



Alma Park Primary School

Full Governing Body Meeting: **Agenda Thursday 25th June 2020 at 11.00am**

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

Apologies:

Ms Tina Kirwin-McGinley	Assistant Headteacher for the sensory service / Co-opted Governor (Staff)
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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 & Apologies

Apologies were received and accepted from Tina Kirwin-McGinley.

2. Declarations of any other business

There were no declarations of any other business.

3. Declarations on Non/Pecuniary Interests

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

4. Approval of minutes of the meeting held 19th May 2020.

Approval was sought and given via email.

There were no actions from this meeting or matters arising.

Approval of Minutes of the Last Meeting held 4th June 2020
Governors formally approved the minutes of the meeting held 4th June 2020.
There were no actions from this meeting or matters arising.

5. Headteachers report

Premises and Health & Safety

- The Staffing and Budget committee meeting held on the 18th June 2020 covered this issue in detail. The response from the LA was the school Covid-19 Risk Assessment is satisfactory.

Q: Did the LA provide any comments or suggestions regarding the Covid-19 Risk Assessment?

The LA would be too overloaded to give feedback as they are checking the risk assessments for all schools in the city. The school SSQA (senior school quality assurance advisor) reassured the leadership if there were any issues this would have been followed up.

- One of the mains pipe has burst over the weekend and has affected the playground equipment. The water board was contacted, and they have erected a fence around the leak. It is expected they will be digging a hole in the playground to repair this drain.

Q: Will this affect the water bill for Alma Park?

This will not affect the Alma Park water bill.

Q: Will this do damage to the playground?

Yes, and there will be an insurance claim as equipment will need to be replaced.

Q: Does this impact on the playtimes of children?

This will not affect the zoned playground areas but has affected the ingress. Outdoor games and bubble arrangements are not affected.

Progress with the plan to readmit children to school (designated year groups) including current pupil numbers and learning provision

- There are two children in the nursery; 13 children in reception; 9 children in Yr1; and 15 children in Yr6. There are 10 children in child care and four HI (hearing impaired) children in today. Next week, there are two more nursery children, seven in reception; six in Yr1; and five in Yr6. The childcare bubble will be full at 15. There is capacity in some bubbles. The nursery children are in a reception bubble. There are two bubbles in Yr6.
- There are EHC plan children in school and the staff are trying to encourage the children from vulnerable families (defined as being under child protection) to return. There are two EHC plan children in the childcare bubble, one in a Yr6 bubble. Another reception child who has 1-1 support is returning next week.

Q: Will staff continue the weekly phone calls to the Yr6 children who have not returned to school?

Yes, staff will continue the weekly phone calls. Currently parents have to contact the school by Wednesday for a place the following Monday.

- SLT are aware other schools are admitting other year groups on a rota and have discussed this for Alma Park. The school has looked at capacity for opening up the last week for other children. The school is engaging with as many families as possible and there are still staff with anxieties about returning to school. SLT have rejected admitting other year groups into school for a variety of reasons.
- Storytime is occurring in the afternoons, and there is outdoor games provision for children in school. The school is providing assemblies and this is going well. The afternoons tend to be craft based and aim to be calming. The day in school focuses on well-being and the children are fully engaged in learning.

Remote learning arrangements Yr2 – Yr5

- All year groups have remote learning. Karen Houghton has arranged an effective rota of staff undertaking the planning working from home. For staff in school, PPA time occurs after the school to prepare for the next day. Staff are finding this challenging as following someone else's planning is different than doing your own. Staff in school are working on writing and the home learning is different. EAL children with varying needs need tweaking from the planning.
- It was felt there is not equity between staff working from home and staff working in the building but the school is doing the best it can in challenging circumstances.
- The school is looking at videos being developed for the school website so the children can learn from their own teacher.

Q: How many pupils are involved in the home learning?

This is low across these year groups but does vary according to topic. The school is providing work but relies on families to supervise and support their children.

Q: You have some children working at lower level work, is there differentiated work?

Most work in English and Maths is tailored for the child, science tends to be more generic and most home learning has tended to be exploration which is accessible for all. Parents can see the work of all year groups so they can access learning from other groups on 'googledrive'.

C: Is it worth letting parents know they can access the work of other year groups?

Yes, the school will inform parents they can access the work of other year groups.

- The school has avoided pressuring parents, the school has invited work from children but not required this.
- Parent governors noted they were not clear if teachers wanted children to send in work undertaken. Staff reported they do respond with comments in the VLE (virtual learning environment).

Q: When are you hoping for the videos to be uploaded?

The staff are working on this this week for uploading next week. There are activities on the well-being page. Parents will be informed when the videos are uploaded.

Safeguarding and vulnerable children including provision for children with EHCP's

Early Help and Encompass are in contact with the school. There is one child newly in the care of the LA in Yr6. This is in addition to a looked after child in Yr4.

Pupil and staff well-being

- Anecdotal evidence is staff are glad to be back at school. Staff are reassured and have adapted well. There are staff in different situations at home who are being supported with weekly calls and staff are being referred to the school insurance scheme for support.
- The individual risk assessments have occurred. There is a member of staff who wants to come back to school and she has underlying conditions, so has been referred to occupational health. The occupational health service offer support with Covid-19 issues.

Q: If a staff member is assessed as being high risk and returns, is the school insured or is this their choice?

This is not clear; HR advice is to mitigate and minimise risks. The HR advice is risks could not be ignored and it is not clear if staff can sign a disclaimer. This is ongoing.

Q: How will this work in September?

The school is not yet ready to be planning for September. The advice changes frequently.

