



Alma Park Primary School

Full Governing Body Meeting: **Minutes Tuesday 16th September 2020 at 11am**

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 / Co-opted Governor (Staff)
Ms Monika Neall	Parent Governor (Chair)
Mr Charles Parfitt	Headteacher
Mr Ikhlas Ur Rahman	Co-opted Governor
Ms Carys Williams	Co-opted Governor

Apologies:

Ms Helen Hulme	Parent Governor
Ms Hannah McHugh	Parent Governor

In attendance:

Ms Kathy Crotty	Clerk
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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 Helen Hulme and Hannah McHugh.

2. Declarations of any other business

School Streets Campaign

Extreme weather conditions and the Covid-19 risk assessment. The chair advised the management of risk with extreme weather conditions are a school operational matter.

3. Declarations on Non/Pecuniary Interests

- Monika Neall 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 14th July 2020 & Matters arising

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

This has been actioned

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

This is a carry forward action

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

This has been actioned

5. Headteachers report

Ingress and egress issues and review of Covid-19 risk assessment

- The plan was based on experiences with the summer term and this was shared. The first morning was a challenge for all involved and was quite unpleasant and the local press were involved. The review of this led to day two ingress being improved. The egress for Yr5 and Yr6 and traffic was an issue even though the procedures in the school building went well.
- The Headteacher received email messages from parents and governors expressing concerns with the procedures. One parent who has been working with Levenshulme market flow systems has aided the school with an improved flow system. He produced diagrams and photographs to share with families. On Monday this week, the whole school attended. The movement of the entrance gate caused some confusion. The top end of the car park is now for the HI (hearing impaired) transport. This has reduced congestion on the school pavements.
- Yr1 and Yr2 bubbles are currently not in school as they are currently isolating.
- The school is limiting parents on site, and staggered starts advice is being followed. Reception and nursery parents are allowed into school for handover at the gates, but not the classrooms. This is because these children are more vulnerable. Children are handed over to parents at the end of the day who are in the same place each day. As people have become more accustomed this is improving significantly. The school will continue to monitor ingress and egress.
- Governors shared concerns the pavements are not two meters wide and the queues at the outside of school was not working well, other pavement users also were affected. It was felt people could distance more effectively within the school perimeter. Governors acknowledge there are now improvements but pavement blocking is still occurring. Governors were aware from parents that having more staff outside has helped with the management of the social distancing. Anxieties were acknowledged and the school is working hard to alleviate this. The school was concerned that Yr5 and Yr6 leave the building at the same time as Levenshulme High school and there were road works in the first week.
- The Headteacher informed Governors that now Yr1 and Yr2 are not in the building it is more obvious where parents are turning up early. The school has reinstated the welfare calls for Yr1 and Yr2 and these calls will ensure families have a good understanding of why they need to follow the guidelines.

Q: Are you taking into account increased traffic and weather changes?

The day it rained was monitored but this worked well. The school will be planning for this and is aware this will be a challenge. The school also needs to look at late picking up as this is affecting PPA time of TAs which some parents cannot help given they have children to be collected at different times. The Headteacher is mindful of the barrage of

information, instructions, guidance and advice from the government and communicating this to parents is a challenge.

- Governors noted parents often build relationship with teachers at this time of year and this is now unable to occur and this needs to be taken into account when communicating with parents. The staff governor reported more emailing is now occurring between parents and teachers. Governors appreciated the school cannot deliver the perfect system and were aware the systems are being tweaked constantly to help this run more smoothly. Procedures are constantly reviewed and amended. School staff reported parents were desperate for their children to get into school on the first day and this is now calming down.
- The Suggestion was made for the Headteacher to invite parents to the online assembly but it was stated this is not possible as the assembly identifies children and children are on video so without permissions this is not possible.

Children in the school & staffing issues

- Karen Houghton reported some children are new to the school and have never visited the school before. Once the children were in the building this was very moving. There was no queuing inside the building. The reception teacher was able to work with the Yr1 children introducing them to their new teacher. Children seem to like the arrangements. All children have a personal named greeting as they enter the building. Karen Houghton reported the staff have been amazing. The two exceptional days were very useful in giving staff time to make necessary changes. Staff are not able to socialise with their usual colleagues.
- The staff Governor reported the children are tired and it is hard to keep the momentum. Staff are having to adjust to ensure the gaps are addressed without pressuring the children. The children seem to be adjusting well to the new arrangements.

Q: How is it working with teachers distancing and yet needing to meet for work issues?

Different staff are dealing with this differently, some are masked and others are dressed as normal. Discussions are more of a challenge; some staff are raising concerns but most staff are happy to work the best they can

- The advice from MCC (Manchester City Council) is PPE is not necessary in primary schools, however, colleagues who were anxious have been allowed to wear clear visors if that aids their confidence. Children seem to be comfortable with this and it was more important to alleviate anxieties as this could affect the children.

Q: Is there a staff whatsapp group for each key stage?

This was not welcomed as it was felt this method of communication can be misinterpreted. there is a staff whatsapp but not all staff have joined this group.

Q: The IT suite has not air conditioning, should there be smaller groups in the IT suite?

The Headteacher confirmed this will be reviewed in the risk assessment. The meeting room also has no ventilation.

Action: CP to report changes to the Covid-19 risk assessment to Governors at the next FGB meeting, addressing rooms with no ventilation and air conditioning.

Q: Risk assessments are on other schools websites, why is Alma Park not on the website?

