



**Alma Park Primary School**  
**Full Governing Body Meeting**  
**4:30p.m. Thursday 29<sup>th</sup> September 2022**  
**Achievement Partnership Success**  
**Minutes**

**Present**

Afshan Ahmed	Parent Governor
Michael Coates	Co-opted Governor
David Cooke	LA Governor
Grace Dobson-Hughes	Co-opted Governor
Sam Howell	Staff Governor
Fran Jones	Co-opted Governor
Khadija Kalsoom	Parent Governor
Hannah McHugh	Parent Governor
Richard Williams	Headteacher
<i>Vacancy</i>	<i>Parent Governor</i>
<i>Vacancy</i>	<i>Co-opted Governor</i>
<i>Vacancy</i>	<i>Co-opted Governor</i>

**Apologies:**

Sameed Rezayan	Co-opted Governor
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**In attendance:**

Kathy Crotty	Clerk
Kathy Hughes	Deputy 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**

David Cooke welcomed Governors to the meeting. Michael Coates was welcomed to his first meeting and will join the Curriculum & Standards committee. All Governors introduced themselves.

The issue of the chair was discussed in detail and all governors present for various reasons felt not able to stand for chair of governors. The headteacher reported in his first year of office the previous chair gave much support, but he has now grown into the role. He has much support from many other professionals including Liam Trippier; the LA SSQA (senior school quality assurance officer); and other heads, as well as Sonia

Schofield the senior SSQA. The Ofsted working group will embed collective responsibility and a collegiate way of working.

## 2. Apologies for Absence

Apologies for absence were received and accepted from Sameed Rezayan.

## 3. Elections

### Election of Chair of Governors

There was one nomination for chair for Michael Coates

**Michael Coates was duly elected as Chair of the Governing Body until the first Governing Body meeting of the next academic year (Autumn Term 2023)**

### Election of Vice-Chair of Governors

**David Cooke was duly elected as Vice Chair of the Governing Body until the first Governing Body meeting of the next academic year (Autumn Term 2023)**

### Election of Chair of Staffing, Budget, and Premises Committee

**Governors agreed to change the name of this committee to include premises**

**Afshan Ahmed was duly elected as Chair of the Staffing, Budget, and Premises Committee until the first Governing Body meeting of the next academic year (Autumn Term 2023)**

### Election of Vice-Chair of Staffing & Budget Committee

**Grace Dobson - Hughes was duly elected as Vice Chair of the Staffing, Budget, and Premises Committee until the first Governing Body meeting of the next academic year (Autumn Term 2023)**

### Election of Chair of the Quality of Education Committee

**Governors agreed to change the name of the Curriculum and Standards Committee to Quality of Education Committee**

**Hannah McHugh was duly elected as Chair of the Quality of Education Committee until the first Governing Body meeting of the next academic year (Autumn Term 2023.)**

### Election of Vice-Chair of the Quality of Education Committee

**Fran Wood was duly elected as Vice Chair of the Quality of Education Committee until the first Governing Body meeting of the next academic year (Autumn Term 2023)**

## 4. Declarations of Non/Pecuniary Interest

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.

## 5. Items of any other business

Confidential Staffing matters  
Disciplinary appeal panel

## 6. Approval of Minutes of last meeting held 30<sup>th</sup> June 2022 & matters arising The minutes of the meeting held 30<sup>th</sup> June 2022 were approved as an accurate record.

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

One Education have a policy only for teachers and are writing one for support staff. This action is to carry forward.

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.

The increase in FSM (free school meals) is from new families joining the school. The eligibility criteria however will lead to reducing numbers of families. This can also impact on school meals provision.

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

There is no policy covering CPD expenditure.

### **Action: Clerk to explore policy / procedure to reclaim CPD costs if a staff member leaves the school soon after training.**

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

The clerk will include this on the agenda.

Action: Spring two reports to be reviewed. This related to the reports for parents to see if they could be condensed.

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

This has been uploaded onto TG today. The Headteacher gave formal thanks to the hard work by the staff in this area.

