

## Most recent review and update 14 December 2021



# RISK ASSESSMENT 2021/22

## Context

During July/August 2021 the DfE has issued revised guidance for Schools which includes guidance that should be implemented for September 2021 new academic year. This guidance is associated with the implementation Step 4 of the roadmap and marks a new phase in the government's response to the pandemic, moving away from stringent restrictions on everyone's day-to-day lives, towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk. As COVID-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children and young people's education - particularly given that the direct clinical risks to children are extremely low, and every adult has been offered a first vaccine and the opportunity for 2 doses by mid-September.

The DfE priority is for schools to deliver face-to-face, high-quality education to all pupils. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health.

The DfE advise they have worked closely with the Department of Health and Social Care (DHSC) and Public Health England (PHE) to revise the guidance to schools.

[Schools COVID-19 operational guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/schools-covid-19-operational-guidance)

The guidance includes:

- Risk Assessment
- Mixing and consistent groups/bubbles
- Tracing close contacts and isolation
- Face coverings
- Outbreak Management – step up (and down) arrangements
- Control Measures
- Attendance
- Remote Education
- Education Recovery

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Pupil Wellbeing  
Staff Workforce  
Extra Curricular and wrap around care  
Educational Visits  
Inspection and Accountability

Hyperlinks to other documents and relevant guidance are included within the published guidance.

### Risk Assessment

Schools must comply with health and safety law and put in place proportionate control measures. Risk Assessments should be treated as 'living documents', as the circumstances in your school and the public health advice changes. This includes having active arrangements in place to monitor whether the controls are effective and working as planned.

### [health and safety advice for schools.](#)

This risk assessment has been developed in response to the operational guidance for Schools revised in July / August 2021 and is in operation from 1<sup>st</sup> September 2021.

### Monitoring and Review

The Risk Assessment will be reviewed fortnightly by the Strategy Group to ensure it continues to meet school need. Changes as required will be made on a fortnightly basis or more frequently where there is critical revision or additional advice and guidance to address within the Risk Assessment.

### Risk matrix

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	<b>Major:</b> Causes major physical injury, harm or ill-health.	H	H	H
	<b>Severe:</b> Causes physical injury or illness requiring first aid.	H	M	L
	<b>Minor:</b> Causes physical or emotional discomfort.	M	L	L

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Area of Concern/Hazard Pre-mitigation Risk	Who might be harmed / how	Actions taken to date to control risk	Further actions to take to control risk	Who carries out the action?	By when	Post mitigation Risk
<p>1. Covid 19 Control Measures</p> <p>1.1 Ensure good hygiene for everyone</p> <p>1.2 Maintain appropriate cleaning regime</p> <p>1.3 Keep occupied spaces well ventilated</p> <p>1.4 Follow PHE advice on testing, self isolating and managing confirmed cases of Covid 19</p>						
<p>1.1 Hygiene and handwashing including respiratory hygiene</p>						
<p>1.1.1 Inadequate supplies of soap and hand sanitiser mean that staff and students do not wash their hands with sufficient frequency.</p>	<p>Pupils Staff Visitors</p>	<p>Ensure adequate stocks of sanitiser and soap are in place and re-order as required.</p> <p>Ensure hand sanitisers present and full at entrances to school and at entrance to canteen – checked and re-filled /replaced at least twice daily.</p> <p>Ensure hand sanitiser station in place in every teaching room, work room and office. Regular checks to ensure sanitiser is replenished as required.</p> <p>Ensure hot water provision in all toilets – check daily.</p> <p>Ensure all soap dispensers full and checked and re-filled at regular points daily.</p> <p>Add additional soap dispensers to supplement.</p>	<p>Check daily and replenish as required</p> <p>Check daily replenish as required.</p> <p>Check daily before lunchtime</p> <p>Check daily</p>	<p>F&amp;E team</p>	<p>1<sup>st</sup> Sept 2021</p>	
<p>1.1.2 Students / staff forget to wash their hands thoroughly and frequently.</p>	<p>Pupils Staff</p>	<p>Issue clear and unambiguous instructions to all parents students and staff on Government advice on hand washing</p> <p><a href="https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public">https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public</a></p>		<p>SG - comms</p>	<p>1<sup>st</sup> September 21 + ongoing</p>	



