

**Anglian Learning  
Trust Board  
Extraordinary Meeting Minutes  
6 January 2021**



**Trustees Present**

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

**Others Present**

Prue Rayner (PR Executive Primary HT), Charity Main (CM Finance Director) and Kerrie Jones (KJ Clerk)

	<b>ITEM</b>	<b>ACTION</b>
<b>1.</b>	<b>Acceptance of Apologies for Absence</b> There were no apologies.	
<b>2.</b>	<b>Declarations of Interest with regard to agenda items</b> There were no declarations of interest.	
<b>3</b>	<b>Update on the effects of Covid-19 in Anglian Learning including testing in secondary schools and primary opening</b> JC updated the Board on the Trust's response to the recent Government announcement regarding school closures as part of another nationwide lockdown. <b>Primary Schools</b> All but one primary was closed on Monday for a training day. Trust leaders met with primary headteachers immediately following the announcement on Monday evening and agreed to keep the primary schools closed to pupils for a further 2 days – Tuesday and Wednesday 5/6 Jan to allow time to plan and consider and review the following: <ul style="list-style-type: none"> <li>• The risk assessment in light of the new guidelines</li> <li>• Increased transmission of new Covid-19 variant</li> <li>• SEND pupils in the context of the new measures</li> <li>• Any additional measures required</li> <li>• Determine staffing levels</li> <li>• Guidance changes on definition of key worker status which means there are more pupils than first lockdown</li> <li>• Planning for remote learning</li> <li>• Start collating additional resources</li> <li>• Seek advice from Stone King</li> </ul> Primary schools will open on Thursday 7 January for pupils of key workers and vulnerable children. Vouchers will be provided for those eligible for free school meals as this is felt to be the most effective way to deliver meals. Nursery provision is to be maintained. Risk assessments have been fully reviewed and agreed by our advisers. Some additional controls have now been put in place	

Chair's signature..... *Claire LSC*

Date.....23/2/2021.....

