



Company No.: 08036395

MINUTES

Non-Confidential Minutes of the Eden Academy Board of Trustees, held via Zoom on Wednesday 26th August 2020 starting at 5:00pm

Attendance:

Angela St. John	ASJ	Trustee
Barry Nolan	BN	Trustee (Chair) & Academy Member
Brian Eaton	BE	Trustee
Helen Milner	HM	Trustee
Karen Deacon	KD	Trustee
Mari Ladu	ML	Trustee
Mary Canavan	MC	Trustee
Mirvette Russo	MR	Trustee
Susan Douglas	SD	Trustee & CEO
Vicky Collis	VC	Trustee
Also present		
Keith Holroyd	KJH	Governance & Policy Officer; Clerk
Sudhi Pathak	SP	Director of Finance & Operations

Apologies:

Collette Stone	CS	Trustee
Jamie Clarke	JC	Trustee (Deputy Chair)

The meeting was declared quorate

Ref.	Discussions and decisions	Action
87/2019-20	Welcome, introductions and apologies and the Board's acceptance or rejection for any absences BN welcomed SP to the meeting. Apologies were received and accepted from CS and JC.	
88/2019-20	Declaration of interests Nothing additional for this meeting.	

Ref.	Discussions and decisions	Action
89/2019-20	<p>Items of any other business</p> <p>None for this meeting.</p>	
90/2019-20	<p>Board approval of the minutes of the previous meeting</p> <p>The minutes of the meeting held on 26th June 2020 were approved.</p> <p>All actions had been completed.</p>	
91/2019-20	<p>Matters arising</p> <p>None for this meeting.</p>	
92/2019-20	<p>Consideration of the Trust's planning for full school reopening</p> <p>SD introduced the decision making framework and explained that nominated Trustees had reviewed the following aspects and a range of supporting document in detail, and discussed them with members of the executive and central teams as appropriate:</p> <ul style="list-style-type: none"> • ASJ – estates management • HM & VC – school reopening plans and procedures • BE – risk and policy management. <p>ASJ briefed Trustees on estates and premises management and the work undertaken to ensure the schools are safe to open. The main changes from the previous documents seen be Trustees related to cleaning, ventilation, and management of contractors and these have all been incorporated into individual school plans. All items have been checked at each school and assurances provided by Heads and site managers. SP confirmed that he had had conversations with each Head about all these aspects, particularly ventilation and fire escape arrangements, all of which have been reviewed. Trustees discussed the arrangements around air conditioning and ventilation in general.</p> <p>Trustees discussed the latest guidance in relation to masks in communal areas and how some of our children would cope with the changes to the school environment. SP and SD explained the current guidance on masks in relation to our schools and that we will not be asking our children to wear masks at this time. There may be occasions where small groups of adults need to meet face-to-face and may well be required to wear a face covering in those instances. Masks will continue to be work for personal care where this was necessary previously.</p> <p>SD explained the arrangements for the reintroducing those pupils who may find it more difficult to adjust to the new</p>	

