

MINUTES OF THE HAMPTON HILL SCHOOL BOARD OF TRUSTEES MEETING
Tuesday 23rd April 2020 at 7.00pm (via ZOOM)

WELCOME | APOLOGIES | SPEAKING RIGHTS | CONFLICT OF INTEREST ARISING FROM AGENDA:

Present: Stephen Opie (Chair), Sophie Robbers, Abbey Corich, Noha Ibrahim, Ian Conning, Mel Zimmerman (staff rep)

Apologies: -

Absent: Matthew Bulford

Minute Secretary: Sue Kelly

Conflicts of interest: none

Stephen outlined that the purpose of the meeting was for the Board to discuss plans for Covid-19 Level 3 before school reopened on 29th April and also provide a brief property update.

COVID-19 LEVEL 3 UPDATE

Abbey talked through the comprehensive safety plan which the senior leadership team had produced (refer to attached document). Parents had been surveyed to ascertain how many children would be attending school and that number was currently 16-18. There would be a teacher only day on Tuesday 28th April and school would reopen on Wednesday 29th April. There would be two bubbles each with a maximum of 10 children per Bubble. Each bubble would be led by two teachers - Scott/Keiko and Joanne/Dominic. They would share the role and release each other as required. Teachers would set up classrooms with one metre distancing and the teaching programme would be the same as home learning.

All staff had been grouped into 4 levels -

Grouping 1: staff onsite - Staff without children under 14 and with no vulnerable health needs

Grouping 2: staff onsite - those who need to keep their own young children at home who do not have someone to care for them -*will invite their children to join our school if needed.*

Grouping 3: staff onsite - those who have vulnerable people in their bubble, but are not vulnerable themselves (*to be used in a non-contact role. We are unlikely to require this group but this will depend on numbers*)

Grouping 4: staff onsite - all staff are required including staff who are vulnerable themselves. (*unlikely at level 3*)

Cleaners would come in this week and thoroughly clean the school, spraying surfaces with Germ Guard which lasted for 90 days - but this process will be repeated every 30 days. All high contact surfaces would be cleaned daily in line with MOH guidelines.

Abbey had confirmed with MOE that contact tracing of adults applied to onsite contact only. Children would only have contact with the teachers in their bubble. Abbey has set up a contact tracing register.

Pick-up and drop-off - there would be staggered times for each bubble with no parents allowed on site. Children would be dropped off at the gate and Abbey would direct children to classrooms from the gate. A letter was going to parents outlining all details and it was the responsibility of parents to ensure their children understood arrangements.

Cleaning and hygiene - hand sanitiser in each class, additional paper towels, designated toilet for each bubble, regular cleaning of high contact surfaces.

Kids **MUST** follow guidelines, if they don't follow the rules and stay in class their parents will be phoned to collect them. The guidelines would be added to the BOT Covid-19 policy and kept on file for audit purposes. The guidelines would also be used for further pandemics.

Off-site teachers would support those teachers in classes. On-line teaching activities had been set up in google drive. Scott had provided videos showing how to do activities.

Sue had organised flu jabs at Simon's Pharmacy for staff and ordered hand sanitiser from MoE.

Sophie queried checking in on teachers at school to ensure well-being. Abbey would organise thank you packs of snacks for teachers. Noha queried children understanding what was going on. Mel confirmed that teachers always explain everything in detail on the first day of term and this would reassure kids that everything was ok.

Stephen thanked Abbey and staff for their great work. Abbey said she felt calm and organised, and is working with a great team.

Sophie gave a huge thank you to Abbey and her teaching team who had done an amazing job with communications to parents and home learning for children. Mel also thanked Abbey for her great communication with staff, keeping them informed and always thanking them for their work.

