



Alma Park Primary School
Full Governing Body Meeting
4:30p.m. Thursday 10th February 2022
Achievement Partnership Success
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
Grace Dobson-Hughes	Co-opted Governor
Hannah McHugh	Parent Governor
Monika Neall	Parent Governor (Chair)
Richard Williams	Headteacher
Vacancy	Co-opted Governor

Apologies:

Kate Hickman	Co-opted Governor
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In attendance:

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.

2. Apologies for Absence

Apologies were received and accepted from Kate Hickman.

3. 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. Tina Kirwin-McGinley is the Assistant Headteacher for the sensory service.

4. Items of any other business

Deputy Headteacher Appointment

Q: Can a 0.6 contract be increased for teachers?

This is being explored with the HR staff with One Education and it is understood this is not contractual.

Interviews for the Deputy Head post were conducted yesterday, and the interview panel wants to offer the post to a current Assistant Headteacher, Kathy Hughes. This applicant had an excellent interview. There were nine applications and two applicants were shortlisted.

Q: what will happen to the EYFS TLR?

(Early Years Foundation Stage teaching and learning responsibility)

This person does not have a TLR. The planned management restructure will be looking at the role of Assistant Headteachers and this will be brought to Governors at the spring two meeting for a decision. In the short term, Kathy Hughes will continue to manage EYFS and KS1.

Governors formally ratified the decision from the appointment panel to appoint Kathy Hughes.

5. Minutes of the meeting held 2nd December 2021 including part 2 Confidential Minutes

The minutes of the meeting held 2nd December 2021 were approved as an accurate record.

Action: RW to inform Governors how many children have had two or more interventions
Governors agreed to carry forward this action due to staff absences.

Action: RW to find if there was a document to read from the Equality training as those Governors who did the online version felt this was slow but the information was good.
One Education have been contacted and they are speaking to each other before the presentation is released as changes have been made to the PowerPoint. This is expected for spring two.

Action: MN will contact the LA to discuss an aspect of the Safeguarding policy (Governors working with appropriate safeguarding agencies).

The CoG reported the question about the mix of operational and strategic responsibilities have been passed on the relevant safeguarding team.

6. Approval of term dates 2022/23

Q: Some years ago autumn two ended closer to Christmas to give time off for NYE and this was more popular with staff, can this happen again?

This pattern follows the MCC recommendations and high schools are expected to follow this, and this is preferred with families. There as less flexibility this year to avoid split weeks and staff have been consulted. Schools are not allowed to propose term dates that include weeks of less than three days.

Q: Why do other schools not follow the recommended LA dates?

The clerk explained schools close to the border of other LAs may choose to follow other LA term dates. Governors were informed schools have varying considerations for example domestic violence increases after the Christmas period and this is a consideration for the children returning to school earlier.

Governors formally approved term dates for 2022/23

7. Appraisal Update

Governors praised this document and found it useful to see the links to the SDP (school development plan). The Headteacher reported the mid-term appraisal reports are being tabled.

Q: Governors noted the UNICEF target for staff and given the school is at the starting point, what are teachers expected to achieve in the year?

CPD is occurring and days have been chosen for events, teachers are implementing UNICEF rights into these days, and this will raise the importance of this with staff.

Q: Is this curriculum based or ethos focused?

The bespoke days will link to particular events chosen by staff, this includes for example 'time to talk'; International Women's Day; and World Book Day. This needs better integrating into the curriculum and for this to be more child-led. This is a learning curve for all staff. Two staff including Sam Howell are more heavily involved in the implementation of this and how to measure a teacher's engagement is not yet fully understood.

One Governor could report the children are very involved and their presentations are being disseminated throughout the school. This is a whole school ambition for this year and the adults need to build the framework before the children are more leading.

Appraisal leaders will look at this mid-term. The challenge is to determine how staff will know the children know about these issues.

8. Head's Report – Interim report

Safeguarding Update

There have been no referrals this term. There is one child protection case, one child in need case, and one child who is looked after. Although the report identified no health & safety incidents, since the report was written there has been one incident as the child went to hospital, but no further action is needed. There are no discrimination incidents or exclusions.