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	<p>environment; utilising the flexibility provided under the guidance for special schools.</p> <p>HM and VC briefed Trustees on the detailed reopening plans for individual schools and their discussions with Heads. Both felt that the plans are incredibly reassuring and noted both the areas of commonality and the necessary differences to reflect the individual school buildings and cohorts as well as the sharing of planning. HC/VC highlighted the level of detailed planning which underpin the overarching principles. HM explained that the Hexham Priory School plans also encompass arrangements for those pupils taught under the auspices of the school at other establishments.</p> <p>Trustees questioned whether there had been any discussions from staff regarding workload. SD explained that the intention was to reinstate the workload project groups and that staff were already represented on the Covid groups in each school. Trustees discussed the Covid-19 groups and what they were discussing.</p> <p>Trustees questioned how the plans were being implemented with all staff. SD explained that all Eden schools have 2 training days on 1st & 2nd September, which will include briefings for staff. The plans for September reopening, also build on the arrangements implemented for partial reopening in the summer term with which most staff were already familiar.</p> <p>Trustees discussed how the inability to make visits into the community might mean that aspects of learning might be lost and how schools were seeking to address this with alternative arrangements.</p> <p>Trustees discussed the issues around Transport. SD explained the reasons behind the implementation of 'bubbles' within schools and that, unfortunately, these cannot be supported by the current transport arrangements at all of our schools and this will have significant implications which might mean we have to close more widely should there be a confirmed case of Covid. Transport arrangements at Grangewood and Moorcroft, and at Sunshine House, are able to support our 'bubbles' but this hasn't been possible at Alexandra, Hexham Priory, James Rennie and Pentland Field. Trustees questioned how Track & Trace works with our 'bubbles'. SD explained that she has a detailed flowchart which sets out how this this would work which she would be happy to share.</p> <p>Action: Share with Trustees, the flowchart demonstrating how the Track & Trace system works with our 'bubbles'.</p>	<p>SD</p>

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	<p>SD briefed Trustees on how schools are working with the small number of parents who are reluctant to send their children back into school and the arrangements in place where children do not return. At present, no children have been told officially that they need to continue to shield.</p> <p>Trustees agreed that Heads will use their discretion regarding parental anxieties about medically vulnerable children, where they will work closely with the parents to raise their confidence. Where historic poor attendance patterns are in evidence, then the normal escalation routes will be reimplemented.</p> <p>Trustees discussed the position relating to clinically extremely vulnerable staff and the implications for the two schools where continued alternative arrangements have been advised.</p> <p>SD updated Trustees on staff required to quarantine following return from holidays where 2 members of staff have been impacted by the changes in the governments' arrangements implemented during the last couple of weeks.</p> <p>Trustees discussed the interaction with unions over the summer.</p> <p>Trustees questioned the arrangements for supply staff. SD explained that whilst schools are able to deploy supply staff the schools will try, as far as possible, not to use them but deploy other staff within schools with appropriate support.</p> <p>BE briefed Trustees on his review of risk and policy management and his discussions with KJH prior to this meeting. Those discussions had focussed on the various stakeholder groups, transport issues, communal activities, and whether risk assessments were required for individual pupils. He had received appropriate clarification on all these points and was happy that the risk assessments were robust.</p> <p>Trustees discussed how the decision making framework had been compiled including how and when Trustees would be informed of any requirement to close a school. BN confirmed that he would ensure that any decision made under Chair's Action would be communicated to all Trustees in relation to a school closure or reopening. Trustees questioned what arrangements were in place for decision-making in the absence of SD and/or BN. SD confirmed that in the event of her absence, there was an Executive Team at Cabinet level and Paul Van Walwyk would deputise for her in the first instance and that JC, as Deputy Chair, would deputise for BN.</p>	

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	<p>Trustees discussed the likely arrangements and impact on our schools should there be local lockdowns imposed by government. Trustees questioned whether parents would have the choice to withdraw their children in the event of local lockdowns or an escalation in infection rates locally.</p> <p>Having considered all the information provided, Trustees unanimously ratified the decision to reopen schools from the start of the autumn term.</p>	

Ref.	Ratification items	Action
R22/2019-20	<p>Board statement in relation to existing policies and Covid-19</p> <p>Trustees ratified the policy statement.</p>	

There are confidential minutes for this meeting.

Meeting closed at 6:22pm

The Eden Academy Trust is a charitable company, limited by guarantee, registered in England and Wales
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Registered office: Grangewood School, Fore Street,
Eastcote, Pinner HA5 2JQ

ACTION SUMMARY

Agenda item x/2019-20		Action	Who
92	Consideration of the Trust's planning for full school reopening	Share with Trustees, the flowchart demonstrating how the Track & Trace system works with our 'bubbles'.	SD