



Alma Park Primary School

Full Governing Body Meeting

4:30p.m. Thursday 24th March 2022

Achievement Partnership Success

Minutes

Present

| | |
|----------------------|---|
| Afshan Ahmed | Parent Governor |
| David Cooke | LA Governor (Vice-Chair) |
| Karen Houghton | Co-opted Governor (Staff) |
| Kate Hickman | Co-opted Governor |
| 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 |

In attendance:

| | |
|--------------|-----------------------|
| Kathy Crotty | Clerk |
| Heidi Wynter | Assistant Headteacher |

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. Karen Houghton leaves the school at Easter and was formally thanked for her contribution to the governing body.

2. Apologies for Absence

All Governors were present.

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

An item relating to staffing is reported in the Part 2 Confidential minutes.

Governors agreed to the temporary upgrade of a TA4 to a teacher grade for the next half term. This can be extended if needed.

5. Minutes of the meeting held 10th February 2022

Carry Forward Action: RW to inform Governors how many children have had two or more interventions

Governors agreed to this item being carried forward.

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

The LA Safer Recruitment Policy is currently under review and will be brought to Governors when updated. MCC is providing training on the 29th March and have advised section three of KSCiE (keeping children safe in education) covers the safer recruitment aspect and this procedure is to be followed until the updated policy is available.

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

This has been actioned.

6. Headteacher's Report

RIDDOR (reporting of injuries, diseases, and dangerous occurrences regulations)

A child has to attend hospital after an injury. CCTV, surfaces and staffing was checked, this was an unfortunate accident of clashing heads. The children are on the mend, the parents are happy with the school procedures followed. The staff were commended (class teacher, office staff, and first aiders) by the Headteacher. This was a serious incident.

C: Is there any review needed in relation to head injuries? The child returned to the class before it was noticed.

This was a difficult judgement as the child identified they were fine, it was 35 / 40 minutes later the cover teacher observed there was an issue. The hospital confirmed this was a freak accident.

S: Formal thanks were given to Lisa Rogerson for her actions.

Attendance Update (Staffing and children)

Q: 26 children have had holidays in term time and their families have received fines, has this affected relationships?

The Headteacher reported this does not seem to have affected relationships with the school, the fine remains a cheaper option for parents when booking holidays in term time.

Q: Has there been any covid staff absences?

In the past two weeks three staff and seven or eight children have been infected. There may be symptomless people in school. The LA supports the school in asking staff and children to not attend school if infected with Covid. Governors noted this seems a low number and it was explained this school had 130 cases in January 2022

Q: Are staff still testing using LFTs (lateral flow tests)?

Staff have been asked to test and the school takes this on trust. After the 1st April 2022, the free testing stops. The school has some tests in stock which staff can use.

Q: Do staff know this there are some available tests in school?

Yes as staff have asked for tests so they know the school has some supply.

Q: Will parents have access to tests after April?

After April tests will have to be purchased, the LA advice is to remain at home and PCR test are expected to be available.

Tina Kirwin-McGinley asked if the reception classroom could be given ventilation from a skylight in the room.

Action: Leadership to explore improved ventilation for the reception classroom.

Action: Link Governors were asked to write up the reports from meetings reviewing EAL and UNICEF.

Governors were informed the UNICEF bronze award achieved

S: Governors gave formal congratulations to Sam Howell and Anna Fenton for their progress and the attainment of the UNICEF bronze award.

Self-evaluation summary

Areas requiring improvement are reported in the Part 2 Confidential minutes.

Leadership & Management

Middle leaders are making progress and the link governor reports support this.

Q: How will the engagement with pupils and parents be enhanced?

Parents will soon be invited back into the building. All pupil responsibilities needed to be restored and the head girl and head boy have been appointed. Governors reported parents have asked for a summer fayre and there will be a PTA meeting soon.

Q: Will you be starting coffee mornings in the community room?

The school is keen to introduce new initiatives to bring parents back into school, but this needs to be staggered as Covid is still an issue. There are capacity issues as the school is introducing many changes in reading and the curriculum and the Headteacher is keen to not overload staff with changes.

Governance – succession planning

Monika Neall is a parent governor and Kate Hickman is co-opted; both retire this year. Karen Houghton leaving also creates a co-opted vacancy and Governors discussed contacting the University and the LA. Kerry Cleary can provide coaching and training for any governor who is considering volunteering for the chair position. Sam Howell is the link governor for training and governors were reminded to engage in training offered. Afshan Ahmed is considering co-chairing. Governors were asked to ask around their networks to see if there are any willing volunteers to become governors.

Action: Clerk and school to contact Ruth Bradbury regarding the governor vacancies.

7. Behaviour & Safety Update

This item was deferred until the next meeting due to lengthy discussions on other agenda items.

8. SEND statement March 2021 to March 2022 for school website

Karen Houghton presented the SEND report.

Q: EHCP percentages have not increased much, but the funding has. Are there more children with complex needs at Alma Park?

There have been more challenges for funding and the school has become better with the process. There are two HI (hearing impaired) children with physical needs.

Q: The parental request for EHCPs were declined, what is the school position?

All children in this school benefit from quality first teaching and there is nothing additional needed for these children.

Q: Is the speech and language therapist returning to the school one day a week?

Yes, this person is starting back, this person had significant impact.

S: The BSL role model was praised by the Governors.

