



Achievement Partnership Success
Full Governing Body Meeting
Thursday 22nd June 2023 at 4.30pm
Minutes

Present

| | |
|------------------|-----------------------------------------|
| Afshan Ahmed | Parent Governor |
| Michael Coates | Co-opted Governor |
| David Cooke | LA Governor – Vice Chair |
| Sam Howell | Staff Governor |
| Fran Jones | Co-opted Governor |
| Khadija Kalsoom | Parent Governor |
| Hannah McHugh | Parent Governor |
| Steve Parkinson | Parent Governor |
| Sameed Rezayan | Co-opted Governor (<i>from 17:30</i>) |
| Richard Williams | Headteacher |
| <i>Vacancy</i> | <i>Co-opted Governor</i> |
| <i>Vacancy</i> | <i>Co-opted Governor</i> |

Apologies

| | |
|---------------------|-------------------|
| Grace Dobson-Hughes | Co-opted Governor |
|---------------------|-------------------|

In attendance:

| | |
|--------------|--------------------|
| Kathy Crotty | Clerk |
| Kathy Hughes | Deputy Headteacher |

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

Michael Coates welcomed all Governors to the meeting.

2. Apologies for Absence

Apologies were received and accepted from Grace Dobson-Hughes.

3. Declarations of Non/Pecuniary Interest

Khadija Kalsoom and Fran Jones each have one child in the school. Afshan Ahmed and Steve Parkinson each have two children in the school.

Hannah McHugh works for a company that provides Educational Psychology services.

4. Items of any other business

Trips, Assistant Headteacher role for nursery, and one confidential item.

5. Minutes of last meeting held 23rd March 2023 & matters arising

The minutes of the meeting held 23rd March 2023 were approved as an accurate record.

Matters Arising

C/F Action: Headteacher to bring data to the next meeting of the gender pattern of engagement in the after school activities.

Kathy Hughes shared the information.

In sport clubs:

Y1 and Yr2 42% of girls and 58% of boys were engaging,

In Yr3 47% girls and 53% boys.

In Yr4 30% girls and 70% boys.

In Yr5 28% of girls and 72% of boys.

In Yr6 52% girls and 48% boys.

Overall, in sports clubs 42% girls and 58% boys were engaging.

In music clubs:

Yr4 50% girls and 50% boys were engaging.

In Yr5 64% girls and 36% boys.

In Yr6 100% girls.

Overall, there was 68% of girls engaging and 32% of boys. Previously there were more boys attending the clubs which were paid for, and the free provision has improved girls attendance.

Q: Has the socio-economic patterns of attendance changed?

Pupil premium children were targeted for attendance. Older girls are more concerned about their body image.

Governors discussed coaches provided after school clubs and non-sport activities. The Headteacher will use pupil voice to decide the activities.

6. Ofsted Report Feedback from QoE

The chair of this committee Hannah McHugh related the discussion from this committee. This was a positive Ofsted inspection with positive comments not highlighted in the report including maths and SEND. The main points for improvement were the foundation curriculum which had more areas that were well developed than others. Professional development and the use of assessments to plug gaps. The school leadership were aware of these areas of development. There will be three subjects for focus each year and there will be CPD for staff in these areas, in four years when the next inspection is due, all subjects will have been covered.

Governors can support staff via the link governor role, governors can come into school again.

Q: Was all observed teaching good?

Some observations had less than good teaching which reflected a CPD need, this was not a capability issue but a training issue. PE, Art, and History is the focus for next year.

Q: Why are reading and early years priorities?

These were areas identified as areas for development.

The Headteacher formally thanked the GB for their support and praised the staff for their efforts with the curriculum. The school has a new leadership team and Governors formally thanked the staff for an excellent inspection report.

7. Headteacher report

Premises Update

The cheapest quote for replacement laptops was from One Education at £7,585.37 so the school will purchase from this provider. The recommendation is to purchase the new wireless from One Education as this was the cheapest quote at £19,577.50. Upgrade Options Ltd quoted £39,933.58. Computeam did not want to bid against One Education so did not offer a price. One Education is used for IT so came in cheaper. (One Education was once the LA provision). The recommendation therefore is for One Education.

