



Alma Park Primary School
Full Governing Body (remote) Meeting
4:30p.m. Thursday 14th October 2021
Minutes

Present

Afshan Ahmed	Parent Governor
David Cooke	LA Governor (Vice-Chair)
Karen Houghton	Co-opted Governor (Staff)
Sam Howell	Staff Governor
Khadija Kalsoom	Parent Governor
Tina Kirwin-McGinley	Assistant Headteacher for the sensory service / Co-opted Governor (Staff)
Grace Dobson-Hughes	Co-opted Governor
Hannah McHugh	Parent Governor
Monika Neall	Parent Governor (Chair)
Richard Williams	Headteacher
Vacancy	Co-opted Governor

Apologies:

Ms Kate Hickman	Co-opted 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 & Introductions

Monika Neall welcomed Governors to the meeting. Shazia Dar has resigned since the last meeting, and she was formally thanked for her contribution to the GB.

David Cooke term of office ended 18.10.2021 and he is willing to stand for a further four year term.

David Cooke was formally reappointment as the LA Governor for a further four years.

2. Apologies for Absence

Apologies were received and accepted from Kate Hickman.

3. Succession Planning

The current chair indicated she is willing to run for chair for one more year given there is a new Headteacher but will be leaving the GB (Governing Body) in July 2022. So far no other Governor has expressed any interest in standing as chair. After discussions with the LA (local authority), a co-chair is recommended for this year. This GB has some new Governors who may not be confident, but support and training is available. Governors noted there is a time commitment, but the commitment is negotiable. Guidance suggests 20 hours per year is the commitment for the role and tasks can be delegated to the vice chair. Governors noted this is a collective responsibility and support is available from within the GB. The chair is no more legally responsible than other Governors.

Q: The current chair was asked to describe the positives she has gained whilst in this role of chair.

There have been good relationships with school staff, and the role involves networking within the LA which is interesting. The Chair meets with other chairs at networking meetings and has undertaken leadership training, this has deepened the understanding of the school. The training for Chairs provides you with a mentor and this will still be on offer to the new chair for Alma Park.

Governors were asked to contact Monika Neall by email if there is any interest in taking on this role.

Q: How long is the chair in place for?

The chair is re-elected annually at the first FGB of the new academic year and guidance suggests the chair should be in place for no more than six years. The clerk clarified the staff governor is not eligible to stand for Chair.

Governors agreed to defer the election of a co-chair until January 2022. The role can be job-shared if the time commitment is an issue, there can be co-chairs.

There is a new Governor who is interested in becoming co-opted onto the GB, the Headteacher and CoG (Chair of Governors) are intending to meet with this person.

4. Elections

Full Governing Body

There was one nomination for chair for Monika Neall subject to re-election as a parent Governor.

Monika Neall was duly elected as Chair of the FGB until the first Governing Body meeting of the next academic year (Autumn Term 2022)

There was one nomination for Vice Chair for David Cooke

David Cooke was duly elected as Vice Chair of the FGB until the first Governing Body meeting of the next academic year (Autumn Term 2022)

Resources Committee

There was one nomination for chair of the Resources Committee for David Cooke.

David Cooke was duly elected as Chair of the Resources Committee until the first Governing Body meeting of the next academic year (Autumn Term 2022)

There was one nomination for vice-chair of the Resources Committee for Afshan Ahmed.

Afshan Ahmed was duly elected as Vice Chair of the Resources Committee until the first Governing Body meeting of the next academic year (Autumn Term 2022)

Standards & Curriculum Committee

There was one nomination for chair of the Standards & Resources Committee for Kate Hickman

Kate Hickman was duly elected as Chair of the Standards & Curriculum Committee until the first Governing Body meeting of the next academic year (Autumn Term 2022)

There was one nomination for vice-chair of the Standards & Resources Committee for Hannah McHugh

Hannah McHugh was duly elected as Vice-Chair of the Standards & Curriculum Committee until the first Governing Body meeting of the next academic year (Autumn Term 2022)

5. Declarations of Non/Pecuniary Interest

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.

The clerk praised all governors for completing and updating the Governor eligibility declarations on the trust Governor portal.

6. Items of any other business

School calendar

7. Approval of Terms of Reference

Governors formally agreed the Terms of Reference for all committees

It was clarified the committee membership of the ad hoc committees tends to be decided according to Governor availability.

The Pay Committee tends to be the three chairs of committees and any other Governor who was interested in joining this committee was asked to contact the chair.