Staffing update and staffing for Academic Year 2020-2021

- All staff are in place apart from the possibility of staff absent due to Covid-19. There have been two requests for flexible working which has been met. There is a new request for hours adjustment which is being considered tomorrow. There are two maternity leaves. The school will undertake 1-1 interviews for a TA.

Q: Have any coordinator posts changed?

The leadership have not been able to review this due to other pressures. There have been some requests but this is not a priority.

Preparations for September and outline recovery plans to readmit children to school (dependant on further guidance)

- South District heads met yesterday and there is uncertainty about the plans for September 2020. The expectation is Heads will have “discretion” and there are different models being adopted. A common model is for children to go home on Friday afternoon to enable a deep clean and PPA. This is problematic for part-time staff and this prevents somebody else going into the bubble. The shortened hours are unpopular with the LA and with parents. Wrap around care was discussed with an overall view these would not happen. The expectation is for the bubbles to increase to 30 children which is problematic and will need addressing.
- The recent LA chairs briefing indicated there has been a number of schools who have not met with governors and the staff welcomed the support from this GB. Governors were mindful of school priorities and formally thanked the leadership for their efforts in keeping the school open during the pandemic.

6. SEND report for school website

- The statutory document and the additional information for governors was shared in advance and uploaded onto TG (Trust Governor). Governors noted this document is very strong.

S: Governors noted the school did really well to achieve additional funding for this provision (increasing from £30,000 to £53,000).

- Next year the Zen Zone will be for Yrs1 to Yrs3 (not Yrs2 to Yrs4 like last year). The speech and language therapist Rachel Tuckley is due to present to Governors and will do so at a future meeting (not a remote meeting). Rachel Tuckley is keeping in touch with families. Alma Park does have many children with delayed communication skills and it was explored to see if support can be provided electronically. Rachel Tuckley was unable to acquire the necessary permissions.

Q: Does the Zen Zone need to be adjusted regarding the bubbles?

This is relevant for all interventions and will be addressed in September. It was noted siblings are in different bubbles. It was noted social distancing is not occurring outside of school.

S: Governors noted the HI relocation to the bungalow has been a very successful addition to the provision and this is good value for money.

- The capacity for the play therapy has reduced and some parents chose Alma Park because of this provision and the report needs to address this.

Governors formally approved the SEND report.

7. Committee Minutes

Staffing & Budget held 18.06.20

Shazia Dar reported on the Covid-19 cost centre. The clerk reported the Covid-19 is only being paid to schools in deficit.

Action: Clerk to send the latest guidance on the Covid-19 cost centre to the leadership of the school.

Q: If the school has insurance for sickness and does not use supply staff, can the school still claim on this policy?

Yes, and this is paid after the staff member returns to work so it may not be paid in the financial year the staff member was absent. Governors were informed there is a cost centre under income labelled "insurance claims". This is zero at the moment. It is counted in the financial year it is received.

Curriculum and standards 23.06.20

Kate Hickman reported the meeting discussed the VLE and the SRE (Sex and Relationship Education) work being undertaken by school staff.

8. Approve 2020/21 Budget

The school has managed to produce a budget with a projected surplus income of £14,775. There is £80,680 brought forward giving a total projected budget for 2020/21 of £95,455. This will be changed going forward as this is a forecast.

The new budget includes changes the sports provision over lunchtime. The proposal is to reduce the lunchtime coaches to one, and this person will work in one area developing staff and this will be rotated. There is support from staff for sports over lunchtime to improve the behaviour of children.

Action: Governors to discuss the sports provision in the Curriculum and Standards committee in Autumn 1.

The budget forecast for 2021/22 shows an in-year deficit of £95,471 so difficult decisions still have to be made. The impact of Covid-19 on the budget is yet to be fully materialised.
Governors formally ratified the budget.

9. Policies and Procedures for approval

These policies have been updated and there were no legislative changes relating to any of these policies. All policies are uploaded onto TG with the review date.

Accessibility Plan

Governors formally approved the Accessibility Plan

Continence and Intimate Care Policy

Governors formally approved the Continence and Intimate Care Policy

Code of Conduct Policy

Governors formally approved the Code of Conduct Policy

Capability Policy

Governors formally approved the Capability Policy

Disciplinary and Dismissal Policy

Governors formally approved the Disciplinary and Dismissal Policy

E-Safety Policy

Q: Has there been any recent statutory guidance in relation to remote working?

The school is not aware of any changes and has not received any recent guidance.

Governors formally approved the E-Safety Policy

Food and Drink Policy

Governors formally approved the Food and Drink Policy

Maternity & Paternity Policy

This policy includes changes relating to support staff. The provision for support staff has merged with the teacher’s provision.

Governors formally approved the Maternity & Paternity Policy

Public Sector Equality Duty Policy

Governors formally approved the Public Sector Equality Duty Policy

Whistleblowing Policy

Governors formally approved the Whistleblowing Policy

Website Privacy Policy

Governors formally approved the Website Privacy Policy

10. Governing Body Matters

Governors approved the dates for 2020/21.

All meeting will be at 4.30pm if the school is opened as normal.

Governors agreed to meet to review the September offering on Tuesday 14th July at 11:00am

11. Any Other Business

There were no items of any other business.

12. Dates of 2020/21 Meetings

- 15th October 2020
- 3rd December 2020
- 11th February 2021
- 25th March 2021 (Budget closedown)
- 20th May 2021
- Thursday 24th June 2021

A handwritten signature in blue ink on lined paper. The signature appears to read 'Monika Neall'.

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

Date: 14th July 2020

Meeting ended 12.15

Summary of actions

- Action: Clerk to send the latest guidance on the Covid-19 cost centre to the leadership of the school. This has been actioned
- Action: Governors to discuss the sports provision in the Curriculum and Standards committee in Autumn 1.