



# Alma Park Primary School

Full Governing Body Meeting: **Minutes Thursday 15<sup>th</sup> October 2020 at 16:30**

## 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 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:

Ms Helen Hulme	Parent Governor
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### 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.

## 2. Governing Body matters

Governors agreed the following committee membership for 2020/21

<b>Standards and Curriculum</b>	<b>Staffing and Finance</b>
Kate Hickman	Dave Cooke
Sam Howell	Shazia Dar
Monika Neall	Helen Hulme
Charles Parfitt	Charles Parfitt
Carys Williams	Ikhlas Ur Rahman
Hannah McHugh	
Tina Kirwin	

**On the advice of the clerk about the ratio of staff members, Governors agreed Karen Houghton would be in attendance at the Finance Committee.**

### Link Governor roles

Governors were informed the data at the end of this term will identify the subject areas where the children might have regressed. These might then form the priorities for link Governor roles.

**Q: Are teachers aware of where the children have progressed, regressed or stayed the same?**

These are new children for most teachers who are undertaking their own assessments. The staff governor reported the reading age of children seems to be where it was in March, you could argue the children have lost six months. There is an expectation that children who struggled before might need more catch-up support.

Governors were keen to not lose the link with foundation subjects and supporting those staff as these subjects are important for children for well-being. The subject link Governor can focus on the contribution of that subject to health and well-being.

**C: How does the link Governor role improve the learning for children, if not then why have it?**

**Q: The staff Governor was asked how do staff respond to meetings with their link Governor?**

This varies, some staff are nervous, some staff welcome sharing a problem. The information from GB meetings is not always filtered, triangulation is necessary. Wider staff do have the link to the GB.

The clerk reported from her observations the governance of Alma Park is a real strength and this is one of the few schools where link Governors are true advocates for their subjects which do bring real changes to teaching and learning. Link Governors produce excellent reports which inform the GB of the detail for the area being monitored.

**Action: KH and SH to review how to communicate the link governor role with staff more effectively.**

Governors agreed to keep the same subjects to link with and will adapt questions to the new situation, including staff well-being and co-ordinator well-being.

### **The following link Governor roles were agreed for 2020/21**

<b>Area of responsibility</b>	<b>Link Governor</b>	<b>How often</b>	<b>Staff member</b>
Welfare and Behaviour, (includes PP, SEND, LAC Safeguarding and attendance) Covid catch-up funding	Monika Neall	Termly	Karen Houghton Denise Samuels Charles Parfitt
Data and Standards	Kate Hickman	Termly	Denise Samuels & Charles Parfitt
Health and Safety & Premises	David Cooke	Half termly	Charles Parfitt
Personal development / Equality (PHSE)	Carys Williams	Annual meeting	Emma Mrozek
Maths	Helen Hulme	Autumn 2 and Summer 1	Jackie Bailey, Steph Lynch (mat leave), Lisa Howard, Annie Holme

English – Reading	Monika Neall	Autumn 2 and Summer 1	Kathy Hughes Becky Sweeney and Kathryn Solley
Science	Carys Williams	Autumn 2 and Summer 1	Mel MacNeil
ICT e-safety / remote learning	Helen Hulme	Autumn 2 and Summer 1	Danny Bullivant
Sports / PE / Sports premium	Dave Cooke	Annual	Sam Howell Fabrice Gale Coyne
EYFS	Hannah McHugh	Autumn 2 and Summer 1	Kathy Hughes
DT & Art	Tina Kirwin	Term 2	Karen Wareing Lucy Hand
MFL	Kate Hickman	Term 2	Viki Clark
Geography	Ikhlas Ur Rahman	Term 2	Neil Grant
History	David Cooke	Term 2	Anna Fenton
Music	Hannah McHugh	Term 2	Sian Osborne

### 3. Succession Planning for the FGB

Carys Williams (co-opted Governor) term of office ends 07.02.21. Kate Hickman (parent Governor) term of office ends 22.01.22 Monika Neall (parent Governor) term of office ends 18.10.21. Monika Neall invited governors to shadow her in the chair role this academic year and to explore training opportunities.

