



Alma Park Primary School

Full Governing Body Meeting: **Minutes Tuesday 14th July 2020 at 11am**

Achievement Partnership Success

Present via remote meeting

Ms Kate Hickman	Parent Governor
Ms Karen Houghton	Co-opted Governor (Staff)
Ms Sam Howell	Staff Governor
Ms Helen Hulme	Parent Governor
Ms Monika Neall	Parent Governor (Chair)
Mr Charles Parfitt	Headteacher
Mr Ikhlas Ur Rahman	Co-opted Governor

Apologies:

Mr David Cooke	LA Governor (Vice-Chair)
Ms Shazia Dar	Co-opted Governor
Ms Tina Kirwin-McGinley	Assistant Headteacher for the sensory service / Co-opted Governor (Staff)
Ms Hannah McHugh	Parent Governor
Ms Carys Williams	Co-opted Governor

In attendance:

Ms Kathy Crotty	Clerk
-----------------	-------

The meeting was quorate

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; Shazia Dar; Hannah McHugh and Carys Williams. David Cooke was unable to join the remote meeting due to technology issue but questions were submitted remotely.

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 Last Meeting held 25th June 2020

The minutes of the meeting held 25th June 2020 were approved subject to the amendment of playground equipment being replaced by insurance and not by the utility company.

Matters arising

Governors were informed the layout of the playground equipment can now change depending on the insurance payment agreed.

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

This has been actioned

5. Headteachers report – Review of September 2020 offering

- The school is fully opening in September 2020 and the risk assessment has been amended and may need further tweaking. TAs are currently making welfare calls and explaining to families the new arrangements including the staggered start and end times.

Q: Will parents with children in school receive a telephone call?

Yes, if they have not been approached on site. The school is

C: Given the language difficulties for some families how can you prioritise certain messages like what do when coughing?

Nadia will inform the office if there are any communication issues and the school may use an interpretation service for some families. Governors noted some parents ignore the request to keep children off school for 48 hours after vomiting and this is more complicated. The school will pay for translation services. Parents are receiving a verbal message and this will be reiterated in 'Parentmail' in September.

- In answer to Governor questions asked prior to the meeting Appendix B is the 'return to school' information pack. This informs parents of the new procedures.

Q: Will Governors see the 'Parentmail' message before parents?

This message needs to be shared now and will be sent again in September. The aim to use as simple language as is possible.

Governors asked for clarification and it was confirmed that if a child or staff member is sent home due to symptoms, the rest stay in school until there is confirmation, they have the virus, at which point the rest of the bubble is sent home.

Q: What happens to the siblings of infected child?

This scenario is included in the risk assessment. That family would remain in isolation. The TAs are talking through these issues in their phone calls.

- The two exceptional training days granted by the LA are being used. Most staff are in school, the shielding staff are expected to return in September. Group meetings have occurred with staff. Leadership have asked staff to be available in school this week to set up their classrooms, tables are now placed in rows.

C: How are you raising the confidence of parents to send their children back?

TAs are making the phone calls as they have excellent relationships with staff. These new arrangements have been in operation for four to five weeks.

Q: Are there any families panicking about sending their children to school in September?

Six weeks ago, there was a view the situation was not safe but it seems to have changed and another six weeks should help.

Q: What is the curriculum intent for the autumn term?

The curriculum will focus on social and emotional issues rather than achievement, the children will be settled in first. The hand washing takes time and this should ease when the sinks are outside. The staff Governor report English and Maths are currently being delivered in the morning and craft in the afternoon. Other learning outcomes are not so focused but are occurring. PE and fitness are a priority and the other subjects are taking smaller steps. The craft curriculum is costing the school extra.

Q: Have you met all staff in school to interview them about how it is working on the ground?

This has not been done in a formal sense. There was an INSET day for the current opening and staff were encouraged to talk to the leadership if they had any concerns. It was acknowledged by the Headteacher the staff governor has been very helpful with ideas and suggestions. Staff resentment about some issues has dissipated over time. Some staff are more vocal than others and the leadership are confident there are no issues from staff regarding the full opening of school.

- Rachel Holmes has interviewed children about how they felt about coming back to school, they all prefer school now (which may do with small class sizes).

