



# Alma Park Primary School

Full Governing Body Meeting: **Minutes 2p.m. Thursday 23.04.20**

## Achievement Partnership Success

### **Present via remote meeting**

|                         |  |
|-------------------------|--|
| Mr David Cooke          | LA Governor (Vice-Chair)   |
| Ms Shazia Dar           | Co-opted Governor  |
| Ms Kate Hickman         | Parent Governor  |
| Ms Karen Houghton       | Co-opted Governor (Staff)  |
| Ms Sam Howell           | Staff Governor   |
| Ms Tina Kirwin-McGinley | Assistant Headteacher for the sensory service /<br>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  |
| Ms Carys Williams       | Co-opted Governor  |

### **Apologies:**

|             |                 |
|-------------|-----------------|
| Helen Hulme | Parent 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 second remote meeting.

### **2. Apologies**

Apologies were received and accepted for Helen Hulme.

### **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 02.04.20 & Matters Arising

Action: Helen Hulme to summarise feedback relating to online learning in an email to the Headteacher.

This has been received and is being reviewed by the technical team. The Headteacher reported there were many good ideas received from Helen Hulme.

Action: Leadership to review the email groups they are part of to reduce the number of emails being received. Leadership to use autoreply outside of working hours.

This has been actioned but staff are increasing their emails again today. (First day back from the Easter holidays). It was suggested leadership only reply at certain times of the day but it was explained staff are understandably anxious and are emailing all staff into correspondence.

Q: Can you remove from the school email system the “reply all” option?

This will be explored. Staff are being asked nicely about directing emails more specifically and this is being suggested in the appraisal teams. The Headteacher and Deputy have spent all morning dealing with emails from staff. Leadership staff are also receiving phone calls and whatsapp messages so a set time will be implemented. The anxiety is increasing with not knowing the governments long term plan about when schools might open.

**Action: The leadership agreed a set time and inform staff their emails will be dealt with at these times only.**

Action: The Headteacher will discuss with staff and ask for volunteers to produce SRE resources during the school closure.

The Headteacher has spoken to relevant staff about producing SRE materials. There is a plan to work alongside Chapel St and links will be made to share resources if possible.

#### 6. Headteacher’s Report

##### Staff Welfare and other staffing matters

- Welfare calls from the team leaders are being made with staff and this is working well. The conversation is both general and work specific. The school insurance details covering staff well-being support have been shared again with staff.
- Staff have been asked to indicate what they are working on whilst working from home and it was explained this is because some staff had indicated they are not available at ‘normal’ working times due to own child care issues. The leadership have asked staff to indicate when they are working. This was felt to be controversial by some staff and it was explained this was a general request and the leadership are not asking for detail. A governor believes there is union advice asking staff to not report what they are doing at home but the management were not aware of this.

**Q: What are you going to do with this information? Will you be counting the hours staff are working?**

The management are not going to count the hours staff are working but are trying to be aware of their differing home working needs. Some staff have turned up at work asking for tasks and some staff want to inform the management about what they are working on as they feel guilty about working from home.

**Action: Leadership to send another message to staff to confirm the request to outline work undertaken from home is supportive and not intended to be intrusive and not intended to increase anxieties.**

- HR (from One Education) advice was sought regarding staff with family members who have underlying conditions and are following stringent social distancing guidance. Staff believe that to support their partner they must following stringent social distancing themselves and not be included in the staff rota for to provide key worker/vulnerable children childcare. The advice is that staff who are shielding and have partners with underlying conditions who are following stringent social distancing can be asked to come into school if needed.
- Advice also was asked regarding people who rely on childcare which is now unavailable due to lockdown. School has been advised to follow the Leave of Absence policy which allows up to three days for childcare.
- The management are sensitive to how this will impact on staff morale.

**Q: How many children are in the school today?**

There are two children with more expected next week. Governors noted the lockdown restrictions may ease increasing demand for school places.

**Q: Has HR given any advice about staff bringing their own children into the school?**

Advice has not been sought but occasionally the children of staff do attend school when there are INSET days and the school uses a flexible approach. Some staff may see this as unnecessary people in the school. It is assumed teachers are key workers whose children can have a place in their own school.

- The Headteacher reported on an email from a staff member raising concerns about looking after NHS staff children who were seen to be a greater risk and has raised issues about administering first aid.

**Q: Is there any trade union advice about this?**

NEU have a view on how to follow government guidance; it is staff with vulnerable family members should stay at home.

- It was suggested staff could wear masks if they are concerned. All children currently in school belong to key workers who are at risk and the risks are equal. Governors stated shopworkers were just as at risk as NHS staff.

**Q: How are the classes arranged when children are in school?**

The children are outside as much as possible as it is difficult to maintain social distancing.

**Action: School to seek advice regarding risk assessment for first aid during the pandemic.**

Governors felt staff cannot chose whether they come into work as teachers are classed as key workers.

#### Staffing update

- In February and March each year staff are asked about preferences for next year and this has been done, this year the outcome is being shared earlier. There has been a good return this year. Karen Houghton works on this and tries to give staff their first choice depending on the needs of the school. This year most people are getting their first option
- There is a member of staff going on MAT leave in the summer term and the replacement will not need to be full time. The staffing plan is financially efficient.

- There are two flexible working requests which can be met. The requests are from colleagues in the same key stage - one colleague wants a one working day a week reduction and one the other wants a one working day a week increase.

