

Kirklees Directorate for Children and Adults

Company no: 07729878

THE BOARD OF DIRECTORS OF SHARE MULTI ACADEMY TRUST

Minutes of the Extraordinary General Meeting of SHARE Multi Academy Trust held via Microsoft Teams at 1.00pm at on Thursday 14 July 2020.

Present

Mr A Kent (Chair), Mr M Day, Mr M Dunkley (part), Mr J McNally, Mrs L Rawlinson.

In Attendance

Ms D Howard, Director of Operations
 Ms E Kilner, Minute Clerk
 Mrs J Newson, Executive PA, SHARE Multi Academy Trust
 Mrs H Senior

Agenda Item	Discussion and Decisions	Action – who/by
1.	<p>Apologies, consent and declarations of LAAPs and interests</p> <ul style="list-style-type: none"> • The Chair confirmed that the meeting was quorate. • Apologies were received from Prof J Keay and Prof J Glazzard (with consent). • No one was declared as a LAAP. • The following declaration of interest were made <ul style="list-style-type: none"> - The wife of Mr M Dunkley works at Shelley College. 	
2.	<p>Matters for any other business</p> <p>There were no matters of Any Other Business notified.</p>	
3.	<p>Review of Risk Assessments</p> <p>The CEO updated the meeting.</p> <ul style="list-style-type: none"> • The DfE has given guidance that all schools are expected to open in in September 2020. • Pupils are to stay in ‘bubbles’ which should not mix, the smaller the bubble the better. • Staff are to maintain social distance from all pupils and all other staff. • Plans are now complete for all schools together with Risk 	

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	<p>Assessments. Plans have been based on CST guidance and framework, which fully reflects the DfE guidance</p> <ul style="list-style-type: none"> • Key issues identified include; <ul style="list-style-type: none"> - Transport. Travelling on school buses impacts on the integrity of bubbles. Shelley pupils who travel on buses will be deemed to be in two bubbles, one for class and one for travel. - Toilets. There are insufficient toilets to have a toilet block for every bubble. The focus will be on good hygiene and additional cleaning. - There will be different start, finish and lunch times. Classes will have a base and teachers will go to the class. <p>Mrs D Howard and Mrs H Senior updated the meeting on detailed Plans and Risk Assessments.</p> <ul style="list-style-type: none"> - There is a different approach for primary schools and secondary schools. - Primary schools will have smaller bubbles as it is more difficult to socially distance with primary school children and easier to teach a class for all subjects. - Groups of children in secondary schools could be the whole year group. We would expect a whole year group to isolate if there were two or more infections. Track and Trace would be used to identify those needing to isolate. - Guidance states that separate toilets are not needed for each group. - Two or more confirmed cases are defined as an ‘outbreak’ in the guidance. <p>Q. Who will monitor that masks are worn on school buses and other issues that may occur?</p> <p>A. Drivers can refuse access to buses. Pupils need to contact school when issues occur.</p> <p>Q. Will we know what travel type has been used to get to school?</p> <p>A. We will advise use of bikes / cars where possible. A short survey will be done daily on arrival at school to ensure that travel bubbles are known.</p> <p>Q. Have bus companies agreed to provide transport?</p> <p>A. Yes. The companies liaise with the LA and do their own Risk Assessments.</p> <p>Q. It is clear that if 2 or more children are infected, the whole bubble has to isolate. What happens if just one child is infected?</p> <p>A. The approach in primary school and secondary school will differ. With two cases or more, the school will contact the Health Protection Team</p>	

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	<p>to get advice and guidance on the situation.</p> <p>Q. The situation if just one child is infected seems ambiguous? A. We will ask schools to report daily to the Central Team on the number of infections so we can monitor single child infections within a bubble. It would be a concern if a single child in several bubbles were infected.</p> <p>Q. Was the decision to close Luck Lane taken by the school or the Trust? A. The decision is for the Head Teacher but meetings were held with the Trust to discuss the situation. The decision was supported by the CEO</p> <p>Q. In the Heaton Avenue plan, there is reference to contacting SHARE if there is an infection? A. All schools have to contact the Central Team in the case of an infection.</p> <p>Q. Can we ensure that all plans include the requirement to take contact details for contractors and other essential visitors to school? A. Yes. All schools have been given a template and this includes a form for completion by contractors and visitors to enable the operation of Track and Trace.</p> <p>Q. Do we require contractors to have clean workwear when they enter school to avoid cross contamination from other sites? A. We will consult with the Health Protection Team to get guidance.</p> <p>Q. Have we reviewed GDPR requirements for the contractor and visitor details collected? A. ICO have relaxed requirements in the current situation. We will ensure that guidance for contractors and visitors notes that track and trace details will only be stored for a limited period of time.</p> <p>Q. Is it correct that children’s names are included in Risk Assessment documentation? A. We will ensure that children’s names are removed.</p> <p>Q. Do we have a clear record of cleaning activities and can we identify that areas have been cleaned? A. Yes. This is done already. There is a log book of cleaners, areas cleaned and the type of clean performed. There will be additional</p>	

