



Alma Park Primary School

Full Governing Body Meeting: **Minutes 4:30p.m. Thursday 03.12.20**

Achievement Partnership Success

Present via remote meeting

Mr David Cooke	LA Governor (Vice-Chair)
Ms Kate Hickman	Parent Governor
Ms Sam Howell	Staff Governor
Ms Helen Hulme	Parent 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 Karen Houghton	Co-opted Governor (Staff)
Ms Shazia Dar	Co-opted 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 & Introductions

Governors were welcomed to the meeting by Monika Neall. Monika Neall was experiencing technical problems with this remote meeting.

2. Apologies

Shazia Dar has given apologies whilst on maternity leave and Karen Houghton gave apologies for this meeting. Governors accepted all apologies.

3. Pupil Premium Report – Denise Samuels

Denise Samuels had submitted the report in advance of the meeting. This report is for 2019/20

Q: Is the school still using the Lexia reading programme as this is mentioned in the report?

No, this has been replaced for this year but the report is for the last academic year.

Q: Can you elaborate on pastoral report and give some examples.

Denise Samuels explained this includes interventions, friendship groups, lunchtime support and clubs and during lockdown support was provided. The whole pastoral team are involved in providing support to PP children.

C: Governors questioned the costs stating this is a high cost?

Yes, the school invests highly in pastoral support and the costs have been adjusted to reflect the school closure. There is wrap around care which is targeted at PP children.

Q: Are these salaries spent just on PP children?

This is difficult to separate as the staff work with other children. Not all staff salaries are from this budget. These costings are a “best fit” and this model has been used over the years. When delivering interventions non-PP may be included.

Q: What did PP children receive in the school closure provision?

PP children had the delivery of lunches; printed learning packs for those without access to internet; welfare calls; and TA interventions.

C: How is this additional to the normal provision. Why is there an additional £39,800 spent on this provision?

This is not additional cost but costs allocated towards the salaries, reflecting the focus of the staff involved. It is hard to separate work being done with non-PP children at the same time as PP children. There was the concern this work is done for all children, not just PP children so should not be included in PP expenditure.

C: What more do the PP children receive than non-PP children?

These interventions are designed for PP children and other children can benefit from this provision. Children who do not qualify for FSM (free school meals) may be included in interventions.

Governors expressed the view that the £39,800 is a high cost. Denise Samuels outlined the work undertaken during the pandemic. This figure includes a proportion of the salaries. These are notional costings. Governors were informed the total school expenditure is more than the grant received, the PP grant is targeted at PP children in the first instance.

Q: The Zen Zone provision is relatively new, what will the impact be?

This was open for two terms and 11 children from Yr2 to Yr4 benefited from this provision. The provision involves Maths, English and pastoral support.

Q: Are the places allocated the same this year?

This year there are 10 children from Yr1 to Yr3 and these are pupils with a range of need. There is a higher level of need this year with many children with EHC plans.

Q: The staff Governor felt the gap from Zen Zone children is huge. Although this is a new system here is a worry this system is having huge gaps when they arrive in Yr5.

Governors suggested a longer Zen Zone experience might be beneficial for some children. There is a cross over between the SEND children and PP children.

The PP grant is £147,229 the school spent £214,566. Not all disadvantaged children are eligible for FSM so the grant is not the whole expenditure. 22% of Alma Park children qualify for FSM, the average is 18%. The main barriers include a low baseline on entry into school; EAL (English as an additional language) and a need for the school to provide cultural capital.

There is no attainment data for last year to evidence the closing of the gap. There is data using the O Track system to show the gaps since the lockdown period.

The funding for the coming year and initiatives were outlined. The attainment gap continues to narrow but there is still a difference in the attainment of PP children and

non-PP children. The report details the attainment gap in key subjects and for different year groups.

Governors were informed the Yr6 catch-up starts next week.

Q: Are you tapping into the Government funded extra tuition?

The school is using extra TA hours, there is preference to use Alma Parks own staff who know the children. The Government scheme promotes agency tutors. The Curriculum Committee are reviewing this catch-up provision.

The QA advisor has suggested the impact from the catch-up interventions may be greatest for Yr4 and Yr5, but every year group has their issues. Two groups of eight children start next week. One family has declined the catch-up sessions as they live too far away. Families may need to be strongly encouraged to engage with these additional sessions.

Denise Samuels informed Governors the last assessment was until March 2020 so the data is incomplete. There will be a clearer picture when this term's data is included.

4. Declaration of 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.

5. Minutes of the Last Meeting held 15th October 2020

The minutes of the meeting held 15th October 2020 were approved as an accurate record.

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

Carry forward this action

Action: All governors to complete their declarations by half term. (23rd October 2020)

The clerk will share a transparency report after this meeting. This will provide a summary of the progress of declarations for all Governors.

Action: Clerk and chair to discuss training opportunities for Governors. This has been actioned.

See agenda item 5

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

This has been actioned.

Monika Neall left the meeting due to internet problems and Dave Cooke took the chair

6. Governor training

The Clerk and the Chair had met and proposed a Q-A training session on Wednesday 9th December 2020 at 4.30pm. Governors felt this was short notice and requested this

event be organised for January 2021. Governors expressed a preference for a 4.30 meeting.