PROPERTY

Ian reported he had received an email from Anna and work was planned to start in a couple of months. The bottom block would need to be cleared before this date and new classes set up in hall/staff room. Abbey was concerned that this would be the height of winter/flu season and coming off the back of Covid-19, parents would not be wanting to squeeze their children into small learning spaces. Ian will suggest to all parties that we push the start date out two weeks to 4 July. Work was expected to last about two terms. Ian agreed that we may need to think about rephrasing work and would speak to Mark at Ashbys to raise these concerns. Ian and Stephen would communicate developments with staff as it was important to keep them informed. Ian confirmed that a lot has to happen over the next two weeks. Perhaps breaking the work down into smaller bits may be an option.

Meeting closed at **7.55pm**

Next meeting: Monday 4 May 2020 at 6.00pm via Zoom. Stefan Knap (new principal designate) would join the meeting as a member of the public.



15/6/20

Hampton Hill School

Alert Level 3 Protocols - Draft

General Alert Level 3 Outline Education Specific details for alert levels 2, 3 & 4

Pre announcement:

- Signal to community and to staff what the procedure will be, send out survey for families to complete Abbey has done this -
- teachers to follow up with families we haven't heard back from . - Teachers have done this
- Invite teachers/staff to share any questions/ concerns and feedback answers - Rebecca has done this and we have feedback

Actions Following Announcement:

- Establish reopening timelines - communicate with all families - Email sent out with date school would be open from - Abbey and Stephen have done this
- SENCO to ensure supports for any children with additional needs who may be attending e.g. behavioural, learning etc. - Rebecca to do ongoing
- 'Onsite Staff Only Day' to set up physical spaces, gather student stationery/supplies/resources and work through expectations around learning tasks & protocols - Abbey and Rebecca to plan, meeting part will need to be on zoom, physical distancing will apply
 - As numbers dictate, the BOT will require staff to attend during alert level 3 based on the following priority groupings (priorities determined by health risk posed): - Staff have already identified which group they belong to
 - Grouping 1: staff onsite - Staff without children under 14 and no one to care for them or vulnerable health needs
 - Grouping 2: staff onsite - those who need to keep their own young children at home who do not have someone to care for them -will invite their children to join our school if needed.
 - Grouping 3: staff onsite - those who have vulnerable people in their bubble, but are not vulnerable themselves (to be used in a non-contact role or unlikely to require this group but this will depend on numbers)
 - Grouping 4: staff onsite - all staff are required including staff who are vulnerable themselves. (unlikely at level 3)
- Confirm cleaner and caretaker availability Caretaker - Rebecca has contacted cleaners, cleaners following guidelines, cleaning expectation and plan shared and agreed upon, additional hard surface cleaning and use of special germ products etc.
- Establish class bubble lists and classroom plans, start time, communicate with families - Abbey and Rebecca to do with 24 hours warning to staff and families before opening Siblings will be allocated the same classroom bubble.

- Contact tracing register established (MOE to confirm level of detail required). - Abbey to set up
- Scott to check availability on devices for children onsite to have one each - is this possible?
- Detailed communication will be sent out to parents who have children attending, including protocols. E.g., no talking to other parents no lingering, only enter Rimu St, Children must bring a full drink bottle (no drinking fountains available), children must bring enough lunch (no village food at level 3), no bikes/scooters to be onsite, 1 comfort toy permitted, children to BYOD - only for own use and stays in table area - or do we have enough school devices.
- All families will be made aware that if their situation changes they need to provide 48 hours notice as an extra child attending will impact bubble size and staffing needs.
- TOD: Create visuals, signs for around the school, zoom meeting, bubble buddy planning meeting, syndicate meetings, TA meetings- all meetings via zoom

Onsite protocols after reopening during alert level 3:

