



Alma Park Primary School

Full Governing Body Meeting

4:30p.m. Thursday 30th June 2022

Achievement Partnership Success

Minutes

Present

Afshan Ahmed	Parent Governor
David Cooke	LA Governor (Vice-Chair)
Grace Dobson-Hughes	Co-opted Governor
Kate Hickman	Co-opted Governor
Sam Howell	Staff Governor
Fran Jones	Co-opted Governor
Khadija Kalsoom	Parent Governor
Hannah McHugh	Parent Governor
Monika Neall	Parent Governor (Chair)
Richard Williams	Headteacher

Apologies:

Tina Kirwin-McGinley	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. Formal thanks were given to Monika Neall, Kate Hickman, and Tina Kirwin-McGinley for their service to the GB and for the support given to the new leadership team.

Fran Jones was welcomed to the meeting and questions were invited. All Governors introduced themselves. Fran Jones left the meeting and Governors discussed the co-option.

Governors formally approved the co-option of Fran Jones.

2. Apologies for Absence

Apologies for absence were received and accepted from Tina Kirwin-McGinley.

3. Declarations of Non/Pecuniary Interest

Monika Neall, Hannah McHugh, Khadija Kalsoom and Fran Wood each have 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

Roles and responsibilities given arising from the Ofsted training received. It was agreed these items will be discussed in item nine.

5. Approval of Minutes of the meeting held 26th May 2022 & Matters Arising **Governors formally approved the minutes of the meeting held 26th May 2022.**

Matters Arising

Reference to critical thinking / reflective thinking to be added to the statement in the 'opening hearts and minds' sentence

This is included on today's agenda.

Ethos and Vision to be added to the agendas for autumn 1 and autumn 2

This is an action to be carried forward.

Governors to inform Mr Williams if they would like to be involved in the interview process

This was actioned

Line manager details to be included in the strategy

This has been actioned.

Mr Williams to ask HR if an Adoption Policy is available

Governors agreed to carry forward this action.

Document review section of TTG to be used to review and approve the Adoption Policy
Governors agreed to carry forward this action.

Maternity and Paternity Policy and Adoption Leave Policy review dates to be aligned

This will be carried forward when the adoption policy is reviewed

6. Approve Staffing Structure for 2022/23

Governors formally approved the staffing structure for 2022/23

7. Headteacher's (full) Report

Q: Governors asked about the FSM (free school meals) increase, is this new pupils joining the school, or changing circumstances of existing families ?

Q: There are an extra 12 pupil premium children, why is this?

Pupil premium numbers increased from 123 to 128 which seems to be new children.

Action: Headteacher to inform Governors if the increase in FSM and pupil premium numbers is due to new families joining the school or changing circumstances of existing parents.

Governors were informed more families have been invited to use the breakfast club.

Q: *What is a GLD in early years?*

This is a good level of development which refers to children who achieved the expected standard in seven areas. These are

- CL (communication and language)
- PD (physical development)
- PSED (personal, social, and emotional development)
- Literacy
- Maths
- Understanding the world
- Expressive arts and design

C: *The GLD at the end of the spring term was 48%, the target was 65%, this is a big gap compared to the national average, is this a concern?*

Governors were informed the GLD is actually now 61% and this is testament to the work of the staff in early years. If the school data is close to the 2019 data this will be investigated as the pandemic has impacted significantly on children's progress and attainment.

Two moderators from the LA have worked with the Yr6 teachers, 16% of the books were reviewed. Teachers banded the books and the moderators reviewed samples from each band. The moderators were complimentary of the Yr6 learning and assessments. The SATS assessments are expected to be available from the 5th July 2022. 55% of Yr6 children attained the expected standard in writing. These children had a good grounding prior to the pandemic, and although they missed learning, their prior foundations years were excellent. The Yr6 cohort were able to access more online learning, there is a more negative impact on the progress of younger children.

C: *The Headteachers report records tighter targeted intervention for SEND children, what is the link between the reading lead and the role of the SENDCO? Is this communication occurring?*

The Headteacher confirmed the SENDCO Anna Fenton will look at all the interventions across the school and the Assistant Headteacher will oversee this. There are two staff in the zen zone every afternoon. Evidence based programmes will be used to measure impact. Two, three, or daily interventions may be provided, there will be specific termly targets. The intention going forward is to have measurable entry and exit data. This will need to be embedded.

Q: *In the new structure who is responsible for reading across the school?*

Kathy Hughes is the director of learning and there is an Assistant Headteacher responsible for reading, as well as a subject lead (Karen Waring) with responsibility for phonics. The phonics lead will support teachers.

Q: *Will the phonics lead be responsible for EAL (English as an additional language) children?*

EAL will sit with the communication area with an Assistant Headteacher responsible.

C: Attainment is falling in some groups, will the loss of the maths lead impact on the priority of maths?

Jacky Bailey undertook an excellent job on maths to embed the Alma Park way. There is now a consistency of approach. One of the three Assistant Heads will take on leadership for maths. Maths is strength of this school, and the mastery approach is embedded. The children undertake four calculations every day.