Action: Clerk to arrange a new date with the chair for Governor training in January 2021.

7. Headteacher's Report

Covid issues update

Yr6 have been sent home twice, the Yr1 & Yr2 bubble has been sent home once. Attendance is 96.86% not counting the Covid absences, attendance is approximately 6% less with the Covid absences. The actual attendance will have a significant impact on progress and attainment.

Monika Neall has written a letter to parents about families sending children into school as the school is undermined by families sending the children into school when there is Covid in the home.

S: Governors were supportive of the school taking a strong position with parents who are potentially spreading the virus.

SEF (self-evaluation) update

The quality of education will be based on the data summer 2019, as will any Ofsted inspections due in 2020/21. The curriculum statements are now on the school website. The school has undertaken a deep dive into science, this subject was chosen as there were concerns about the data. School believes that it is an assessment process issue rather than a drop in standards. The deep dive by Liam Trippier, the School Improvement Partner, was a useful CPD experience. There was an INSET event and science is judged as "good"

S: Governors noted this is an improvement

The Headteacher explained the previous data was not reflecting the learning experience. This is a practical subject and he considers the apparent drop in standards stems from issues with the assessments.

The DfE have announced science is not being assessed but this school will still prioritise this subject.

Karen Wareing has volunteered for the next deep dive in design technology. The school will do no more than one deep dive per half term. Reading is an area to be reviewed by the school improvement partner in March.

The school improvement visit has also occurred. Governors noted Liam Trippier was an excellent improvement partner. Sonja Butterworth the SSQA (senior school quality advisor) for the LA is visiting the school next week and this may lead to changes in the school improvement plan.

C: The judgments in the SEF have remained the same for each area for some years now, what are the next steps to outstanding and is the school doing anything to attain outstanding?

Governors were reminded the QA person advises the school in arriving at the judgement. The Headteacher reported the school had previously been using a system called "Two Eskimos" which provided descriptors to identify the next steps in the journey to outstanding. The SEF is the current judgement and the SDP (school development plan) is the process outlining the next steps to outstanding. The key improvement priorities if all addressed would take the school to outstanding., This school has been outstanding for behaviour and attitudes for some years. Leadership and management is good. Some judgements relate to data but during this catch – up more qualitative evidence might be useful to evidence outstanding practice.

Q: EYFS aims to improve the percentage of GLD (good level of development). The Ofsted regional officer have recently shared comments about listening skills not developing during the lockdown period, is this an issue for Alma Park children?

The Headteacher reported school has focused (during autumn 1) on getting children into school, settled and happy, and ready to learn.

C: Why is sports PE not included as a strength?

This was an oversight and will be included as a strength.

Q: Enrichment and trips are not happening currently? Can local trips occur? Parents were asked for their views.

Parent present stated outdoor trips were welcomed, indoor trips would depend so parents would want more information to ensure these venues are Covid safe. The example was cited of MOSI, and public transport is an issue. It was suggested if parents are parents agree to swimming, they are likely to agree to other activities. Parents have agreed to swimming and seven Yr5s have already passed their 25 meters and life-saving this term. Governors suggested use parent voice to ascertain parent views. It was felt coaches might be cheaper at the moment.

Action: School to survey parents about outdoor trips.

School Development Plan – progress in key areas

This will be reported at the 11th February 2021 FGB meeting.

Update on staffing issues

Q: How do you manage the well-being of staff?

Some staff are coping better than others, resilience levels vary. The end of term is welcomed.

Staff attendance

This will be reported at the 11th February 2021 FGB meeting.

Premises update

The sports equipment is now finished but the weather is not conducive to the children using this.

Q: How are people coping with the cold in the building (Covid ventilation)?

The children are cold, lessons start with fitness to warm up. It is cold when eating lunches. The heating system is already not very efficient. The children have been asked to wear layers, wearing coats is not conducive to learning.

Q: Do the children from disadvantaged backgrounds suffer more from the cold?

Yes, these children often have poorer quality shoes and have wet feet, they need indoor shoes but this is not allowed under the Covid risk assessment. Clothes are getting wet outside and not able to dry off. Children are not allowed to bring in clothes from home.

Q: Do you need the doors and windows open?

These are the Covid requirements for ventilation. After being outside in the wet it is hard to dry off.

Action: The cold classrooms is a health and safety issue to be reviewed by the Headteacher.

The Headteacher reported the seasonal events are different this year, there are films (film night in pyjamas) and discos planned for the children.

School lunches

Concerns have been raised about children not having hot meals. The current standard offer of sandwiches was agreed as dull. The school has worked to identify what children want and what families want. The school will trial a hot meal on a Friday, this will be limited to pizza for the first week. The challenge is getting the hot food from the kitchen to the classrooms.

Q: Have you found out if it is cheaper for this poorer offering of sandwiches?

This is still not known; it is hard to get a straight answer from this company. Manchester Fayre are the current provider who the LA is proposing to close.