**Governors formally agreed the flexible working requests as recommended.**

- All new unused stock has been recalled into the school hall whilst the school is empty and this is being redistributed. This is good news and will save about £5,000 for the next academic year. This was unpopular but a necessary action. This will now be done annually. This shows staff have been economical with resources this academic year and were congratulated by Governors for their prudence.

**S: Governors were concerned the Headteacher and the Deputy Headteacher have not had an Easter holiday and suggested taking some time off on a rota.**

If the school is open at half term another member of SLT will cover. Other members of SLT are able to cover.

**C: If a child did come into school who was ill and this affected the Head and Deputy can this be covered by other senior leaders?**

The system planned was for the rota to include senior staff and for the Headteacher to be the reserve. Other leaders are successfully managing school business from home. Governors were reassured the school could function without the Headteacher and the Deputy Headteacher as tasks can be done by others. Governors were concerned about the work life balance of the senior leaders.

**Q: Is there any support for Tina Kirwin-McGimlet available or is this too specialised?**

It is difficult to delegate from this service and the tasks are city wide and not school based. The service is experiencing bereavement issues related to Covid-19.

**Q: Are the staff in the office being protected**

A rota is in operation and there is always one staff member from the office in the school.

Current home provision update/forward plans

**Q: How are children taking up the provision?**

Teaching staff are making home learning calls to understand children's leaning patterns. Staff can see how long children are using online resources and identifying children who are not engaging with home learning. Staff ring every home to speak to parents. Some parents do not speak English so staff try to speak to older siblings or the children themselves. The TAs have indicated the families are excited about calls from teachers. The staff phone calls have indicated some families have no printers and these have been referred to the BBC provision.

- Parent governors raised the issue that the website is clear but it is unclear what to do with the work when completed. Some tasks have answer booklets and sometimes answers can be uploaded online. Parents reported some worksheets seem to be not very challenging and are consolidation rather than new learning. Parents are expected to mark the work. Staff are encouraging parents to do a variety of tasks with their children.

*Tina Kirwin-McGinley; & Hannah McHugh and Carys Williams left the meeting at 3pm.*

**C: How is the school managing the learning for the children where parents cannot support their children. There was a concern that the Muslim community is not getting all the health messages and some Muslim children may lose out on learning.**

All work is pitched at the level for the child and at KS2 the children might be more able to work independently. At KS1 this is more difficult.

*Ikhlas Ur Rahman left the meeting 15.05*

- It was noted in other countries children start school much older and there is time to catch up. The older children are more self-sufficient. The school is not insisting all children do the tasks set. It was noted parents are also managing the children emotions and some parents might be working.

**S: *Governors felt the balance was correct for learning and the school is correct to focus on the welfare of the children.***

#### Safeguarding matters and vulnerable children

The Headteacher reported when staff make calls to families, they are mindful of disclosures being referred to DSL. Families not heard from are being chased. The school have included information on the school website but this is in English only.

**Q: *Is the school receiving information from the police about domestic violence incidents?***

The school has not received any information from Encompass. If children are not present school is not informed. Governors were aware of incidences and were concerned the systems are not working.

**Action: The Headteacher to check with Encompass if there are any incidents the school should have been informed about.**

#### FSM provision

**Q: *Governors asked if all families are now receiving their vouchers***

There has been a spike in voucher requests. The School is doing the vouchers for St. Andrews school for the foodbank. The DfE FSM voucher scheme is now working well. Families are being asked if circumstances have changed and if they might now need FSM.

**Q: *Does this increase in FSM impact on the budget?***

Yes, FSM children attract additional PP (pupil premium) funding.

*Dave Cooke left the meeting at 15.15*

#### Forward planning for restart of 'normal schooling'

Governors agreed to defer this item to the next meeting

#### Staff Recruitment and NQT matters

Governors agreed to defer this item to the next meeting

### **7. Nursery Provision for September - update**

- Great progress has been made in this area. Staff are ringing applicants to offer places. The school is still hopeful there is an increase in full time places which will help the school budget.

### **8. Governing Body Matters**

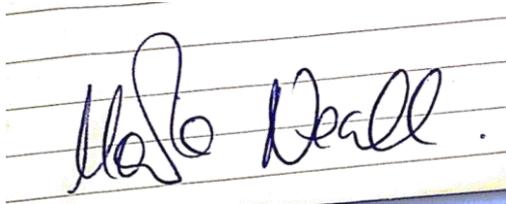
There were no Governing body matters raised at this meeting.

### **9. Any Other Business**

The question was asked about what the school should be doing in relation to Ramadan and Shazia Dar informed the committee this starts tomorrow but some people have started already. She advised staff not to ring early in the morning as parents maybe awake later during this time. Phone calls might be best between 11am - 2pm or later.

**10. Dates of next FGB Meetings – times to be confirmed.**

- Thursday 14<sup>th</sup> May 2020
- Wednesday 1<sup>st</sup> July 2020

A handwritten signature in blue ink on lined paper. The signature reads "Monika Neall" with a period at the end. The lines of the paper are visible in the background.

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

**Date:** 14<sup>th</sup> May 2020

*Meeting ended 15.30*

**Summary of actions**

- Action: The leadership agreed a set time and inform staff their emails will be dealt with at these times only.
- Action: Leadership to send another message to staff to confirm the request to outline work undertaken from home is supportive and not intended to be intrusive and not intended to increase anxieties.
- Action: School to seek advice regarding risk assessment for first aid during the pandemic.
- Action: The Headteacher to check with Encompass if there are any incidents the school should have been informed about.