### 4. Elections

#### FGB

There was one nomination for chair of the GB for Monika Neall proposed by David Cooke and seconded by Charles Parfitt.

**Monika Neall was duly elected as Chair of Governors until the first Governing Body meeting of the next academic year (Autumn Term 2021)**

There was one nomination for Dave Cooke for vice-chair of the GB, nominated by Charles Parfitt and seconded by Sam Howell.

**David Cooke was duly elected as Vice Chair of the GB until the first Governing Body meeting of the next academic year (Autumn Term 2021)**

#### Ratification of Finance Committee election

David Cooke was elected as Chair of the Finance Committee until the first Governing Body meeting of the next academic year (Autumn Term 2021)

Mr Ikhlas Ur Rahman was elected as Vice Chair of the Finance Committee until the first Governing Body meeting of the next academic year (Autumn Term 2021)

**Governors formally ratified the decision from the Finance Committee elections**

#### Ratification of the Curriculum and Standards Committee election

Kate Hickman was elected as Chair of the Curriculum and Standards Committee until the first Governing Body meeting of the next academic year (Autumn 2021).

Hannah Hulme was elected as Vice Chair of the Curriculum and Standards Committee until the first Governing Body meeting of the next academic year (Autumn Term 2021)

**Governors formally ratified the decision from the Curriculum and Standards Committee elections**

#### **5. Declarations of any other business**

There were no declarations of any other business.

#### **6. 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.

#### **7. Approve Terms of Reference for FGB & Committees**

There were no changes since the last approval.

**The Terms of Reference were formally approved by Governors**

#### **8. Clerk to report on completion of Governor documentation on Trust Governor**

The clerk had circulated a transparency report prior to the meeting showing all Governor declarations.

**Action: All governors to complete their declarations by half term. (23<sup>rd</sup> October 2020)**

*Ikhlas Ur Rahman left the meeting at 17.20*

#### **9. Chair to report on the completion of skills audit on Trust Governor**

The chair reported every category has one person in the green area, which means the GB as a whole has the skills required. Some Governors had identified some training needs and were informed One Education provide training for Governors. The clerk suggested Governors also look at The Key as an excellent source of advice for Governors.

**Action: Clerk and chair to discuss training opportunities for Governors.**

#### **10. Approval of Minutes of the Last Meeting held 16<sup>th</sup> September 2020 & Matters arising**

Carry forward action: Clerk include succession planning for 2021/22 on the 15<sup>th</sup> October 2020 agenda.

See agenda item 3

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.

See agenda item 11

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

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

See agenda item 12

## 11. Headteachers report

The Headteachers report was shared in advance of the meeting. There has been much work on the curriculum which has been reported to the Curriculum and Standards Committee. The visits to the school were outlined. The QA advisor has been asked to undertake a deep dive on science. The Headteachers appraisal is occurring in November 2020.

The Heads of Committees will attend the LA QA visit in December 2020.

### Update on review of Covid Risk Assessment and Pupil Attendance

- There have been two bubbles closed (Yr1 and Yr2 and a Yr6 bubble) and the school expects more bubbles to close over time. The bubbles closed because two children tested positive. The school has 96% attendance which is high. A bubble sent home are not counted as absent.
- There are six children isolating due to family members being positive. Two children have tested positive and one member of staff is positive and has not been in school.
- One family has not returned to school. The Headteacher has met with the parent to show the how the school environment is managing the risk. The size of the was a concern for the parent. Splitting the bubbles will not alleviate the anxieties of this family.

**Q: Have you spoken to the LA attendance team about keeping this family on the school roll?**

Yes, this has happened. The family do not want the child home-schooled so the next stage will be a penalty fine after the half term holiday.

