



Alma Park Primary School
Full Governing Body Meeting: Minutes Thursday 14.05.20 start 1pm
Achievement Partnership Success

Present via remote meeting

Ms Shazia Dar	Co-opted Governor
Ms Kate Hickman	Parent Governor
Ms Karen Houghton	Co-opted Governor (Staff)
Ms Sam Howell	Staff Governor
Helen Hulme	Parent Governor
Ms Tina Kirwin-McGinley	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
Ms Carys Williams	Co-opted Governor

Apologies:

Mr David Cooke	LA Governor (Vice-Chair)
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In attendance:

Ms Kathy Crotty	Clerk
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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 Apologies

The Chair welcomed all governors to this remote meeting. Apologies were received and accepted from David Cooke.

2. 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.

3. Declaration of Any Other Urgent Business

There were no declarations of any other urgent business.

4. Minutes of the Last Meeting held 23rd April 2020

The minutes of the meeting held 23rd April 2020 were approved as a true and accurate record.

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.

The issues have settled down and the staff are supporting each other via whatsapp

Action: School to seek advice regarding risk assessment for first aid during the pandemic. The guidance has been issued this week about the use of PPE.

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

There have been some incidences reported to the school in the last week. These have been recorded on CPOMs.

Q: Are these issues covered in welfare calls?

This would not be appropriate and staff making the welfare calls are informed to report any incidences to senior members of staff.

5. Headteachers report

Update on school closure

- Until Sunday of this week there was a good routine established and the VLE was progressing well. The DfE have requested schools take in more children and this has been the major issue being addressed this week. Parents have been written to see if they are intending to take up a place. Vulnerable children and key worker families have been given the deadline of Monday 18th May at 9am to indicate if they want a place. The school has received 50 responses so far and most are taking up the place.
- Staff have been written to and vast majority of staff are ready to return to school.
- The school is planning for classes of approximately 15 children who will remain with the same one or two adults for the duration with staggered starts and breaks. Lunches will be a packed lunch in the classroom. There are two gates that can be used to avoid congregations of parents and children. This will take time to get used to this. There is a concern that parents might turn up on the day and the school will only be able to admit children who have been registered for a place. There will be an additional group for the children of key worker and vulnerable children who are in Yr2 to Yr5. It might be the school could welcome other year groups and could offer provision for four days a week, the school needs time for planning and cleaning.

Q: The early guidelines for lockdown suggested the children of staff can attend the school where staff work? Is this still the case?

Teachers and school staff are key workers (schools never closed) and their children are eligible for a place at their own school. No staff have indicated any childcare issues with younger children. In the past during INSET days the children of staff have been welcomed into school and this will need to be addressed.

C: The letter to parents asked about a place from the 1st June, some parents might want their children to come into school but may think this is too soon as they do not know enough about how the school intends to manage this? Is there an option for parents to decide when they know what measures the school will be taking?

The issue of including an “undecided option” was rejected in this first letter as there were concerns about language barriers.

Q: Have parents been in touch to ask for any further information?

Collation of the responses is just occurring, and Governors were asked to encourage parents they know to respond. Most responses seem to be rejecting the offer of a place so far.

- There is much preparatory work on classrooms needed especially in EYFS to remove soft toys and furnishings which are not easily sanitised. Staff will be invited in to work on their environment. This will impact on staff welfare.
- The school has ordered PPE in case children become ill.

Implications for summer 2

The school is expecting more children in school this summer term. There might have to be some rotation and this might not suit all parents working patterns.

S: Governors stated they support the Headteacher in the decisions about admitting children. It was acknowledged the advice is to commence from the 1st June and the 1st June might be too soon.

The clerk understood Manchester LA is following the model in Denmark of “hubs” and some schools will bring in one year group in the first week, review this, and introduce each additional year group gradually. Schools are not expected to be admitting more pupils until this is safe to do so.

The leadership are proposing take some holiday time next week on Thursday the 21st May and Friday the 22nd May and return to school during the half term holiday on Thursday 28th May and Friday the 29th May to prepare for the admission of more children. The administration office manager will also be in school with the Head and Deputy.

Staff welfare issues

Q: What have been the staff responses to the June 1st request to return to schools?

Most staff are positive about returning to see their children. The school has received messages from TA's who are Unison members. Unison have recommended its members to not co-operate in the planning for the return to work in school on the 1st May. One TA has stated they will be working from home. No staff have responded to say they will not be involved in the planning.

Q: If staff come back and work until July is online learning going to occur over the summer?

