



**Alma Park Primary School**  
**Full Governing Body Meeting: Minutes Thursday 19.05.20 start**  
**11.00pm**

**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
Helen Hulme	Parent Governor
Ms Hannah McHugh	Parent Governor
Ms Monika Neall	Parent Governor (Chair)
Mr Charles Parfitt	Headteacher
Ms Carys Williams	Co-opted Governor

**Apologies:**

Ms Tina Kirwin-McGinley	Assistant Headteacher for the sensory service / Co-opted Governor (Staff)
Mr Ikhlas Ur Rahman	Co-opted Governor

**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 & Apologies**

Apologies were received and accepted from Tina Kirwin-McGinley and Ikhlas Ur Rahman

**2. Review of Pupil numbers and risk assessments**

25% of parents surveyed in the year groups relating to the guidance, do want a place. 68% of parents did not want a place after half term and 7% of parents were not sure or have not responded. The office staff have worked very hard to contact all non-respondents and the numbers now are very low.

In relation to child care for the KW (key worker) group there has been requests from some parents who did not declare they were a KW in round 1. They have had a letter to ask them to prove KW status – by Wednesday lunchtime

***Q: How many more parents might identify as key workers***

The initial analysis was 13 but these are now new families declaring. There were 40 KW/V (key worker and vulnerable children) including the deaf children; and there was capacity for these children

The planning for admitting more children into school indicates the biggest group is 10 children, and the lowest group is six children. The child care group will be 13 or less. There are some parents who have said yet they want a place and yet might not take up their place. The school can only deal with the information they have regarding those who have said “yes” and those who have said “no” and it was agreed it was better to overestimate places needed than underestimate. The school is planning for the definite no meaning no.

***Q: Has the feedback from staff changed in the light of NEU and BMA guidance?***

The Headteacher had received a standard letter signed by 16 members of staff supporting the school position and outlining the concerns about the wider opening of schools. The letter asked the leadership to pause plans to readmit more children until the NEU ‘five tests’ are met.

***Q: What does this mean in practice?***

This is not clear and other trade unions are making similar concerns known but as yet, not formally. WHO (World Health Organisation) have stated on the balance of risk they were in favour of a phased re-opening. Parents have been informed that there is much conflicting information.

The school intends to plan for wider opening but the 1<sup>st</sup> June 2020 is too soon and there at least two weeks preparation is needed before opening the school to more children. All information received by the school is guidance and each school has to adapt to local needs and local situations.

The letter to parents this week will outline the plan to admit more children after the 8<sup>th</sup> June 2020. The social distancing is more realistic for Yr6. The numbers of places for reception is currently low and these children can be invited in at the same time as Yr6 as they are in different parts of the school building. It was noted the school does not have many sinks, and the facilities will have to be staggered for use.

***Q: Will this invitation to Reception and Nursery children be a definite plan?***

This is not yet known; the school is planning currently for two year groups at first and to phase in the other two year groups but the guidance does change frequently.

***Q: Governors asked about the staff rota if 16 members of staff have indicated they may not able to work in school as per trade union advice.***

The vast majority of staff have indicated they are willing to work in school. There is a rota identifying who is in school with children and there is a rota for contingency. Each group (‘bubble’) will have a teacher and TA. Three staff will be allocated for nursery children. For every year group there will be a teacher responsible for the planning for that year group and this is the usual staff member. This can be the clinically vulnerable staff not able to return to work.

There are staff still making welfare calls for the children who are still at home. There are staff not able to work on site who can do activities such as sing assemblies and zoom singing with children to keep them in contact. SLT are supportive of this. There is a group of people who can be on site who can be responsible for planning and

can be allocated a group. There are nine staff in this group and ready for the next phase of wider opening. These can be on a rota of three in school and can be used if needed.

***Q: Will you have to subdivide the staff room to enable social distancing?***

The staff room is large and yesterday there were 10 staff in school of their own choice. The toilets will not be a problem. If there are too many staff they can move into a classroom if empty or be outside if the weather is good. The photocopying room needs to only allow one person in at a time and there will be signs and a taped area outside. Staff will be advised to bring in cold food for their lunch. Some staff will not be willing to use remote communication when working from home and this has been taken into consideration.

***Q: There will be two teachers per class, will there be two teachers with each small group?***

Each class will have two staff and this might be one teacher and one TA. The classes are going to be split, no group is more than 10 due to the classroom sizes. At the moment the aim to keep children to their own class and there is a group of 10 and a group of 6 Yr6. Children will like to be with their friends. Yesterday there was a group of four in school.

