



Alma Park Primary School
Full Governing Body Meeting: Thursday 20.05.2021
Achievement Partnership Success
Minutes

Present via remote meeting

Ms Afshan Ahmed	Parent Governor
Mr David Cooke	LA Governor (Vice-Chair)
Ms Kate Hickman	Co-opted Governor
Ms Karen Houghton	Co-opted Governor (Staff)
Ms Sam Howell	Staff Governor
Ms Khadija Kalsoom	Parent Governor
Ms Hannah McHugh	Parent Governor
Ms Monika Neall	Parent Governor (Chair)
Mr Charles Parfitt	Headteacher
Mr Ikhlas Ur Rahman	Co-opted Governor (<i>from 17:00</i>)

Apologies:

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

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

Monika Neall welcomed Governors to the meeting. Afshad Ahmed and Khadija Kalsoom were welcomed to their first meeting. All Governors introduced themselves to the new parent Governors.

2. Apologies for Absence

Shazia Dar is on maternity leave. Governors accepted the apologies from Tina Kirwin-McGinley. Tina Kirwin McGinley has confirmed she will ensure she attends all meetings in the new academic year.

3. Declaration of Non/Pecuniary Interests

Monika Neall has one child in the school; Hannah McHugh has one child in the school; Khadija Kalsoom one child in the school and Afshan Ahmed 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. Declarations of Any Other Business

Safe streets
Breakfast club
After school club

5. Minutes of the Last Meeting held 25th March 2021

Governors formally approved the minutes of the meeting held 25th March 2021.

Action: Charles Parfitt will inform parents one Governor vacancy is filled and there is still one vacancy to fill. The closing date will be after Easter.

This has been actioned.

Action: Charles Parfitt to contact the SSQA for advice about what the school can do about parents not following the Covid isolation guidance as this is a safeguarding issue. Alan Torr the SSQA has been contacted for advice. Governors were concerned some parents are abusive to some school staff and advice is needed as the information from the school is being ignored.

Action: Invite Steve & Anna to the summer 1 Standards & Curriculum Committee to review progress and identify the timescale to complete actions.

This has been actioned.

Action: Karen Houghton to check the current Pay Policy is a finished document.

Karen Houghton confirmed this is a current document.

Action: Charles Parfitt will ask PHSE coordinator about mixed teaching for RSE.

The Headteacher asked the Yr6 teachers about mixed teaching for RSE and the model is a new topic is introduced to a mixed class and then the Q&A (question and answer) sessions can be extended to include separated groups. The teacher will make the judgment.

Q: Are parents asking for single sex teaching groups?

There has been no request from parents for single sex teaching groups.

Action: Charles Parfitt to find out if children can mix in other bubbles for grassroots sports and school clubs.

The Headteacher reported he contact staff at the Manchester City Council health and safety team, and was informed the school must “maintain the integrity of the bubbles”

6. Headteacher's Report

Recovery curriculum update

The school has received £36,500, £80 per pupil. Staff have researched a range of strategies including enrichment activities in line with the Alma Park ethos. This is work in progress. The Standards and Curriculum Committee will review the report. External tutors and extra resources have been purchased. Two companies were sourced and the provision from one company has been poor. The school is considering not paying this company.

C: Governors questioned whether employing TAs might have been more effective.

The Headteacher reported the recovery curriculum is underway but this is sometimes disruptive to other classes.

C: Governors noted there is a concern that some children might be missing out.

The school is aware that children engaging in catch-up are missing out on lessons.

Q: Is there any accountability and how will the progression be measured compared to the impact from school-based teachers?

This will be discussed at standards and curriculum. Assessments will be undertaken to measure the impact.

C: How does the school justify having no TA capacity when there is catch-up need?

The Headteacher explained the current funding will not stretch to additional TAs so the strategy must include a range of initiatives. The lead person who is working on this is doing an excellent job monitoring the provision.

Q: Would £36,500 cover the cost of a TA?

One TA would limit the recovery work being provided. The catch-up was needed across the school. £11,000 is allocated for additional TA support.

School Development Plan / School Improvement Plan Priorities

Behaviour and safety is reported in item 7.

Q: Governors noted the wellbeing document illustrates lots of initiatives and asked if there are any gaps.

Governors were informed there will soon be an audit for parents as part of the Sandwell review. The school council will also identify areas not yet addressed and for improvement.

Spring term Attendance

The attendance is 95% for the academic year which is approximately 1% less than usual. The school census for the spring term attendance is quite low. There are 9.3% absences. This seems to be due to families abroad and not able to return to school. Isolation related to Covid is considered an authorised absence.

The link Governor report details the reasons for the absences.