Governors formally approved the SEND statement

9. Leadership Restructure

This is reported in Part 2 Confidential minutes

Action: The inclusion strategy to be presented to governors in the summer term for scrutiny. Governors want this weighted with some accountability.

Governors asked for this to be called "pastoral inclusion strategy"

Governors formally approved the proposal for the management restructure

10. Pupil Premium Impact Report for 2020/21

Governors formally approved the Pupil Premium Impact Report.

Q: What provision is made for pupil premium children who are doing well academically?

All children receive Quality First teaching and benefit from the CPD undertaken. Children receive interventions if relevant. Pupil premium spending aims to impact on all children in school.

C: How has Covid impeded the narrowing of the achievement gap?

There are many new initiatives, so the achievement gap continues to narrow. There is a whole school reading approach, a new reading and phonics scheme, and new ways of teaching reading. There are more targeted interventions in reading, writing and maths, for all children. Covid has impacted on achievement.

Q: Governors raised concerns about pupils who come from struggling families, poverty is getting worse.

The Headteacher informed Governors Alma Park supports families well, the SLT (senior leadership team) huddle discusses families and the support needed for children. After April the support needed is expected to increase.

C: Are staff managing providing this additional support?

There is scope to add more staff to meet the needs of children and how staff are utilised.

Eligibility for FSM (free school meals) is now reduced to a threshold of £7,000 family income, and the ring fencing is ending. The need will remain, and the spending will be used.

Q: Who delivers play therapy and how many children receive this therapy?

This report is historic until 2021. There is a trainee play therapist working with four children and is keen to do more but needs supervision. When fully qualified the case load can increase.

C: Pastoral support has the most money attached, what does this £80,000 include?

This expenditure includes learning mentors and guided support workers.

Q: Do you envisage increasing this amount?

How these people are used needs review, the learning mentors and guided support workers have been absorbed to provide more 1:1 support and the Headteacher wants them to return to working in a more responsive and dynamic way. Many therapeutic interventions are linked to specific children and the pastoral support would benefit more children.

Q: How much of this sat with Denise or with staff who are still here?

Karen Houghton outlined a summary of interventions used, **the EQE school can deliver this**. There used to be weekly meetings to look at academic support and pastoral support. The pastoral support team needs more capacity before this can be more productive.

11. Sports Premium Impact Report for 2020/21

Q: Is the plan to spend the £13,000 on lunchtime coaches ?

There will be a review of how lunchtime working might impact on TAs. The school will employ sports coaches but it has not yet been decided if this is from sports premium funding or pupil premium funding.

Governors formally approved the Sports Premium Impact Report

12. Governing Body Matters

Training attended

- David Cooke has attended training which covered the evidence required and compliance with legal responsibilities.
- Afshan Ahmed attended wellbeing training

Link Governing Reports

The following reports were uploaded onto Trust Governor in advance of the meeting.

- Safeguarding Report from Monika Neall
Safer recruitment training is being commissioned.
- Health & safety report from David Cooke
- Data Report from Kate Hickman

Proposed Governor meeting dates for 2022/23

Governors noted the proposed meeting dates for governor meetings 2022/23

13. Committee Reports

- Chairs meeting held 2nd March 2022
- Standards & Curriculum Committee held 10th March 2022
- Staffing & Budget Committee held 17th March 2022

Governors formally ratified the budget closedown for 2021/22 and approved the 2022/23 budget

Governors formally ratified approval of SFVS. This was signed by the CoG

14. Policies for review and approval

Health & Safety Policy

Governors formally approved the Health & Safety Policy subject to minor amendments

Lettings Policy

The school had received a complaint about 25th June 2021 minutes relating to lettings. This was discussed at the Staffing and Budget Committee who deferred a decision on **Governors delegated approval of the Lettings Policy to the chairs committee.**

15. Any Other Business

Governors formally thanked Karen Houghton for all her many years service to the school.

16. Dates of future meetings

Chairs: Wednesdays 9am

20th April 2022

8th June 2022

Standards and Curriculum: Thursdays 4.30pm – 6.30pm

28th April 2022

16th June 2022

Staffing and Budget: Thursdays 4.30pm – 6.30pm

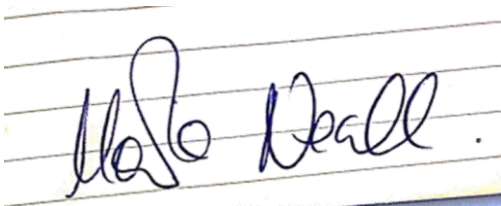
12th May 2022

23rd June 2022

Full Governing Body: Thursdays 4.30pm – 6.30pm

26th May 2022

30th June 2022



Mark Deall

Signed.....

Date: 26th May 2022

(Monika Neall Chair of Governors)

Meeting ended 19:00

Summary of actions

- Carry Forward Action: RW to inform Governors how many children have had two or more interventions
- Action: Leadership to explore improved ventilation for the reception classroom.
- Action: Link Governors were asked to write up the reports from meetings reviewing EAL and UNICEF.
- Action: Clerk and school to contact Ruth Bradbury regarding the governor vacancies.

Actions from Part 2 Confidential minutes

- Action: Headteacher to check with HR if there are contractual ramifications for offering a TA a fixed term teaching contract.
- Action: The inclusion strategy to be presented to governors in the summer term for scrutiny. Governors want this weighted with some accountability.