The announcement of the school taking more children from the 8<sup>th</sup> June 2020 might increase the numbers wanting a place. The school is planning for a gradual increase.

The risk assessment from the LA was helpful and the school is now working on entrances and exits.

***C: As leaders are you content with the direction of travel?***

Yes, there is a consensus in the SLT and speaking to other schools the challenges are similar. The risk assessments are underway. The 8<sup>th</sup> June is the earliest point the school will be ready to admit more children but there are no guarantees. The school is doing its best to follow the guidance as it arrives.

***Q: When this is rolled out to staff tomorrow this is going to increase staff anxiety?***

Yes, but by giving staff a week to prepare after half term this should help. The child care group know they need to be in on the 1<sup>st</sup> June 2020.

***Q: If June 8<sup>th</sup> is the date for more children returning, is the hope staff will be returning on the 1<sup>st</sup> June 2020?***

Yes, but only if needed as current guidance requires people who can work from home to continue to do so.

The clerk informed Governors about Stockport MBC providing training for all staff in the risk assessments associated with Covid-19, before more children are admitted into school buildings. Governors discussed adopting the same approach. The risk assessments address the distancing of staff and cleaning surfaces where there are shared spaces.

***Q: Are cleaners willing to come into school during the day?***

Four cleaners are also LOs and will be available to clean during LO time.

***Q: Are any cleaners in the vulnerable group?***

There is one person shielding at home. All other staff are in work

***Q: If you share a home with someone who is at risk do you have to come to work?***

The advice has not changed, you can come into work and will be on the rota. The individual risk assessment will take this into account.

The clerk advised to involve all staff in their own risk assessment and to work with HR.

Childcare issues for shielding can be dealt with on a case by case basis and usual childcare arrangements may not be available during the pandemic (for example grandparents providing the childcare).

**Governors stated their support for the school introducing more children from Yr6 from the 8<sup>th</sup> June.**

The children will remain with their own class group but not necessarily with their own teacher. The delayed opening allays trade union concerns. The school will plan to admit Yr6 children and Reception children in that first week and review this and make a decision about which group is next. The school will close for half term.

The Headteacher will write to staff and parents informing them of the plans

Welfare calls will return after half term and home learning will carry on for Yrs2 to Yrs5. The school is still able to issue FSM vouchers. The FSM vouchers are being input during unsociable hours when the system allows.

**The office staff have worked incredibly hard and Governors gave formal thanks for the amazing work being done. Governors commended the leadership and noted they have worked hard on effective communication with staff and families.**

**3. Approval of Minutes of the Last Meeting held 23<sup>rd</sup> April 2020**

**Governors formally approved the minutes of the meeting held 23<sup>rd</sup> April 2020.**

There were no outstanding matters arising.

**4. AOB**

***Q: Governors asked about the soap used and hand sanitisers as some children seem to have skin reactions to the recent products provided***

The Headteacher will discuss with governors and review the purchases.

***Q: The Headteacher was asked if he wanted the partner of a governor to undertake some flow modelling for the school. This would involve a simulated flow of people coming in and out of the school to identify bottle necks and to test the need for staggering. Software is available that is applicable to the school situation.***

Karen Houghton is following this up to discuss further.

**5. Dates of remaining Meetings**

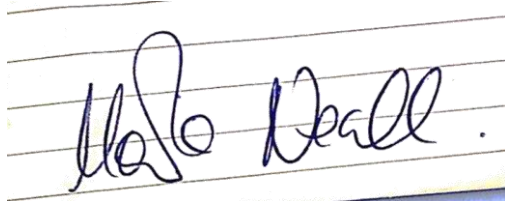
FGB extra meeting Thursday 4<sup>th</sup> June at 11am

Staffing and Budget 11<sup>th</sup> June at 11am

FGB Thursday 25<sup>th</sup> June at 11am.

**5. Dates of 2020/21 meeting**

**Action: CP to send the clerk the final version of the GB meeting dates in 2020/21 to upload onto TG**

A handwritten signature in black ink on lined paper. The signature appears to read '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: 25<sup>th</sup> June 2020**

*Meeting ended 12.15*

**Summary of actions**

- Action: CP to send the clerk the final version of the GB meeting dates in 2020/21 to upload onto TG