

**Islington Futures – A Federation of Community Schools
Action Notes of the Federal Chairs’ Committee
Monday 1 June 2020, 5pm – virtual meeting**

Present:

Jill McLaughlin (JMc)	Chair of Governing Board, Chair for the Meeting
Caspar Woolley(CW)	Vice Chair, Chair of Chairs’ Committee
Jo Dibb (JD)	Executive Headteacher
Pauline Edgar(PE)	Chair of Federal Achievement Committee
Will Garner (WG)	Chair of Vittoria School Committee and Copenhagen School Committee
Alex Bols (AB)	Chair of Beacon High School Committee
Mary Berrisford (MB)	Chair of EGA School Committee
Aanya Madhani (AM)	Safeguarding Lead Governor
Tina Southall (TSO)	Deputy Executive Headteacher
Hilary Furey (HF)	Clerk

Agenda Item		Action
1.	Apologies and Consent Apologies from David Harrison were received, and consent given.	
2.	Declaration of Interest There were no declarations of interest.	
3.	Action Notes and Matters Arising Action notes of the meeting held on 22 May 2020 were Agreed .	JMc/Clerk
4.	Primary Schools - Risk Assessments/FAQs Based on information provided Islington and Camden PH published by LBoI- and shared to the Chairs group beforehand it was noted that the decision on opening our primaries to a wider group of children was in the context of Islington’s ‘R’ level being the lowest in London. JD said that she had visited Copenhagen and Vittoria schools today and that, with the exception of putting up signage and moving furniture, everything would be in place by Wednesday so that pupils could return on Thursday. JD would visit again on Tuesday before deciding whether to opening on Thursday, with communication going out to parents on Wednesday. JD expected 4 pupils at Vittoria, and 6 at CPS, although both are set up to accommodate more, although adding children to pods would need careful risk management. JD confirmed that schools would be ready, with special moisture-resistant face masks in place and eye masks and screens available to lend, if required, and PPE and rooms set up as per guidance in case of any suspected case of Covid 19. A straw poll found that staff felt confident, and further training would take place on Tuesday, as well as work on communications.	JD

	<p>Members considered Wednesday late notice to families and JD agreed to notify parents on Tuesday following her visit, with the proviso that things were not ready the re-opening would not go ahead.</p> <p>It was noted that each school's Risk Assessments covered issues of breaching of social distancing and JD would check whether Behaviour policies allowed for enforcement. No equipment would be shared, with each child having his/her own materials, and staff rooms had been reconfigured for limited numbers. JD would check whether there were any shared offices/equipment however there were few staff were not on site, and this would need to be considered when Reception, Year 1 and Year 6 pupils returned. Secondary schools tended to have faculty offices with fewer people.</p> <p>Water troughs are on order at Vittoria.</p> <p>It was agreed that scripted conversations and communications would need to be in place and would speak to Headteachers about this to ensure consistency in primaries.</p> <p>JD confirmed that teachers in pods would be consistent and would be replaced by a colleague if becoming ill with a non-Covid related illness, or all in the pod would be sent home if the teacher tested positive. It was agreed that any phone call to a parent relating to a suspected case would be followed up in writing, either text or email, to avoid a physical letter being handled, and that all pod members would be asked not to return to school until a test result had been received. Risk Assessments were being updated on an almost daily basis and it was agreed that the more friendly format used at Copenhagen could be published on the school website, with FAQs providing lots of information and Risk Assessments would be made available, if requested. It was agreed that both primaries might produce a video or photograph of the new classroom set-up for pupils to see before their return. In response to questions JD said there was no reason why both schools should not be able to open on Thursday, apart from lack of staff availability, however confirmed that staff were feeling very positive. JD said that some Islington primary schools were returning this week, and others from 8 June.</p> <p>Resolved: that the letter stating the intention to re-open on Thursday for Year 6 pupils be updated by JD, as per discussions, and that it be sent out with detailed instructions on how to behave and keep everyone safe and well, be sent out from Headteachers on Tuesday, followed by a letter from the Chair reinforcing the robustness of risk assessments, scheduling of returns, etc. A final confirmation would be sent out on Wednesday morning. It was agreed to reinforce information that home learning would continue for all pupils not returning. All information would be uploaded to each school's website and to ask parents to continue sending FAQs.</p> <p>JD said that both primary schools could accommodate all designated groups, enabling recommended social distancing for Years 1 and 6 and draft information had been prepared for their return. Depending on Year 6 parents' responses, it was anticipated that Monday 8 June would be a preparation day for teachers with Year 1 children invited to return on Tuesday 9 June 2020.</p>	<p>JD</p> <p>JD/HTs</p> <p>JD/JMc</p>
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	<p>With regard to Year 10 students, JD said that from 15 June 2020 it was proposed that some face to face time be made available and JD would speak to Alan Streeter tomorrow and that both secondary schools would complete their Risk Assessments by Friday, and would allow for 15 pupils per pod. Signage and hand sanitizers are already in place.</p> <p>Resolved: that Risk Assessments for Beacon High and EGA be forwarded to Chairs for information and to be discussed at a Chairs' meeting on Wednesday 10 June 2020.</p> <p>It was agreed that Beacon High school committee members would have an opportunity to review and ask questions about the Risk Assessment at its meeting on Thursday 11 June and that the Scheme of Delegation provided for the Chairs' committee to have responsibility for oversight.</p> <p>Resolved: that governors be alerted or copied into any new communication to parents when sent out to families, via GovernorHub and school websites.</p> <p>It was noted that governors would like to commend staff for their effort and WG agreed to write to staff at both Vittoria and Copenhagen, with AB and MB having written to Beacon High and EGA staff respectively.</p> <p>Chairs thanked JD and Headteachers and all staff involved in the work carried out to enable schools to re-open. JD said she felt very supported and thanked Chairs and all governors.</p>	<p>JD/Clerk</p> <p>JD/Clerk</p> <p>WG/AB/MB</p>
5.	<p>Any Other Business</p> <p>The next meeting of the Chairs' Committee would be Wednesday 10 June 2020 at 8.00am.</p>	

Signed as a true and accurate record of the meeting	
Chair's signature	
Chair's name	CASPAR WOOLLEY
Date	18 November 2020