RSE Update

The questionnaire has been administered and 57 responses were received from parents. Two parents have requested their child is withdrawn from lessons in summer 2. The school can allow parents to withdraw from the lesson on making a baby lesson but not the science aspect of the curriculum. One parent asked for their child to be withdrawn from all lessons, but this is now not possible as this curriculum is now a statutory requirement.

Q: Are the lessons in Urdu?

The scheme is not in Urdu and will be delivered in English. Governors shared anecdotal evidence from parents' views. The staff governor explained cartoon drawings are used in the lessons. It was clarified why it was thought the lessons in Urdu would simplify the lessons. It was suggested the questionnaire to parents could have been in community languages.

The Headteacher agreed his letters on the RSE curriculum would include some translated information.

Census

The school has 476 pupils which is less than usual. 179 children have English as their first language the school has 169 Urdu speakers and there are 32 Arabic speakers.

There are 108 children eligible for FSM (free school meals).

87 children have school lunches (usually this is nearer 100) and this will affect the funding.

Q: Governors asked how much less would the school receive due to less children having school lunches?

The Headteacher was now aware of how much would be lost.

Covid 19

Staggered starts and maintaining the integrity of bubbles is still required. The LA (local authority) health and safety teams will undertake spot checks on schools to ensure Covid safety.

Q: Governors asked what is meant by a bubble burst.

It was explained a year group is a bubble and these should not mix. However, the reality is some children will have siblings in other year groups. If there is a bubble burst (someone in the school tests positive) that bubble must go home to reduce contacts. The Headteacher understands the whole bubble will be required to have a PCR test, up to now you would only do a test if you had symptoms. Even if the result is negative, you still must isolate for ten days. The Indian strain has led to a different strategy. There are also randomised PCR tests being undertaken in schools across the North West.

Q: Governors asked for clarification on the LFTs. (Lateral flow tests). If a staff member has a positive LFT then they must go for a PCR test. Would the class be sent home?

Yes. The risk assessment needs updating to reflect this.

Q: There are children who have tested positive with the LFT test and negative with the PCR test, what happens in this situation?

The situation is different in the North West, but Governors reported you cannot have a PCR test unless you have symptoms.

The Headteacher explained there is advice that staff should wear face coverings in public places, this is advice and not a requirement.

The PIYFAP (Primary In Year Fair Access Protocol) admissions meeting has occurred there is a new Yr6 child joining the school as they have a sibling in the school. This one additional child creates difficulty in the physical environment. The children are still being asked to sit in rows due to Covid.

Educational visits can now go ahead in bubbles. There are many contingency plans. Yr6 will have an event at Burnage Rugby Club.

Transition

Trafford MBC is trialling some transition work and Manchester CC will follow this.

7. Behaviour and Safety Update

The anti-bullying survey will occur in summer 2 and staff have been issued with the Anti-Bullying Policy. Children need to be aware of the strategies used when dealing with bullying. When the last survey was done the children were not aware of how the school deals with this. There has been one incidence of cyber bullying outside of the school which has been upsetting. There is one victim and two perpetrators. This is being

investigated. The children witnessing this have not reported this to their parents. The parents of the perpetrators are being supported to use parental locks on devices.

Q: Do the children understand what they are doing is wrong?

This has been detected early and is being dealt with thoroughly.

Q: Is the school uses restorative approaches now the staff are trained?

The Headteacher will ask and report back to Governors.

C: Governors asked about behaviour attitudes. Ofsted and the SSQA (senior school quality assurance) officer rate Alma Park behaviour as always 'outstanding', is this now good?

The headteacher reassured Governors that behaviour at Alma Park is still outstanding.

8. Annual SEND Report to Governors

Karen Houghton reported the Covid implications for SEND children.

Q: The staffing level is decreasing yet the income seems to be increasing. Why is this?

The money received is for children with an EHC plan and the school has a statutory duty to support these children. This is different from the pastoral team having reduced staffing.

Q: Are learning mentors still in place?

Yes, there is one learning mentor and two behaviour guidance support workers.

Q: Does this represent a decrease in support staff?

Yes, compared to a long time ago, when there used to be three learning mentors, but this was before the school provided behaviour guidance workers. This system works efficiently.

Q: Are the interventions still occurring?

There has not been as much this year due to Covid and this will be done better next year.

S: Governors formally thanked Denise Samuels for excellent work and asked the school leadership to pass on Governors praise for her work.

C: The speech and language therapist is on maternity leave, what contingency is there to meet the needs of the children?

The MAT leave was earlier than expected. There was a backlog of work when this person was first commissioned, and this is no longer the case. The children are now processed more efficiently. The school has caught up and does not have huge concern. There has been some work done remotely during the lockdowns. The concern is from September 2021.

