



Alma Park Primary School

Full Governing Body Meeting

4:30p.m. Thursday 24.06.2021

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 Tina Kirwin-McGinley	Assistant Headteacher for the sensory service / Co-opted Governor (Staff) <i>from 5pm</i>
Ms Hannah McHugh	Parent Governor
Ms Monika Neall	Parent Governor (Chair)
Mr Charles Parfitt	Headteacher
Vacancy	Co-opted Governor

Apologies:

Ms Shazia Dar	Co-opted Governor
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In attendance:

Ms Kathy Crotty	Clerk
Grace Dobson	Observer

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. Grace Dobson has expressed an interest in the co-opted Governor vacancy and was in attendance at this meeting. All Governors introduced themselves to Grace Dobson. The recommendation from the LA and the chair is for Grace Dobson to be co-opted onto the Alma Park Governing Body. **Governors unanimously voted Grace Dobson onto the Governing Body.**

2. Apologies for Absence

Shazia Dar is on maternity leave.

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.

4. Declarations of Any Other Business

PE Budget

The staff Governor raised an issue about the PE budget of £19,000 per year and asked if this will continue. The plan for spending is reduced by £13,000 to pay for the lunchtime coaches. The original rationale was to use the PE grant money to train the LOs (lunchtime organisers) and this is viewed to have not been so successful. The request was for the next Staffing & Budget Committee to review this allocation. A request from the PE staff had been made to the SBM (school business manager) and there is a balance of £313. It was explained the budget can be used for anything sustainable such as Forest Schools. This also can be used towards residentials and outdoor activities, activities not available in school. Orienteering was given as an example. The LO training was planned for one year and it has been more than one year. This budget also includes swimming and there was an issue booking swimming for those children who have missed lessons.

Q: Do you have an estimation of the expenditure requested?

An estimation of expenditure was not possible as activities are not yet costed and there are issues about what is open. Karen Houghton suggested to only commit activities for the autumn term.

Q: Is this possible? Is there any issue with booking activities for the autumn term?

The staff Governor had asked for swimming catch-up sessions at a cost of £900 and the SBM has informed the staff member this is not possible. The Headteacher suggested swimming could be offset from the school surplus. The PE co-ordinators have a limited budget due to the £13,000 allocated for LOs.

Governors agreed swimming sessions could be booked for the autumn term.

Action: Staffing & Budget Committee scheduled for the 7th October 2021 will discuss the general principles of the PE budget allocation.

5. Minutes of the meeting held 20th May 2021 including Part 2 Confidential minutes The minutes of the meeting held 20th May 2021 were approved as an accurate record.

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.

This has been actioned.

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

The provision will be reviewed with the new Headteacher, and this will be discussed at a later date.

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

This has been actioned.

6. Headteacher's Report

Attendance

The Headteacher reported attendance remains good at Alma Park. The attendance is currently 96% for whole school, there is one bubble not in school. The SIP partner suggested a more accurate attendance figure was 95%. Both figures are above national average.

School streets

The plans are underway, and any complaints will be referred to the council. The success relies on volunteers, parent, and local residents being engaged in the project. The times of road closures may change on advice from the Clean Air group. This is a trial initiative.

SDP/SIP

The latest version of the school development plan / school improvement plan is now on the school website but will need amending in the light of summer term progress. The recent visit with the school advisor was positive.

Subject co-ordination

Subject leads have produced action plans and Governors were asked if they want to see them.

Q: *The Teaching & Learning Policy refers to summary position statements, would this be valuable. Does the Curriculum Committee receive these statements?*

It was confirmed the Curriculum and Standards Committee do receive presentations from subject leads and they review the subject position statements. The link Governor looks at the action plan.

Governors agreed the subject action plans would be presented at the Curriculum and Standards Committee.

The staff Governor noted new subject leads will inherit an action plan and suggested the implementation needs to be included in the appraisal process to ensure this is a working document which staff engage with.

Q: *Is there a handover between the old subject coordinator and the new subject coordinator?*

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

Wellbeing

Karen Houghton informed Governors all evidence for accreditation has been submitted to Sandwell for assessment in July 2020. There is expected to be some positives and also ideas for improvement. The happy days have had good feedback, the flexibility has been significant for staff. Colleagues have been willing to cover and there is a team approach. Karen Houghton recommended continuation of this initiative.