In the Yr4 times table screening results, 75% of children attained 16 out of 25. This is a fast screen based assessment and governors were mindful some children will have the skill but not be able to process the answers in the required time.

The Headteacher informed Governors CPD is key and will continue to be available, the school is working with other schools in the cluster. The white rose mastery approach will continue to be used and the priority of maths will continue.

Q: Will the lead for maths have undertaken the Anthony Reddy training?

The decision to allocate maths responsibility will take everything into consideration. Maths was a weakness in this school and Governors are keen to maintain the current successes in this subject. The Headteacher confirmed each Assistant Headteacher will have one a day a week out of classroom to quality assure the learning process. Jacky Bailey is currently identifying the priorities for the next year.

Q: Will there be any capacity for Jackie Bailey to continue to work with the school?

Governors were reassured discussions are occurring.

Q: EHCPs (education, health and care plans) are increasing, is the SENDCO now confident to do this role without support from Karen Houghton?

There has been a successful handover, and the SENDCO has more confidence. She starts her training in October 2022 and there are links with the cluster. A local school has three trained SENDCOs who can support Anna Fenton.

Q: What is the course the SENDCO undertakes?

NASENCO (National Association for SENDCOs), this is an 18 months course. The SENDCO has TLR for this SEND responsibility and further increments may be possible.

Q: If the employer has paid for training does this tie the employee to this employment?

The clerk explained it is common for there to be a sliding scale of repayment for training which a new employer may well agree to cover.

Action: RW to check staff policies to see if a clawback of qualification costs would be required if an employee left soon after qualification.

Governors felt this is not an issue with the SENDCO who is required to be undertaking training to fulfil this role.

Q: There has been a rising number of EHCPs, why is this?

These were pending applications and all have been approved.

Q: Is the ex-Deputy Headteacher still employed as a consultant?

The school can now support the SENDCO and this consultancy is no longer needed.

Governors noted the many trips and activities that have occurred in the school. The Headteacher informed Governors there will be a map of trips showing the links to the curriculum.

Q: Will the person responsible for clubs ensure pupil premium children are targeted?

The school is just reopening the clubs, currently this will be for any child who want to attend. It was explained TA (teaching assistant) contracts are from 8.15am to 4pm giving little time to run an after school club which ends at 4.15. The school will pay overtime, but this is only £5 per club so there has been little take up. Changing the TA contract from 8.30am to 4.15 may help. Clubs cannot be cancelled as working parents rely on this provision so staffing has to be secure. The clubs at Alma Park currently are paid for and this limits which children can attend. Governors were aware having siblings in the school can present issues at collection times so suggested clubs at lunchtime might be more useful. It was agreed ideally all children should access a club over the academic year. Governors felt there may still be a gap between the free pupil premium places and those who can pay.

Action: Staffing & Budget Committee (17th November 2022) to look at subsidising club places for some families.

The school has commissioned a company called 'debatemate' for Yr5 and Yr6 children. This links to many aspects of the curriculum.

Q: Governors asked about staff wellbeing and asked what time is given for report writing? Were the reports less arduous to complete this year?

Governors were informed there were no changes to the process this year.

Governors suggested the reports are long and detailed and could be reduced.

Action: Spring two reports to be reviewed.

Questions on the SEF (self-evaluation form)

Governors noted the progress and positive developments occurring in the school. Governors stated they were pleased with the speed of change. It was initially startling to see the improvements required which is not usual for this school. Governors were informed the issues were about consistency, and this is being addressed.

Q: Governors asked about the SEF process.

It was explained the SEF is devised by the school leadership in conjunction with the school improvement partner, Liam Trippier. Attention was drawn to the new priorities. Ofsted are due before July 2023, the LA understands Ofsted inspections are between five and six terms behind the usual schedule.

Q: Are staff aware of this latest SEF?

Yes all staff were informed in summer one and there were mixed reactions from the staff. The Headteacher reported there is an appetite for change, but change is a challenge, and this has to occur quickly. The curriculum is developing well.

Q: Should the progress made be shared with staff?

This will be shared with staff at the next staff meeting.

Q: EYFS requires improvement, Governors asked about the teacher in EYFS.

The clerk advised this was not the forum for discussion about individual or identifiable staff. Governors were informed the QA from the LA, Susan Walsh, is visiting the school this Monday for a deep dive in EYFS. This area has improved, and the nursery has improved.

C: How do you avoid decline when there is a teacher absent?

Only the nursery area has one teacher, other year groups have two teachers. There is one teacher supported by TAs as there are only 39 children in the nursery.

Q: Governors asked when they would see the report from Susan Walsh.

Action: RW to share the report on early years provision from Susan Walsh.

Governors asked if they would be invited to attend and the Headteacher will seek clarification. The governor role was explained, and governors will be invited if the QA

agrees. The school works with EY2P which is a specialist company, and the school is currently working with Ruth Levy from the LA.

