.

Q: *There is an extreme amount of uncertainty in the modelling. It is not our decision to decide if SAGE is correct or not, their interpretation is that there is a low probability that schools reopening will make the situation worse. The transmission in the wider community appears to be a more significant factor.*

A: As social distancing and the application of the Government's requirements and control of hygiene and health is more widely loosened the risk for schools will also increase.

Q: *Is there any guidance on the role schools will play with test and trace?*

A: There is no clear guidance in on how test and trace will apply to schools. For example, if a pupil is diagnosed outside of school, and with test and trace if an individual is confirmed as having Covid-19 would the whole social bubble group need to isolate? Clarity on the guidance has not yet been received, however, advice would be sought.

Q: *Is it not the case that test and trace will advise which individual groups need to isolate?*

A: The LA meeting this morning confirmed that if test and trace identifies that a child from the school is confirmed as having Covid-19 then the school will be informed, this is based on the information provided by the family of the child.

Trustees commented:

Due to the uncertainty, the Trust is to follow the guidelines that exist, but we are also to have our own policy in place e.g. do we choose to close the school social bubble group? We need to take the reasonable and best decisions that we can considering the evidence and guidance received. Were a school to become aware of a pupil who had Covid-19 or a family member then the school would close the social bubble group, and this can be a simple rule for our Headteachers to follow. There would be more complex situations

	<p><i>which would need to be considered. Our guidance to JC is that the Trust Board supports the action taken in the first instance by the Executive Leadership Team and the Headteacher, which they believe to be effective but that there should also be a policy in place.</i></p> <p>JC confirmed that the Trust has the discretion to decrease or increase the opening of the school. JC will update the FAQs to include the track and trace program and the action to be taken by Headteachers.</p> <p>Q: <i>If someone is tested and has a negative result the individual is to isolate, will the school act on this result?</i></p> <p>A: Current guidance is that if a child has symptoms the social bubble group would remain open unless there is a positive test. At the moment, if the test is negative the child can return to school. There is discussion amongst Headteachers in Cambridgeshire about whether the school informs all families that a child has gone home with symptoms. The current guidance is that the school does not inform other families until a positive diagnosis that a child has Covid-19 is confirmed. But there are mixed messages about this and as a Trust Headteachers are to discuss and make the decision about what is to be done in these circumstances.</p> <p>For example, if you are a parent who is potentially meeting up with grandparents then you may want to know that someone within the grandchild's setting has symptoms and the Trust should err on the side of caution and communicate this.</p> <p>Q: <i>If a child has a confirmed case of Covid-19 there is the social bubble group that the child is in and potentially a sibling may be in another social bubble group –do you close both social bubble groups? Also, if you send a child home with completely unrelated reasons, parents may assume that the child has Covid-19 symptoms and thought about communication to parents about any reason for absence may need to be considered.</i></p> <p>A: The guidance from the DfE is that with regard to siblings attending any child should be with their year group, i.e. the social bubble group is Y1 and Y6 in separate groups. In terms of informing parents, we can discuss with our Headteachers today to confirm to parents that a child has gone home today but it is unrelated to Covid-19.</p>	<p>JC will update the FAQs to include the test and trace program and the action to be taken by Headteachers.</p> <p>PR to confirm if other parents are to be advised that a pupil within the social bubble groups has gone home with symptoms.</p>
6.	Primary School Operational Update	
	<p>PR confirmed that most of the update is covered in other items adding that group sizes are 6 pupils per group in nursery and 12-14 in a year 1 or year 6 class. There will be staggered entry times where necessary and different access gates if possible. Markers will be in place to ensure social distancing. Parents have been requested not to gather outside the school gate and to observe</p>	