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

This process will start soon. There is one parent vacancy.

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

This was recommended and Governors formally approved his co-option.

## 7. Agree Terms of Reference of all committees

Governors agreed to change the names of committees (see agenda item 3). Each committee has a quorum of three of which two must not be school staff.

**C: Governors who attend the Steering and Chairs Committee, noted the last meeting was a short meeting and asked is the ToR relevant?**

The clerk advised the ToR states: “ If the Governing Body decides not to have this committee it is suggested that these terms of reference are of such importance they should be transferred to the Governing Body”.

The clerk reported committees have delegated powers so all areas not being addressed in the committees would revert back to the FGB.

**Governors formally agreed to integrate the Chairs ToR with the GB ToR**  
**Governors formally approved the revised Terms of Reference for all committees**

## 8. Agree committee membership

Governors agreed the following committee membership:

Staffing & Budget, Premises	Quality of Education	Pay Committee
Afshan Ahmed	Hannah McHugh	Michael Coates
Grace Dobson-Hughes	Sam Howell	Afshan Ahmed
David Cooke	Khadija Kalsoom	Nominated governor
Sameed Rezayan	Fran Jones	

Sameed Rezayan and Michael Coates have been invited to SB&P and QE committees this term to familiarise with the business.

**Action: Clerk to contact Sameed Rezayan to ascertain confirmation of joining the SB&P Committee.**

### **Q: What is the Pay Committee remit?**

The Pay Committee reviews appraisal and recommendations for pay progression for staff. This committee also monitors the staff who may be at risk of not meeting expected targets to ensure appropriate support is given.

The HTPM (Headteachers performance management) panel comprises the CoG (chair of governors) and one other governor. This panel also includes an external person from the LA.

## 9. Link governor roles for 2022/23

### Link Governor Roles

### **C: Why are you recommending removing UNICEF from the link governor monitoring?**

Significant progress has been made in this area, and it is now going to move within the Personal Development section of the School Development plan alongside improving the ‘cultural capital’ of the pupils. There are other priorities such as reading (Phonics) and the writing results which are both below the national for KS2 which will need a link governor to quality assure the work.

### **Q: Are these monitoring areas integrated into English?**

The recommendation is to separate them this year.

### **Q: What is SCR?**

This is the Single Central Record and is the safeguarding document that keeps a record of all DBS (disclosure, barring services) checks for staff.

### **Q: What do you do as a link governor?**

Governors explained the link governor will monitor and identify strengths and weaknesses and advocate for the subject.

**Action: Clerk to send the link governor proforma.**

**Action: All governors to access the The Key and inform the Headteacher if there are issues.**

**Governors agreed the following Link Governor roles 2022/23**

<b>Area of Responsibility</b>	<b>Governor</b>	<b>Staff member</b>
Safeguarding / SCR / Attendance	Khadija Kalsoom	Richard Williams
SEND & Our Children ( <i>looked after children</i> )	Hannah McHugh	Anna Fenton
Health and Safety / premises checks	David Cooke	Richard Williams/Anne Smyth
Inclusion (EAL) & Equality / wellbeing	Afshan Ahmed	Richard
EYFS	Grace Dobson Hughes	Kathy Hughes
Pupil Premium	Grace Dobson	Richard Williams
Foundation Subjects / wider curriculum	Michael Coates	Danny Bullivant +1 TBC
Writing	Sameed Rezayan	Kathryn Solley
English - Reading/phonics/	Fran Jones	Heidi Wynter/Karen Waring
Maths	Hannah McHugh	Steve Mason
Governor Training & Support	Sam Howell	Richard Williams / Anne Smythe

Havin a Link Governor for sustainability was discussed and it was agreed due to staff capacity this is not area for governors to monitor at this stage.

**10. Headteacher report**

Admissions

There are 470 children on roll, the school PAN (published admission number) is 472. The school has HI (hearing impaired) children who are included in the numbers on roll but do not count in the PAN so there are 14 spaces and this impacts on the budget. There are 60 children in reception and 44 children in the nursery. The number of pupil premium children are approximately in line with last year.