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	<p>daytime cleaning from September.</p> <p>Q. Do we have different cleaning equipment for different areas to avoid cross contamination. A. Yes. Different equipment is used for different areas including cleaning cloths.</p> <p>Q. Have staff been trained in the use and maintenance of PPE? A. Yes training is in place and staff cannot use PPE onsite unless they have been trained.</p> <p>Q. Is only Thornhill planning to have Saturday school and holiday tuition? A. All schools will have catch up plans but these are not all included in the Risk Assessments.</p> <p>Q. Can we ensure only teachers can record sessions using the option on Microsoft Teams? A. Yes. Sessions should be for educational purposes only. Teachers only will record and distribute the recording after the session.</p> <p>Q. Can Royds Hall and Thornhill Risk Assessments be reviewed as it is not clear who the Risk Assessment is applicable to? A. This can be checked.</p> <p>Q. Some risks remain high after mitigating action? A. Mrs D Howard and the CEO will review these risks with schools to ensure that the definition of High risk is consistent and that actions are in place to make risks Medium at most</p> <p>Q. Do Directors have to review and sign off Risk Assessments for Whitcliffe Mount? A. We are sharing approaches and templates, but, Whitcliffe Mount Governors are responsible for sign off of Risk Assessments.</p> <p>Q. Will there be school trips planned? A. We do not expect any school trips until 2021. Full Risk Assessments will be put in place for any school trip.</p> <p>Q. How often will Risk Assessments be reviewed? A. These are living documents and can be updated daily. We will review them on a fortnightly basis initially.</p>	

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	<p>Q. What action will be taken if children have travelled overseas in the last two weeks of the summer holidays and need to quarantine on return? A. The CEO will advise Head Teachers to write to parents in respect of travel overseas, quarantine and missing school in September.</p> <p>Q. What if children travel to UK high risk areas? A. This will be covered by the plans for bubbles being put in place. We will assume that the UK environment continues to be a higher risk.</p> <p>Q. Will there be a duty member of the Senior Leadership Team during the summer? A. There will be a pause in communication for the first 3 weeks of the summer holidays. After this, weekly communications will resume.</p> <p>ACTION: Mrs D Howard to ensure that all plans are updated to state specifically that the SHARE Central Team should be contacted in the case of an infection.</p> <p>ACTION: Mrs D Howard to contact the Health Protection Team for guidance on contractor workwear requirements.</p> <p>ACTION: Mrs D Howard to ensure that children’s names are removed from all Risk Assessment, Timetable and Rota documentation.</p> <p>ACTION: The CEO to ensure the remote learning policy is updated to ensure that only teachers can record remote learning sessions.</p> <p>ACTION: Mrs H Senior to check Risk Assessments to ensure it is clear who the Risk Assessment is applicable to and review any formatting issues.</p> <p>ACTION: The CEO and Mrs D Howard to review risks with Head Teachers to ensure mitigation is in place to reduce risks to Medium. If these risks can’t be reduced from High to Medium, an additional meeting will be arranged with Directors. Directors will be updated by email on the outcome of discussions.</p> <p>ACTION: A Risk Assessments review log will be set up to ensure that Risk Assessments are reviewed at least every 2 weeks.</p> <p>ACTION: Contact to the CEO from directors over the summer holidays will be via the Chair.</p>	<p>Mrs D Howard</p> <p>Mrs D Howard</p> <p>Mrs D Howard</p> <p>CEO</p> <p>Mrs H Senior</p> <p>CEO / Mrs D Howard</p> <p>CEO</p> <p>All Directors</p>

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	<p>RESOLVED: That the Plans and Risk Assessments be approved subject to the agreed changes and amendments.</p> <p>The CEO confirmed that following government guidance, the school will offer as full a curriculum as possible but there will be constraints for some practical subjects including Technology Practical, Science Practical and PE will be restricted.</p> <p>The CEO and the Directors thanked Mrs H Senior and Mrs D Howard for all their hard work on the plans and Risk Assessments.</p> <p>The CEO thanked all directors for reviewing the Risk Assessment documentation.</p> <p><i>Mr M Dunkley joined the meeting at 1.25pm.</i></p>	
4.	<p>Agenda, minutes and related papers – school copy</p> <p>RESOLVED: That no part of these minutes, agenda or related papers be excluded from the copy to be made available at the School, in accordance with the Freedom of Information Act.</p>	

The Chair closed the meeting at 2.00pm.