Attendance Update (Staffing and children) & Covid Update

Attendance was significantly above the average for Manchester and the national average in the autumn term, but this will drop in spring term due to increased rates of Covid. The PA (persistent absence) rates are more positive. The school had 39 cases in the autumn term, over the first four weeks in January there were 104 cases. All risk assessments are in place. Bubbles were in operation where there were five or more active cases. Since the 1st February there has been zero cases. People may have stopped testing (actual Covid cases may be higher). There were four children with Covid in February.

SEND Update

The numbers of SEND children in the school is in line with national averages, but this school has more EHCPs than the average.

Q: Is there a timeline of when the EHCPs should be decided?

There are three HI (hearing impaired) applications expected soon. There are some parental requests in the system.

Q: Why were there two parental requests, were these not supported by the school?

One was completely unknown to the school, this was a Yr6 child who is not on the provision map. The second one is a child with a diagnosis, but this child is academically at or above age related expectations (ARE). Quality first teaching meets their needs.

School Development Plan

Q: Is there an update on the SDP?

The SDP was shared in advance of this meeting, and it was explained the Headteacher's report will address this in more detail three times a year, and not at this meeting. The SDP was shared to enable Governor questions.

S: Governors praised the Headteacher for a coherent report which was pleasing to read.

The well-being of the Headteacher is a concern for Governors and this was raised in the QA SIP report.

Q: Governors asked where is the Headteacher receiving support from and is it adequate?

The Headteacher has spoken to the CoG (Chair of Governors) and there are aspects of the work which is overwhelming, however the support provided includes a weekly / fortnightly welfare call with the Chair of Governors; a mentor at Plymouth Grove Primary school (provided by the LA); an unofficial mentor developed by Richard himself at St Mary's, this is part of the local cluster of schools; the school pays for training and support with Kerry Cleary a Leadership and Education coach and the school buys in support from an independent School Improvement Partner, Liam Trippier. The LA provides 3 QA advisor visits in the first year of a headship. The Deputy Headteacher is supportive and it was acknowledged two years of Covid make a new headship significantly challenging. The Headteacher reported he feels very supported and he has many people to turn to. There is also half termly counselling supervision to discuss well-being and aspects of the role.

Q: Is the SDP where you expect it to be, looking at the RAG rating?

Progress is as expected, there is much work to be undertaken in the juniors in guided reading, and new curriculum initiatives in EYFS. There are some priorities will take longer. The headline objectives are not expected to change next year, the progress will.

C: Quality of learning is RAG rated red, this relates to reading and March 2022 is target date for improvements, can you update the dates and move them forward, or do you change the initial targets?

The priority target will stay red and the school will keep working towards this until this become improved and RAG rated green. Some targets might roll over to new dates. This is an ambitious SDP.

Q: Will you go back to the reading team to ask for a more realistic date for achieving the target?

This might occur especially where Covid has delayed progress and some aspects may need reflection and refinement.

C: Governors suggested there needs to be time to review what is working and what is not working. There is a worry there is too much change and then you cannot identify what changes had the most impact. Making some aspects more uniform does not address the difference between cohorts.

This will be addressed via the assessment cycle and the reflection. The Headteacher explained there are some compliant aspects such as using a validated phonics scheme and introducing a standardised approach to reading. Some standardised approaches

slipped during the pandemic and the school will return to evidence based practice. The example was given of of KS2 whole class reading instead of carousel approach where children often had “holding activities”, all children will now have more purposeful activities. Reading will remain a key focus in next year’s SDP , this is expected by Ofsted and by Governors. Staff are reviewing their national curriculum to ensure compliance.

9. Governing Body Matters

Staff Governor election

Sam Howell was elected for another four year term (uncontested) as the staff Governor. There is one co-opted governor vacancy, and the school is just waiting for the DBS checks to commence.

Training attended

Governors were reminded to identify any training needed on the Trust Governor skills audit and Sam Howell is the link governor for training. The school has an SLA with One Education and the training events have been circulated. Governors asked about a booking code and were advised to contact the SBM. (School business manager)

Link Governing Body Matters

There were no reports at this meeting and some governors now have meetings booked in. Monika Neall has met with the wider curriculum staff this morning. They will be attending the Curriculum & Standards committee. This was a positive meeting.