In Classrooms: Teachers to help set up	At Pick up and Drop Off:	Staffing Class Bubbles:
<ul style="list-style-type: none"> • Only use classrooms up top • 1 meter distancing at all times • Students will work on their relevant distance learning programme provided by their usual classroom teacher. On site teachers have access to these plans in the shared drive • Each student will have the same work space and chair to use for the duration of level 3.- labelled. • Workspaces will be organised to allow for a minimum of 1m physical distancing - desks are available from other classes if needed • Siblings will be able to share a space • Sanitiser will be provided in every classroom. • Children will eat morning tea and lunch at their own designated workspace. • Children will have their own stationery, supplies and devices/headphones, and equipment they will need for the day - no sharing. • Avoid shared use of equipment 	<ul style="list-style-type: none"> • Each bubble will have a 10 minute time slot allocated between 8:30 and 9:15 and between 2:30 and 3:15 for pick up and drop off. Blue Bubble 8:40 - 8:55am 2:40 - 2:55pm Red Bubble 9 - 9:15am 3 - 3:15pm • If children are late parents must ring the office and child will be directed to the classroom by a staff member • Parents cannot enter classrooms at any point throughout the day. • Pick up and drop off will over be at Rimu St entrance • Have 2 metre distancing on path on Rimu St • A staff member will be waiting at the main gate during this 15 minutes and will direct children to and from the classroom - keeping 2 metre distance. A staff member will be near the office door to redirect any children if needed. There 	<ul style="list-style-type: none"> • Initial class bubbles of 10 will have 2 teachers (bubble buddies!) This means each teacher will need to work in to shifts so the other teacher can have a break for food and distance learning shift a: 8:30 - 12:30p, Shift b: 12:30 - 3:30pm PLEASE NOTE ON BUDDY TEACHER PLANNING TIME THEY MAY CHOOSE TO SPLIT THEIR TIME DIFFERENTLY. • If teachers are sick, staff not on the skeleton staffing list will be asked to cover and name added for any contact tracing. We will try not to cross bubbles and ask the same teacher for only one bubble.

<ul style="list-style-type: none"> • Establish a simple, visual system for identifying chn from each bubble: • Blue bubble - Piwakwaka - Scott and Keiko • Red bubble - Kiwi - Dom and Joanne • Doors left open - temperature permitting to prevent contact • No milk to be used • No village food available 	<p>will be 2 metre space lines outside of the classroom and children will wait there until welcomed/directed in by the teacher or called to meet their parents. This will maximise integrity of the bubble.</p> <ul style="list-style-type: none"> • On arrival children will bring bags into the classroom and bags will stay in their spot. 	
<p>In the Staffroom:</p> <ul style="list-style-type: none"> • Staff are expected to maintain minimum of 1m physical distance at all times. If there is contact 1m with anyone not in class bubble this will be recorded on the register • Staff will have their own cutlery and crockery and will be responsible for washing/drying their own dishes (dry using disposable paper towels rather than tea towels) • Soap and sanitiser will be provided in the staffroom • Sanitiser will be provided under the alarm pad and spray and white to clean this • Disinfectant wipes will be near the photocopier to wipe down after use 	<p>In the grounds:</p> <ul style="list-style-type: none"> • Each bubble will have it's own break time. Timings to be decided with Bubble Teachers • <i>The playground will be closed - fenced off</i> • No sports equipment/gardening equipment to be used. • Children must keep 2m apart from each other in the playground. • Water fountains will be turned off/ if not possible will be taped off- children will need to bring water bottles. • Have 2 metre chalk marking on ground along verandah to the toilets • Look at possibility of independent fitness courses on concrete using chalk • Keiko and Cat to share PE games that can be played with 2 metre distancing • All gates to be locked with instructions to ring the office if people want to enter and directions will be given 	<p>Managing Attendance:</p> <ul style="list-style-type: none"> • Children and staff will not attend if they have any sign of sickness • Children and staff who become unwell during the school day will be sent home. • eTap will continue to automatically populate every child with "F" in the electronic register. • Teachers will be using a class bubble group and if children are at school change their code to P. • Rebecca will be in a non-contact person in the office and will phone to follow up absences • A paper copy of the roll will be in classrooms and in the office in case of an emergency
<p>Cleaning and Hygiene:</p> <ul style="list-style-type: none"> • Sanitiser and tissues will be available in every classroom. • Soap will be available in all bathrooms. 	<p>Additional Considerations:</p> <ul style="list-style-type: none"> • Abbey and Rebecca will be onsite at all times -, office, behaviour, medical needs . Rebecca will not have contact with others unless in an 	<p>Movement Around the School:</p> <ul style="list-style-type: none"> • Students will stay within their own classroom bubble, and not visit other bubbles or staff

