

FEDERATION OF St. ELPHEGE'S and REGINA COELI CATHOLIC SCHOOLS

COVID-19 RISK ASSESSMENT

School:- St. Elphege's Infants and Junior School. Regina Coeli Primary School

5. GOVERNANCE

Consider:	Phase I: Actions needed (if any):Risk/support required /additional considerations	Phase II	Phase III	Phase IV
1.How are governors involved in the discussion and planning for the school re-opening?	Governors updated on all plans the 3 schools had activated in this phase.	GB to receive RA and Reintegration Strategy at M&E Committee meeting on 26 th May.	Risk Assessments for Phase 3 shared with Gb prior to FGB meeting on 25 th June 2020. Any questions comment to be raised prior to meeting.	GB – M&E Committee have risk grid shared 16.07.'20 prior to RA being written to ensure all areas the GB require are added to RA. RAs will be completed by SLT by 24.07.'20 and shared with GB / M&E committee in the following week for discussion and approval.
2. What are governors able to do to support leaders during the various phases of re-opening? How will they assure themselves of the safety of pupils and staff? What will be their		GB – M&E committee will review Risk Assessments alongside GOV.UK guidance for schools; Considering - the robustness of the RAs ; the health safety and welfare of the our pupils and, as the employer,	As Phase 2.	GB will ensure GOV.UK guidance and LA H&S guidance is followed to allow for full opening of schools. GB will review and evaluate the RAs for whole school.

<p>determining factors for making the decisions they need to make?</p>		<p>the health safety and welfare of the our staff.</p>		<p>Any individual staff RA will also be reviewed to ensure the safety of all members of staff and pupils.</p> <p>Visitors will be included on RAs following GOV.UK guidance.</p> <p>If there is a case (or more than 1) of Coronavirus in any of the 3 sschools the SLT will follow GOV.UK guidance and inform the GofG immediately of the action the school is taking.</p>
<p>3. How will leaders evaluate what is feasible to do and how will they effectively communicate to reassure parents/other stakeholders and communicate with LA authorities?</p>	<p>Parents all given letters about isolation.</p> <p>Pupils invited to 'google classroom' and parents given guidance on its use.</p> <p>School website updated to keep parents informed.</p> <p>Phone calls home and SEND and VP in close school/ home communication.</p>	<p>Parents will receive the school reintegration strategy based on risk assessments.</p> <p>Parents to be consulted using google forms to quickly assess opinions.</p> <p>EHT to communicate strategy with LA and Diocese.</p>	<p>Parents to be consulted using google forms to quickly assess opinions.</p> <p>The newly formed bubbles will have separate reintegration strategies and letters for parents.</p> <p>These will be shared with staff and parents as appropriate to the year group.</p> <p>Communication with identified</p>	<p>SLT will share RAs (after GB endorsement) with staff and canvas their opinions through consultation survey.</p> <p>Once agreed by all stakeholders parents will be informed by email and 'Google Classroom@ of the integration strategy for their child's class.</p> <p>RAs will be shared with LA, Diocese and posted on schools' websites.</p>

			<p>SEN/D or VP parents/carers ongoing.</p> <p>LA and diocese to receive updated RAs and verbal communication as necessary from EX HT and Heads of School</p>	
<p>4. What are leaders doing to ensure governors are aware of what is happening and what input are governors having in the decision-making process?</p>	<p>Written update to GB</p>	<p>Meeting GB M&E Committee on 26th May 2020 to review and agree plans.</p>	<p>Health, Safety and Well-Being meeting 16th June updated GB re RA and reintegration of Y5, Y1 and academically vulnerable pupils.</p> <p>Prior to FGB 25th June all RAs to be circulated to GB for scrutiny of Phase 3.</p> <p>Phase 3 to be agreed by GB at FGB meeting.</p>	<p>Committee meetings are planned throughout the academic year to ensure H,S&W-B, M&E, Staffing, Finance/Premises and GB Committees are fully conversant with RAs and school strategies.</p> <p>Governors are given opportunities to review, question and make suggestions in regard to RAs and strategies.</p>
<p>5. How do leaders decide what governors need to know and how frequently they receive information? How might this be being determined?</p>	<p>Ongoing liaison with GB.</p> <p>GB regular meetings held virtually.</p> <p>Contact with Chair of GB</p>	<p>Ongoing liaison with GB.</p> <p>GB regular meetings held virtually.</p> <p>Contact with Chair of GB</p>	<p>As Phase 1 and 2</p>	<p>Ongoing liaison with GB.</p> <p>GB regular meetings held virtually.</p> <p>Contact with Chair of GB</p>