	<p>social distancing where markers will be in place. We have provided for most year groups and all schools continue to provide for the key worker and vulnerable pupils. DfE have confirmed that there will be no change to the definition of key worker. Pines do not have the capacity to offer Y1 pupils as 93% of families have confirmed that Reception pupils will return.</p> <p>Staff anxiety has been raised as a concern by Headteachers about staff working in close proximity to groups of children. There has been less concern demonstrated by parents. The school's risk assessments have been shared with staff. No school leader has stated that the school should not open at the moment.</p>	
<p>7.</p>	<p>Risk Assessment and Risk Reduction Planning</p>	
	<p>JC provided a summary and confirmed that no further changes have been made to Leadership FAQs but are looking to issue updated FAQs next Friday in light of new information from the Government or from feedback from the schools since they reopened. Parent and Staff FAQs have been sent and these set out expectations for both of these groups.</p> <p>The risk assessments have all be completed and will continually be updated by schools. All the risk assessment received have been approved with modifications by LGSS, the Trust's health and safety advisors who were happy with them. The risk assessments have been shared with unions, the NASUWT noted that the risk assessments were very good, and any feedback from the unions has been acted upon wherever appropriate. The risk assessments have also been shared with staff, Chair of Governors and Health and Safety Governors. The risk assessments are currently effective, and schools will continue to modify them in light of experience. The Trust has in place have 13 risk assessments but is concentrating on the 7 primary schools.</p> <p>The next stage is quality assurance and the Executive Leadership Team (ELT) will visit the primary schools to ensure that what is written in the risk assessment is being complied with and other areas will be discussed as appropriate e.g. staff or pupils who may be vulnerable, consider what the experience for parents outside of the school gate, the level of cleaning required and hand sanitisers provided. The aim is to ensure that the site is fit for purpose. The ELT will annotate the risk assessment with any further actions required and sign to confirm completion.</p> <p>We are taking a more lenient view of staff who are extremely apprehensive to return to work due to their health concerns or because they are living with vulnerable members of their family, which will be reviewed with the next three weeks. We will either introduce the member of staff back into work or discuss with them</p>	

working within the school with extreme social distancing in place.

New guidance on first aid has been issued. Cambridgeshire LA CPR guidance has been issued. Other guidance on ICT and PE equipment has also been issued. An equality impact assessment / risk analysis is being issued which is looking at how different groups have been and will be affected by Covid-19 including minority groups and covers the concern about the high rate of infection for this group and the guidance for schools about what they need to take into account to protect those members of staff.

We are reviewing in detail the risk assessment plans in place for our pupils with SEND and complex behaviour issues and are discuss this with Headteachers. If there are significant risks identified within the risk assessment, then we this will be shared with parents and discuss with them where is the best for the pupil to be placed, and how well we can manage their needs.

Updates have been made to safeguarding policies to ensure that staff are aware of their responsibilities. There is an expectation that as children return to school there may be concerns raised, and we will need to get the right support for those children who may have had a child protection issue. There will also be an update to the Behaviour policy. We have looked at the work of Prof Barry Carpenter and the need to manage their behaviour carefully and sensitively but if the child is putting others at risk then there needs to be a discussion with parents and this needs to be handled in a way that has the child's welfare and wellbeing at heart.

Q: *It is complex and what is done about behaviour issues such as spitting or refusal to wash hands?*

A: We are looking at the protection for staff in regard to spitting then we will mitigate the risk which may include staff wearing PPE.

Q: *What has been the response from parents following the survey and FAQs?*

A: There has been no further response from parents in addition to the feedback from last week. Response rate across the schools in terms of proportion of pupils who will be attending is different. A concern is that parents who are struggling with literacy difficulties themselves are unable to make an informed decision. Schools are looking to provide support for those parents. Some parents are keen for their children to return to school and others are anxious. There are around 50% of pupils who will return. We are matching an emerging national picture. We need to ensure we sustain the provision of remote learning. Across Cambridgeshire schools 34% of schools will have reduced remote learning. Anglian Learning will close for half a day on a Friday to enable staff to plan for the next week to mitigate this issue.