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<p>1.2.1 Contract cleaning capacity insufficient to meet the additional daily cleaning regime in line with published guidance for Covid 19 cleaning of non health care settings.</p>	<p>Pupils Staff Visitors</p>	<p>FEM agrees daily cleaning protocol with contract cleaning company including types of chemicals used to kill viruses. Areas to be cleaned including attention to desks, tables, toilets, hand rails and other hard surfaces – during day and after school daily in accordance with <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>.</p> <p>Additional during day cleaning regime established in addition to after hours daily cleaning regime prioritising toilets, handrails, door handles and other public areas.</p> <p>F&amp;E ensure with contract cleaning manager that the team are fully trained in requirements for Covid 19 cleaning of non-health care setting. Written protocols agreed.</p> <p>F&amp;E to brief cleaners on arrival regarding priority areas for cleaning daily.</p>		<p>F&amp; E Manager          F&amp;E Team</p>	<p>1<sup>st</sup> Septem ber 21</p>	
<p>1.2.2 Increased risk of transmission through contact with hard surfaces"</p>	<p>Pupils Staff Visitors</p>	<p>Contract cleaners provide additional during day cleaning of hard surfaces including bannisters, toilets, door handles and plates daily throughout the day.</p> <p>Sanitising station established in every classroom to include anti-viral spray and towels to clean desks at end of lessons where students move, teachers desks, cables and workroom areas and Hand Sanitiser – students required to sanitise hands before and after leaving the classroom.</p> <p>Teachers provided with individual work laptop to minimise hot desking of computer equipment in classrooms.</p> <p>Hand sanitiser affixed by door for ease of use on entry and exit</p>	<p>F&amp;E give clear direction to cleaner daily and monitor cleaning to ensure it is consistent with requirement.</p>	<p>F&amp;E Manager</p>	<p>1<sup>st</sup> Septem ber 21 + ongoing</p>	
<p>1.3 Keep Occupied Spaces Well Ventilated</p>						

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<p>1.3.1 Risk of inadequate ventilation in rooms.</p>	<p>Students Staff</p>	<p>Staff instructed that windows are required to be open sufficient to allow ventilation but not wide. All rooms with windows at height are to have these opened sufficiently by FEM team at the start of each day. Avoid opening lower windows wherever possible to prevent drafts. Doors to classrooms kept open to support ventilation.</p> <p>Blinds should remain up wherever possible to aid ventilation. Where blinds are needed to be lowered this should be to the extent required and not fully. Staff instructed on ventilation procedures and to avoid standing on furniture to open windows.</p> <p>Deployment of carbon monitors in targeted areas to determine minimal ventilation to maintain safe levels. Check that heating ventilation fans are switched on – draw air from outside which supports ventilation.</p> <p>Toilets ventilated through window opening where possible and main door into toilet being kept open.</p>		<p>All staff F&amp;E team</p> <p>F&amp;E team</p>	<p>1<sup>st</sup> Sept 21 + ongoing</p>	
<p>1.4 Follow PHE advice on testing, self isolating and managing confirmed cases of Covid 19</p>						
<p>1.4.1 Staff, students and parents are not aware of the required procedures (including on self-isolation and testing) should anyone display symptoms of Covid-19</p>	<p>Pupils Staff Visitors</p>	<p>Issue clear and unambiguous instruction that anyone with Covid 19 symptoms must isolate, in line with the guidance. Repeat this message weekly in staff, student and parent bulletins.</p> <p>Those with Covid 19 symptoms must self isolate, arrange a PCR test and follow test and trace requirements in the event the PCR is positive.</p>		<p>SG Comms</p>	<p>1<sup>st</sup> Sept 21 + ongoing</p>	
<p>1.4.2 Risk of Infection transmission within school</p>	<p>Pupils Staff Visitors</p>	<p>Clear protocol in place for students/staff with symptoms in school.</p>		<p>Strategy Group</p>	<p>1<sup>st</sup> Septem</p>	