The advice changes daily and one government minister suggested schools could open over the summer holidays staffed with graduates and volunteers. If TAs do remain at home, this time can be used to prepare for the summer online learning. Any staff who does not come into school to work can be given work to do at home. The leadership is expecting the summer holidays to be as normal.

Ikhlas Ur Rahman left the meeting at 13.30

Morale is varied and the current uncertainty around re-opening is causing anxiety. Staff are asking about the anomalies in the guidelines.

Q: Will staff be mixing when in the school building?

Staff will have staggered breaks and staff will be expected to socially distance.

Q: *What is the leadership decision about how many year groups can start after the 1st June?*

This cannot be known until the actual numbers of families registering for a place are known. The leadership will be guided by the LA. The number so far are less than anticipated and there might only be one class per year group.

C: *Will you trial this without GB discussion?*

The Clerk reported NGA guidance this is an operational matter in consultation with the GB. The leadership were keen to work with Governors. The plan is to risk assess on the predicted numbers ascertained from the parent survey. The GB was in agreement the 1st June 2020 is too soon. Governors felt staff need to return to the building but they need time to normalise and arrange the social distancing. The return to work may improve the morale of staff. Governors were keen to only open when everyone is confident all safety measures are in place. Governors suggested in relation to staff well-being they were supportive of more children coming into school the week after. Governors felt the 8th June was a more realistic date and this will enable the staff concerns to be addressed

Governors agreed to meet on Tuesday the 19th May (11.00am) to review numbers and risk assessments.

Vulnerable children and children in school

Governors were informed during half term week there will be no welfare calls as staff will be on leave.

Q: *Are all vulnerable children expected to return to school in June?*

The guidelines distinguish different categories of vulnerability. Extremely clinically vulnerable children are advised to not attend school and this is a small number of children nationally. These children have to contact their clinician for advice.

The advice for staff with health conditions is to seek medical advice. Some staff have declared themselves already and this might have to be considered.

Q: *There are some children who need physical management and what if a child becomes distressed? Can these children attend school?*

The children are known to staff and will be risk assessed to see if those children can be in school under these guidelines. Distancing is supposed to be occurring when in school.

Q: *Are parents using the emails to contact staff sufficiently?*

Yes, most parents contact staff appropriately and there is a low percentage who are contacting staff about learning issues. Parents are welcomed to speak to staff.

C: *Parents might have questions during the half term week as this is the week before the increase in children attending school. Could not the staff doing welfare calls take some leave next week and make some calls over half term?*

This suggestion was considered by the leadership. There is staff training planned next week and this became complicated. The decision was made that some staff might think this was unfair. The leadership are trying to accommodate individual needs and feel the staff need their half term holiday.

Q: *Is nursery going to open after half term?*

This was not announced last Sunday but the guidance on Monday did include nursery. This means four-year groups may be in school along with the children of key workers and vulnerable children from the other year groups.

Q: *Will you have to prioritise places if space for social distancing is an issue?*

Yes, the key worker children and vulnerable children have to be given a full-time place.

FSM update

The FSM voucher system is now working well except staff inputting the data are having to do this during unsociable hours. There is an increase in families eligible for FSM.

Q: How many food bank voucher referrals is the school making?

The school is making many referrals and does not have the actual number. The school has issued approximately 40/50 more and the referral forms are being completed daily. There is significant need in the school community and the Headteacher is proud of the work the school is doing to help families. The TA welfare calls are checking for changed circumstances.

6. GB matters

Proposed GB dates for 2020/21

Action: Clerk to upload onto TG the final version of the proposed dates.

7. Committee minutes – for information

Staffing and Budget Committee held 7th May 2020

There were no questions on these minutes

Chairs meeting held 29th April 2020

Governors discussed some clarifications about staff with asthma.

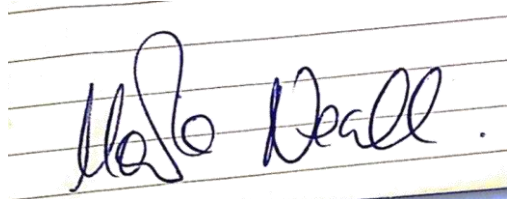
8. AOB

The GB gave formal thanks given to all staff for their efforts during these challenging times.

Governors discussed some of the technical issues associated with the home learning.

9. Date of remaining FGB Meetings – 4.30pm

The date has changed from Wednesday 1st July to Thursday 25th June. This is to enable approval of the budget for 2020/21 before the 30th June deadline. The times will be agreed nearer the time. This meeting is scheduled for 11am but may change.



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

Date: 19th May 2020

Meeting ended 14.10

Summary of actions

- Action: Clerk to upload onto TG the final version of the proposed dates.