Q: Is there a link governor for RE?

No, this was not a priority area.

The link governor for maths was advised to contact other maths staff given the absence of the maths lead.

10. Committee Reports

Chairs 19th January 2022; Curriculum & Standards 27th January 2022; Staffing & Budget 3rd February 2022

There were no questions on any of the committee minutes.

11. Policies for review and approval / ratification

Health & Safety Policy

Governors formally approved the Health & Safety Policy

Safeguarding Policy

Governors formally ratified the Safeguarding Policy

Safer Recruitment Policy

This policy was mistakenly not shared in advance of the meeting so will move to the next FGB.

Action: Clerk to include the Safer Recruitment Policy on the next FGB meeting scheduled for 24th March 2022.

E-Safety Policy

This was discussed by Governors in June and some aspects have now been moved to the Safeguarding Policy.

Q: Page 3 mentions YouTube adverts, is there an educational YouTube package which does not include adverts?

This will be explored

Q: Appendix 1 - school website, is there a time limit for using the photographs of children?

Yes photographs are taken down when the children leave the school.

Q: The policy states staff should not communicate with children via email? This happened during lockdown as some older children do have emails. Parents did set up children's email accounts.

Governors agreed to amend the policy to say this excludes staff using the year group email account.

The policy states staff should not use a personal mobile phone. This happened in lockdown when staff were working from home, but staff were able to hide their number. Emergency use is allowed. Guidelines and procedures were issued to staff.

Governors formally ratified the e-safety policy subject to some minor amendments

Managing Allegations Against Staff Policy

Q: Page three refers to the initial response and reporting, is there a template for this to keep this uniform?

Action: The Headteacher will devise a template form for reporting allegations against staff, for the SLT to use.

Q: Page 5 refers to governors supporting staff as part of their duty of care, do all allegations come to governors?

Not always, allegations about the Headteacher would come to the CoG, other allegations are dealt with by the SLT.

Governors also have a duty of care for children.

Governors formally ratified Managing Allegations Against Staff.

12. Any Other Business

SIP report from Liam Trippier.

Q: The quality of teaching is improving, what is the evidence, and what was the cause?

Lesson observations and learning walks. The improvements are being driven by staff. Staff are being supported via team teaching, and senior staff helping with planning and re-observations will occur in spring two.

Q: Are improvements evident from CPD and senior leader support?

Only where necessary, there is much good teaching in Alma Park

Q: Governors asked when the Kerry Clearly work will be shared with Governors?

The work on the school vision and mission was completed November 19th 2022, and the report arrived in January. This has been shared with the SLT and the next stage is for pupil voice and then staff and governors. Governors will see this report in spring two or summer one. The Headteacher reported this is later than it would be liked, September 2022 might have been the best time to roll this out.

13. Dates of future meetings

Chairs: Wednesdays 9am

2nd March 2022

20th April 2022

8th June 2022

Standards and Curriculum: Thursdays 4.30pm – 6.30pm

10th March 2022

28th April 2022

16th June 2022

Staffing and Budget: Thursdays 4.30pm – 6.30pm

17th March 2022

12th May 2022

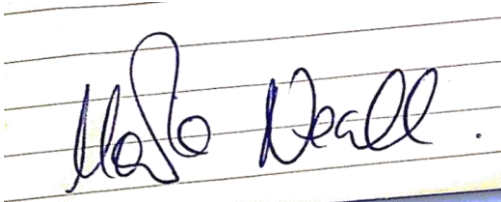
23rd June 2022

Full Governing Body: Thursdays 4.30pm – 6.30pm

24th March 2022 (Budget closedown)

26th May 2022

30th June 2022



Signed.....

Date: 24th March 2022

(Monika Neall Chair of Governors)

Meeting ended 17:45

Summary of actions

- Carry Forward Action: RW to inform Governors how many children have had two or more interventions
- Clerk to include the Safer Recruitment Policy on the next FGB meeting scheduled for 24th March 2022.
- Action: The Headteacher will devise a template form for reporting allegations against staff, for the SLT to use.