C: Has the current staffing improved in early years, there is a TA4 paid as a teacher?

There are five members of staff who have excellent relationships with the children, but the absent teacher is more experienced.

C: The Liam Trippier report includes in the agreed priorities reference to staff induction, can governor induction be included?

It was agreed new Governors will be included in the induction.

S: Governors noted the excellent report and formally thanked the Headteacher.

It was explained the Headteachers report is written with the senior leadership team.

8. Behaviour & Safety Update (within Headteacher's Report)

There have been no exclusions since the last meeting, two incidents of homophobic language in Yr3 and two incidents of cyber bullying comments. These incidents were resolved, and parents were informed.

9. Governance issues

GB vacancies update

There remains one vacancy this term for a co-opted governor and there are two vacancies from September 2022. One of the September vacancies is for a parent governor and an election may be needed.

Action: School to ask for nominations for the parent governor vacancy in September 2022.

Michael Coates has met with the Head and CoG (Chair of Governors) and they recommended his co-option.

Governors formally accepted the recommendation to co-opt Michael Coates

The LA have recommended Sameed Rezayan as a co-opted Governor, he has worked as a TA and works with disaffected groups via 'Football Without Borders'. The head and chair will meet with him and send a recommendation. The LA has undertaken the safeguarding checks and have provided training.

Action: Headteacher and CoG to decide on the application from Sameed Rezayan for the co-opted governor vacancy.

Link Governor Reports

A report was submitted from Hannah McHugh who visited to school to monitor the Math provision.

Training undertaken

Governors were reminded to upload any training on their Trust Governor profile. (Governor tab /my profile / edit training record on the left hand column).

Ofsted readiness training occurred on Tuesday 28th June 2022. This training identified roles and responsibilities needed on the GB (governing body). Previous inspections have noted the triangulation of the link governor role with challenges recorded in the meeting minutes. The clerk stressed the need for link governor monitoring reports now

that schools are opened up. Ruth Bradbury from the LA governor services has offered to attend a meeting to offer training on the role of the governor.

The clerk asked governors complete the self-evaluation on Trust Governor before the first meeting of the new academic year. (governor tab / self-assessment governance / sel-review is on the left hand column)

Sam Howell is the link Governor for training and will arrange governor training sessions.

Committee membership 2022/23

The new governors will be invited to both committees at the start.

Curriculum & Standards Committee: Sam Howell; Khadija Kalsoom; Hannah McHugh (chair); Richard Williams.

Staffing & Budget Committee: Afshan Ahmed; David Cooke; Grace Dobson-Hughes; Richard Williams

10. Committee Minutes

- Chairs 8th June 2022
- Curriculum and Standards held 16th June 2022
- Staffing & Budget Committee held 23rd June 2022 – the minutes were not available for this meeting.

11. Policies for review and approval / ratification

Protocol for Dealing with Aggressive Parents/Carers/Visitors

There will be a parent version explaining the zero-tolerance approach to be shared on the school website.

Q: Do office staff feel comfortable with this protocol?

Yes, the office staff have been consulted.

Governors acknowledged relationships with parents have been affected by the pandemic and increasing levels of poverty in the local community is affecting behaviours. The school is opening up again with reading mornings and year group assemblies and relationships with parents will be improving.

Governors asked for an amendment to enable staff to end a call if they are receiving abuse. Governors felt an in-person meeting might not always be appropriate. Governors asked for this protocol to linked to the Lone Working Policy.

Governors formally approved the Protocol for Dealing with Aggressive Parents/Carers/Visitors subject to changes agreed.

12. Any Other Business

Governors were invited to Station South on the 14th July for a leaving do for the retiring governors and it was agreed to book the venue from 6pm.

13. Dates of 2022/23 meetings

Chairs: Wednesdays 9am

- 21st September 2022
- 18th January 2023
- 19th April 2023

Standards and Curriculum: Thursdays 4.30pm – 6.30pm


- 10th November 2022
- 9th March 2023
- 8th June 2023

Staffing and Budget: Thursdays 4.30pm – 6.30pm

- 17th November 2022
- 2nd February 2023
- 16th March 2023
- 15th June 2023

Full Governing Body: Thursdays 4.30pm – 6.30pm

- 29th September 2022
- 1st December 2022
- 23rd March 2023 (Budget closedown)
- 22nd June 2023



A handwritten signature in blue ink on lined paper, reading "D Cooke". The signature is written in a cursive style and is underlined with a single blue stroke.

Signed.....

Date: 29th September 2022

(David Cooke - Vice Chair of Governors)

Meeting ended 18:40

Summary of actions

- C/F action: RW to ask HR if an Adoption Policy is available. The document review section of TTG to be used to review and approve the Adoption Policy
- Action: RW to inform Governors if the increase in FSM and pupil premium numbers is due to new families joining the school or changing circumstances of existing parents.
- Action: RW to check staff policies to see if a clawback of qualification costs would be required if an employee left soon after qualification.
- Action: Staffing & Budget Committee (17th November 2022) to look at subsidising club places for some families.
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