Action: CP to organise for the Covid-19 risk assessment to be put on the school website.

Risk Assessment (ratified in July by Governors)

The risk assessment currently being reviewed will also review the office staff procedures.

Q: Are there any staff whose children have been sent home from their school?

Yes, there staff with children sent home and the expectation is these staff will work from home.

- Governors were informed parents are concerned about swimming. There is a letter ready to be sent to parents explaining the new sanitising procedures in place at the Arcadia pool. The colleagues who take children swimming have raised questions which have been sent to the appropriate staff at the pool. The changing rooms will be sanitised after each school uses them. The pool does have fresh air ventilated into the changing rooms. Governors felt parents will be reassured the school is preparing and planning as required. It was explained swimming is part of the national curriculum and there are no exemptions other than for specified medical conditions. In the past if children do not attend swimming, they would join another class, now they will have to go home due to the bubble arrangement.
- There are risk assessments in place for outside staff coming into school. This includes the primary sports staff who are outside coaches; music staff and CITC (City in the community).

School closure

A parent had a positive test, PHE (Public Health England) were contacted and the school were informed this does not need to result in a school closure. On Monday a child tested positive. The school contacted all the required agencies including PHE and the LA. PHE only needed basic information and the response team were due to ring back that afternoon. The school felt families needed to know that day so another school which had experienced a similar situation were contacted. It seems PHE cannot respond quickly to the volume of cases being dealt with. It seems their advice is to leave the decision with the school leadership so the Chair of Governors was informed.

Carys Williams left the meeting at 11:55

There was a child in a Yr2 class who had symptoms whilst in school. The staff in that class have been in close contact so the bubble needed to isolate including the SLO for that class and the office staff member administering diabetic treatment to a child in that bubble. There are standardised letters which were issued on Monday evening (14th September 2020). Some families did still turn up on Tuesday morning and they were turned away. There were no issues.

All staff not self-isolating from Yr1 and Yr2 have met. The family welfare calls were reinstated and previous procedures were reinstated. Previous work undertaken by the school in the summer term meant the school knew which families required free school meals, and the Urdu speaking TA knew which families to contact. The expectation is when a bubble isolates the staff affected work from home. Isolated staff who become ill are off sick and not expected to work.

Home learning

The school is now able to make home learning more interactive. The current home learning offer has been devised with Yr1 and Yr2 staff. The home learning is on the school website for that day. The learning is focusing upon grammar; guided reading; phonics; and maths (using White Rose materials which are Alma Park friendly). You do not need a computer; a smart phone will suffice. The welfare calls will identify access to devices. Answers will be incorporated into the next days learning. Science will occur on the days this is due. The bubble is a temporary closure and the aim is to keep the sequence of the lessons.

Q: Have you a way of monitoring the engagement of children with the home learning?

No, the school is not currently able to monitor the engagement of children.

C: Governors noted the DfE guidance requires a policy on distance learning by the end of September. This requires identifying barriers to engagement.

The Headteacher reported this is on the agenda for the school to devise. The teachers can also use the Oak Academy resources for other subjects.

- There are some technical issues about compression of files being worked through. Staff familiarity in making these issues. There will be staff meetings to support with this. There is a one day delay in uploading work so first day closure work is needed until the specific work is able to be uploaded. Colleagues will be given time to plan for their sequence of learning. Yrs5 and Yrs6 can access the VLE so theirs is more sophisticated.

Q: Are there any bubbles than include more than one year group?

The only mixed year bubble is Yr1 and Yr2 but this will be reviewed. There are mixed year group children in the Zen zone and HI children which might compromise the bubbles.

- All staff members were invited to an optional school briefing yesterday to enable staff to raise any issues.

Curriculum

The school has focused on gaps in learning and the schemes of work do cover the time when the school was in lockdown. Some subjects can be addressed over two academic years like Science. In other subjects it might take longer than two years which is a problem for Yr5 and Yr6. The advice is for a recovery curriculum until 2021. This will be discussed in more depth at the curriculum committee.

6. Any Other Business

Q: Is there extra funding for the Covid-19 expenditure. Is there any insurance for sickness?

This will be explored and discuss in the staffing and budget committee.

S: Is there anything Governors can do to support this process?

Governors can help with communication in the school community especially in relation to ingress and egress issues.

Bee Network

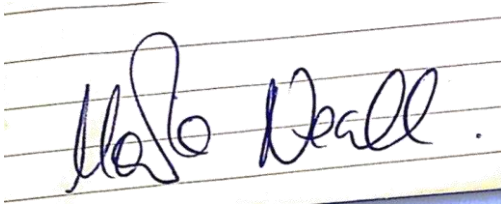
Governors were given information from a parent about the Bee Network which asks people to contact their councillors about street closures around schools. It was felt the GB needs to discuss this further and respond as a GB. Governors were informed Sustrans are also working in the local area to improve environmental issues.

Action: Clerk to include Bee Network and street closures on the next 15th October FGB agenda.

S: Governors gave formal thanks to the school for all their work since the full opening of the school.

7. 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



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

Date: 15th October 2020

Meeting ended 12:30

Summary of actions

- Carry forward action: Clerk include succession planning for 2021/22 on the 15th October 2020 agenda
- Action: CP to report changes to the Covid-19 risk assessment to Governors at the next FGB meeting, addressing rooms with no ventilation and air conditioning.
- Action: CP to organise for the Covid-19 risk assessment to be put on the school website.
- Action: Clerk to include Bee Network and street closures on the next 15th October FGB agenda.