



Alma Park Primary School

Full Governing Body Meeting: **Minutes 3.20p.m. Thursday 26.03.20**

Achievement Partnership Success

Present via remote meeting

Mr David Cooke	LA Governor (Vice-Chair)
Ms Kate Hickman	Parent Governor
Ms Karen Houghton	Co-opted Governor (Staff)
Ms Sam Howell	Staff Governor
Helen Hulme	Parent Governor
Ms Tina Kirwin	Assistant Headteacher for the sensory service / Co-opted Governor (Staff)
Ms Hannah McHugh	Parent Governor
Ms Monika Neall	Parent Governor (Chair)
Mr Charles Parfitt	Headteacher
Mr Ikhlas Ur Rahman	Co-opted Governor

Apologies:

Ms Shazia Dar	Co-opted Governor
Ms Carys Williams	Co-opted Governor

In attendance:

Ms Kathy Crotty	Clerk
Denise Samuels	Assistant Headteacher for inclusion

Any text in red bold italics represents Governor question (Q); challenge (C); Governor and/or clerk support (S). Black bold upright represents decisions and actions.

1. Welcome and introductions

The Chair welcomed all governors to this first remote meeting. The chair informed participants these minutes will be recorded and the audio deleted after draft minutes are checked by the Headteacher and the Chair of Governors.

2. Apologies

Apologies were received from Shazia Dar and Carys Williams.

3. Declaration of Non/Pecuniary Interests

- Monika Neall has two children in the school; Kate Hickman has one child in the school; and Hannah McHugh has one child in the school. Helen Hulme has two children in the school.
- Hannah McHugh works for a company that provides educational Psychology
- There were no other declarations of interest other than those already declared on the school website.

4. Declaration of Any Other Business

There were no declarations of any other business.

5. Minutes of the Last Meeting held 13.02.20 & Matters Arising

Carry Forward Action: Headteacher to share attendance data when this is anonymised and reports on the different groups of staff.

Governors agreed to carry forward this action

Action: Clerk to send list of training providers to new governors.

This has been actioned.

Action: Clerk to upload the Whistleblowing Policy onto the discussion forum of TG and to include this on the next agenda for approval.

This has been actioned.

Action: Clerk include on the next agenda: How the school can support families.

Governors agreed to carry forward this action

6. Headteacher's Report

School Closure

- The headteacher reported the timeline of events since the school was ordered to close. Prior to the government directive some staff were already self-isolating. The main focus has been to address the issues that are arising each day. The Headteacher was pleased to inform Governors the school has set up a welfare system covering all aspects of school. Appraisal leaders are in touch with teams of staff. In relation to vulnerable children the school is compiling a register and will implement a similar delegation system.

Q: How many children in the school are vulnerable?

This is hard to define but will include children subject to child protection measures, looked after children, those children known to children's services, and those families who have made requests for foodbank vouchers. This will also include the HI children and the International New Arrivals.

- Governors were informed staff are adapting well to home working but still finding their feet. There has been no feedback from children. Some children are being set online learning, but not all children are actively doing their homework. Governors debated how this is expected to change if the weather deteriorates and if the children become bored over time.

Q: Governors asked if the school has set up a method to communicate with all classes?

The main method to communicate with classes is through the website. This is for older children as this requires children to login. Children are emailed and there is a class discussion page. Some staff are producing a blog. Governors noted if there is a house of many children and parents are working from home it might be hard to share a device. Governors noted this is a challenging time for only children.

- The Headteacher reported staff should be using VLE (virtual learning environment) and are updating their web pages. There is also google drive in use. The priority is for consistency. Governors noted for children in KS1 and EYFS a login is too much to remember and reading is the most important learning to focus during this lockdown period. Each year group has an email address for parents to contact staff to find out what their children need to be doing. Protocols need to be established about responses from staff

Q: If a parent asks for a child's login details for VLE can this be shared?

This has yet to be explored and established and is an example of what the protocols will cover. Each child needs a different password so staff can see who is posting what.

C: Governors raised a concern about safeguarding issues when undertaking online learning. Many children may be accessing sites which are inappropriate.

Action: Danny Bullivant to post up an alert about e-safety to parents

Q: Governors asked about the learning of children without web access.