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<p>due to staff/pupils displaying symptoms.</p>		<p>Isolation with social distancing in external pod awaiting collection.</p> <p>Briefing of staff on site of the arrangements for isolation until collection.</p> <p>Parents required to collect child immediately in this event. Remote supervision – dedicated toilet. Cleaned after each use by symptomatic individual</p> <p>Area outside external pod cordoned off – and chaired in good weather. In good weather students will sit outside in the cordoned off area.</p> <p>Staff member with PPE (designated on rota) will supervise this area remotely.</p> <p>On site day cleaners will be notified on each occasion the toilet is used and will clean facility using the relevant protective equipment</p> <p>After hours cleaners thoroughly clean external pod including chairs at the end of each day in accordance with PHE guidance for cleaning of non-clinical settings.</p> <p>External pod out of bounds for any other purpose.</p> <p>Record of any Covid-19 symptoms in staff or students is reported to the Executive Assistant and a record of such maintained to support monitoring for anticipated return.</p>		<p>School Nurse to co-ordinate</p> <p>F&amp;E – directing contract cleaners</p>	<p>ber + ongoing</p>	
<p>1.4.3 Risk of infection where parents insist on their child attending school when they are symptomatic or</p>		<p>In accordance with operational guidance the School reserves the right to refuse entry to a student who is suspected or confirmed with Covid 19 including where the parent insists they should attend school.</p> <p>Contact AEO and DfE helpline for additional advice in these circumstances.</p>		<p>Head Teacher</p>	<p>1<sup>st</sup> Sept + ongoing</p>	

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confirmed Covid 19.						
1.4.4 Risk of a symptomatic infection transmission from students and staff due to Asymptomatic students / staff in school.		<p>Mass LFD asymptomatic screening for all students on return to full school September (three tests 3 – 5 days apart) and return to <b>School Jan 22 – Academy Day 4 Jan one test.</b></p> <p>Arrangements communicated to students, staff and parents.</p> <p>Regular twice weekly home testing beyond this point in accordance with DfE requirements <b>Reminders sent via bulletin and testing kits issued.</b></p> <p>Regular twice weekly home testing for staff in accordance with DfE requirements testing kits available for staff</p>		Exec Asst  SG - comms	1 <sup>st</sup> Sept 21 + ongoing	
1.4.5 Risk of limited take up of LFD asymptomatic testing.		<p>Clarity of communication on process and community benefit communicated to staff, parents and students at outset with regular encouragement to participate. Information on how to access community asymptomatic testing centres for those not wishing to access school site initially.</p> <p>Maintain limited on site testing centre provision for students and staff reluctant to undertake tests at home.</p>		SG - comms		
1.4.6 Risk that school is unprepared for mass and serial testing and does not have the capacity (space and personnel) to facilitate,		<p>Experienced in house team provides capacity/experience to scale up mass testing.</p> <p>Identification of Mitchener Hall as large space with separate entrance and exit that can be used as a dedicated testing space without compromise to other learning areas.</p>				



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		Temporary appointments with full training offered to additional testing team which will enable school to flex the size of the team in response to demand.				
1.4.7 School community including staff, parents and students insufficiently clear on test and trace system		<p>Staff and parents/students provided with written protocol for NHS Test and Trace and must confirm their understanding of and agreement to abide by this protocol. To include:</p> <ul style="list-style-type: none"> <li>• <a href="#">book a test</a> if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school.</li> <li>• <a href="#">self-isolate</a> if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) if they are not double vaccinated (over 18).</li> <li>• Report confirmed Covid 19 cases to the School PHE points of contact (below).</li> </ul> <p>Weekly reminder of Test and Trace processes and what to do in the event of Covid 19 symptoms published in bulletins.</p> <p>Update 14 Dec on requirements for daily LFD testing for close contacts for 7 days. Communicated to parents.</p>			1 <sup>st</sup> September 21 + ongoing	
1.4.8 Members of school community fail to inform school where LFD asymptomatic test proves positive – risk of transmission where unvaccinated close contacts		<p>Clear communication of the process including requirement to inform school of all home test outcomes.</p> <p>Proforma established to ensure reporting is easy and swift. Staff responsibility to monitor and prompt where parent or staff member fails to inform the school of the outcome of home testing.</p>		SG School contact tracing team	8 <sup>th</sup> March 2021	