	<p>Q: <i>If only half of children are expecting to return, the plan is to have a week on and week off, could you have all children in permanently?</i></p> <p>A: There is no plan to do week on week off, the guidance from the Government is that there should be no rotas in place. Priority is for key worker groups, then Nursery, Reception, Year 1 and then for Y6. Once this provision is in place, schools will run for 3 weeks so that unless there is a place to admit a child, we do not want to add children during that period. Our schools are running at full capacity in terms of staff and space and the only school not doing so is Linton Heights JS as they only have Y6 pupils. All key worker group pupils will return on Monday.</p> <p>Q: <i>Have the unions dropped their issue of marking pupils work?</i></p> <p>A: We assume that the opposition is still there. Most of our interactions have been with GMB and UNISON and this has not been included in their list of requests. JC will find out further information. The key elements for the work around Y6 is transition to secondary and for all pupils wellbeing, PSHE, to support children to understand the impact of Covid-19 and to provide time for the children to be outside curriculum. We are advocating a focus on reading and literacy skills.</p>	<p>JC to find out if unions remain opposed to marking schoolwork.</p>
<p>8.</p>	<p>Board approval for the wider opening of primary schools from 3 June 2020</p>	
	<p>JC reassured the Board by presenting the Confederation of School Trusts consideration for Trust Boards. JC highlighted the areas which are not completely assured, with an explanation of the rationale.</p> <ul style="list-style-type: none"> • Health and safety deep cleaning of all sites. On Monday visits will check the cleaning rotas. Deep cleaning is to be completed each week or after an incident. • Ensure cleaning arrangements are appropriate for each site. JC noted that lidded bins cannot be provided in every classroom and it will be checked to see what the school's approach is 'for catch it, bin it, kill it' approach. • Workforce: if a school is unsafe to open what is the alternative arrangement, this needs to be worked through but if a school is unsafe to open then the decision will be made to close the school. We need to consider options, movement of staff between schools for example but this creates challenges. • Consider any amendments to the procedure for staff attendance reporting e.g. staff to report if they Covid-19 symptoms and the test and trace programme needs to be incorporated. • Some policies are under review e.g. safeguarding and behaviour policies 	

	<ul style="list-style-type: none"> • Social distancing arrangements: to be checked at each school including suppliers. School contractors will have been informed about social distancing and hygiene controls for each individual school site. • Financial and education impact: Trustees will continue to be updated on cost pressures, and additional funding sources are being sought. The education impact is under review as we go forward including ensuring that remote learning is of a high quality. • How are we holding Headteachers to account bearing in mind that some of the usual matrix in terms of the performance management is distorted currently is being discussed with Chair of Governors. <p>We have met virtually all of the requirements set out by the CST and that whilst this is only one organisation it demonstrates the steps that the Trust have taken.</p> <p>Resolution approved unanimously:</p> <p>Having considered the most recent summary of scientific evidence provided by the Department for Education on Saturday 23 May; confirmation by the Prime Minister on Thursday 28 May that the Government's five tests have been met; and the Trust risk management planning based upon the guidance from Government, the Board resolves to approve the wider opening of primary schools from 3 June 2020.</p> <p>Thank you to all the team for their hard work.</p>	
10.	Date and time and venue of next meeting	
	The next Extraordinary Trust Board will be held in the second week of June via Google Meet a date and time will be confirmed.	

Items for Future Meetings	
Meeting	Item
Board (June)	JC is to send Trustees a brief summary at the end of the first week of the primaries returning.

Action Log			
ITEM	ACTION	DEADLINE	RESPONSIBILITY
5	JC will update the FAQs to include the track and trace program and the action to be taken by Headteachers.	June 2020	CEO

5	PR to confirm if other parents are to be advised that a pupil within the social bubble groups has gone home with symptoms.	June 2020	Director of Primary Education
7	JC to find out if unions remain opposed to teaching marking schoolwork.	June 2020	CEO

NOT YET AGREED