Attendance

Attendance good at 95.5% which is close to pre-pandemic levels. The PA (persistent absence) is higher than 2019.

SEND

**Q: Have you got the staffing needed to cope with one child?**

One child is finding the transition to Yr1 difficult. The parents do not want a specialist setting, at times, there are two adults for this one child.

Behaviour and safety

The school has now moved to staggered breaks and lunches and this is working well. This was in response to pupil voice and an incident which happened last year.

### Premises

Much work has been undertaken over the summer. It was noted the speed of the work was slow.

There was a gas leak in the infant playground over the holidays. This was noticed by a member of the community. The gas board had difficulty finding the leak, but this is resolved now.

### School Development Plan

The final SDP for 2021/22 was shared in advance of the meeting

#### **Q: *Governors asked for an update on energy costs?***

The budget allocated is usually £20,000 per year this year the school has committed £60,000.

#### **C: *Governors asked how the changes to TA working practices were received?***

The Headteacher reported there were mixed reviews. It was explained to TAs the children's voice was the driver for this, some staff have struggled being outside at break times and lunchtimes and some TAs have enjoyed this. There have been 0 behaviour issues from break and lunch which is very positive. There are now more adults with the children and more space for the children to access.

Governors reported there were some issues about enough time to eat. The school wanted to move away from children eating dinner on the floor outside and some children still want to rush out after their packed lunch to play football. The school is now opening the community block to create more indoor space.

#### **C: *The funding for the coach at lunchtime needs to be accounted for, the same children cannot have access to the community room every day as they need some outdoor time. How will you manage this?***

The year groups are rotated each day so that they access the Community block every other day. The girls only sport is now up and running. There is the climbing frame, the trim trail, and the orchard. Girls are playing accessing hockey and cricket on the main playground.

#### **Q: *Is the uptake in the girls playground increasing?***

Not at first, specific initiatives have been introduced such as tennis, football and girls have been encouraged to try different activities. Barriers are being broken down.

#### **Q: *How many staff are involved?***

There is a teaching sports coach and a TA.

#### **Q: *Do the boys understand this one day allocated for girls only?***

The Headteacher understands the TAs have explained this to the boys. The boys may not agree but they must get used to this change. There have been some mistakes and misunderstandings which have now been resolved.

#### **S: *Governors welcomed the opportunity for girls to develop confidence in sports.***

Girls welcomed the school making space for girls to develop skills. If no girls are playing in the playground, the space remains empty until this is embedded.

#### **S: *Governors congratulated the school for the many initiatives to improve activities during break times.***

## 11. Curriculum Update

Changes to PPA (planning, preparation, and assessment) arrangements will be reviewed by the curriculum committee on the 10<sup>th</sup> November 2022. Governors asked the Headteacher to ensure action plans for curriculum leads are checked to ensure the statutory time allocated for each subject is being done

## 12. Link governor reports

Data report from Kate Hickman. This report was shared in advance of the meeting.

### **Q: Is disadvantaged the same as pupil premium?**

Pupil Premium is disadvantaged measured by FSM and includes 'Our Children' (also referred to as looked after children and previously looked after children including adopted children. Pupil premium is also awarded to children from service families.

## 13 Governing Body matters

### 13.1 Completion of declarations on TG

The clerk confirmed all Governors have updated their Non/Pecuniary Interests and Governor Eligibility declarations. Governors have also confirmed they have read and understood Prevent duties and safeguarding / KCSiE (Keeping Children Safe in Education)

### 13.2 Training undertaken

The clerk reported all governors now have to complete safeguarding training; some governors may only need to undertake update training. The school is subscribed to The Key and this course was recommended, along with the NGA (National Governors Association).

Sam Howell has completed safeguarding training this academic year

**Action: Clerk to share details of free online training courses in safeguarding.**

## 14. Policies for Review & Approval

### Safeguarding Policy

Governors noted and welcomed the reference to appropriate adults. This is an MCC policy.