Governors formally approved the IT upgrade with One Education at a cost of £19,577.50

Q: The Headteacher report states you have commissioned a feasibility report on improvements needed. Is this list a list of priorities or a list of all improvements needed?

Earl Kendrick Project and Building Consultancy have been asked to produce a feasibility study with costs for the improvements within school, this includes the costs of a new library, MUGA, and toilets in KS2 area. This list of improvements will be in placed in order of priority and will be subject to the budget available. The aim is for the library to become an adventure space and to be used by the community for example for ESOL (English for speakers of other languages) classes. The aim is to move girls toilets to use the space more efficiently and this would release more intervention space for counselling. Lucy Hand counsels one day a week, she is currently based in cloud nine. The SENDCO office could be in cloud nine. The current toilet position creates a safeguarding issue, the children have to come into the building to use the toilet, there could be a door from the playground in the new design of the toilets.

Q: Are these needing fundraising targets?

Possibly, the Headteacher met with PTA to look at yearly improvements. In the new academic year there aims to be a focus on eco initiatives and the PTA can work with the school on composting, recycling, and growing food in the school. These are huge projects, and the PTA can support the school. Some of these projects can be funded from the school budget surplus £250,000 but there is a projected in-year projected deficit for 2023/24.

C: Does this mean if staff leave they will not be replaced?

No, there is a TA for every class in the budget, the TAs are working differently. Future investments will be on evidenced based interventions.

Q: are you expecting more SEND children in the school?

Currently there are three children who are non-verbal. The Zen Zone provision is for Yr1 to Yr3 children and this is in the mornings. There may be some early years children whose needs are not yet known and there are some children needing assessments. A provision called Acorns is being established for reintegration timetables for children who are non-verbal.

Q: Who is the Assistant SENDCO?

Jo Young is the assistant SENDCO and she is a TA4.

C: Where will the teaching come from? Governors raised the issue of SEND children needing specialist teacher input.

There is a teacher and the deputy headteacher works with the children. Governors were mindful these children did benefit from teachings.

Q: Are you concerned about the recent media reports of rising numbers of SEND children yet many TAs are leaving the profession?

The TAs who have left this school are now working closer to their home. This school was able to move other TAs into these positions, there are no children missing out. Another TA in Yr5 will be resigning to take up a new post near her house. The school will use a supply TA first, and this might be able to be recruited.

Q: Are you concerned about the early developmental issues?

Yes, Manchester has no spaces in special schools, Governors shared knowledge about there being a shortage of van drivers bringing children to the school so more families might be choosing mainstream schools nearer to home. The school is funding taxis for asylum seeker children who are SEND as these families have no recourse to public funds.

Finance Update

The Headteacher reported included budget figures for the following: £100,000 for a MUGA (Multi Use Games Area) this has been previously discussed at Governors meetings as part of the SIP; £50,000 to continue with the refurbishment of whole school to include decorating and improvements. £30,000 has been included in this year's IT spend to improve equipment for staff and hopefully upgrading of wireless connectivity around school. The budget included £20,000 to continue to replace furniture for classrooms. The school has received a quote from MPS at a cost of £15,255.80 for new furniture for all KS1 classrooms.

Q: Are these anti-rock chairs?

That is the design of this furniture.

Governors approved the expenditure of £15,255.80 for KS1 furniture.

The school has also ordered new chairs for the reception area.

Q: When you remove the computing suite, how will computing be taught?

The school has purchased new laptops, all hardware will be fit for purpose, the existing hardware is over ten years old.

There were no questions on the Headteachers report of SATS; attendance; progress towards the SIP (school improvement plan).

8. Behaviour and Safety Update

At the end of summer one there were 55 pupils receiving SEND support, 20 pupils have an EHCP (education, health, and care plan). There are two live child protection cases, no live early help and no children who are looked after. The Headteachers report identifies no three racist incidents in Yr6 but no new incidents.

Governors asked for the Behaviour Policy to be reviewed and the Headteacher confirmed this will be included in the SIP.

Attention was drawn to attendance and punctuality. The school attendance is 6th best out of 143 Manchester school and the school received a certificate from FFT (Fischer Family Trust) for being in the top 25% of schools nationally for attendance. PA (persistent absence) is good in this school compared to local and national averages.

