

Southfield MAT Trustees Virtual Meeting
Tuesday 9th June 2020
Via Google Meet

Attendees: Susan Hayday, Sarah Taylor, Liz Buckley, John Moore, Sian Tyler, George Dryja, Jacqueline Valin, Wanda Golinska, Debbie Rix

Item	Discussion	Action
1. Welcome	<ul style="list-style-type: none"> • Susan Hayday welcomed all to the meeting. Referencing the response of Trustees to the draft Risk Assessments (RA) circulated previously, SH said all Trustees had expressed their great support for the amount of work that had been done to produce the RAs in a short amount of time and in difficult circumstances. 	
2. Covid-19 Risk Assessment – Southfields Academy	<ul style="list-style-type: none"> • Jackie Valin gave an overview from lockdown to date for Southfields Academy: <ul style="list-style-type: none"> - Since lockdown SA has remained open while maintaining social distancing and hygiene standards. - More than 100 pieces of guidance have been issued by the DfE. The guidance re changes SA needs to make was only issued last Friday afternoon. - JV noted that at SA and Linden Lodge, Wanda Golinska and Debbie Rix have had to create and manage a virtual school, which has been no mean feat. JV praised both and their staff for this. - Numerous versions of the RA have been worked on. Latest version is now RAG rated. - Now have up to 25 children coming in for all or part of the week. Some walking, others via public transport. - From Monday there is no longer free public transport for children so we do not know how many won't come in because of this. - Students may wear masks to school but current DfE guidance doesn't require them for staff or students. • Referring to protocols, JV said 2m markings had been laid outside school. From Monday, students will line up at these, enter the Academy, hand sanitise and then wash hands before sitting down in the dining hall (max. 52 students at one time). Then they will be led by a senior leader to three rooms which are set up for online or well-being learning. • DfE has advised schools to allow ¼ of Year 10 and ¼ of Year 12 to attend, in addition to the children already attending. The schedule will be : <ol style="list-style-type: none"> 1. Vulnerable & IG - 8.30/9am-2.30pm 2. Year 10 – 9.30-1pm (30 per session), from Monday 3. Year 12 – 1.30-3pm (50 per session) from Tuesday. • The RA is now RAG rated. The only red areas are nine students with medical conditions who will need to be risk assessed individually before returning. This will also apply to students living with anyone designated clinically vulnerable or extremely clinically vulnerable. A template will be sent out to determine who this applies to. • JV said the Academy is now ready to open but the RA will need to be reviewed during the first week. 	

	<ul style="list-style-type: none"> • Sarah Taylor asked if any preference was being given to children without internet or IT access. JV said since closure, hard copies of online work booklets have been sent out to those without printers etc. and those without internet access have been able to come into school to work. 20 laptops have been purchased for Year 12 to be given out next week. Laptops for Year 10 are unlikely to arrive before September. Jack Petchey money has been used to buy laptops for seven students who don't have access. • Liz Buckley thanked JV for the RA and RAG rating and said in areas where the Academy does not have control, in particular, public transport i.e. where buses could be busy and the risk of infection greater, it would be better if these were marked as red rather than amber. • Liz Buckley raised the issue of social distancing being maintained in corridors and toilets and questioned if this should be marked amber. JV responded by saying the whole site has been marked up with 2m markings and one way systems. Also, children won't be allowed to move around the whole site. Wanda Golinska (WG) referred to the 'Safety Measures at School' document (attached) which has been made available to parents and for staff training. This gives detail about how this will be managed. WG also noted that latest guidance said that the risk is reduced in this instance. • Liz Buckley asked if parents are being asked to acknowledge this. Wanda Golinska said staff are being asked to sign. A Year 10 and Year 12 survey has gone out and this covers it for parents. This document also details expectations, health and procedures e.g. for behaviour. • George Dryja enquired about the students who had been in school to date. Jackie Valin said the biggest issue was how children are feeling i.e. their Mental Health and gave an example of a child who'd spoken to her and expressed fears of catching the virus by coming to school. Wanda Golinska said the students don't find the school as they would like it but still came back, although some have opted out. Students who are Looked After or have a social worker have been phoned each week, as have those not engaging with virtual school. It is often about supporting the parents as well as the child with the focus on mental health. • Next week's programme will focus on well-being issues and will reflect what is going on around the world in terms of protests etc. One to ones will be available afterwards. Actual teaching won't happen other than the online virtual school. Liz Buckley said this was very reassuring. • Sarah Taylor asked if the content of the well-being course could be sent out to Trustees. Wanda Golinska explained that it wasn't a course as such but that it had many components provided by different people as well as other elements such as a questionnaire to identify if students need further support. It will need to be under review the whole time. Through it we will also learn some of the circumstances of some of our children. The provision is being shaped by those making phone calls to students based on what they are learning from them. • Susan Hayday enquired about staff well-being and staffing. Wanda Golinska said there were two initiatives: <ol style="list-style-type: none"> 1. A CPD virtual classroom for staff 2. A staff well-being virtual room 	<p>JV to amend RA, item 1.</p> <p>RAG RA to be sent to Trustees, along with 'Safety Measures at School' document.</p>
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WG has emailed staff regarding availability and any issues with this. A number of staff have volunteered to come in. WG has also emailed staff fortnightly regarding health and their situation which helps to understand what the issues are. This is done by WG as some issues are confidential. The majority of staff are available with fewer than 10 in the vulnerable categories. Five staff returned to their homeland and are working remotely. WG said the CPD classroom is home to bespoke training for staff to improve online provision. All staff had to complete and sign off this. This week staff are signing off on the training ahead of the return of students on 15th. NE (union) has given positive feedback saying we are taking an almost over-cautious approach but there is confidence in this.