Action: Karen Houghton will share the summary of the Rachel Holmes questions with Governors

- Music lessons have occurred using iPads, Governors were asked to consider investing in newer iPads. The ICT suite works well currently but when all children return this is more problematic.
- Foundation and KS1 staff have recorded some videos showing the physical journey into the school. These videos make the school look inviting and help the children visualise. There is an ongoing debate about reception to Yr1 transition regarding the guidance to sit in rows, there will be some interesting compromises needed. Staff feel the smaller teaching groups have been excellent.

S: Governors noted the plans are thorough and the risk assessment is thorough.

- The plans for a second shutdown are in place.

Governors formally approved the risk assessment accepting minor amendments may yet occur. This will be sent to the trade unions.

Q: Have staff missed many training opportunities during lockdown?

Staff have been doing much CPD online. Those staff who remained at home did more training and have handed in certificates for the CPD records.

Q: Have you missed any training days?

The May training day occurred; this was curriculum training as this was able to be delivered remotely.

6. Budget Update

- The LA are clawing back funding allocated for 52 children and will only fund the 46 children.
- The school claim for Covid-19 expenses will be submitted by this Friday and this is not included in the budget until this is received. The claim will be for approximately £12,000.
- The £14,000 surplus projected when the budget was set, may reduce.
- The PE grant has been awarded again. UIFSM (Universal infant free school meals) may be reduced next year. Manchester Fayre are charging for all meals even though these were not provided.

C: Should we look at another school meals provider?

- This is already going to be reviewed by the Staffing & Budget Committee. It was felt all school meals providers might charge for meals not provided as the guidance for public bodies was to pay for all services as normal.

- The school has been asked to pay for the summer programme of swimming even though this has not been provided as this included in the guidance for publicly funded organisations.

7. Governing Body Matters

Committee membership for 2020/21

Governors agreed to defer committee membership to the September meeting when more Governors are **expected to be present**.

Link governor roles for 2020/21

Governors agreed to defer link Governor roles to the September meeting.

The diversity role will be incorporated into the equality role.

8. Any Other Business

Succession Planning

- Chairs and vice chairs are nominated and elected in the first meeting of the new academic year. Monika Neall's term of office ends November 2021 and Monika Neall has asked for any one interested in become a chair to shadow during the next academic year. Training is available for new chairs.
- Kate Hickman will not be a parent in the new academic year when her term of office ends (January 2021). The clerk advised parent governors can be co-opted if there is a vacancy.

Action: Clerk include succession planning for 2021/22 on the 15th October 2020 agenda

Car parking

Q: *Governors asked about the drop off and pick up times and asked as older children are crossing the car park, can the car park be closed off? There are now 60 Yr6 and 60 Yr5 arriving.*

The HI minibus is an issue but yes this can be done

Q: *Do any children walk home without supervision? Governors were concerned there is a danger with the cars?*

Yes, there are some children who walk home unsupervised although for the first few weeks parents tend to come to school with their children. The staff accompany the children through the car park. It was discussed if parents might use cars more to avoid public transport. Governors were reassured with all arrangements.

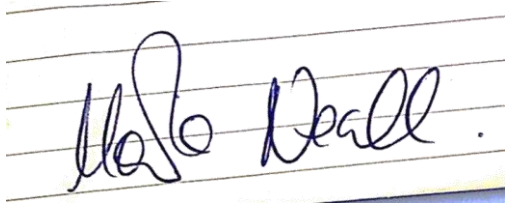
S: *Governors gave formal thanks to the staff for their amazing hard work during this pandemic.*

Action: Monika Neall on behalf of the GB will send a thank you email to all staff for their commitment during the pandemic lockdown.

9. Dates of 2020/21 Meetings

Governors were willing to meet remotely earlier if needed

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



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

Date: 16th September 2020

Meeting ended 12.00

Summary of actions

- Action: Karen Houghton will share the summary of the Rachel Holmes questions with Governors
- Action: Clerk include succession planning for 2021/22 on the 15th October 2020 agenda
- Action: Monika Neall on behalf of the GB will send a thank you email to all staff for their commitment during the pandemic lockdown.