Governors were supportive of this happy days initiative continuing.

School website

The Headteacher has followed a compliance tracker and the Headteacher is confident the website is 100% accurate.

Peace Mala

Peace Mala accreditation has been attained.

Formal thanks were given to Denise Samuels and Paula Hayes.

Internet Band Width

Governors previously gave approval in principle for expenditure to increase the school internet band width and Governors were waiting for the third quote. One Education is the current provider, and the recommendation is to purchase this from them at an additional cost of £2,650. The recommendation is to purchase this for the academic year 2021/22 and review this with other providers

Governors formally approved the purchase of increased band width from One Education at a cost of £2,650

Q: Has the tutoring programme highlighted this issue?

Governors were informed this is part of the reason for the purchase, but the school needed to increase band width for home learning.

C: Governors asked for data impact from the tutoring programme. If this programme is not continuing this might impact on the need for band width.

Action: Governors to be given data on the impact of the tutoring programme in the autumn term. (The next full governing body meeting is scheduled for 14th October 2021).

Q: What is the process for the installation to increase the band width?

The school leadership did not know if staff would need to be onsite.

School Advisor visit

The Headteacher informed Governors the four page report includes many recommendations for the new academic year.

7. Behaviour and Safety Update

- The Headteacher reported behaviour remains outstanding and challenging behaviour is dealt with by staff professionally. The Promoting Positive Behaviours Policy needs to be updated in the autumn term to include restorative approaches.
- There have been no exclusions since the last Headteachers report. There was a bullying incident reported previously which is now being dealt with by social services and the police.

Q: Governors asked if the police involvement is to do with the bullying incident?

No, but the child involved in the bullying incident has raised a safeguarding issue with online activities.

Q: Governors asked if the child who has left the school is connected to this incident?

The child involved in both incidents has left the school.

C: Governors asked if the staff member who dealt with this case, is receiving support?

This staff member is currently off sick

Q: Governors asked who is now managing this incident?

The Headteacher is managing this incident.

Q: The clerk was asked to give advice about whether the school should inform the safeguarding lead when there is an incident involving the police.

The clerk advised the senior leadership would usually inform the safeguarding Governor of a serious incident, especially if an incident was known to the wider school community. It was clarified this incident was not known to the wider school community. The clerk explained behaviour and safety is a standing agenda item to ensure Governors are given an overview of the safeguarding cases and how the school is responding.

C: Are the children being supported emotionally?

Yes Alma Park has a good pastoral team.

8. Approval of staffing structure for 2021/22

Governors formally approved the staffing structure for 2021/22

9. Premises, Health and Safety Update

- The link Governor David Cooke has visited the school and there are some actions identified which will be addressed over the summer. A fire drill has been undertaken.
- Governors were informed there has been a review of procedures for partial school closure, on Monday there was a bubble burst in the school and included the after-school club. The Yr4 bubble had to isolate. There is a requirement for schools to provide work by the end of the first day of the closure. The Headteacher reported 4 or 5 members of staff are isolating. On the same day families were contacting the school, they had been contacted by the after-school club about the need to isolation. There were some mixed messages about dates and another school was also affected. The school was mindful the after-school children also need home learning provided.
- The Headteacher reported the Forest School proposal was not well received and the Headteacher has challenged the staff about the state of the building.

Q: Is there a contract which is time limited or is it a rolling contract?

There seems to be a casual arrangement, the after-school club pay Alma Park £5 per day. This is a business so they will need to be given notice if the contract is terminated. The space is versatile, the furniture was purchased by the school. It was felt this environment is not respected by the after school-club and this could be used by the school. The school has had to deal with parents given conflicting information by the after-school staff. Parent Governors shared their experiences of the mixed messages. The after-school club have sent an email yesterday to parents explain their actions. This was the first time this provider has had to organise the isolation, but this is not unknown procedure.

Governors agreed the space could be better used by the school.

Q: How long has the after-school club been running?

The club has operated for about 20 years, and this is a service wanted by Alma Park parents. They have branches in other schools in the locality. There are Alma Park children who cannot access this provision as the places are taken by children from other schools. The quality of the provision is now an issue.

Action: Clerk to include a discussion of the after-school provision during the next academic year, on the next FGB agenda (14th October 2021)

The Lettings Policy has been recently approved.