C: Governors noted the provision for the hearing-impaired children is an issue.

Governors were informed Manchester Sensory Support Services are hoping to employ a signing mentor to work across the school.

Q: How many HI children are there in the school?

The report says 16, some children are moving to St. Andrews this year.

Q: Is this a higher average?

17 children is the highest and the school has had lower numbers. There are three new children joining the nursery. Alma Park is the only primary school providing the signed provision and the children come from across Manchester.

Governors suggested in the SEND information report there is a click link for further information but suggested the link filename is copied into the paper copies of the document.

Governors formally approved the SEND report

9. Approval of staffing structure for 2021/22

The school is in the process of recruitment for an Assistant Headteacher and class teachers. The staffing structure will be approved at the next meeting scheduled for the 24th of June 2021.

10. Premises, Health and Safety Update

- An unplanned fire evacuation has occurred. The bubbles did not mix, and this was an efficient evacuation taking approximately three minutes. If there was a real fire the bubbles may be compromised.
- The link Governor David Cooke reported on his visit to the staffing and budget committee held 6th May 2021.

11. Committee minutes

Chairs meeting – 21.04.21

There were no questions on these draft minutes.

Standards & Curriculum 29.04.21

There were no questions on these draft minutes.

Staffing & Budget held 06.05.21

Approval was needed for expenditure on internet bandwidth. The quotes were not available for this meeting.

Q: Why was the school considering not using One Education who are the current provider?

The second quote from Compuserve was cheaper but this depended if One Education gave a refund on the remainder of the contract.

C: The problem with the internet bandwidth has arisen due to the new tutoring, will this be needed long term?

Yes, as remote learning might be needed again. There are now more online activities such as parents meeting.

Governors agreed to approve the SLA for improved bandwidth via TG when the third quote is available.

Q: Governors asked about the ill health retirement, and asked would this be covered by insurance? Is the school liable?

The condition is not a result of working in the school. The implications for the budget are not fully explored. There may costs to the budget.

Q: If the school is not responsible why is the school budget affected?

The condition does affect the person's ability to continue to teach. The person had indicated she was retiring, and the school was surprised this was due to ill health.

Q: Does this person need to be seen by a doctor?

The decision to retire on the grounds of ill health does require extensive medical investigations and possibly occupational health involvement.

Q: *What will be the impact on budget?*

The school would have to make up the lost years on the pension contributions.

Q: *When is the expected retirement date?*

1st September 2021. The school may have to keep an amount in the budget for when this decision occurs.

Action: The Headteacher will update Governors about the ill health retirement request at the next Staffing & Budget Committee scheduled for the 10th of June 2021.

C: *The school is above the 8% surplus yet there is a need for more staff.*

This is not likely to be the case in a few weeks. It was explained the surplus has carried into the new financial year. There is committed expenditure for the school car park which is a health and safety issue. Most of the budget is for staffing and remains so. The leadership appreciated this is a tough environment to be working with.

It was suggested the new Headteacher can make the decisions on the staffing needs. The current leadership are cautious due to the long-term financial projections.

The Headteacher and Deputy Headteacher sought some clarification regarding the panel for the interview for Assistant Headteacher. This is reported in the Part 2 Confidential minutes.

12. Policies – for review and approval

Positive Handling Policy

Q: *What happens to the incidents recorded?*

Incidents are shared on CPOMS (child protection online monitoring system) and are shared with parents. The incidents are also reviewed to look for triggers and patterns

Q: *Who reviews the file?*

Karen Houghton will analyse the incidents and look for patterns. There are very few of these incidents.

Governors formally approved the Positive Handling Policy

SEND Policy

This policy has minor changes.

Governors formally approved the SEND Policy

Lettings Policy 2021

This policy has been approved by Staffing and Budget Committee.

Governors formally ratified the Lettings Policy

Medicines & Medical Needs Policy

Q: *When a teacher starts a new class or there is a supply teacher are they given a handover file of the child's needs.*

Yes, the office staff ensure the new staff member has the file. The school tends to use little supply.

Governors formally approved the Medicines & Medical Needs Policy

Positive Mental Health Policy

Governors formally approved the Positive Mental Health Policy

Spiritual, Moral, Social and Cultural Policy

Q: Is time given to help children understand why their behaviour might be inappropriate such as making an inappropriate joke?

Governors agreed to defer this debate until the new Headteacher arrives and this might be included with the Behaviour Policy.

C: How do you ensure and monitor a range of ethnicities are represented across the curriculum?

Governors were informed staff make a conscious effort to ensure a challenge to stereotypes.

C: How can the monitoring and evaluation show the success of the policy?