8. Behaviour and Safety Update

- There has been a two-day fixed term exclusion with a child who was excluded in autumn 1. This child is struggling in the school.

Q: Are the staff struggling?

Yes, there is much fatigue, many staff are absent for various reason including isolating, actual Covid, and some bereavements.

- The school has undertaken an anti-bullying week. The survey has highlighted some minor issues which are being addressed. The school works with the victim and the perpetrator and the school is confident this is a strength of this school. The spring survey is expected to have more positive responses. Restorative approach training is scheduled for January 2021.

Q: How do children tell if they are worried, is the worry box still working during the bubble arrangement?

The worry box is in a specific space, the Yrs3 and Yr4 do know about the box and others pass the box on the way to the toilet. The box should still be checked daily.

Action: School to make sure the worry box accessible during the bubble arrangements.

- Relationship issues evident in Yr5 was followed up now these children are in Yr6 and it was pleasing the same issues have not reappeared.

C: Does the gender matter when reporting?

This will be changed. The school does have a clear definition of what bullying is, some children have different perceptions.

Helen Hulme left the meeting at 17:40

9. Sports Premium Impact Update

Governors formally ratified the Sports Premium Impact report as approved by the Staffing and Budget Committee.

The committee had discussed how sports needs two staff members to run this. The Staffing and Budget Committee will need to decide next year about the lunchtime coaches.

10. Approval of term dates 2021/22

The term dates were not available and need Governor approval before sharing with parents.

Action: CP to send to the proposed term dates to the clerk to seek approval via Trust Governor, to be ratified at the next FGB meeting.

- 11. Teacher performance management update** (following the appraisal process)
See agenda item 13 for the report of the Pay Committee.

12. Benchmarking

The clerk drew attention to the DfE benchmarking information on Trust Governor. This item will be discussed at the 11th February 2021 FGB meeting.

13. Committee minutes – for information

Pay Committee – verbal update

The Pay Committee has met and the appraisal cycle is completed. Most teachers are on UPS. The interim round of the appraisal process will occur sooner this year. HTPS has occurred.

Chairs meeting held 04.11.20

There were no questions on these minutes.

Standards & Curriculum 12.11.20

There were no questions on these minutes.

Staffing & Budget held 19.11.20

The committee agreed to implement the cost of living pay rise.

Q: The surplus was less than 8%, what percentage is the surplus?

The surplus is 3%.

14. Policies – for review and approval

Pay Policy 2019/20

Governors formally ratified the Pay Policy approved by the Staffing & Budget committee held on the 19.11.20

Appraisal Policy 2019/20

Governors formally ratified the Pay Policy approved by the Staffing & Budget committee held on the 19.11.20

Governors agreed to defer approval of the Exclusion Policy.

Governors agreed to refer the Anti-Bullying Policy to the Curriculum Committee for review and recommendation in Spring1.

The clerk suggested the Headteacher indicates whether a policy has been changed or updated to be included on the agenda to alert Governors. The Headteacher agreed to highlight changes in the document.

Action: Policies to be sent to the clerk for the next meeting include Promoting Positive Behaviours; Education Visits Policy and the Complaints Procedure

15. Governing Body Matters

Link Governor Reports

It was clarified the onus is on the Link Governor to contact the staff member to arrange the link governor visit. Hannah Mc Hugh had attended Link Governor training where it was suggested there might be contact every term.

Governors noted it was more important during this time of remote meetings to receive information from the school.

Governor training undertaken

Carys Williams; Monika Neall; and Hannah McHugh have attended One Education training on “Being an effective link governor”

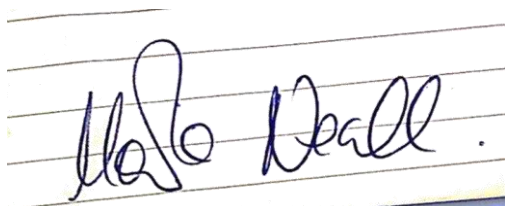
Kate Hickman and Carys Williams have undertaken training on changes to primary assessment.

16. Any Other Business

- Governors were reminded there needs to be a shadow chair this year.
- Karen Houghton had contacted the clerk to inform Governors the school has a gift and Governors need to send her their address for this to be posted out.
- Governors gave formal thanks again to all staff for their efforts during these challenging times.

17. Dates of next FGB Meetings – 4.30pm

- 11th February 2021
- 25th March 2021 (Budget closedown)
- 20th May 2021
- Thursday 24th June 2021



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

Date: 11th February 2021

Meeting ended 18:15

Summary of Actions

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

- Action: The clerk will share a transparency report after this meeting. This will provide a summary of the progress of declarations for all Governors. ***This has been actioned.***
- Action: Clerk to arrange a new date with the chair for Governor training in January 2021.
- Action: School to survey parents about outdoor trips.
- Action: The cold classrooms is a health and safety issue to be reviewed by the Headteacher.
- Action: School to make sure the worry box accessible during the bubble arrangements.
- Action: CP to send to the proposed term dates to the clerk to seek approval via Trust Governor, to be ratified at the next FGB meeting.
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