6. How involved are governors in communicating with parents and the school's community?		All communication with parents and school community will be through EHT with governor support and input as required.	As Phase 2	All communication with parents and school community will be through EHT with governor support and input as required.
7. Are governors able to work with leaders to review what is happening on a regular basis? What might this look like for the school?	Ongoing liaison with GB. GB regular meetings held virtually. Contact with Chair of GB	Ongoing liaison with GB. GB regular meetings held virtually. Contact with Chair of GB	Ongoing liaison with GB. GB regular meetings held virtually. Contact with Chair of GB	Ongoing liaison with GB. GB regular meetings held virtually. Contact with Chair of GB Virtual meetings with the GB/M&E Committee during holidays to ensure RAs are agreed by the GB.
8. How will governors know that the plans they have participated in are being followed and adhered to?		Reports to GB at end of Phase 1 and Phase 2. Review and reports by those governors who are recipients of the plans outputs (i.e. governors with children who are pupils at the school and governors who are staff members)	Report to Gb at FGB re Phase 3.	Reports to GB at end of Phases 1, 2, 3 and now 4. GB will meet regularly to have an overview that the strategy adheres to the current RA.
9. How will governors evaluate the impact of their work to re-open the school?	Updates	Risk Assessments and Reintegration Strategy (RS) shared with GB by SLT.	As Phase 2 but with Phase 3 updates.	Reports by EHT to the Chair of Governors weekly. HoS to give fortnightly

<p>What ways can this be achieved that would not cause additional work?</p>		<p>SLT review Reintegration Strategy weekly .</p>		<p>written reports to GB. GB to view schools' websites to ensure parents are kept informed though weekly newsletters from HoS and also important information is posted on websites by ExHT.</p>
<p>10. What agencies are governors working with to ensure they are aware of the staffing situation? What can be planned? And how are staff used effectively as the school moves through the phases of re-opening fully?</p>		<p>Staffing is complete and there are no vacancies in St. Elphege's Schools. The schools are including in the RAs Staffing cover if a member of staff is ill or isolated.</p>	<p>Staff for Phase 3 are being utilised to maximise face to face teaching of bubbles as well as allow for preparation of work on google classroom. Staffing in St. Elphege's Infants and St. Elphege's Junior is at full capacity for September 2020. Regina Coeli is still in the recruitment stage for maternity cover staff for September 2020.</p>	<p>Governors will have fortnightly written reports regarding staffing from DoFO and SBM. GB Staffing Chair will have viewed anonymised RAs for individual staff (where necessary). These will be updated if circumstances of the individual change.</p>
<p>11. What aspects of governance are being put to one side to deal with the immediate situation? When do leaders envisage these to be reviewed as being or not being required?</p>	<p>NONE</p>	<p>GB business to be carried out through virtual meetings, as usual but with agenda items first reviewed by Chair and Clerk and deferred to future meetings if possible.</p>	<p>GB business to be carried out through virtual meetings, as usual but with agenda items first reviewed by Chair and Clerk and deferred to future meetings if possible.</p>	<p>GB business to be carried out through virtual meetings, as usual but with agenda items first reviewed by Chair and Clerk and deferred to future meetings if possible. Fortnightly reports to CoG and any extraordinary business will be conducted</p>

				through specially called meetings.
12. How are governors ensuring they are providing support to leaders in this current situation?	<p>Chair of Governors availability.</p> <p>Clerk circulating papers and setting meetings up virtually.</p>	<p>Chair of Governors availability.</p> <p>Clerk circulating papers and setting meetings up virtually.</p>	<p>As Phase and 2.</p> <p>Governors support has been very helpful.</p> <p>CoG shares ideas and suggestions with ExHT which help the SLT reflect on current issues and ways of working.</p>	<p>Chair of Governors availability to discuss change, difficulties or to discuss any matters arising due to implementation of strategies or day to day running of school.</p> <p>Clerk circulating papers and setting meetings up virtually.</p> <p>CoG shares ideas and suggestions with ExHT which help the SLT reflect on current issues and ways of working.</p>
13. How do governors ensure meeting are held in a timely manner and fulfil their statutory responsibilities?	<p>Virtual Meetings.</p> <p>Clerk in contact with chairs of committees to ensure minutes and agenda are appropriate and correct.</p>	<p>Existing schedule of Governance meetings continues but held as Virtual Meetings.</p> <p>Clerk in contact with chairs of committees to ensure minutes and agenda are appropriate and correct.</p>	<p>As Phase 1 and 2 – this is working smoothly.</p> <p>New governors given access to meetings.</p> <p>Virtual training events are sign posted by clerk.</p>	<p>Existing schedule of Governance meetings continues but held as Virtual Meetings.</p> <p>Clerk in contact with chairs of committees to ensure minutes and agenda are appropriate and correct.</p> <p>Extrordinary meetings set up where and when necessary.</p>

Additional considerations:				