**Q: What does a penalty mean for that family?**

The child will not be affected, one of the parents is a teacher so academically there are no concerns. The penalty is a fixed term fine of £120 per parent, £240 for this family, this can be reduced to £60 per parent if paid quickly. The time out of school does not affect the fine. The family will be informed of this process.

### Staffing issues including attendance

**Q: Are any of the planned absences (maternity) going to impact on the coordinator roles?**

Yes, the maths coordinator is going on maternity leave. EAL also is a gap to review and this person is preparing many resources now before the maternity leave starts.

**Action: The Staffing & Budget Committee to review staff structure at the next meeting (19.11.20).**

### Curriculum

Personal development opportunities for the wider curriculum was outlined. School trips are being explored; the cost of coaches is prohibitive.

## 12. Review of SEF / SDP Priorities for 2020/21

- The leadership are working on school objectives, some are continuity objectives and some are new such as the recovery curriculum, home learning and catch-up funding.
- The self-directed CPD proved successful with TAs during the lockdown period and this will continue to be promoted. Covid remains a priority for the coming year.

### ***C: Is there any impact of this online training?***

The Headteacher felt it was too early to know this; certificates were sent into school for their CPD folders. The TA appraisal will focus on personal development and will ascertain the impact of their training

- The Headteacher invited Amy Stocks into the school to review health and safety procedures and to review the RA. The school is reviewing bubbles to try to reduce their size as this was requested by the LA. This will involve changes to the morning break in different zones, and a split lunch. Parents will be informed when this work is completed.

## 13. Bee Network and street closures

- Steve Mason has received information which has been shared with Governors. The Bee Network seemed to have disappeared but Cllr Ben Clay has confirmed this organisation is still working. The School Streets Network is a LA initiative and the proposal to close streets around Alma Park was rejected as this school is on a bus route. This organisation wants staff involvement but there is no capacity for this.

### ***Q: Does there need to be a Governors response to this?***

This is still under consultation and Alma Park is in phase two. There are varied views and the consultation needs to continue.

- Some Alma park parents are involved in the School Streets Network and were keen to not be involved in "Filtered Networks". Closing roads can cause problems for residents. CP understands residents can get out but have trouble getting back in when roads are closed near schools. Individuals can respond to this consultation. Governors noted road safety and pollution around the school is a key issue but this has to be balanced around the needs of disabled members who may need their cars.

### ***Q: Does the school need a response / position to this consultation if parents ask?***

The Headteacher personally is in favour of the road closures and enjoyed working with the Bee Network. The school is keen to monitor where road closures has happened to see if this is a positive step and to learn from any mistakes.

### ***Q: Where is it happening? Which schools have agreed to road closures?***

The Headteacher is not aware of which schools are involved, it was thought Chapel St may be involved.

## 14. Link Governor report on SEND and Safeguarding

There were no questions on this report.

## 15. Induction document – staff handbook 2020

Governors approved the induction document and staff handbook.

***S: This was praised as a comprehensive document.***

## 16. Behaviour and Safety Update

- Behaviour is excellent, the children are happy to be engaging with their learning. Colleagues are also happy to be back in school.

**Q: The Headteacher was asked if he is maintaining a social distance?**

The Headteacher reported he sometimes do go into classrooms, does distance and keeps the visits brief.

- A register of absences is being compiled.
- The school has issued one two-day fixed term exclusion and reported there has been one racist incident.

**Q: Is the exclusion a child who has been excluded previously?**

Yes

**Q: Is there ongoing work to engage with the family?**

Yes, the family are supportive and they are in agreement with the actions taken by the school. The family are working with the school to identify the triggers.

**C: Was the racist incident a conscious act? Can there be some learning for this child?**

All incidents are learning experiences, the school is in the middle of Black History Month and it is 'Show Racism the Red Card' day tomorrow so hopefully this will provide support for the children involved.