8. Committee membership for 2021/22

Governors approved the following committee membership for 2021/22

Staffing & Budget	Standards & Curriculum	Pay Committee
David Cooke - Chair	Kate Hickman - Chair	Monika Neall
Afshan Ahmed – Vice chair	Hannah McHugh – Vice Chair	David Cooke
Grace Dobson	Richard Williams	Kate Hickman
Richard Williams	Monika Neall	
Karen Houghton	Hannah Mc	
Kate Hickman / new co-opted Governor	Khadija Kalsoom	
	Sam Howell	

9. Link governor Roles

The list of potential roles was shared in advance of the meeting. Governors discussed the SIP priorities. It was agreed although data and assessment is covered within the Standards & Curriculum Committee this would still benefit from a link Governor oversight. EYFS was seen as key due to the new curriculum framework. UNICEF, Rights Respecting Award is a school priority over the next ten years. Wellbeing was agreed as a priority.

There was a discussion about a link Governor for the wider curriculum (foundation subjects) and this would involve meeting with middle leaders. Governors supported changing the focus but to maintain the separate subjects for one more year. Link Governors will meet with middle leaders who have a TLR (teaching and learning responsibility) for their subject area and subject leads will still be invited to present to Governors.

Q: Will the school improvement partner undertake deep dives of different subject areas?

Yes this will include science; computing; geography; DT; history and PE.

The Headteacher reported there will be a coherent and consistent vision for each subject developed. The link between the wider staff and the Link Governor as an ambassador for that subject was welcomed by the staff governor.

Governors agreed the follow Link Governor roles

Area of Responsibility	Governor	Staff member
Safeguarding SCR Attendance	Monika	Richard Williams/ Karen Houghton
SEND & LAC	Tina Kirwin	Karen Houghton
Health and Safety / premises checks	David Cooke	Richard Williams/Anne Smyth
Inclusion (EAL) & Equality / wellbeing	Afshan Ahmed	Heidi Wynter
EYFS	Hannah McHugh	Kathy Hughes
UNICEF -Rights Respecting Award	Khadija	Sam Howell/Anna Fenton
PP & Recovery, Catch-up	Grace Dobson	Heidi Wynter
Foundation Subjects / wider curriculum	Monika	Anna Fenton/Danny Bullivant/Steve Mason
English - reading	Grace	Kathy Hughes
Maths	Hannah	Jackie Bailey
Governor Training & Support	Sam Howell	Richard Williams / Anne Smythe
Data & Assessment	Kate Hickman	Richard Williams

10. Minutes of last meeting held 24th June 2021 & Matters Arising

The Minutes of the meeting held 24th June 2021 were approved as an accurate record

Action: Karen Houghton to circulate list of new subject coordinators when all coordinators have undertaken their meetings with the leadership.

This has been actioned

Action: Governors to be given data on the impact of the tutoring programme in the autumn term.

The school is no longer using this programme.

Action: Clerk to include a discussion of the after-school provision during the next academic year, on the next FGB agenda

Governors agreed to move this to the next meeting scheduled for the 2nd December 2021.

Action: Monika Neall to send comments on the Appendix 3 E-Safety Policy to Karen Houghton

This has been actioned

11. Headteachers Report

The Headteacher informed Governors there will be two different types of Headteacher reports. The reports in Autumn 1, Spring 1, and Summer 1 will have a safeguarding focus and a full written report will be given three times a year; in Autumn 2, Spring 2 and Summer 2.

There are 21 children with an Education Health and Care Plan. All but three staff have received up to date Level 3 Safeguarding training. One staff member is returning from maternity leave. There have been no exclusions since the last FGB meeting.

Attendance

The attendance figures were explained, data including nursery attendance is lower as attendance is not statutory. Attendance of Reception to Yr6 children is 96.9% and Yr1 to Yr6 attendance is 97.1

The Manchester average is 89% so this school is doing well, although it was explained the Manchester average includes high schools and there are more COVID related absences with older children.

A Link Governor meeting on attendance occurred and Governors were informed the attendance codes are changing, and although this will impact on the figures, this will be the same nationally. The X code was previously used for covid absences, and these absences were excluded from data. The X code is now used until a Covid test occurs, and then a different code (I for illness) must be used. Governors were informed this will mean the data is not comparable.

S: Governors noted the excellent attendance figures.

PA is high historically in this school, one third are reception children and a parents meeting will occur.

Q: Is the low attendance in EYFS normal?

The nursery is not full making an absence more statistically significant. Many children come from private nurseries, and a change in mindset is needed with parents. The vast majority of the children are not the statutory age, so it is difficult to expect full attendance. The transition from nursery to reception is significant and the staff work very hard to settle the children.

Q: Where there is PA (persistent absence) in reception does this settle or continue?