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over 18 remain in school.		<p>Students over 18 requested to notify the school where they are unvaccinated – so school can keep a record to support close contact self isolation</p> <p>Staff requested to notify the School where they are unvaccinated – so school can keep a record to support close contact self isolation</p>				
1.4.9 Provision of PPE for staff where required and risk of transmission is identified e.g. vomiting, bleeding, unconscious )	Staff	<p>PPE available to School Nurse and other staff who may be required to support students with health issues with Covid 19 symptoms and not be able to maintain reasonable social distancing to do so. PPE Protocol in place. Separate Risk Assessment for those using PPE in place based on updated guidance. Training guide for any staff who may be required to use PPE.</p> <p>PPE required ordered and in school. System daily checking and re-ordering of PPE in place Provision of PPE for LFD testing provided by PHE and utilised in accordance with guidance specifically for this purpose.</p>		School Nurse	1 <sup>st</sup> September 21 + ongoing	
1.4.10 Medical room is not adequately equipped or configured to maintain infection control.	Pupils Staff	<p>Screening for Covid 19 symptoms prior to accessing medical room (temperature and review of symptoms) those exhibiting symptoms not permitted in medical room – isolated in external pod.</p> <p>Register of attendees (including times of medical room attendance maintained for test and trace)</p> <p>Students whose medical needs cannot be addressed and returned to main school environment within 30 minutes will be deemed unfit for school and sent home.</p> <p>Medical room cleaned at regular intervals throughout the day.</p>		School Nurse	1 <sup>st</sup> September+ ongoing	
1.4.11 Risk of infection transmission during life saving	Pupils Staff Visitors	<p>The HSE advise to observe the current guidance issued by the Resuscitation Council (<a href="https://www.resus.org.uk/watch">https://www.resus.org.uk/watch</a> , recommending CPR is administered by chest compressions and use of defibrillator, without using</p>				

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recussitation intervention		<p>rescue breaths (mouth-to-mouth.) The School has a duty of care to pass this guidance onto our staff, but also recognises that this does not necessarily take into account the particular responsibilities we have while having children or young people in our care. After careful consideration the School advises that the following approach be taken:</p> <p>In the event of an emergency situation involving a patient who is not breathing, CPR should be given using chest compressions and use of an AED (de-fib device), which is located in the Medical Room. The emergency services should be called by the First Responder as they like to be in contact directly with those at the scene.</p> <p>Mouth-to mouth <u>may</u> be given if risk assessed / deemed appropriate by the First Responder. A supply of face-shields available from the Medical Room as further mitigation.</p>				
<b>2. Step Up Contingency Planning</b>						
2.1 The School fails to recognise where there is a substantial increase in covid transmission in order to introduce contingency action	Pupils Staff Visitors	<p>All positive Covid cases of staff and pupils to be reported and recorded.</p> <p>Daily review of cases to identify where there is increased transmission – including identifying where rate of transmission meets DfE / PHE identified criteria for implementation of contingency plans.</p> <p>Regular contact with DfE / PHE where transmission is confirmed to liaise over when and what contingency to implement. Contingency implementation plan in place so it can be deployed without delay.</p>				
2.2 Failure to deploy appropriate and		Contingency plan drawn up in accordance with DfE contingency planning guidance. Review in light of updates to contingency guidance.				