**17. Committee minutes – for information only**

Chairs Committee 23<sup>rd</sup> September 2020

**Q: As a Covid secure school, some measures seem isolating and may affect staff well-being, is there more support for staff? Are staff having proper breaks?**

The Headteacher and Amy Stocks have seen staff sitting together in the staff room whilst some staff are anxious and keeping a distance. The LA position is school staff do not need to wear PPE but some staff are wearing visors. The Headteacher has given staff the choice. Welfare calls are being made from the Headteacher and staff well-being is a high priority. Staff being together and separated is a difficult balance.

**Q: Previously the school commissioned sessions with the Educational Psychology service and wondered if some staff working in school would benefit from this?**

This support is not on offer but there is the SAS advisory scheme which offers counselling and support.

**Q: Are staff taking this offer up?**

Yes, some staff have used this service, some for personal reasons and some for work related reasons.

The CoG attended a Chairs briefing meeting and it was noted a key difficulty is managing staff relationships in school and out of school contact but there are issues of community contagion impacting on staffing.

The staff Governor reported issues of ventilation and differing needs leaving some people feeling cold and uncomfortable. This will become worse as the temperature becomes colder. Governors suggested this is an operational matter to be raised with the leadership.

Standards & Curriculum 1<sup>st</sup> October 2020

There were no questions on these minutes.

Staffing & Budget 8<sup>th</sup> October 2020

Governors asked the clerk to replace the term "needy". Welfare calls are occurring between Monika Neall and Charles Parfitt.

The Pay Committee and Headteachers Performance Management Review committee have not yet met.



## 18. Policies for Review & approval

### Safeguarding Policy

Governors deferred approval of the Safeguarding Policy as this was not available for review.

### Pay Policy 2020/21

**Governors formally adopted the Pay Policy 2020/21**

### Appraisal Policy 2020/21

Governors deferred approval of the Appraisal Policy as this was not available for review.

### Home Learning Policy

**Governors formally approved the Home Learning Policy**

#### ***Q: Why are children only given work from day four?***

Karen Houghton explained the typical pattern of absence and by day four most children are likely back in school.

#### ***Q: Are you approaching families if they are not engaging in work set when not in school?***

This will be reviewed with the benefit of experience. Attention was drawn to an article in 'The Key' this week about how to engage unengaged families with useful tips and documents you can send home to parents to help them with IT. Staff were conscious some families are at home with symptoms whilst others may be at home with Covid and not ill. Younger children will need more parent support with home learning.

*David Cooke left the meeting at 18:20.*

#### ***Q: The Home Learning Policy allows for staff to end phone calls, are parents unpleasant with staff?***

There has been no incidents of parents being unpleasant but staff were anxious about this at the start of lockdown so this course of action was outlined just in case this was needed and to alleviate staff anxieties.

## 19. Any Other Business

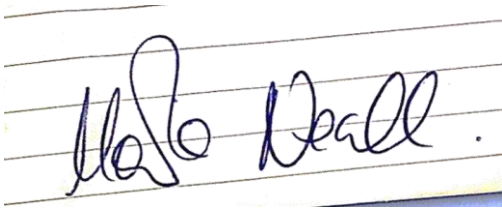
#### ***Q: Governors noted the school has sent a letter informing parents this is a nut-free school? Are parents being contacted individually if they are not following this requirement?***

Yes, if children bring Nutella sandwiches into school the parents are contacted.

## 20. Dates of 2020/21 Meetings

- 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: 3<sup>rd</sup> December 2020

*Meeting ended 18:00*

**Summary of actions**

- Action: KH and SH to review how to communicate the link governor role with staff more effectively.
- Action: All governors to complete their declarations by half term. (23<sup>rd</sup> October 2020)
- Action: Clerk and chair to discuss training opportunities for Governors.
- Action: The Staffing & Budget Committee to review staff structure at the next meeting (19.11.20).