PA tends to drop as the year goes and the percentage reduces. Absences in the first term can impact significantly. The school does tend to be successful in engaging with parents.

Referrals and incidents

One allegation has been made against a member of staff, the school worked with Manchester LADO and the allegation was fully investigated. The allegation was unfounded there was no evidence. The Headteacher has met with parent at the end of the investigation and staff were pleased with transparency and promptness.

Safeguarding

The Headteacher reported 'Behaviour and Attitudes' are a strength of this school. The Headteacher and Deputy Headteacher are undertaking the safeguarding audit, they are meeting weekly to update this.

Level 3 training for DSLs (designated safeguarding leads) has occurred, these are Assistant Headteachers. The school sold places on the training so this is not costing the school.

Recruitment and selection

The Safer Recruitment Policy will be updated and presented for re-approval in autumn 2. Update training is now due.

12. School Development Plan (School Improvement Plan)

The report outlining the eight priorities was shared in advance of the meeting and uploaded onto Trust Governor. The SDP covers five areas following Ofsted criteria. The school has identified eight key priorities.

➤ Quality of education:

Although raising attainment is a key priority there needs to be a more specific focus. Reading is a gateway skill so this will be a whole school focus.

There are two priorities. Firstly, to increase the rates of achievement in EYFS and KS1 in RWM (reading, writing, and maths), at the expected and GD (greater depth) levels. The second priority relates to improvements in RWM at KS2 with specific focus on vocabulary, retrieval, and inference.

The school is below the expected levels and some of this is linked to the pandemic. This school has many NIAs (new international arrivals).

➤ Behaviour and attitudes:

The third priority is a continuity priority to introduce restorative approaches to promote positive behaviour. Restorative approaches had been partially introduced previously and this is evident. The children in Alma Park will focus on building relationships and the school has few incidents of poor choices.

➤ Personal Development:

The fourth priority is to introduce the UNICEF Rights Respecting Award, this school already covers some of this. The RRA will be a thread through school. Sam Howell is a UNICEF leader.

The fifth priority is to reintroduce positions of responsibility for pupils.

➤ Leadership & Management:

The sixth priority relates to the wider curriculum which needs to be coherent and consistent and meet the national curriculum. All subject area leaders will be accountable for their area so the impact can be evident in improved outcomes and wellbeing for pupils.

The seventh priority is for senior leaders to continue to prioritise staff wellbeing in decision making.

➤ EYFS

The eighth focus is to improve Alma Park EYFS outcomes to be closer to national outcomes for GLD (good level of development). The new EYFS curriculum will focus on CLL (communication, language, and literacy) and maths.

Q: Will governors see the 10 page school development plan?

The SDP was shared on screen, and it was explained this will be shared with Governors termly. Governors welcomed the clear mapping in the document.

S: Governors noted the Liam Trippier report congratulated the listening exercise started by the new Headteacher

The Headteacher informed Governors he is working with a consultant Kerry Cleary on a scheme called "First 100 days as a Headteacher". The "First 30 days" suggested a listening exercise with all staff and to meet some children. There are several questions, and the aim is to triangulate the evidence of comments and observations. There are consistent themes emerging and this will provide powerful evidence to move the school forward.

S: Governors welcomed the strategic, challenging, and supportive approach introduced by the Headteacher

13. Health & Safety link governor report

The Link Governor David Cooke shared his report in advance of the meeting. This report was discussed at the Staffing and Budget Committee. There were no further questions on this report.

14. Equality Training

Equality training for all staff will occur via a one hour video produced by One Education. The training will address the responsibility and expectations about equality in the workplace. There is a training video for Governors which focuses on Governor roles and good practice. This will be available in the first week of November.

Action: The Headteacher will send the equality training (time limited) link to the clerk for circulating.

Q: Is this equality training covering race and gender?

The protected characteristics identified in the 2010 legislation will be covered.

C: Governors were concerned about the depth covered and asked does it cover white privilege?

The training covers four areas of direct discrimination; indirect discrimination; harassment; and victimisation.

Q: Will there be follow up training?

No, this is just the online video and the school, but the school can contact One Education for any follow up training which can be arranged bespoke for this school.

Action: Clerk to include reflection and feedback from the training on the Spring 2 FGB agenda scheduled for 24th March 2022

15. Covid Risk Assessment review

C: This has been reviewed frequently and Governors asked if the school Covid RA is working well still?

The Headteacher explained there is a cautious approach and Covid is still an issue in Manchester. There have been 21 incidents of Covid in school.

Q: Is this an outbreak?

No, an outbreak is when five incidents are connected, most transmission is from siblings in secondary schools.