The school has given learning packs to all parents and is yet to analyse how well these are working and if they are being used.

- Governors were aware some schools are ringing every pupil and a parent each week.

Q: Is this school using zoom to keep in touch with children and staff? Governors were aware some secondary schools are providing remote lessons.

The staff will need to become familiar with the various options.

Governance during the pandemic close down

- Governors were asked about delegating decisions or using remote meetings and agreed to think about this and decide later. It was felt the school would benefit from a weekly meeting with Governors to receive feedback and ensure important decisions can be made. Governors were keen to be supportive and to ensure teachers were not at risk in undertaking duties which maybe more relevant for social care

Governors agreed to meet remotely every Thursday during the closedown period.

Clerk to set up the next meeting for Thursday 2nd April at 2pm

Q: Is there are a way for some information for parents to be provided in community languages?

The school will send a text to prompt parents to look at parentmail and a translated version will be explored.

Action: Explore information for parents being given in various languages

- The Headteacher reported the SBM has been in work most days but can work from home. Staff need to know over the Easter Holidays they must not work as they have been working extremely hard over the last week. Staff present were aware that staff often put themselves under pressure and the leadership have been dealing with some distraught staff

Action: HT to inform staff they must take a break over the Easter Holidays

Q: How many children are in school this week?

There is one child in the school this week and two children next week but this may increase as time goes on? The school will take a flexible approach in supporting parents.

7. Behaviour and Safety Update

- There has been one exclusion since the last FGB meeting. This child was excluded for five days and the school had started the reintegration before the closure. The school is working with the family and there was a consensus about the reintegration before the school closure.

Q: Is the LA supporting this family?

The EHC plan process is being followed. The school sought advice from Bridgelea and the LA and a meeting was offered to discuss the needs of this child. The family did not want this meeting to happen so it did not occur. EHC plans are still occurring according to the legal timeframe.

Q: The Chair of Governors asked if Governors could do anything to support the school during this crisis?

At this stage it was felt the school is managing the process. The reintegration plan will be reviewed and the school is working with the family to support them.

8. Nursery Provision for September

- The chairs meeting discussed the nursery provision for September and asked for a presentation from the leadership on the preferred option. The Headteacher reported on the basis of parental feedback there will be an element of full-time and part-time provision. This will depend on staff capacity and budget implications.

Action: Headteacher to prepare a presentation on the preferred nursery option for the meeting on Thursday 2nd April 2020.

9. Committee minutes

Minutes were uploaded on Trust Governor prior to the meeting for the Standards & Curriculum meeting held 12th March 2020. There were no questions on this meeting. The Staffing & Budget meeting scheduled for the 19th March 2020 was cancelled due to the preparations for the school closedown.

10. Governing Body Matters

Link Governor Reports:

All reports have been uploaded onto Trust Governor. Monika Neall has submitted a report from a governor visit to look at attendance procedures and monitoring.

Kate Hickman has submitted a report from the review of Design and Technology.

Dave Cooke has undertaken a Health and Safety walkabout on the 26th February 2020 with the site manager and the report was shared with governors. There were no questions on these reports.

Training attended

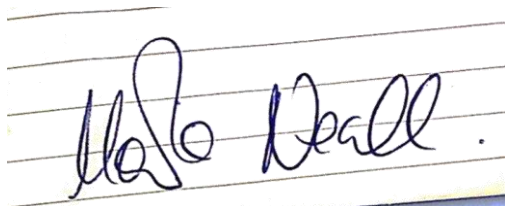
There was no training to report at this meeting.

11. Any Other Business

There were no items of any other business.

12. Dates of next FGB Meetings – 4.30pm

- Thursday 2nd April 2020 (*remote meeting to update on school closure issues*)
- Thursday 14th May 2020
- Wednesday 1st July 2020



Signed.....
(Monika Neall Chair of Governors)

Date: 23rd April 2020

Summary of actions

- Carry Forward Action: Headteacher to share attendance data when this is anonymised and reports on the different groups of staff.
- Carry Forward Action: Clerk include on the next agenda: How the school can support families.
- Action: Danny Bullivant to post up an alert about e-safety to parents
- Action: Explore information for parents being given in various languages
- Action: Headteacher to prepare a presentation on the preferred nursery option for the meeting on Thursday 2nd April 2020.