9. Approval of staffing structure 2023/24

The chair gave the background context about the Assistant Head appointment for EYFS. The Headteacher had proposed there is a new Assistant Head for EYFS at a previous staffing and budget committee and this was discussed further at the chairs meeting. A paper was shared in advance of the meeting. This proposal is for this to be an internal appointment. The staffing and budget committee held on the 15th June 2023 have agreed for this post and governors were asked to ratify this decision.

C: Governors asked if this is not an external appointment how does this meet the ethos of equal opportunities?

Other Governors explained an internal advertisement is perfectly normal as long as this is a fair and open process. This is internal because there is not an external teacher position in the budget. There are three people working in early years. There were five people who could apply.

Q: How many did apply?

One person has applied.

Q: If this person does not meet the criteria will they be appointed?

No, the person must meet the criteria outlined in the recruitment process.

C: What would be the next step if this person is not appointable?

The school would keep the current structure as the budget does not have a vacancy for an external post.

Q: Why did the staffing and budget committee approve this decision?

The decision was reviewed and approved for the reasons outlined in the paper provided by the Headteacher.

Q: How many hours of assistant head time do the people have compared to the previous structure?

Previously there were three Assistant Heads who taught 0.5 of the week and had 0.5 remission for management duties (2.5 days on each). This is equivalent to 7.5 days per week. This new structure has four Assistant Heads who each have 1.5 days management time and this is a total of six days per week. There were years when Assistant Heads taught less. The overall time for management duties is similar.

Governors formally ratified the decision to approve the revised staffing structure for 2023/24

10. Governing Body Matters

Hannah McHugh term of office ends

Governors gave formal thanks to Hannah McHugh for the contributions to governance at Alma Park.

Fran Jones will take this role of chair of QE until the September election.

Reconstitution proposal

The chair and Headteacher have met with Ruth Bradbury at Manchester Governance Services to discuss governance at this school. The IoG (instrument of governance) identifies 13 governors which is more than most schools. The clerk explained most schools follow the recommendation for 12 governors and the Headteacher reported many primary

schools are smaller than this. Governors proposed to remove the parent vacancy arising from Hannah McHugh's term of office ending, from the structure. However, one parent has asked about joining the GB and the proposal is to co-opt this person. This parent is a vice principal at a local high school and would bring invaluable experience. There was also an intention to contact large financial companies who do release staff for community work as it was felt finance was an area which governors tend to be less confident with. Governors also raised the Manchester University scheme and this school has benefitted with governors from this scheme in the past.

Q: What are the pros and cons of reducing the size of the GB?

Time is spent on recruitment and parent elections, the previous chair worked very hard last year filling vacancies.

Governors discussed the opportunity to improve diversity on this GB. Ruth Bradbury from Manchester Governor Services has been very proactive and supportive.

The current loG specifies four parent governors; one LA governor; one staff governor; one headteacher and six coopted governors.

Action: Governors agreed to discuss reducing the GB from 13 to 12 removing one parent governor at the September meeting.

Link Governor Reports

Michael Coates has uploaded the link governor for foundation subjects carried out in January 2023.

Action: Clerk to find out why governors have access denied to visits/reports on TG

Update of training undertaken by Governors

KCSiE (Keeping children safe in education) has been updated. There are updated checks with internet access.

Action: Headteacher to include all governors to the staff INSET update training on safeguarding in September 2023 which is undertaken online with the National College.

11. Policies for Governor Approval

Public Sector Equality Duty

C: The ethos is important, Governors praised the aim for the workforce to reflect the community, can you articulate an ambition to reflect the community more?

C: The priorities were arrived at by talking to the community, how does the school explore what inclusivity means?

The Headteacher acknowledged the current diversity of the workforce is insufficient. When recruiting ECTs there was an effort, but all people of colour attained jobs elsewhere. The curriculum does not yet adequately reflect the South Asian culture so the writing lead will be asked to speak to parents to look at the genres used for writing. "Not about me without me" is important. The Headteacher would like embed equality issues further so the need for Black History Month diminishes as this is all the time. The staff have been on a journey of change, and now staff will be asked to try to better integrate aspects from the school community and the local community. An action plan is needed.