<p>such as no use of the staff room, wearing of masks in communal areas and closing the school to visitors.</p> <p>Concerns:</p> <ul style="list-style-type: none"> <li>• The number of key worker and vulnerable pupils – though this is thought to be generally manageable at the moment</li> <li>• Sustainability of staffing</li> <li>• Risks to staff, though mitigated to some extent by new guidance</li> <li>• Remote learning – delay in rollout of laptops from government</li> <li>• Management of live lessons</li> <li>• Long term impact on learning</li> </ul> <p>JC praised the primary school headteachers for their positive response and extended the Trust's thanks to them all.</p> <p>PR reported:</p> <ul style="list-style-type: none"> <li>• Schools have identified bubbles of 2 teachers for each group so teaching can take place in school whilst supporting those at home at the same time. This can lead to larger bubble sizes but this will be incorporated into the risk assessment and kept under review.</li> <li>• Positive Covid-19 cases are generally low in primary schools with the highest number at one school being 4</li> <li>• Additional guidance was put in place in response to the new variant.</li> <li>• There has been no negative feedback from parents with regard to the 2 day closure</li> <li>• Will monitor those not coming in to school closely and have asked HTs to review learning of children not in school</li> <li>• No clear guidance has been received since Monday's announcement so schools are prepared to revise plans when further guidance received</li> </ul> <p><b>Q</b> <i>What difference will laptops make for those children that don't currently have access?</i></p> <p><b>A</b> Those children will be able to access online learning so they can engage with lessons and classmates, both of which are highly beneficial. Some families have difficulties with internet access and we are conducting an analysis of both laptop provision and connectivity.</p> <p><b>Q</b> <i>Could we use Pupil Premium money to help with this?</i></p> <p><b>A</b> Yes, we can use PP funding but also we may need to draw on our reserves. We cannot wait for the DfE to provide equipment so we will assess over the next few days and roll out what is necessary.</p> <p><b>Secondary schools</b></p> <ul style="list-style-type: none"> <li>• A plan for remote learning was already in place following government advice on a staggered re-opening. This will now continue until half term with monitoring in place</li> <li>• Numbers attending are 40-100 depending upon the size of the school</li> <li>• Most who need laptops have them and the DfE is prioritising secondary school pupils</li> </ul>	
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	<ul style="list-style-type: none"> <li>• FSM vouchers are currently being funded by the Trust and this is AL's preferred way to provide meals</li> <li>• Schools have been advised that masks are to be used in classrooms if staff and students want to, and most do chose to wear them.</li> </ul> <p>Concerns:</p> <ul style="list-style-type: none"> <li>• Risks to staff, bearing in mind that there is greater transmission at secondary schools.</li> <li>• Long term impact on learning</li> <li>• Unknowns around process to replace cancelled exams.</li> </ul> <p>Plans for testing:</p> <ul style="list-style-type: none"> <li>• The programme was announced late last term with the aim of testing all students and staff beginning on 4 Jan. The Trust applied significant effort to draw up guidance for schools which included identifying appropriate locations with venues for tests and waiting for results. Purchasing necessary equipment had begun and volunteers were being sought to staff the testing.</li> <li>• With the lockdown there are far fewer staff and students to be tested. There is also a workforce in school not involved in delivering lessons who could be deployed. Trust leaders will work with headteachers to determine whether schools have sufficient staff and look at implementing training and monitoring procedures. Consent from staff and parents will also be needed.</li> <li>• The Trust will sign off the process on Friday 8 Jan and from 11 Jan all staff and students in school will be tested weekly using the lateral flow test device. There is some union concern over staff involvement in testing.</li> </ul> <p><b>Q</b> <i>Are those available staff willing to be involved?</i>  <b>A</b> So far we have asked for volunteers amongst the staff rather than mandating deployment. However, we don't yet know if schools have sufficient volunteers. An issue with recruiting volunteers from outside is that they need to commit to this on a daily basis for several weeks so we have started to look at advertising for paid staff.</p> <p><b>Q</b> <i>What training would parent volunteers need?</i>  <b>A</b> DBS (supervised till this is completed), safeguarding training as well as specific testing training. Currently the preferred option is to use staff</p> <p><b>Q</b> <i>If students test positive what is the next step and how is the news handled as students could be distressed?</i>  <b>A</b> There is a 30 minute wait for the result. We would ask those testing positive to move to a different location and wait for parents to come. We feel this is preferable to government advice which is to send pupils to class whilst awaiting results and be called out of positive. Positive cases are followed up with a PCR test at home to be sent to test and trace.</p> <p>All students have a second test a few days after the first whilst staff have just one test once a week.</p> <p><b>Q</b> <i>What do you do if a parent doesn't consent to their child being tested?</i></p>	
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	<p><b>A</b> We cannot refuse them coming to school but should they be in close contact with a positive case they would need to self-isolate</p> <p><b>Q</b> <i>What about bus drivers and other contractors?</i></p> <p><b>A</b> Those such as caterers we are asking consent from. We will need to consider bus drivers, particularly as transmission may occur on buses where we have little control.</p> <p><b>Q</b> <i>Is there likely to be any funding for extra equipment purchases and employing additional staff?</i></p> <p><b>A</b> There is a very small amount available for the testing programme. There is no indication of wider funding and it is likely we will have to bear the costs ourselves. We are recording costs separately to keep track of this.</p> <p>JC praised the secondary Principals for the way they have handled the testing programme plans.</p> <p>Sadly sports centres are closed again which will impact finances and staff are furloughed again.</p> <p>Trustees thanked all staff for the huge amount of work they continue to do in response to the pandemic.</p> <p>Where Trust decisions need to be taken at short notice in response to the changing situation and revised guidance, the CEO will consult with the Chair of Trustees and a Board meeting will be called if necessary. This approach has been working well with Trustees able to support meetings at short notice.</p> <p><i>It was therefore agreed unanimously to continue with this approach</i></p>	<p>JC will follow up on whether bus drivers are tested by the LA</p>
<b>4.</b>	<b>Date of Next Meeting</b>	
	<p>23 February at 8am.</p> <p>Meeting ended 10.00am</p>	