

HADRIAN LEARNING TRUST

Minutes for Meeting of Board of Trustees

5.30pm, Tuesday 14 July 2020

Meeting on Zoom

In attendance: Simon Kitchman (Ski), Graeme Atkins (GA), Vervan Johnston (VJ), Barbara Hignett (BH), Kate Chaplin (KC), David Hartland (DH), Tony Brown (TB), Jonathon Holmes (JH), Sarah Kemp (SKe)

Part 1 Classified Non-Confidential

1) Apologies

No Apologies for non-attendance were received.

2) Declaration of pecuniary, business or personal interests

No declarations of pecuniary, business or personal interest were made in addition to those already recorded in the Register of Interests.

3) Full opening plans and risk assessments

GA referred to the documents circulated in advance of the meeting, which he explained were to demonstrate that the aspects contained in the Government's guidance on full opening, published Thursday 2 July, have been considered and that there is an appropriate operational plan in place.

- QE Sept opening- key elements for QE: GA explained that this was essentially the document sent to Trustees on Friday 10 July, adapted slightly for staff. This included more detail on sixth form arrival and now specifies that y12s will start on Friday 4 Sept (pm), rather than Monday 7 Sept.
- QE Sept opening – specific proposals: GA explained that this document systematically goes through each requirement on schools, which is intended to demonstrate to Trustees and staff that all aspects had been considered, thus providing reassurance. The text not in bold is from the guidance; the text in bold (other than headings and sub-headings) is presented as the school's response.
- QE Sept opening – risk assessment: GA explained that this had been written in conjunction with the above documents.
- The equivalent HMS Sept opening documents – as above for HMS.

GA talked through the compromises that need to be made to make the plans work, as outlined in the documents, but that these are justifiable and will not be unduly problematic. HMS has been much more straightforward to determine. For both schools, the intention would be to keep arrangements under daily review, adjusting as necessary.

GA went on to explain that the 'key elements' documents had been circulated to staff. Very little initial response had been received and what there had been had been positive. GA advised that he had spoken with QE's NEU rep that day and the response had been favourable, including in relation to some staff being required to work longer than colleagues.

GA advised that once he had received Trustees' formal approval to proceed he would share the risk assessments and detailed proposals with staff for comment. He would also write to parents with the details contained in the key elements documents.

VJ referred to mention in the specific proposals of the possibility of local lockdown where there is an outbreak in the community or in the school. She highlighted a related risk of significantly reduced staff numbers able to work due to a combination of seasonal viruses/ influenza/Covid 19 and asked if contingency plans were in place for this in normal circumstances. GA explained that there was some coverage of this in the extreme weather procedures, when high snowfall could present a similar challenge in terms of high staff absence. If we have high level of staff absences and are unable to secure supply provision we assess staffing levels on a daily basis and provide support from across the Trust as required to ensure that students are supervised safely, adequate catering and cleaning provision is provided and that there is a sufficient senior leadership presence. VJ suggested that something like this should be reflected in the risk assessment. Trustees agreed.

GA

VJ identified the importance of effective communications in the event of a local outbreak of cases in schools. VJ also advised that Trustees' consideration of the risk assessments should be a standing item at full meetings for the time being. Trustees' agreed.

GA

After further discussion Trustees approved the opening plans and risk assessments and thanked GA and others involved in drawing up the detail and in anticipation of the work to be done over the holiday period to get both schools ready for pupils and students return in September.

4) Urgent business with agreement of the Chair

None.

Close and confirm date of next meeting

Part 1 of the meeting was concluded.

The date of the next Part 1 meeting is to be confirmed