### **Q: Governors asked about the page three diagram, is there timescales?**

There are no timescales as action is needed immediately, at the point of concern. Once an issue is known the school is then responsible.

**It was agreed to add "immediate" to the information in the policy**

**Governors formally adopted the amended Safeguarding Policy**

### Safer Recruitment Policy

This is a One Education Policy

**Governors formally adopted the Safer Recruitment Policy**

### Charging Policy

There have been no changes since the last approval.

### **Q: Is the school taking children to Ghyll Head?**

This will be next year.

**Governors formally approved the Charging Policy**

## 15. Establishing an OFSTED working group

The school is in the Ofsted window and the working group will include the link governors for curriculum areas. Sam Howell volunteered to attend to focus on staff wellbeing. The meetings will be once every half term or monthly. The inspection will be triangulating information and it is important are aware

The SDP for this year identifies the following priorities

- Reading
- Phonics KS1
- Writing KS2
- British values & promoting positive behaviour strategy
- Develop cultural capital and embedding Rights, Respecting.
- Leadership and management including of the curriculum
- EYFS

### **C: Where is closing the attainment gap?**

This will be included within phonics to ensure all pupils reach the national averages. Writing and reading are below national averages, and this affects disadvantaged children and boys.

### **Q: Will the pandemic be taken into account?**

No, as this impacted on all schools and is reflected in the national averages.

### **C: Could disadvantaged boys attend the breakfast club for extra reading?**

There are different strategies to support reading and writing. Grammar exercises often do not impact on writing. Children using mobile phones impacts on the ability to write. The writing assessment is complex and harder. Children can write best from their experiences and what they have read. (Maths is more right or wrong). In English the children are expected to write in many different genres. The school is developing life skills, there will be a trip each term and this will link to the curriculum. These broader experiences will develop cultural capital and should enable children to improve their writing content.

Attendance remains a focus.

**Governors agreed the Ofsted working group will comprise Afshan Ahmed; David Cooke; Grace Dobson-Hughes; Sam Howell; Fran Jones; and Hannah McHugh.**

## 16. Any Other Business

Ethos and vision statement has been shared with Governors.

Confidential items are recorded in the Part 2 Confidential minutes.

The Headteacher will contact individual governors to form a disciplinary appeal panel.

## 17. Dates of future meetings

### **Chairs: Wednesdays 9am**

- 18<sup>th</sup> January 2023
- 19<sup>th</sup> April 2023

### **Quality of Education Committee: Thursdays 4.30pm – 6.30pm**

- 10<sup>th</sup> November 2022
- 9<sup>th</sup> March 2023



- 8<sup>th</sup> June 2023

**Staffing, Budget & Premises Committee: 4.30pm – 6.30pm**

- Thursday 17<sup>th</sup> November 2022
- Thursday 2<sup>nd</sup> February 2023
- Thursday 16<sup>th</sup> March 2023
- Wednesday 3<sup>rd</sup> May 2023
- Thursday 15<sup>th</sup> June 2023

**Full Governing Body: Thursdays 4.30pm – 6.30pm**

- 1<sup>st</sup> December 2022
- 23<sup>rd</sup> March 2023 (Budget closedown)
- 22<sup>nd</sup> June 2023

Signed..... Date: .....

*(Michael Coates - Chair of Governors)*

*Meeting ended 18:30*

**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: Clerk to explore policy / procedure to reclaim CPD costs if a staff member leaves the school soon after training. *This has been actioned, example of training agreement was sent to the Headteacher 30.09.22 and uploaded onto TG*
- Action: Clerk to contact Sameed Rezayan to ascertain confirmation of joining the SB&P Committee. *This has been actioned.*
- Action: Clerk to send the link governor proforma. *This has been actioned.*
- Action: All governors to access the The Key and inform the Headteacher if there are issues.
- Action: Clerk to share details of free online training courses in safeguarding. *This has been actioned.*
- Action: School to review the policy for accessing school funding for training. *(This links to the item exploring a training agreement)*