There were four cases in a Yr5 class including the teacher. Guidance was followed to return to rows for teaching and closing rooms with poor ventilation.

S: Governors felt the low incidences from school shows the risk assessment is working well.

Q: Is the IT suite ventilation broken, can it be fixed?

Governors were informed it is more cost effective to have a new ventilation installed than repair the current one. The cost of £8,000 has been approved to replace two air con units. The school can rent an outflow pipe. Next week senior leaders are meeting to look at reinstating Covid measures.

Q: Governors asked for clarification regarding PCR tests. Is it the case if a sibling has Covid the sibling remain out of school until the results are known? Staff are expected to be back in school.

The Headteacher explained in some LAs the positive test of a sibling means all the children in that family must not go to school, but in Manchester the guidance is children continue to attend school if they are not showing any symptoms. The issue for staff is the same as for the children.

16. Policies

Appraisal Policy

Appendix 6 is the only change since the last approval, this includes the teacher's standards for each stage of a teacher's career. The expectations for teachers are identified and this gives a clear progression for teachers. Mentoring and support is referred to, this is to enable the children to have the best outcomes.

S: Governors praised the clarity contained in the document.

Governors asked for a deletion on page 4 of 'objectives will be reasonable' as this is vague. Three objectives are referred to elsewhere and is more specific. The three objectives relate directly to the SIP

Governors formally approved the Appraisal Policy

Action: Clerk to include appraisal update on the spring 1 FGB scheduled for the 10th February 2021.

The following policies were presented to the Staffing and Budget Committee on the 7th October 2021 and the meeting was inquorate.

Charging Policy

Governors formally approved the Charging Policy

Lettings Policy

Q: Governors asked for information about charges made by other local providers

Action: The Lettings Policy to be referred to the next Staffing and Budget Committee scheduled for the 18th November 2021 for further discussion and approval

Business Continuity Plan

C: Is the plan tested and reviewed every six months? How prepared is the school? Is any training required?

The Headteacher informed Governors training will be offered for 'in vacuating' for teachers in the building if there is a building lockdown. This will be an INSET day training.

C: Do all members of staff have access to this policy and are they confident?

The Headteacher felt the staff are unlikely to be confident and the plan will be shared. Individual responsibilities will be identified in the coming academic year.

The school has a lockdown policy which provides guidance on the practical application.

Governors formally approved the Business Continuity Plan

Pay Policy

Page 10 has two changes about resetting the ISR and this was highlighted in yellow.

Governors formally approved the Pay Policy subject to some typographical errors being corrected.

17. Minutes from other committees

- Staffing and Budget committee held 7th October 2021
- Standards and Curriculum Committee held 30th September 2021
- Chairs meeting held 22nd September 2021

There were no questions on any of the committee minutes.

18. Any Other Business

School calendar

There is one outstanding INSET day to be confirmed, the staff have indicated a preference for Friday 19th November and want to use this INSET for curriculum development. An audit is occurring, and this will be reviewed.

Manchester LA have recommended the Jubilee day, holiday is on the 6th June 2022. This means the children are in school for 189 days and staff will work 194 days.

19. Dates of future meetings

Chairs: Wednesdays 9am

3rd November 2021

19th January 2022

2nd March 2022

20th April 2022

8th June 2022

Standards and Curriculum: Thursdays 4.30pm – 6.30pm

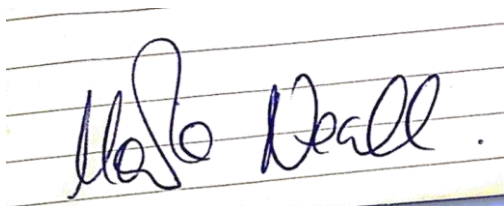
11th November 2021
27th January 2022
10th March 2022
28th April 2022
16th June 2022

Staffing and Budget: Thursdays 4.30pm – 6.30pm

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

Full Governing Body: Thursdays 4.30pm – 6.30pm

2nd December 2021 (full HT report)
10th February 2022
24th March 2022 (Budget closedown) (Full HT report)
26th May 2022
30th June 2022 (full HT report)



Signed.....

Date: 2nd December 2021

(Monika Neall Chair of Governors)

Meeting ended 18:20

Summary of actions

- Action: The Headteacher will send the equality training (time limited) link to the clerk for circulating.
- Action: Clerk to include reflection and feedback from the training on the Spring 2 FGB agenda scheduled for 24th March 2022

- Action: Clerk to include appraisal update on the spring 1 FGB scheduled for the 10th February 2021.
- Action: The Lettings Policy to be referred to the next Staffing and Budget Committee scheduled for the 18th November 2021 for further discussion and approval