Sarah Gray is working with the Mental Health team to work with staff who require support.

George Dryja said he was glad to hear the NEU feedback and that over-caution is very welcome.

- Susan Hayday asked about cleaning staff. Jackie Valin said there were four cleaners in yesterday in addition to premises staff and confirmed the cleaning company has capacity. George Dryja asked if bathroom basins were being cleaned after each use. JV said there wasn't a huge number of children using the toilets but hourly checks are in place. She added that on Thursday, senior staff would be walking the site to test the RA. Responding to Sian Tyler's questions about availability of supplies, JV said we had enough to last until August.
- George Dryja asked if any children who've been attending have had the virus. JV confirmed none had.
- John Moore (JM) raised the question of the extent of the business risk to the Trust or Academy and asked what the greater risks are, if any. JV said the financial risk had been looked at but no money is being spent and she couldn't identify any other financial risks. JM asked if there was an outbreak and this was blamed on bad practice, is the Academy liable? JV said as children may be using public transport, it would be hard to identify the source. Sian Tyler added that in view of the level of care being demonstrated, it would be hard to say the school has been negligent – not impossible but difficult.
- Liz Buckley referred to another school's experience and said risks had been made very clear to parents e.g. travel to school is a risk. She then pointed at that the bigger risk may involve staff under the Health & Safety Act. The other school had been advised not to put staff under pressure to come in if they were vulnerable.
- George Dryja asked if temperature checks would be made. JV said DfE advice was they're not necessary. Sian Tyler said a potential point of liability is entry to the Academy. JV said medical experts were saying one thing and the DfE another. Wanda Golinska added that she was not confident that we have the health experience when taking temperatures. Reference was made to a query from Alexis Martinowsky about an audit being undertaken by a certified health professional. JV added that children are asked if they feel well when they come in and, if not, the parent is called. Staff are not medically trained to do more. Sarah Taylor asked about use in other schools. JV referred to a northern school and said she is meeting with local secondary heads tomorrow so will know more of their plans then.
- JV said she was very grateful to have Trustees of the calibre of the ones we have as some other schools are struggling in this area.

