

## **‘ANNEX A’ Out of School Club RECOVERY PLANNING MEETING MINUTES**

**Thursday 18<sup>th</sup> June 2020 at 10am-11.20am  
Via Microsoft Teams**

<b>Present:</b>	Donna Lamey	Bolton Start Well
	Helen Shearer	Bolton Start Well
	Susan Holden	Bolton Start Well
	Lyndsey Longworth	Bolton Start Well
	Katie Smith	The Wraparound Club
	Jill Hubbard	Schools Out
	Rita Livesey	Rita's Out of School
	Jane Casey	Happy Faces
	Nicola Croxton	The Parachute Club
	Daniel Hargraves	Kare4kids
	Rebecca Barlow	Kare4kids
	Asif Vali	Zak's Out of School Clubs

<b>Aologies:</b>	Yvonne Hollis	Kool Kidz
	Elaine Jackson	Barty's Kids Club

### **MINUTES**

- Welcome & Introductions**  
DL opened the meeting and welcomed all the Independently Ofsted Registered Out of School Provision

## 2 **Start Well Update**

HS shared how the LA and GM have been lobbying government and raising the concerns such as, Childcare Sufficiency, challenges of meeting wrap around care for keyworkers, and messages for parents. HS explained the following;

- LA recognise it is a worrying time and want to work with OOSC providers to find solutions.
- Schools have been asked to complete a survey to indicate who is offering wrap around care.
- The LA are producing sound bytes for parents to support understanding of the guidance.
- Expecting more guidance soon about the summer offer and the hope that OOSC's will be able to open. GM paper has been shared with all services.
- Currently awaiting the Education Minister's announcement re: summer catch-up program.
- LA & GM are looking to work in partnership with the existing OOSCs; no capacity or plans for the LA to replace the OOSC provision we already have.
- HS will share any new information and further updates as soon as they are known.

## 3 **Q&A**

All attendees were given an opportunity to ask questions.

JH – Gavin Williamson has said schools will not stay open – is this right?

HS – We are awaiting further guidance as nothing is confirmed as of yet.

JH – Unregistered sports/summer camps are taking bookings.

HS – OOSC are able to take bookings with the caveat that if guidance changes, they may need to revise decisions on whether or not they are able to open and on what basis. HS is attending a DfE meeting tomorrow and will share anything relevant as soon as possible.

JC – What is Head teachers' appetite for out of school care in September?

HS – Awaiting outcome of school survey; schools may not be in a position to offer wrap around care.

NC – How are children being taken into consideration in all this? What if they come to us then we get told to close (and the impact of this on children's emotional well-being)?

HS – Across Bolton services are encouraged to collaborate and plan together to meet the needs of families and children e.g. CCG (Clinical commissioning Group, Public Health and Education to meet the emotional/well-being needs of children and offer training. Currently, there is a slow release of lockdown with no plans to reverse whilst 5 key areas are met.

AV – Sports clubs seem to be operating outside of FA guidelines. How will the LA monitor this?

HS – If clubs are not operating safely please let HS know and she will escalate. LA has responsibility to pass on any known breaches to Public Health.

DH – raised concerns about mixing 'bubbles' in OOSC and lack of financial support, can not see how it is sustainable to operate with reduced numbers, taking bookings.

HS – Understands concerns. Unable to make any promises but will continue to ask DfE for funding and further guidance.

HS & SH shared the collaboration of Hemsall's business workshops to offer business support, sustainability modelling, free of charge to OOSCs. The group expressed an interest in this.

KS – Do OOSCs need to get LA approval of their risk assessment?

SH – The onus is on providers to take their own decisions and choices based on government advice. LA have offered guidance with risk assessment to support EY providers are following government guidance. Not a requirement to have this signed off by the LA, however, would recommend risk assessments are in place to show how you have made 'best endeavors' to meet the guidance.

**ACTION:**

**Start Well to share more information about the Hemsall's business support with the group.**

**4 General OOSC Updates**

DL recapped over information that has been shared with OOSCs over recent weeks.

- OOSC Alliance Updates – example risk assessment
- Public Health Update
- Infection Control Briefing Presentation – advice on PPE, Handwashing, etc
- Briefing note GM and DfE responses around wraparound care
- Possibility of creating a Facebook closed group – would you like this?

**ACTION:**

**OOSC providers to contact DL, LL or SH to confirm if they would be interested in a closed Facebook OOSC provider group**

**5 Survey Responses**

DL thanked those who had completed the survey and shared the main concerns raised as, Sustainability, Staffing, Funding and acknowledged that the aim of these meetings is to support with those issues raised.

**6 Update from each setting**

Opportunity for all providers to ask questions and share information. The following points were raised for discussion:

JC – Is the message being shared with DfE that under current guidance OOSCs are unable to open?

SH – Confirmed that government are being lobbied about this by OOSCA and local authorities

JH – Will we be able to operate for 4 schools?

SH – We are awaiting further guidance on this so unable to answer this at the moment to see if current guidance changes. In the meantime, discussed finding out what parents want? What is the demand? Then consider staff available? Can you meet demand? Is it viable?

JH – Could Facebook be used to engage parents and give parents a voice?

SH – It is not the role of Start Well to engage parents in lobbying; suggested understanding OOSCA role in this.

DH – How can mixing of 'bubbles' in the holidays and then returning to school 'bubbles' work?

KS – Shared her idea to only open for 5 of the 7 weeks summer holidays to give children 14 days away from the club, as a 'reset' before starting back at school.

ALL – acknowledged this as a good idea.

AV – Asked if DfE could be asked to extend the 3mths extension to renewing qualifications, in light of OOSCs being unable to open for this extended period e.g. paediatric first aid (PFA) and food hygiene.

LL – Confirmed this will be passed on to HS. Extensions to certificates are being discussed but checked with Ofsted. Safeguarding online training is being written so that staff can access this online. Online training is already available for Food Hygiene.

SH – Reminder that to continue to review the Ofsted EYFS disapplication's documentation which includes PFA and Safeguarding.

AV – We will be unable to legally operate if Insurance does not cover us?

JC – Has received a 2 page fact sheet from Morton Michel insurance company and will share this with the group.

DH – What is happening with discretionary grants?

Others present shared concerns about access to funds with no income for extended period and reluctance to take on loans.

JH – Confirmed she applied for and received the discretionary grant. She explained her cash flow forecast and the process she had completed and re-assured the group that the discretionary grant is being paid. She passed on her thanks to Bolton Council for support as it has been very beneficial.

**ACTION:**

**JC to email Insurance Fact Sheet to Start Well.**

**Start Well to share the fact sheet with the group.**

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**Next Steps**

All were thanked for attending the meeting and asked if this had been useful and whether another meeting would be useful to discuss recovery planning and any further guidance from the government.

All agreed another meeting would be welcomed and lots of positive feedback that this had been a really useful and informative meeting. Those present also thanked the local authority for the support available.

**ACTION:**

**Start Well to facilitate another meeting.**

**Start Well to confirm date of next meeting and invite all.**