<ul style="list-style-type: none"> ● Cleaners will complete daily cleans in line with MOH guidelines. ● Additional paper towels will be available in classrooms for children and teachers to sanitise spaces during the school day as required. ● Additional cleaning products will be in classrooms for hard surfaces to be sanitised throughout the day ● Abbey will regularly check and bleach toilets throughout the day ● A toilet will be set aside for each bubble. 	<ul style="list-style-type: none"> ● emergency situation. ● PPE (masks, gloves) are available for medical situations only - not everyday wear. Staff in office to deal with any serious medical issues following strict safety measures if less than 1 meter distance. If this happens the staff dealing with health issue will be added to contact tracing list for that bubble ● Plasters available in classrooms for children to use themselves for small medical issues ● No Before and After school care. ● No visitors onsite - visitors must wait outside gate and phone office. Then they will be given instructions of what to do. Office phone number and instructions will be on the gate ● Disinfectant/wipes available to be used on shared keypads (eg: photocopier and alarm) ● Contact tracing register to be established as per MOE guidelines. ● No village food available at level 3 ● Lock doors to office area while in there, open as needed. ● Contact tracing will be recorded on shared google doc and teachers will add names using own computers so pens and paper 	<p>shared spaces (ie photocopier or staffroom) unless in an emergency.</p> <ul style="list-style-type: none"> ● Staff will not visit with other class bubbles. ● Staff meetings will happen on Zoom even if staff are onsite ● Shared spaces such as the hall will not be available for use. ● A toilet block will be allocated to each bubble. ● 2 metre spacing will be marked out with chalk on the verandah leading up to toilets ● Only one child to be in toilet block at the same time - regular reminders ● Visual signage around the school e.g. one in toilet, stay two meters apart, do not enter grounds without being instructed by staff member, contact tracing reminders, drinking fountains closed etc.
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Seeking clarification from MOE on:

- Allowance for off site teaching/support staff to be onsite at times? if they do not enter class bubbles?
- Contact tracing register - what detail is required?
- Behavioural needs - what can we expect out of this?
- What staggered starting times look like?
- Can we deliver hardcopies of staff at level 3?

Offsite Staff during alert level 3:

- Staff working offsite will continue with distance learning programmes as per alert level 4. There will be a gradual increase in expectations about extending new learning and virtual face to face sessions with children. Offsite staff will provide regular zoom opportunities for children who may not be in their class.
- Each teacher should plan for collaborative practices that will support the workload of those teachers who are working on site, while also facilitating distance learning for their class and possibly classes where a teacher is working onsite.
- *To protect the integrity of the class bubbles, staff members with offsite roles will only be allowed to access the site without accessing classrooms. Bottom block will not be used during Level 3 so teachers will be able to access this space as long as they follow physical distancing practices.*
- We need to consider how we can better utilise offsite part time teachers or TAs to support onsite classroom teachers (ie: by making tutorial videos etc to add to resource library, making and delivering additional home learning packs?)

Role of other support staff not mentioned above

- Office - Would be good to have someone for front of house duties / contact tracing register / phones / eTap/ medical if possible) This staff member will not need to have contact with others

Staff Meetings and continuity of staff culture

- Weekly staff admin hui - zoom
- Weekly syndicate hui - zoom
- Staff PD currently on hold until Level 2

Additional emergency procedures

- Paper copy of each bubble roll to be kept in the classroom and office.
- Classroom and school areas not in use to be locked.
- Offsite teachers to call the office to check in when accessing classroom areas - only bottom block available
- Teachers to locate the emergency box in their new classroom setting.
- New evacuation areas to be allocated for teachers and staff to check when evacuating.
- When safe to do so social distance children at the evacuation meeting point.
- Follow emergency procedures for all other steps