	<ul style="list-style-type: none"> • Liz Buckley enquired about the procedure for when someone has symptoms. JV said a child would be sent to First Aid to be seen by staff (wearing appropriate PPE) and put in an isolation room. Parent called to collect with recommendation to test. Once results known we would do a SA track and trace. WG said we would defer to the national track and trace. LB said a protocol would be needed if they don't have a test and asked do you communicate if there is a case? WG gave an example of a staff member with symptoms who'd contacted her (the first in ten weeks). She advised them to get a test and to notify her when this had been done and the result. If positive, those who were in contact with the individual in school last week would need to be notified and tests arranged. Liz Buckley asked what happens in the time between symptoms, testing and track and trace. JV said the individual would need to self-isolate at onset of symptoms, as directed by Public Health England. All this information is contained in the Safety Measures document given to staff and parents. • Susan Hayday asked Trustees if there were any outstanding issues related to the SA RA. Sian Tyler referred to asymptomatic carriers and asked if staff are having regular tests. JV said tests are only carried out if a person has symptoms. Some staff have had tests, having experienced symptoms, and the closest centre is in Chessington. John Moore referred to the Zoe Covid app - useful to arrange a test to be sent. JV asked if there were any other questions and said with agreement of the Trustees she would like to open the Academy. Susan Hayday referred to the RA the Trustees had been sent and the reassurances given at this meeting and asked Trustees present to indicate whether they agreed the Academy should open, as outlined, on 15th June: <ul style="list-style-type: none"> - John Moore – agree and commended “a fantastic job”. - Liz Buckley – agree, subject to protocol for student/staff Covid symptoms while on site. - George Dryja – agree and “well done”. - Sarah Taylor – agree. <p>A brief discussion ensued regarding absent Trustees but it was agreed the meeting was quorate so approval was given. Wanda Golinska left the meeting.</p> 	
<p>3. Covid-19 Risk Assessment – Linden Lodge</p>	<ul style="list-style-type: none"> • Jackie Valin began by saying at the present time Linden Lodge cannot open on 15th June unless adequate nursing and appropriate PPE is in place. • John Moore noted that his vote was not to open Linden Lodge on 15th June and left the meeting. • Debbie Rix (DR), Headteacher of Linden Lodge (LL), told the meeting that the target date for opening was now 22nd June. Advice is being sought from Public Health England and the Local Authority regarding PPE, alongside a Health & Safety consultant. • DR said five zones had been created in the school. A number of RA's had been undertaken e.g. individual RAs for children coming on to site. Families will be asked to take part in a survey and to sign a waiver acknowledging the risks of the factors outside of LL's control. • When a RA was done yesterday, the risk is high as the danger of fatality and the risk of cross-contamination and transmission is high. For the school to open there has to be acceptance this will remain high as the nature of work with the children is personal and carried out in close quarters, as well as 	

the fact that blind children require more tactile communication. Some children require a sterile environment but this cannot be provided. Currently 49 children are shielding but many don't have the ability to remain socially distant.

- DR said the parents of 17 children have asked us to consider on site provision. Discussion is on-going with the nursing team at St George's. Current issues are:
 - Number of nurses: Currently have 2-4 but need a nurse in each of five zones.
 - Tasks: Trying to get nurses to agree to carry out work that would have been done by support staff e.g. medication, gastro feeds.
 - St George's want us to have six children and say no to the rest.
- DR said a meeting was taking place later this afternoon with PHE and CCG/St George's to move things forward. The nursing team will have to be prepared to work in a different way.
- Referring to PPE, DR said at an earlier meeting she understood a currently unobtainable mask was required. Instead she has been advised a different mask can be used. The Local Authority has been asked for an urgent supply of these. Some children require interventions using these masks.
- DR relayed that 64 staff have expressed an interest in returning to work. Three hours of induction in groups of eight will take place covering all aspects of the new way of working, new zones etc.
- DR has asked PHE about testing and was sent a link through which tests can be arranged i.e. if asymptomatic. As regards regular testing, as happens in care homes, this will be confirmed at a later meeting.
- Liz Buckley said a further meeting will be required once these issues have been progressed.
- DR said she was hopeful that the issues re PPE and nursing would be resolved as it is in everyone's interests that we do have children on site. She suggested a meeting at the end of next week but said it can be difficult with St George's to get a quick response and straight answers. She reiterated that the two issues are beyond the control of LL.
- Jackie Valin said Trustees cannot make a decision about opening LL. The CCG, who are responsible for nursing say that St. George's will decide how many nurses there will be, and so it goes around in circles. Parent have been told that if appropriate nursing is not in place then the school cannot open. JV will write to the Chair of the CCG but as he is in charge of Covid for the whole of this area of London, so she is not expecting a quick response.
- JV said there needs to be another meeting next week and said she cannot recommend to Trustees that LL opens until adequate nursing and PPE are in place.
- DR noted that LL has the right PPE but not enough of it as most will not be reusable so a large amount will be needed. An infection control adviser said the PPE cannot be reused.
- George Dryja said the right equipment was needed before the school could open.
- Liz Buckley said when a further meeting is held it is almost essential that a medical person is present, and Martin, as he will have a view. JV said she is happy with that.
- JV said she is happy to invite Andrew and Martin but the decision would be for the Trustees to make.

	<ul style="list-style-type: none">• Susan Hayday said Trustees will wait to hear about<ol style="list-style-type: none">1. When LL will possibly open2. When a further meeting can be held to decide.• JV praised the staff and said education is continuing at LL. DR said every teacher and carer is in touch with parents and there are some children who need to be assessed in person. She said she is aiming for 22nd June as a target to receive children back. JV said she will have more information by Tuesday and a meeting with Trustees could be held Wednesday or Thursday.• Trustees confirmed to Susan Hayday, when asked, that they were happy with this arrangement and were asked if there were any further queries.• George Dryja congratulated Debbie Rix and her senior team for the extensive RA document.• Susan Hayday closed the meeting at 15.23, thanking all for their work during difficult times.	
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