Class assemblies and year group assemblies are now occurring. There are many religious beliefs across the school and there are children who are not religious. Girls in sport is key. Challenging gender stereotypes has been embedded into the curriculum.

Action: Clerk to ensure the link governor list approved at the first meeting of the academic year includes a PSED link Governor.

Governors explained some of the issues about celebrating EID and governors present were mindful there can be some subtle misconceptions. Governors were aware some schools openly fast and this includes non-Muslim children. The school will be closing this week for one day for EID celebrations.

Governors formally approved the PSED Policy

SEND Policy

Hannah McHugh was the link governor for SEND and will be replaced at the next meeting.

Governors formally approved the SEND Policy

Accessibility Plan

Governors formally approved the Accessibility Plan

Injuries Protocols

Governors formally approved the Injuries Protocols

Medicine & Medical Needs

Governors formally approved the Medicine & Medical Needs Policy

12. Governors agreed the following dates for the 2023/24 meetings

| Autumn term | Date | Agenda |
|--------------------|-------------|---------------------------------------------------------------------------|
| FGB | 28/09/2023 | Governor admin / SATS data / SIP update |
| SB&P | 19/10/2023 | Start of year |
| Pay Committee | 19/10/2023 | |
| QoE | 09/11/2023 | Subject focus |
| SB&P | 30/11/202 | P6 monitoring |
| FGB | 07/12/2023 | SIP Priorities /autumn progress / pupil premium and sports premium / SEND |
| Spring term | | |
| SB&P | 08/02/2024 | P9 monitoring |
| QoE | 07/03/2024 | Subject focus |
| FGB | 21/03/2024 | Spring term progress / SIP progress |
| Summer term | | |

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|------|------------|----------------------------------|
| SB&P | 25/04/2024 | P12 Budget closedown |
| QoE | 02/05/2024 | Subject focus |
| SB&P | 20/06/2024 | 2024/25 budget |
| FGB | 04/07/2024 | Review of SATS / plans for 24/25 |

13. Items of Any Other Business

Staffing

There was one item discussed recorded in the confidential part two minutes.

Approval of trips and visits

Q: Governors asked if trips and visits will be supported from the school budget this year?

There are no changes and there was £10,000 in the 2022/23 budget, of which £8,000 was spent. There is an allocation of £10,000 for trips and visits in the 2023/24 budget.

Q: Do you use coaches as the costs have risen significantly?

Staff try to use public transport as this develops the skills of children and the costs are now reduced to £2.

Q: Can you include parent contributions when organising trips?

This year the school asked for a voluntary contribution for the cost of trip and could ask for voluntary contributions for transport. Parents felt it was not always clear. Governors were informed legally the school cannot charge and welcomes voluntary contributions. Governors were informed trips must link to the area of learning.

Questions relating to the staffing and budget committee minutes

C: Have you considered the investment of an Assistant Headteacher for the nursery can be an investment on children who might go to other schools are reception. EYFS is an area for development.

Q: What is the uptake of ebooks and is the school still paying for these?

The leadership are reviewing the different communication strategies for books with parents, there has been some slippage.

14. Policies for Governor Information

Contenance and Intimate Care
Educational visits policy
Educational Visits Guidance

15. Committee Minutes (for information)

Staffing, Budget & Premises held 16th March 2023 & 15th June 2023
QE held 9th March 2023

16. Academisation Update

Governors were informed there was no new information to report on this agenda item.

18. Vision & Values Update

There were no questions on this agenda item.

Meeting ended 18:20

Signed: *Michael Coates*

Date: *28th September 2023*

Summary of actions

- Action: Governors agreed to discuss reducing the GB from 13 to 12 removing one parent governor at the September meeting.
- Action: Clerk to find out why governors have access denied to visits/reports on TG (System administrator was emailed 23.06.23)
- Action: Headteacher to include all governors to the staff INSET update training on safeguarding in September 2023 which is undertaken online with the National College.
- Action: Clerk to ensure the link governor list approved at the first meeting of the academic year includes a PSED link Governor.