This will be reviewed as part of the Behaviour Policy.

Given the changes to this policy governors agreed to review in one year (instead of two years).

Governors formally approved the Spiritual, Moral, Social and Cultural Policy

Injuries Protocol

Governors formally approved the Injuries Protocol

13. Governing Body Matters

13.1 Chair of Governing Body vacancy

The recommendation is for chairs of GB to be for not more than six years. Monika Neall, after discussion with the LA governance unit informed Governors she is happy to stay one more year to co-chair and support a new chair into the role. The LA will support Monika Neall remaining if there is a co-chair. Shazia Dar may be approached.

13.2 Governor vacancies update

Ikhlas Ur Rahman has informed the chair he is resigning from the GB and Ruth Bradbury from the LA governance unit has been approached there are some applications from potential governors in South Manchester. One person is meeting with Monika Neall and her background was shared. Governors were hopeful this person could replace Ikhlas Ur Rahman as a co-opted Governor.

13.3 Link Governor Reports

Early Years – Hannah McHugh

Q: Governors asked about the budget strain on consumables, the EYFS budget seems low?

The Headteacher informed Governors the allocations were based on previous spending. Staff can bid for more money if needed. Hannah McHugh explained staff often use their own money for consumables.

Q: There used to be 52 nursery places. Did the move to part time places reduced demand?

There is a drop in nursery applications across the city. The school is proactively trying to fill the vacancies.

Single Central Register Review – Monika Neal

There were no questions on this link Governor report.

Attendance – Monika Neall

There were no questions on this link Governor report.

13.4 Any Governor training undertaken

There was no training reported at this meeting.

14. Any Other Business

Safe Streets

There is a trial run on the 17th of June 2021. A consultation is needed with the locality. The Headteacher will ask for parents to be volunteer marshals.

Breakfast Club

Karen Houghton reported on the challenges arising from Covid. The availability of wrap around care is an issue for new parents. The system used needs review and there are different models being used in other schools. The recommendation is to not open this provision after half-term and there are issues about younger children in September. Governors noted the wrap around care will affect recruitment.

The after-school club ran a breakfast club which folded, and Governors suggested asking them again.

Action: Karen Houghton to ask the after-school club will they consider running the breakfast club and then survey parents to ascertain demand.

After-school Club

Alma Park after school club is a private business and not part of Alma Park School. The manager of the after-school club wants to rent some Alma Park land to run a Forest School club. Mud Pie Academy was popular before Covid and the Headteacher has contacted the after-school club to refer to Manchester Forest Schools.

Q: When do you need to give a decision on renting the land, can this be a Staffing & Budget Committee agenda item?

This is something to explore to see if the school could run this provision, as these clubs can be profitable.

Action: Refer after-school / forest school provision to Staffing & Budget committee scheduled to meet on the 10th of June 2021 to discuss further.

15. Date of next FGB Meeting – 4.30pm

Thursday 24th June 2021

16. Proposed dates of GB meetings 2021/22

Governors approved the following schedule of meetings for 2021/22

Chairs: Wednesdays 9am

- 22nd September 2021
- 3rd November 2021
- 19th January 2022
- 2nd March 2022
- 20th April 2022
- 8th June 2022

Standards and Curriculum: Thursdays 4.30pm – 6.30pm

- 30th September 2021

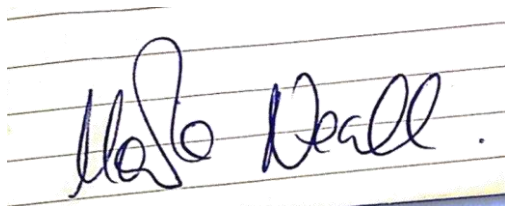
- 11th November 2021
- 27th January 2022
- 10th March 2022
- 28th April 2022
- 16th June 2022

Staffing and Budget: Thursdays 4.30pm – 6.30pm

- 7th October 2021
- 18th November 2021
- 3rd February 2022
- 17th March 2022
- 12th May 2022
- 23rd June 2022

Full Governing Body: Thursdays 4.30pm – 6.30pm

- 14th October 2021
- 2nd December 2021
- 10th February 2022
- 24th March 2022 (Budget closedown)
- 26th May 2022
- 30th June 2022



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

Date: 24th June 2021

Meeting ended 19:00

Summary of actions

- Action: The Headteacher will update Governors about the ill health retirement request at the next Staffing & Budget Committee scheduled for the 10th of June 2021.
- Action: Karen Houghton to ask the after-school club will they consider running the breakfast club and then survey parents to ascertain demand.
- Action: Refer after-school / forest school provision to Staffing & Budget committee scheduled to meet on the 10th of June 2021 to discuss further.