**Extraordinary Report to Governors during Corvid19 School Closure**

**March 2020**

As you are aware, the FGB meeting scheduled for 26th March was cancelled due to the school closure precipitated by the government directive in association with Corvid19. In these extraordinary times, I will keep you up to date with actions the school is taking. There is no business necessitating a virtual meeting at present. If there is essential business that cannot be done sensibly in correspondence, appropriate arrangements will be made.

At present this “extraordinary report” is for information. Please email me direct if you have any governance- related queries.

* The school closed on Thursday 19th March. Appropriate arrangements were made to support children of key workers and vulnerable children and the school was staffed by members of SLT for five days w/c 23rd March. Eight students were in school on Monday 23rd. On that evening, further advice was given by the government about children staying at home if at all possible and there were no children in school for the rest of the week. You have already seen the letter sent to parents stating that I would stand down staff from Monday 30th March and that any family needing provision should email me so that I could make appropriate arrangements. I have had no such requests. A number of parents have sent supportive emails. We will be flexible and open if it is appropriate to do so.
* Staff are working from home. Work is being set on Go4Schools and refreshed regularly. The new PREP newsletter will also be published this week. This will include extra advice and FAQs, as well as links to websites and resources in support of working from home. Staff are available in working hours to answer queries from students and parents and departmental emails have been made available.
* In addition, the Extended Project Qualification (EPQ) has been launched for Y11 and Y12, led by Andy Cooke, Head of Sixth Form, and supported by Jono Sands, Deputy Head designate, and Mr J Pead, Lead Practitioner, Maths.
* We are expecting clarification from Ofqual this week about how qualifications will be awarded for Y11 and Y13 and the information required from schools.
* Two staffing appointments s have been finalised since closure meaning we are staffed for September and the timetabling process can begin. We have appointed a fixed term teacher of Computer Science, having received a resignation from a current member of staff. In addition, we have appointed a Lead Practitioner in Maths, who will also work with Jono Sands, on teaching and learning and will also support the delivery of the EPQ.
* weekly contact is being made with vulnerable students and all calls are logged and action taken as necessary
* Risk assessments have been constructed for students with Education, Health and Care Plans (EHCPs)
* After Easter, we will make arrangements for all tutors to make telephone contact with their tutees so that all students have had personal contact with the school in the fortnight after the Easter holiday.
* We are planning to create the Prep4Sept evening which usually takes place in the Summer Term through a series of face to camera YouTube videos with the material attached. We will probably need to do the same for New Entrants Evening, depending on what happens.
* Students entitled to Free School Meals have been sent supermarket vouchers. This is likely to be superseded by a central government scheme but we have not received any further details as yet.
* A record is being kept of costs incurred by the school and Stuart and I are dealing with contractual issues for services which will be reported to the Resources Committee and Full Governors in due course.
* The school has donated all its science department eye goggles to Broomfield Hospital.
* The Site Team and cleaners are doing a great job. The site is accessible for staff who need to go in but my advice has been to stay at home if at all possible. Teaching and support staff are working hard and putting everything in place that they can to support students, families and provide appropriate learning during the period of closure.
* I am liaising with the Director of Education for Essex and the Association of Secondary School Heads in Essex (ASHE) as appropriate.

Carole Herman

30th March 2020