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<p>proportionate contingency measures in event of increased transmission and / or government implementing winter plan requiring further restrictions on school settings.</p>		<p>Timely consultation with DfE / HPT / PHE to support implementation of contingency measures.</p> <p>Contingency measures escalating scale that can be stepped up and stepped down and include arrangements for managing extended remote learning arrangements. Kept under regular review and updated in light of any revisions to guidance from DfE / Government</p>				
<p>2.3 Failure to respond to updated DfE advice and guidance around winter plan.</p>		<p>DfE daily communication is reviewed and any changes required made directly as a response communicated and implemented within 24 hours or earlier as guidance determines.</p> <p>Introduction of face masks in communal areas – 4 Dec Revised arrangements for close contact testing – 14 Dec</p>				
<p><b>3. Student Health and Wellbeing</b></p>						
<p>3.1 Risk that students with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them.</p>		<p>In accordance with DfE / PHE advice CEV people are advised to follow the same guidance as everyone else. Protocols to promote all to follow the specific guidance.</p> <p>Parents of CV and CEV students are encouraged to ensure their child is fully vaccinated against Covid 19 where this is available. Parents with specific concerns required to raise these through office@ email address at least one week in advance of the date their child is due to return to school so a review of concerns, identification of specific risk and mitigation can be considered through discussion.</p>				

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		Students required to shield under direct advice of their medical consultant will be supported with remote learning.				
3.2 Risk that mental health and wellbeing of students has been adversely affected by Covid 19	Pupils	<p>Increase capacity to support student wellbeing through introduction of Asst Curriculum Directors for every year</p> <p>Wellbeing identified strategic priority for the year</p> <p>PSHEE programme planned for the year to support wellbeing</p> <p>Student Advisors / Student Support Co-ordinator working in close liaison with Mental Health Co-ordinator</p> <p>Access to range of external provision to support intervention capacity where individual students require additional support.</p> <p>Signposting to range of additional mental health provision and support for students and parents.</p> <p>Student wellbeing channel on teams and regular updates on resources available directed to students and parents maintained following full opening.</p>		SG Mental Health Co-ordinator Student Advisors / Support Co-ordinator	1 <sup>st</sup> Sept and ongoing	
<b>4. Access to Education</b>						
4.1 Risk of disruption to education where identified students are required to self isolate in accordance with PHE requirements	Pupils	<p>Remote education provided for students self isolating in accordance with PHE requirements – including live streaming of lessons (where appropriate). Remote Learning Charter</p> <p>Scalability of remote working and learning arrangements in event contingency framework or DfE (plan B of Winter Plan) requires it.</p> <p>Identification of key worker children in preparation</p> <p>Identification of access to IT</p> <p>Provision of DfE funded and school funded electronic devices to support learning to identified vulnerable students and those in financial need.</p>				
4.2 Risk that parents will withdraw	Pupils	Parental communication around attendance expectations including when absence is approved.		Strategy Group	1 <sup>st</sup> Septem	

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children from education in response to fear of Covid transmission		<p>Access to remote education restricted only to those with PHE approved Covid 19 related absence. Parents encouraged to discuss concerns with school and reassurance provided. School monitoring of unauthorised absence. Liaison with Education Welfare at Kent LA to support intervention strategies to enable students to return to school.</p>		Attendance Officer Student Advisors	ber 2021	
<b>5. Staff Health and Wellbeing</b>						
5.1 Risk that staff with underlying health conditions, pregnant staff or those required to shield are not identified and their individual health needs planned for with full opening.	CV Staff CEV Staff	<p>In accordance with DfE / PHE advice CEV people are advised to follow the same guidance as everyone else.          In accordance with DfE / PHE advice pregnant staff are advised to follow the same guidance as everyone else.</p> <p>Protocols to promote all to follow the specific guidance.          Pregnant staff are advised to alert HT and HR as early as possible to their pregnancy so risk assessment can be completed. Risk assessment includes Risk Assessment against latest Covid advice for pregnant women. OH referral used on a case by case basis in the event of specific conditions that identify increased risk.</p> <p>CEV staff invited to complete risk assessment to identify additional precautions they can take.</p> <p>CV staff invited to complete risk assessment to identify additional precautions.</p> <p>All staff encouraged to ensure they are fully vaccinated. Absence approved where required to enable staff to attend vaccination appointments where this is not feasible out of school hours.</p>		SG Line Managers  HR Administrator	1 <sup>st</sup> September	