Q: Did Alma Park tell parents they have to get a PCR test?

The Headteacher reported there is no documentation from the LA, so the school has not asked parents to take a PCR test. Governors were aware some schools are issuing letters to parents asking them to do a PCR test. This seem to be happening more in secondary schools.

Q: Has the child in Yr4 family been informed they need to have a test?

Yes if there is a positive test, the whole family has to have a test.

Governors were informed the tree maintenance is on a regular cycle.

10. Committee minutes – for information

Chairs meeting – 15.06.21

There were no questions on these minutes.

Standards & Curriculum 17.06.21

There were no questions on these minutes.

Staffing & Budget held 10.06.21

There were no questions on these minutes.

11. Governing Body Matters

11.1 Governor vacancies – update

The appointment of Grace Dobson means there are no Governor vacancies.

11.2 Link Governor Reports

David Cooke shared a health and safety report from the spring and summer term. There were no questions on this report.

Governors agreed to review link governor roles with the new headteacher at the Autumn FGB meeting.

11.3 Any Governor training undertaken

No training has been undertaken by Governors since the last meeting.

12. Policies for review and approval

Appendix 3 E-Safety Policy - amended following some recent training

Governors felt this has been copied and pasted and is not clear, there seems to be wrong information, missing information, and a missing context.

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

Governors deferred approval the Appendix 3 E-Safety Policy

Exit Interview Policy and Procedure 2021-23

Governors suggested there needs to be an action for the Headteacher to invite people to exit interviews. This process includes chair and vice chair.

Q: Should other Governors be involved in this process?

In the past this has been undertaken with two governors and one staff member.

Q: What happens to the documentation when the staff member leaves?

This remains in the personnel file as staff may need a future reference.

Q: Does the data as to why people leave the school get shared?

Yes, Governors have seen exit interview data and Governor were aware of analysis of issues.

Governors noted the policy does not explain what happens to the information and how helpful this is. Governors agreed an additional sentence to explain this.

Q: Does this analysis of information from exit interviews have to be provided?

This is voluntary

Governors stated they would like to see level of qualification and tenure to understand if staff are moving on for progression reasons.

Governors formally approved the Exit Interview Policy and Procedure 2021-23 subject to the additions,

Educational Visits Guidance 2021-23

C: *Governors asked why is this shared, this is general guidance. Governors felt there was too information in the guidance and not enough in the policy.*

The Headteacher reported this is LA guidance and there are some schools which do undertake the visits mentioned in the comprehensive list, although many will be for secondary school pupils.

Governors asked for future versions to omit the trips not relevant to this school.

The Headteacher explained the current practice is to adopt the LA policies and this is a Manchester document. Ghyll Head is the main residential activity undertaken at Alma Park.. This document is pre-Brexit, but this is the current guidance. Governors discussed the preference to defer approval until amended but the Headteacher felt there was no capacity to amend this document this term and the staff need to be working within the recommended guidance.

Governors formally ratified the Educational Visits Guidance with a review date of spring 2022.

Educational Visits Policy 2021-23

Governors formally approved the Educational Visits Policy 2021-23

13. Any Other Business

Formal thanks were given to Charles Parfitt for his nine years of service to the school.

14. Dates of GB meetings 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

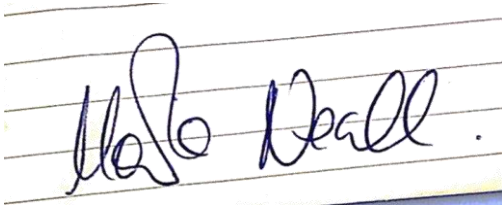
Staffing and Budget: Thursdays 4.30pm – 6.30pm

- 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: 14th October 2021

Meeting ended 18:15

Summary of actions

- Action: Karen Houghton to circulate list of new subject coordinators when all coordinators have undertaken their meetings with the leadership.
- Action: Governors to be given data on the impact of the tutoring programme in the autumn term. (The next full governing body meeting is scheduled for 14th October 2021).
- Action: Clerk to include a discussion of the after-school provision during the next academic year, on the next FGB agenda (14th October 2021)
- Action: Monika Neall to send comments on the Appendix 3 E-Safety Policy to Karen Houghton