

‘ANNEX A’ Out of School Club MEETING

MINUTES

Thursday 2nd July 2020 at 10am-11.30am

Via Microsoft Teams

Present:	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 Kelly	Schools Out Kids Club
	Rita Livesey	Rita's Out of School
	Jane Casey	Happy Faces
	Nicola Coxon	The Parachute Club
	Daniel Hargraves	Kare4kids
	Rebecca Barlow	Kare4kids
	Asif Vali	Zak's Childcare
	Stacey	Zak's Childcare

Apologies: None

MINUTES

Welcome & Introductions

DL opened the meeting and welcomed all.

Minutes/Actions of last Meeting

Minutes distributed by LL via email (19th June 2020).

The email also included: OOSC Alliance links, link to Public Health and Community Infection Prevention and Control Team Briefing, Insurance fact sheet provided by JC.

Start Well Update

SH referred to two documents released by the government yesterday with the latest guidance for out of school settings. It was agreed as the documents had only just been released, more time was needed for all to fully read and understand the information contained within the documents and to discuss in more detail at the next meeting:

<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak#who-can-attend-your-out-of-school-setting>

<https://www.gov.uk/government/publications/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>

Q&A

All given opportunity to ask questions, share challenges and progress since last meeting.

KS: Has been in contact with parents since the last meeting and spoke to the head teacher. Parent demand is low due to barriers of opening for limited age groups a lot of parents are still furloughed. This is currently preventing the club opening full-time and is financially challenging.

JK: Asked for clarity of group sizes after reading email shared from GMCA which suggested groups of 6. There is demand for their club to open. But still has concerns about managing indoor and outdoor environments, bubbles and consistency of groups with demand for different children attending on different days.

SH: Recommended referring back to the latest guidance as this contains more information about groups sizes of 15 with some exceptions e.g. younger children. Also, recommended referring to Annex A of the parent guide (link above) to support planning for summer.

AV: Shared his interpretation of the guidance and not to be confused with sports club group size limitations. He urged the OOSCs to use the guidance, which now suggests group sizes of 15, complete own robust risk assessments, consult with staff and consider their welfare, share it with parents and “run your clubs, don’t be scared!”

JC: Agreed by adding we need to follow guidance and be COVID-Safe.

DH: Shared his concerns and challenges and expressed reluctance to open until September but has not yet had chance to fully read the new guidance. The mixed messages about bubble sizes, what appears to sound like a ‘free for all’ over summer, compared to schools that up until 20th July have had strict measures in place. Parents following guidance and challenges to keep staff in bubbles consistent alongside furlough scheme.

SH: Made reference to the latest guidance released yesterday and how this may help clarify some of the concerns raised.

LL: Reflected on the government's approach to the release from lockdown, the challenge of the small steps and keeping up as lockdown is eased across the country in all sectors. The challenges faced by owners as they juggle guidance, staff, families and business sustainability. Agreed with AV about robust risk assessment and JC to create a COVID-safe environment. Also shared own thoughts as a parent. Demand may increase as parent confidence increases – after 12 weeks working and home schooling, holiday club may be a welcome break and just what some families need. The government guidance for parents puts some of the onus on parents to manage where their children attend. Recommended using Annex A as checklist to create a COVID-Safe club and for parents to find that COVID-safe club for their children. Recommended sharing the parent guidance with parents and also consider how to market your club to parents; not just your summer offer but also for September. Consider your online presence, as word of mouth may not work at the moment, due to parents no longer gathering and mixing in social groups.

HS: Joined the meeting to share the latest updates. During the meeting new guidance for schools was released and it was announcing increase in group sizes from 20th July. It was agreed that everyone needed to read and understand how this document might impact on OOSCs;

- Test & Trace guidance is being developed – there will be collective responsibility. Letters for parents will be produced to explain responsibilities.
- Latest government guidance (hot off the press) and changes in bubble size.
- Summer offer for vulnerable children and children of critical workers – will be encouraged to speak to usual childcare provider in the first instance.
- Family Information Service will continue to offer a parent brokerage service.
- Considerations for September with government aim to get all children back in school and the importance of getting clear messages out to parents.

Opportunity to ask HS Questions.

JK: Shared concerns about potential staffing issues and maintaining bubbles (due to the need of self-isolating bubbles) and asked if the LA would be able to provide emergency/bank staff?

HS: This was considered in the early stages however; PAYE and staff contracts were a challenge. This could be explored further across services.

JC: Staffing is a concern and trying to plan for the unplannable is a challenge.

HS: Since the wider opening on 1st June, a few bubbles in Bolton have had to close. Recognises the challenge to plan and the need to re-align business models.

DH: After visiting a school is concerned how he could manage the environment in the same way and how to manage summer and September when these could be very different.

HS: Has asked DfE about quarantine periods. Will be seeking advice from Public Health on infection control at transition points and the LA will play a key role in sharing messages to parents about this.

RB: Shared latest guidance just received on the increase in bubble size from 20th July.

KS: Access to all the information is needed to aid planning.

HS: As updated guidance is released and gathered, there is a need to look at summer and autumn and the implications of this and begin to think about transition plans and as part of this consider the contracts for parents.

JK: Asked for more details about the increase in infection rate.

HS: Does not anticipate any changes. Statement will be shared from public health.

JK: Shared they are planning to open for 5 weeks using the flexible furlough.

JC: Recommended a HMRC Webinar on flexible furlough.

SH: Reminded all about the Free Business Support Hemsalls training on the 14th July for a general information sharing session and a session just for OOSC's on 22nd July. Please look out for details.

JC: Might not open until 3rd week of September as need time to look at all the guidance, speak to head teachers, speak to parents alongside data in Bolton to decide when to open.

HS: Will speak to head teachers about wrap around and holiday care.

HS: Was aware of news of changes to infection rates in Leicester and locally in Bolton. This is monitored by Public Health and Infection Control and further guidance would be given, where necessary.

JC: Shared information on 'flexible furlough scheme' and reference was made to webinar recordings from HMRC and information on HM Treasury website.

SH: Reminded all about the Free Business Support Hemsalls training on the 14th July 1.30pm-3pm for a general information sharing session '@Finding Your Way Through' and a session just for OOSCs on 22nd July 1.30pm-3pm 'Planning Business Futures'. Please look out for details and book on.

DL: Asked for those present to confirm if they would find a facebook group for ongoing support helpful.

ACTIONS:

- **Contact Start Well for bespoke telephone support with recovery planning.**
- **Confirm plans to open remain closed over the summer.**
- **Book on to Hemsall's Business support sessions on 14th July and 22nd July.**
- **Confirm if interested in a closed facebook group for OOSC providers.**

Next Steps

All were thanked for attending. Agreed another meeting would be welcomed.

ACTIONS:

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