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<p>5.2 Risk that staff with particular characteristics that may be a comparatively increased risk from Covid 19 are not properly supported through risk mitigation strategies.</p>	<p>Staff with protected characteristics</p>	<p>Staff with protected characteristics are invited to complete risk assessment to identify additional precautions they can take.</p> <p>All staff encouraged to ensure they are fully vaccinated. Absence approved where required to enable staff to attend vaccination appointments where this is not feasible out of school hours.</p>		<p>SG Line Managers</p>	<p>1<sup>st</sup> September + ongoing</p>	
<p>5.3 Risk of workload pressures for staff in managing Covid requirements including face to face learning support and remote learning support.</p>		<p>Working arrangements return to pre covid – staff retaining control of their teaching area. Access to remote learning strictly limited to those meeting DfE / PHE eligibility criteria. All teachers receive remission in accordance with PPA requirements and additional responsibilities.</p> <p>Staff encouraged to work collaboratively in planning of work for cohorts.</p> <p>Use of teams to support all staff in sharing and collaboration on work planning including teaching.</p> <p>Continued use of clear protocols and messaging of expectations.</p> <p>Wellbeing channel on teams signposting to useful websites and resources.</p> <p>Access to free online counselling service through staff absence insurance available to all staff.</p>		<p>Team Leaders</p>		
<p><b>6. Other Operational</b></p>						
<p>6.1 Costs of covid measures unfunded</p>		<p>Known Covid costs for 21/22 included in school budget to ensure affordability.</p>		<p>Director of Finance</p>	<p>Ongoing</p>	

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		Ongoing monitoring of additional Covid-19 costs and associated DfE guidance to limit and reduce these costs wherever possible. Board of Trustees agree reserves sum for contingency costs where these cannot be managed within school budget. Board of Trustees kept informed of Covid 19 costs and school's financial position.		Facilities & Estates Manager		
6.1 Costs of LFD on site testing cause school financial difficulties		LFD testing financially supported by DfE funding. School planning and monitoring to ensure LFD on site testing affordable within indicative grant through deployment of existing staff for fixed period to manage process. Monitoring of specific LFD set up and running costs and ensure these continue to be in line with DfE financial indicators. Use of temporary staff to increase capacity specifically as and when required to limit costs.		HT Executive Asst	1 <sup>st</sup> Sept	
6.2 Risk of covid transmission for educational visits and risk of financial in event trips have to be cancelled.		No overseas trips planned for 2021/22 Phased introduction of school day trips with enhanced risk assessments to support Covid transmission mitigations. Cautious planning for re-introduction of limited UK residential trips at a later point in the year at the earliest.			Ongoing	
<b>7. Compliance</b>						
7.1 Lack of Trustee oversight of Covid 19 restrictions and procedures leads to School failing to meet statutory requirements.	Board of Trustees Staff Students Parents	Board of Trustees review Risk Assessment and Contingency Plan  Board of Trustees receive regular reports on Covid issues and mitigating actions.  Covid Risk identified as top strategic risk by Governors with associated oversight.		Chair of Board of Trustees & Committees  Head Teacher / Strategy Group  Clerk	1 <sup>st</sup> September and ongoing	



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		Online platform ensures Trustees can continue to meet and fulfil their statutory duties in the event of lockdown.				
7.2 Existing policies and procedures related to safeguarding, health and safety, fire evacuation, medical, behaviour, attendance fail to take account of Covid 19 requirements		<p>All relevant policies have been revised to take account of government guidance on procedures to address infection transmission.</p> <p>In accordance with DfE guidance emergency evacuation is prioritised over system of controls where maintaining these poses direct risk to life.</p>		<p>Strategy Group</p> <p>Board of Trustees</p>	Ongoing	